# Risk Assessment – Learners Attending Gateway Offices (COVID-19)

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| Assessment carried out by: Emily Wilton | Ref from General Risk Assessment: N/A | Date: 05/05/2020Reviewed on: 15.03.2117/11/21 07/01/22 | Review Date: Feb 2022 |
| Company: Educ8 Group | Task/process/job being assessed: Learning environment at Gateway due to Covid 19  |
| Person(s) at risk: | **Employees, Learners & Visitors** |
|  | **This document will be reviewed in accordance with any updates from the Welsh Government.** |
| Ref | **Hazard(s)**(COVID-19 Pandemic)  | **Risk(s)**(Transmission of COVID-19 to others) | **Risk Rating before Control Measures** | **Existing Control Measures**(PPE, Hands sanitisers, Hand wipes, Signage, Prohibitions, Policies, supervision, Hand washing facilities (welfare), guidance, etc.) | **Residual Risk rating** | Further Action Required Y/N |
| **A** | **Tredomen Gateway** | Door handlingKeysSwipe card access HandrailsAny surface that is touched by hand | 15 | * Hand sanitiser is on reception for use when entering building. Hand Sanitiser available at either end of the first floor.
* Do not hold doors open for anyone.
* Strictly one person at a time in reception area.
* Do not touch the handrails, if possible, handrails are cleaned by the clears daily.
* Ensure you physically distance from others in corridors.
* Use one way system marked with floor stickers.
* Lift will only be available to 1 person at a time.
* Front staircase to walk up, back staircase to go down in orderly fashion.
* Follow appropriate physical distancing in all office areas.
* Keep blinds open at all times so staff are aware of who is in each room at any one time.
* A facemask must be worn throughout public spaces. Eg, kitchen, reception and corridors.
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| **B** | **Attending testing/case study sessions** | Door handlingKeysSwipe card access HandrailsAny surface that is touched by hand |  | * Attend your meeting at your allocated time.
* Upon arrival, you Educ8 contact will be in reception. If your Educ8 contact is not available, speak with reception or call your Educ8 contact.
* Do not leave your allocate room unless required too.
* You MUST complete a Self-Declaration for Visitors COVID-19. Your temperature will be taken upon arrival.
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| **C** | **Becoming unwell during a visit with symptoms of Covid -19** | High risk of transmission | 16 | * If you become unwell while in the workshop inform the person in charge immediately.
* Follow Welsh Government guidance on self-isolation and test track and protect procedures.
* All surfaces the person has come into contact with must be cleaned and disinfected including toilets, door handles etc. Please liaise with H&S team.
* Waste from cleaning areas should be disposal of in yellow contamination sacks for disposal.
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| **D** | **Physical Distancing** | Cross contaminationCoughing and spreading virusIgnoring physical distancing measures | 15 | * All learners must follow the physical distancing measures at all times.
* Avoid physical contact.
* Offices and training rooms will be set up in accordance to physical distancing rules.
* Do not move furniture in rooms.
* Technology should be used for all meetings where possible.
* Where technology is not possible for meetings, physical distancing guidelines must be followed,
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| **E** | **PPE**  | Reducing the spread of virusIncorrect use of PPEAccidents/IncidentsInjury to self/othersLack of supplies | 15 | * Facemasks, hand sanitiser, and anti-bacterial wipes will be available for all learners to use.
* All PPE is for single use only, disposal of PPE correctly.
* Wash your hands more frequently with soap and warm water for at least 20 seconds.
* If you sneeze, cough, blow your nose, please dispose of the tissue in the appropriate waste bin.
* Use hand sanitisers regularly when walking into different rooms.
* Any accidents or first aid administration needs to be reported.
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| **F** | **Face Masks** | Not fitted correctly | 12 | * Ensure nose clip is pressed close to nose and fits securely around your ears.
* Do not touch the mask whilst wearing.
* Dispose of mask in relevant bin provided after use.
* Do not share masks or leave unattended if taken off.
