

## General Risk Assessment Record

<b>Service and location</b> Workforce Development, Dryden	<b>Work activity:</b> Face to Face Training	<b>Date of assessment</b> 01.09.20	<b>Review Date</b> 01.11.20
<b>Name of Assessor and position</b> Catherine Hardman, Senior WDA	<b>Approved by (Service Manager)</b> Alison Smith,	<b>Consultation</b>	<b>Reference Number</b>

Workforce Development is committed to providing a COVID-secure training environment to ensure the health and wellbeing of our staff, tutors and learners.

This document will be reviewed in line with Government and Local Authority guidance and safe systems of work will be developed and adhered to.

This document should be read in conjunction with the Corporate Office Risk Assessment document HS-RA-14.

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is needed?	Action by whom	Action by when	Done
1. Managing risk from COVID 19, Workforce Development to reduce the risk to the lowest level reasonably practicable.	<p>Workforce Development Advisors, Tutors, learners (visitors to training rooms at Dryden PDC). (Particularly vulnerable groups – pregnant workers; those with existing underlying health conditions)</p> <p>People can catch the virus from others who are infected in the following ways:</p> <ul style="list-style-type: none"> <li>virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales.</li> <li>the virus can survive for up to 72 hours out of the body on surfaces which</li> </ul>	<p>Senior WDA and WDAs will:</p> <p>Ensure where possible training is delivered via the Virtual Learning Platform (VLP) and only mandatory compliance training which cannot be delivered via the VLP is offered via face to face delivery.</p> <p>Enforce staggered training start times and breaks to reduce pressure on common areas such as break areas and toilets. Each room has been allocated break times; these must be strictly adhered to; this information will be displayed in the training rooms.</p> <p><b>Room 1</b> 9.30am start 11.00am break (15 mins) 12.30 lunch (30 mins) 3.00pm break (15 mins) Afternoon sessions to start at 1.30pm</p> <p><b>Room 2</b></p>	External training providers using the training rooms to be provided with a copy of this risk assessment to ensure they adhere to the procedures put in place to maintain tutor and learner safety and wellbeing.			

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	<p>people have coughed on etc.</p> <ul style="list-style-type: none"> <li>people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth leading to infection and possible death.</li> </ul>	<p>9.45am start  11.15am break (15 mins)  1.00pm lunch (30 mins)  3.15pm break (15 mins)  Afternoon sessions to start at 1.45pm.</p> <p><b>Room 3</b>  10.00am start  11.30am break (15 mins)  1.30pm lunch (30 mins)  3.30pm break (15 mins)  Afternoon sessions to start at 2.00pm.</p> <p>Advise all facilitators and tutors to remain at the front of the classroom with a 2m social distance between themselves and the front row of learners, this has been clearly marked in each training room using hazard tape. Facilitators and tutors will be asked to wear face visors for the duration of the training session.</p> <p>Advise Learners to wear face coverings/ masks when moving around the room/ building, these can be removed when seated at a desk/ table.</p> <p>Ensure strict social distancing (2m where possible or 1m as a minimum, in corridors and social spaces, in training environment, sitting face to back, side to side).</p> <p>Ensure all training rooms have hand sanitizer and anti-bacterial wipes provided.</p> <p>Ensure training rooms 1 to 3 to remain in classroom style training arrangement, no more than 11 learners and one trainer facilitator in the room at any time. M &amp; H room to have no more than 5 learners and 1 facilitator/ tutor in the room at any one time, chairs to be arranged around</p>				

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		<p>room in semi-circle to maintain social distancing.</p> <p>Advise Domiciliary Care Workers who attend training straight after a home visit, they must change out of their uniform and wear a face covering for the duration of the training session.</p> <p>Advise facilitators and tutors they must provide their own resources, i.e. flip chart markers, powerpoint presentation clicker etc. Worksheets etc to be emailed to learners prior to training to enable them to print their own copies – where hard copies of resources need to be provided these will be placed on the learners desks at the start of session to reduce the need for the facilitator to move around the room.</p> <p>One-way system to be enforced within the training rooms with clear signage on the route to be taken.</p> <p>No tea and coffee will be available for learners, cold water will be available from the kitchen area and paper disposable cups will be available for single use by learners. Learners will be asked to provide their own refreshments for the duration of the training.</p> <p>Pens will not be provided for learners they will need to supply their own personal resources.</p> <p>First Aid training will be delivered in line with awarding body, resus-council and local authority guidance.</p>				

