

# Risk Assessment Form

**Company:** Ainscough Training Services      **Task/ Operation:** COVID-19  
**Location:** ATSL Training Centre      **Ref No:** ATS 20

Significant Hazard		Risk	Who Might Be Harmed?	Control measures	Residual Risk
1	Suspected case whilst working on site	4 x 4 = <b>16</b>	ATSL Staff / Candidates / Visitors	If a worker develops a high temperature or a persistent cough while at work, they should: <ol style="list-style-type: none"> <li>1) Return home immediately</li> <li>2) Avoid touching anything</li> <li>3) Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</li> <li>4) They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</li> </ol>	4 x 1 = 4
2	General travel including foreign travel	4 x 4 = 16	ATSL Staff / Candidates / Visitors	<ul style="list-style-type: none"> <li>• Only travel to sites where a risk assessment has been put in place by the hosting company, Assessors and Instructors to confirm before travel.</li> <li>• Where an individual has recently visited eg Finland, Belgium, Holland Taiwan etc they should self / home isolate themselves until further notice from the government (guidance to follow )</li> <li>• Please continue to follow any further national government advice provided</li> <li>• Please seek additional advice or concerns through this service</li> <li>• All persons to limit their use of public transport. Where travel is essential, travel alone</li> </ul>	4 x 1 = 4

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3	Access / egress to site	4 x 4 = 16	ATSL Staff / Candidates / Visitors	<p>Where possible, please consider and implement the following practices:</p> <ol style="list-style-type: none"> <li>1) Stop all non-essential visitors</li> <li>2) Introduce staggered start and finish times to reduce congestion and contact at all times ( will monitor with MD and Centre Manager)</li> <li>3) Monitor site access points to enable social distancing – Sanitizing points at main door, drying room door, canteen and admin office</li> <li>4) Require all workers to wash or clean their hands before entering or leaving the site, please use sanitiser on entry to building</li> <li>5) Allow plenty of space (two metres) between people waiting to enter site</li> <li>6) Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, screens, telephone handsets, desks etc.</li> <li>7) Reduce the number of people in building maximise outdoors wherever possible - every classroom for pant courses have been measured and meet the required 2m, instructors to maintain this.</li> </ol> <p>Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.</p> <p>I have medical masks if required</p>	4 x 1 = 4
4	Inclement weather – cold temperature allows disease to survive	2 x 2 = 4	ATSL Staff / Candidates / Visitors	<ul style="list-style-type: none"> <li>• All persons to dress appropriately for the weather</li> <li>• Welfare facilities provided to shelter from the elements</li> <li>• Maintain good hygiene measures at all times</li> <li>• Appropriate respiratory protective equipment masks to be considered as last resort however face fit test must be completed to ensure mask effectiveness.</li> </ul>	2 x 1 = 2

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5	Poor hygiene	<p>4 x 4 = 16</p>	ATSL Staff	<ul style="list-style-type: none"> <li>• Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS</li> <li>• Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.</li> <li>• Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site</li> <li>• Regularly clean the hand washing facilities and check soap and sanitiser levels</li> <li>• Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</li> <li>• Sites will need extra supplies of soap, hand sanitiser and paper towels</li> <li>• Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant Wash hands before and after using the facilities Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush</li> </ul>	<p>4 x 1 = 4</p>
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6	Canteen - exposure from large numbers of persons	<p>4 x 4 = 16</p>	ATSL Staff / Candidates	<p>1) The ATSL staff should be requested to stay on site once they have entered it and not use local shops. ( to be reviewed)</p> <p>2) Dedicated eating areas should be identified this could be classrooms outside picnic benches or individual cars</p> <p>3) Break times should be staggered to reduce congestion and contact at all times a maximum of 4 people to be in the canteen at any one time</p> <p>4) Hand cleaning facilities or hand sanitiser will be available at the entrance of the canteen.</p> <p>5) Candidate lunches will be supplied and individually wrapped</p> <p>6) Candidates should sit 2 metres apart from each other whilst eating and avoid all contact</p> <p>7) Drinking water is provided, again no problem as long as people as people sanitise before entry.</p> <p>8) All rubbish should be put straight in the bin and not left for someone else to clear up</p> <p>9) All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines</p>	<p>4 x 1 = 4</p>
7	Use of Changing facilities, showers and drying rooms	<p>4 x 4 = 16</p>	ATSL Staff / Candidates	<p>Shower area if used must be cleaned thoroughly after each use</p> <p>No damp or dirty towels etc to be left out</p> <p>Only two people in the drying room at any one time and to be adhering to the social distancing rules of 2m</p> <p>No candidates to use the drying room until further notice, tell them to use their transport</p>	<p>4 x 1 = 4</p>

