

Ref Number	Date Conducted	Title	Assessor	Signature	Review Date
RA/001	05/06/2020	COVID 19	John Reynolds	eMail as attachment	Weekly
Additional Notes	1. COVID 19 is a rapidly moving crisis with a range of changing controls that are set at national level, this Risk Assessment will be reviewed weekly, or sooner if there are significant changes in the guidance given. 2. The hazard in this instance is the COVID-19 Virus, this can be carried by people who can be symptomatic and Asymptomatic and who can infect others. 3. Regarding the consequences, this is maintained predominantly as 'infection by' Covid 19, this infection has wider aspects that range from no symptoms being displayed through to it being fatal, our efforts are focused on avoiding infection.				
References	Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection	https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection			
	COVID-19: cleaning in non-healthcare settings	https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings			
	Guidance for food businesses on coronavirus (COVID-19)	https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19			
	COVID-19: advice for first aiders	https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/			
	Qualsafe Awards FAW Training Guidance	https://qualsafeawards.org/news/training-during-and-beyond-covid-19/			
	NHS test and trace: how it works	https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works			
	References listed above checked for validity at time of issue, or re issue, these where last checked on:				05 th June 2020

#	Hazard	Risk	Persons Affected	Consequence	Control Measures	Comments / Dynamic Assessment
1	COVID-19 Virus	Transmission of the virus from one person to another on arrival at TTC site	Employees Consultants Learners Apprentices Contractors and Other Site Users	Infected by COVID-19	<ol style="list-style-type: none"> 1. Joining instructions to include controls in place for reporting into Reynolds Training at the TTC 2. Vehicles to be reverse parked in the main car park at the rear of the site – When exiting vehicles be aware of others and follow signs to TTC reception 3. Toolbox Talk and update of induction to ensure all personnel are aware of transmission methods and controls in place 4. Ground markers to show 2m social distancing 5. Coordination with CATCH to meet and greet 6. One way system sign posted in main building 7. Personnel will be issued with a Badge identifying them as Reynolds Training Services Ltd Attendees – This must always be displayed outside of the meeting / classroom 8. No physical contact at meet and greet – No handshakes 	
2	Weather	Illness caused by the effect of the weather while waiting to access TTC	Learners Apprentices Contractors	Wet clothes and potential health affects associated with being wet and cold	<ol style="list-style-type: none"> 1. Reynolds coordinating with CATCH and other providers on numbers arriving at site 2. CATCH Processing personnel as efficiently as possible 3. Personnel informed in joining instructions that SD queueing is in place outside the TTC and that they should bring appropriate clothing in relation to the weather 4. Reynolds will provide additional hand towels for drying should heavy rain occur during queueing – These will be single use by a person and held in laundry bag to be washed and returned by Reynolds. 	

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3	COVID-19 Virus	Transmission of the virus from one person to another on in the classroom / meeting	Employees Consultants Learners Apprentices Contractors and Other Site Users	Infected by COVID-19	<ol style="list-style-type: none"> 1. Increased cleaning regime in the classroom 2. Sanitisation stations in the classroom 3. 2m social distance rule observed between learners' desks 4. Induction at commencement of course 5. Additional notices placed around the classroom 6. Additional bins in the classroom, and checked more frequently 7. Individual learner packs and reduce sharing of materials 8. Provision of own pens and pencils for their retention throughout course or use of own pens 9. Trainer to ensure classroom management is maintained in line with COVID 19 Policy and associated RA 10. Encourage regular hand washing 	
4	COVID-19 Virus	Transmission of the virus from one person to another during breaks and lunch	Employees Consultants Learners Apprentices Contractors and Other Site Users	Infected by COVID-19	<ol style="list-style-type: none"> 1. Disposable cutlery, plates and drinking utensils to be used 2. Lunches ordered through CATCH 365, will be individually wrapped for each learner 3. Additional bins for rubbish 4. Sweets will be provided in individual pots for each learner 5. Drinks hot and cold will be available at a drinks station managed in line with social distancing 6. Coordinating with CATCH 365 and other providers to avoid overrunning the canteen area 	

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5	COVID-19 Virus	Transmission of the virus from one person to another during washroom break	Employees Consultants Learners Apprentices Contractors and Other Site Users	Infected by COVID-19	<ol style="list-style-type: none"> 1. Dedicated toilet for Reynolds employees 2. Learner toilets changed to single use facilities, with social distance controls for entry and exit 3. Increased cleaning regime in place 4. Toilets and sink areas not in use closed off 5. One way system – sign posted and clear 	
6	COVID-19 Virus	Transmission of the virus from one person to another during training activities on Process Plant	Employees Consultants Learners Apprentices Contractors and Other Site Users	Infected by COVID-19	<ol style="list-style-type: none"> 1. CATCH have a RA for Process Plant Use; this will be adhered to by Reynolds Training Services Ltd 2. Coordination with other users 3. Limit the number of personnel on process plant 4. Maintain where practical social distancing measures 5. If practical in relation to the exercise use face covering within the control room 6. Additional cleaning stations available, wipe down keyboards and associated equipment when changing learners between exercises 7. Consider use of face coverings in control room area where SD cannot be maintained at 2 meters 	
7	COVID-19 Virus	Transmission of the virus from one person to another in the admin offices	Employees Consultants Learners Apprentices Contractors and Other Site Users	Infected by COVID-19	<ol style="list-style-type: none"> 1. Working from home utilised as appropriate to minimise personnel on site 2. Work desk set to maintain social distance 3. Restrict unauthorised access to offices 4. Minimise passing of paperwork and files where practicable 5. Additional hand sanitiser / cleaning station placed in office 	