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2. Arrival and departure from the Dryden Centre.	As above	<p>Learners will be advised to follow the Dryden Centre guidance on accessing the building, information will be provided in training joining instructions, and to follow the one-way system clearly signed within the building.</p> <p>All facilitators/ tutors will take a register of learners who are attending the training to reduce the risk of cross-contamination during the signing in process.</p> <p>All learners will be advised to sanitise their hands on entering the training room and will have their temperature taken using a non-contact thermometer. Anyone who is showing signs or symptoms of Covid 19 will be asked to leave the training, return home, contact their supervisor and seek medical advice.</p>				
3. Moving around the building.	As above	<p>Discourage all non-essential trips within the building to minimise contact with other learners and building users.</p> <p>Ensure learners and external facilitators are fully aware and adhere to the one-way system in operation in the building.</p> <p>Encourage learners to remain in the training room for breaks to reduce the amount of contact with other learners and building users.</p>				
4. Common areas	As above	<p>Staggered training start times and breaks to reduce pressure on common areas such as break areas and toilets. Each room has been allocated break times; these must be strictly adhered to; this information will be displayed in the training rooms.</p> <p><b>Room 1</b> 9.30am start 11.00am break (15 mins)</p>				

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		<p>12.30 lunch (30 mins) 3.00pm break (15 mins) Afternoon sessions to start at 1.30pm</p> <p><b>Room 2</b> 9.45am start 11.15am break (15 mins) 1.00pm lunch (30 mins) 3.15pm break (15 mins) Afternoon sessions to start at 1.45pm.</p> <p><b>Room 3</b> 10.00am start 11.30am break (15 mins) 1.30pm lunch (30 mins) 3.30pm break (15 mins) Afternoon sessions to start at 2.00pm.</p> <p>Where necessary to leave the training room, encourage the use of outside spaces for breaks.</p> <p>Learners to be advised to bring their own food to training sessions as café is unlikely to be open. If/when open, only a limited amount of pre-prepared food is likely to be available.</p> <p>Seating in rest areas/ café/ public spaces to avoid face to face interaction and maintain 2m separation.</p>				
5. Accidents, security and other incidents	As above	During an emergency evacuation, learners are advised that they do not need to stay 2m apart if this is unsafe.				
6. Providing and explaining available Guidance.	As above	<p>WD Business Support and WDA's:</p> <p>Establish clear facilitator and learner responsibilities relating to COVID 19 before attending training via joining instructions and at the start and end of each training session.</p>	<p>Posters to be erected in training rooms to remind learners of responsibilities.</p> <p>Trainer to include</p>			

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			COVID 19 measures such as 2m social distancing, hand washing/sanitising, one-way system, breaktime measures as part of domestic arrangements at the start of the training sessions.			
7. Keeping the training rooms clean.	As above	<p>Maintain good levels of ventilation by opening windows, fans will not be used in training rooms.</p> <p>Adequate supplies of hand sanitizer and anti-bacterial wipes will be available in the training rooms.</p> <p>At the end of each session, the tables chair arms, pc keyboard and screen, flip chart stand, door handles and any other high touch surfaces in the rooms which could have been contaminated are cleaned down with anti-bacterial wipes, staff to wash hands thoroughly after cleaning process.</p>	Facilities Management to be contacted to arrange regular training room cleaning.			
8. Hygiene – handwashing etc	As above	<p>WDAs, facilitators and tutors:</p> <p>Will instructed all learners to follow good hygiene practices and displayed signage and posters to develop awareness of:</p> <ul style="list-style-type: none"> <li>good handwashing technique, and regular washing with soap and water.</li> <li>the need to increase handwashing frequency.</li> <li>avoid touching your face.</li> <li>cough/sneeze into a tissue or arm if a tissue is not available and dispose of safely.</li> </ul>				

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9. Personal Protective Equipment (PPE) and Face coverings	As above	<p>PPE is not required unless attending training in First Aid and close contact is required to complete the practical part of the assessment.</p> <p>The risk of COVID 19 transmission, this is usually managed via social distancing, hygiene and not with PPE.</p> <p>Facilitators and tutors will be asked to wear face visors for the duration of the training session.</p> <p>Domiciliary Care Workers who attend training straight after a home visit, must change out of their uniform and wear a face covering for the duration of the training session.</p>				
10. Face coverings	As above	<p>WDA's, facilitators and tutors:</p> <p>Will support learners wearing face coverings should they wish to do so.</p> <p>They will remind learners that wearing a face covering is not a substitute for other ways of managing the risk from COVID 19 e.g. social distancing, regular hand washing, surface cleaning, etc.</p> <p>Will communicate the following to learners wearing face coverings:</p> <ul style="list-style-type: none"> <li>• wash hands thoroughly with soap and water or sanitiser for 20 seconds prior to putting on the face covering and after removing it</li> <li>• when wearing a face covering, avoid touching your face/face covering (you could contaminate them)</li> <li>• change your face covering if it becomes damp or you've touched it</li> <li>• continue to wash your hands regularly</li> <li>• change and wash your face covering</li> </ul>				

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		daily in line with washing instructions, if it's not washable dispose of it carefully in your usual waste <ul style="list-style-type: none"> <li>• practice social distancing.</li> </ul>				

**N.B.** Risk Assessment is Continuous Process – Significant Changes to the Work Activity Require a Review of the Assessment