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8	Working in local vicinity to construction workforce (maintaining 2m distancing)	4 x 4 = 16	Instructors/ NVQ Assessors / Candidates	<ol style="list-style-type: none"> <li>1) Starting and finishing times maybe be staggered and reviewed to ensure no build-up of staff / teams in areas (reception) all to be reviewed by management team</li> <li>2) Workers who are unwell with symptoms of Coronavirus (Covid-19) should not attend the workplace</li> <li>3) Assessments are to be rearranged to enable the Covid-19 risks to be instigated and completed in a safe manner without promising safety measures.</li> <li>4) Maintain social distancing measure of 2 metres from each other as much as possible with supervision in place to monitor compliance</li> <li>5) Avoid skin to skin and face to face contact</li> <li>6) Stairs should be used in preference to lifts</li> <li>7) Any additional COVID 19 measures specified by your Principal Contractor's site rules must be followed. Details of this shall be shared at site induction</li> <li>8) Above hygiene measures and additional cleaning schedules to remain (regularly washing hands for at least 20 seconds with soap and warm water)</li> </ol> <p>Any health concern to be raised immediately to line management / principal Contractor</p>	4 x 1 = 4
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9	Working within 2 metres of working team	4 x 4 = <b>16</b>		<ol style="list-style-type: none"> <li>1) Always consider if the task can be performed differently without having to breach the 2m social distancing rule</li> <li>2) Workers are to limit face to face working and work facing away from each other when possible</li> <li>3) Limit the frequency of working within 2m to an absolute minimum and ensure it is for strictly low intensity, sporadic work where exposure to this distance is less than 15 mins</li> <li>4) Consider introducing an enhanced process for activities where less than 2m distance may be required for example AP course where intimate instruction may be required ie place a mask on.</li> <li>5) Provide additional supervision to monitor distancing and teams not to be rotated</li> <li>6) Continue to conduct dynamic risk assessments whilst completing the work and speak up if there is a safer way of completing the task</li> <li>7) All equipment to be thoroughly cleaned prior and after using it.</li> <li>8) Increased ventilation will be provided within enclosed spaces</li> <li>9) we will consider RPE for Coronavirus (Covid-19) where the two metre social distancing guidelines is not met. Equipment must be face fit tested to all users</li> <li>10) Consideration given to disposable gloves, however if everyone sanitises when entering the building and canteen there should be no need for gloves to be worn as it will be the equivalent of just having un sanitised hands and would therefore spread the possible contamination</li> <li>11) Anyone using reusable PPE should be thoroughly cleaned after use and not shared between workers. These should be stored in suitable places</li> <li>12) Single use PPE should be disposed of so that it cannot be reused and to control potential contamination is controlled (waste removed by a responsible on a regular basis by Ops Manager</li> </ol>	<b>4</b> <b>x</b> <b>2</b> <b>=</b> <b>8</b>
10	Health and safety test (PearsonVue)	4 x 4 = <b>16</b>	Test Candidates	<ol style="list-style-type: none"> <li>1) Anyone had or showing signs of COVID will not be allowed to take the test.</li> <li>2) Masks to be worn in test room</li> <li>3) Sanitize hand at the beginning of the registration and follow instruction from test supervisor</li> <li>4) All workstations will be cleaned with sanitizing wipes before and after each tests</li> </ol>	<b>2</b> <b>x</b> <b>2</b> <b>=</b> <b>4</b>