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					6. Encourage regular hand washing	
8	COVID-19 Virus	Vulnerable persons attending site	Employees Consultants Learners Apprentices Contractors and Other Site Users	Infected by COVID-19	1. Pre-screening before arrival 2. Any reported cases on CATCH Facility will be notified to all providers who will update their attendees as appropriate	
9	COVID-19 Virus	Transmission of virus from surfaces	Employees Consultants Learners Apprentices Contractors and Other Site Users	Infected by COVID-19	1. Increased cleaning regime in classrooms and offices 2. Monitoring and increased cleaning in washroom facilities 3. Additional disposable towels, sanitiser and bins available to wipe down areas	
10	COVID-19 Virus	Infected personnel attending site	Employees Consultants Learners Apprentices Contractors and Other Site Users	Infect others with COVID-19	1. Any persons with symptom no matter how mild MUST self-isolate in accordance with Government Guidelines 2. Persons with symptoms of COVID 19 MUST NOT attend site 3. Completion of self-certification on arrival at site confirming symptom free	
11	COVID-19 Virus	Transmission of virus by symptomatic person to first-aider	First-aider	Infected by COVID-19	1. First aiders directed to the advice from St Johns Ambulance (See References above) 2. Isolation room available in TTC to place suspected cases 3. Face masks and gloves available for first aiders	

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12	COVID-19 Virus	Transmission of virus during FAW Training	FAW Trainer and Learners	Infected by COVID-19	<ol style="list-style-type: none"> 1. Government guidance is that FAW Training course should not restart until we are at Level 3 on the COVID-19 Status Alert 2. Quallsafe Awards guidance (Referenced above) 	To be reviewed and updated before commencement of courses
13	COVID-19 Virus	Transmission of virus during Emergency Response (Fire Evacuation)	All Personnel	Infected by COVID-19	<ol style="list-style-type: none"> 1. Trainer or Meeting Chair to direct attendees to exit building by the safest means 2. Ensure any open doors are closed on exit 3. Trainer or Meeting Chair to have attendee list with them 4. Trainer or Meeting Chair to take hand sanitiser for attendees to use once at assembly point 5. Social distancing to be maintained at assembly point 6. On stand down, attendees to be directed back to the TTC classroom and asked to wash hands before commencement of activities 	
14	COVID-19 Virus	Transmission of the virus from one person to another whilst on route or returning from a client's site	Employees Consultants the Public	Infected by COVID-19	<ol style="list-style-type: none"> 1. Personnel not to travel if they have symptoms of COVID-19 2. Plan route and consider stops prior to commencing journey 3. Maintain social distance at stopping points 4. Any employee of consultant who, whilst on route, on site or at accommodation displays any COVID-19 symptoms is to contact Karon Reynolds (07851216771) immediately it is safe to do so – If safe to do so personnel will be advised to return home and the client informed immediately 	To be reviewed before undertaking any offsite work

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15	COVID-19 Virus	Transmission of the virus from one person to another whilst at a hotel / accommodation	Employees Consultants the Public	Infected by COVID-19	<ol style="list-style-type: none"> All bookings will be authorised by Karon Reynolds – Hotels will be agreed by Reynolds Training Services Ltd Maintain social distancing as effectively as possible Comply with all hotel / guest house rules in relation to controls being implemented for COVID-19 	
16	COVID-19 Virus	Transmission of virus from one person to another during training at a client's site	Employees Consultants Learners Apprentices Contractors	Infected by COVID-19	<ol style="list-style-type: none"> Individual clients will have their own specific requirements in relation to controls for COVID-19 – Reynolds will ascertain the nature of these controls and ensure and confirm they can be met / implemented Client to confirm that training room is suitable and can be laid out to maintain relevant social distancing Employees and Consultants must declare that as far as they are aware, they have no COVID-19 Symptoms Employee or consultant to carry out a dynamic assessment at site on suitability of training facility and suggest any additional controls before commencing Employee or consultant to ensure that hand sanitiser, paper towels are available in the classroom Note paper and individual pens / pencils to be provided to each learner At breaks personnel to be encouraged to wash hands This RA and Policy is to be forwarded to all clients before visiting any site and issued to the trainer Any Employee or Consultant who while at a clients site develops COVID-19 symptoms is to STOP the delivery and liaise directly with their site contact. 	To be reviewed before commencing offsite work

