

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

This Risk Assessment (May 2020) has been carried out for Academy Training Solutions Limited, Basepoint, Camberley.

It will be reviewed monthly or upon the release of new guidance from the government. It should be read alongside Academy Training's policy on Safe Training 2020.

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19	<ul style="list-style-type: none"> Staff Visitors to company premises Cleaners Contractors Drivers Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact (with people or common-touch items) throughout the business 	<p>Hand Washing</p> <ul style="list-style-type: none"> Hand washing facilities with soap and water in place. Stringent hand washing taking place. See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Drying of hands with disposable paper towels. https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ Staff encouraged to protect the skin by applying emollient cream regularly https://www.nhs.uk/conditions/emollients/ Gel sanitisers in any area where washing facilities not readily available <p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>Physical Distancing Physical Distancing -Reducing the number of persons in any work area to comply with the gap recommended by the Public Health Agency https://www.publichealth.hscni.net/news/covid-19-coronavirus https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure physical distancing in place.</p>	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow 'Catch it, Bin it, Kill it' - and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice -</p> <p>Posters, leaflets and other materials are available for display.</p> <p>Keyboards & mice are to be cleaned with an appropriate product following each session and not to be used on consecutive days. The use of any other shared-use items (Pencils, erasers, etc) will be suspended. Delegates encouraged to bring their own if possible. Desk areas are to be cleaned daily with an appropriate product, and where possible, not used on consecutive days.</p> <p>The physical training space has been re-modelled to include personal area screens on desks, physical separation of all delegates during training and reduced class sizes relative to room size.</p> <p>Staff to be reminded daily of the importance of distancing both in the workplace and outside of it.</p> <p>Where possible we advise customers that the safest training can be provided using Remote-Technologies over the internet. Where this is not suitable then face-to-face sessions will be provided with appropriate precautions taken as per the company's Safe Working 2020 policy.</p>	<p>ATSL signage</p> <p>Trainer</p> <p>Trainer & ATSL bookings</p> <p>ATSL</p> <p>ATSL signage</p> <p>ATSL booking policy</p>	<p>Before re-opening</p> <p>Daily</p> <p>Daily</p> <p>Before re-opening</p> <p>Before re-opening</p> <p>Before re-opening</p>	<p>29/05/20</p> <p>29/05/20</p> <p>29/05/20</p> <p>29/05/20</p>

		<p>Conference calls to be used in preference to face to face meetings.</p> <p>Distancing also to be adhered to in canteen area and smoking area.</p> <p><u>Wearing of Gloves</u> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p><u>Respiratory Protective Equipment (RPE)</u> <i>Public Health guidance on the use of PPE (personal protective equipment) & RPE to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</i></p> <p>Where RPE is a requirement for risks associated with the work undertaken the following measures will be followed-</p> <p>Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer's face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer. Wearers must be clean shaven.</p> <p><u>Symptoms of Covid-19</u> If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. https://www.publichealth.hscni.net/</p> <p><u>Drivers</u> Procedures in place for Drivers to ensure adequate welfare facilities available during their work - Reference https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm COVID-19-guidance on freight transport.</p> <p>Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p>	<p>Staff and visitors are reminded that wearing of gloves is not a substitute for good hand washing and if they are used then they must be changed frequently and disposed of correctly.</p> <p>Whilst not currently mandated, it is recommended that visitors wear a covering over the mouth and nose where practical, whilst attending training sessions with others.</p> <p>Other forms of PPE/RPE are not appropriate under current guidelines.</p> <p>Anyone showing signs of, or suspected to have infection is asked NOT to attend training. The opportunity to attend a remote session or to reschedule for free is offered as an alternative.</p> <p>Visitors will have their temperature tested on arrival and if abnormally high, will not be given access to the building, and their training will be rescheduled.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Deliveries will be made to reception only and collected at the end of the day after any visitors have departed.</p>	<p>ATSL signage</p> <p>ATSL attendance instructions</p> <p>ATSL joining instructions</p> <p>Trainer</p> <p>Reception</p>	<p>Before re-opening</p> <p>Before re-opening</p> <p>Before re-opening</p> <p>Daily</p> <p>Before re-opening</p>	<p>29/05/20</p> <p>29/05/20</p> <p>29/05/20</p> <p>29/05/20</p> <p>29/05/20</p>
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