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| **G** | **Lateral Flow Testing** | Reducing the risk of transmission | 12 | * All Educ8 staff will be undertaking lateral flow testing twice weekly, to protect the safety of themselves, colleagues and learners.
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| **H** | **Fire**  | BurnsTrips and slipsClose contact with others  | 16 | * Use both sets of stairs to exit the building in an emergency.
* Make a swift exit and ensure physcial distancing is maintained.
* Do not use the lift.
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| **I** | **Equipment**  | Physical distancingPassing equipment around | 15 | * Phones, laptops, door handles, printers, and any other equipment (keyboard, mice, earphones) used must be wiped down before and after use.
* Alcohol/Anti-bacterial wipes will be available in each room.
* Do not use another person’s equipment.
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| **J** | **Toilets** | Spread of virusContamination if hands are not washed correctly | 16 | * Only one person at a time may use the toilet facilities.
* Hand wash is available in each toilet. (Guidance on washing hands is displayed in toilets)
* Wash hands for at least 20 seconds with soap and warm water.
* When blowing your nose, sneeze, cough, eat or handle food, clean your hands after either by washing or using hand sanitiser. (<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>)
* Use sanitiser stations after leaving toilet area.
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| **K** | **Training Rooms** | Touching of surfacesIgnoring physical distancing  | 12 | * The layout of desks are not to be moved to ensure physical distancing.
* No chairs or desks can be moved from other rooms without consent and assessment by the H&S team.
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| **L** | **Learners previously shielding**  | Increased risk of contracting | 15 | * All those previously shielding as per the Governments advice paused on the 1st April 2021.
* All those previously shielding will need to take extra precaution when attending Gateway.
* Ensure that learners are aware of the Covid-19 Guidance, Risk Assessments, Respiratory Hygiene, Physcial distancing and hand washing.
* All learners attending site to receive temperature check and self-declaration upon arrival
* Follow current government guidelines on the NHS Test and Trace services.
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| **M** | **Poor workplace ventilation** | Contracting or spreading Covid-19  | 15 | * Follow the HSE guidance [on heating ventilation and air condition (HVAC](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm)). If there are any concerns, please speak to the Employer and HR.
* Fresh air is the preferred way of ventilating the space by opening windows and doors (not fire doors).
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|  |  | CONSEQUENCE |
|  |  | **C1 - Minor** | **C2 - Moderate** | **C3 - Serious** | **C4 - Major** | **C5 - Catastrophic** |
| **LIKELIHOOD** | L5- Very Likely | **5** | **10** | **15** | **20** | **25** |
| **L4-Likely** | **4** | **8** | **12** | **16** | **20** |
| **L3-Possible** | **3** | **6** | **9** | **12** | **15** |
| **L2-Unlikely** | **2** | **4** | **6** | **8** | **10** |
| **L1-Rare** | **1** | **2** | **3** | **4** | **5** |

**FURTHER ACTION REQUIRED**

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| **List Controls Required**  | **Yes** | **No** |
| PPE: Purchase of Masks, hand sanitiser, and alcohol/anti-bacterial wipes | X |  |
| Other controls:Signage and constant monitoring | X |  |

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| **Ref** | **Action** | By Whom | **Target Date** | **Date Completed** |
| 1 | Desks in training rooms and ops need to be moved so that there is 1 desk, 1 chair and 2 meters apart. (This might mean moving chairs and tables, so they are not in use)  | EW | June 2020 | June 2020 |
| 2 | Ensure signage is displayed to support social distancing | TON | June 2020 | June 2020 |
| 3 | Purchase appropriate PPE, masks, gloves and aprons (health care setting only) | TON/EW | May 2020 | May 2020 |
| 4 | Purchase hand sanitiser and standalone sanitiser stations. | TON/EW | July 2020 | July 2020 |
| 5 | Review of 2 meters in each room  | EW/TON | Aug 2020 | July 2020 |

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| Signature of Risk Assessor: | Emily Wilton | Date: | May 2020 |
| Quality Checked by: | Tracey O’Neill | Date: | July 2020 |