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11	Classroom work Distance, air quality,	4 x 5 = 20	Candidates / Instructors	<p>The use of classrooms will no doubt cause concern so the following control measures will be in place</p> <ol style="list-style-type: none"> <li>1. Classes assessed on group size to always maintain a <b>MINIMUM</b> of 2m distance.</li> <li>2. When candidates are seated they are allowed to remove masks this includes the instructor</li> <li>3. No group activities are permitted</li> <li>4. Any instructor interactivity masks/ visors will be worn</li> <li>5. To ensure maximum quality airflow windows and doors to be left open throughout</li> <li>6. A sanitising point will be at every single entrance externally and internally and everyone is encouraged to sanitise to reduce the risk of transmission.</li> <li>7. With the exception of the toilets all other doors are left open throughout the day so to reduce touching of surfaces</li> <li>8. All candidates get an individual packed lunch and can eat in classroom or their own vehicles or outside weather permitting.</li> <li>9. Masks / visors are available upon request</li> <li>10. Sanitising wipes are available up request</li> <li>11. A full site and COVID-19 induction is completed asap on arrival at ATSL</li> <li>12. Canteen is to be used for the collection of hot and cold drinks only no congregation of more than 3 at any one time</li> <li>13. A knock and shout system is used for the toilet to keep only one person at a time.</li> <li>14. Any movement around ATSL masks / visors must be worn</li> </ol> <p>Classroom sizes are as follows</p> <p>Classroom 1 - 7m x 6m maximum 5 candidates  Classroom 2 - 7m x 5m maximum 4 candidates  Classroom 3 - 7m x 5m maximum 4 candidates  Classroom 4 - 9m x 8m maximum 8 candidates</p> <p>All classes meet the Minimum of 2m social distancing</p>	3 x 3 = 9
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<b>Severity</b>	<b>Likelihood</b>					
		<b>Negligible</b>	<b>Minor</b>	<b>Moderate</b>	<b>Very moderate</b>	<b>Extreme</b>
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
	<b>5 Very Likely</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>	<b>25</b>
<b>4 Likely</b>	<b>4</b>	<b>8</b>	<b>12</b>	<b>16</b>	<b>20</b>	
<b>3 Possible</b>	<b>3</b>	<b>6</b>	<b>9</b>	<b>12</b>	<b>15</b>	
<b>2 Unlikely</b>	<b>2</b>	<b>4</b>	<b>6</b>	<b>8</b>	<b>10</b>	
<b>1 Very Unlikely</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	

**Risk matrix used in risk assessment above**  
**RR = residual risk**




## Risk Assessment Form

Hazard No.	List What Further Action Is Necessary To Control The Risk	Person Responsible	Completion Date
1	<ul style="list-style-type: none"> <li>Follow good NHS hygiene measures at all times and continue following ongoing government guidance</li> </ul>		
2	<ul style="list-style-type: none"> <li>Do not take any antibiotics as they do not work against viruses.</li> </ul>		
3	<ul style="list-style-type: none"> <li>Do not approach delivery staff, allow packages to be left on the doorstep</li> </ul>		
4	<ul style="list-style-type: none"> <li>Avoid all visitors to your home unless they are providing a medical requirement</li> </ul>		
6	<ul style="list-style-type: none"> <li>Maintain contact with line management and Human Resources (HR) and to follow company policy / guidance.</li> </ul>		
7	If you feel that you may have symptoms of COVID please remove yourself from the workplace and seek further advice from your GP		
10			
11			
12			
13			

## Risk Assessment Form

**Assessment by:** Tim Morgan **Date of assessment:** 160221

**Signature:**  **Date to review further actions:** On going as per government guideline

**Position:** Health and Safety Advisor **Assessment review date:** \_\_\_\_\_