

Covid-19 Risk Assessment

In response to the current pandemic, and the phased re-opening of the training centre to provide some face-to-face support to supplement remote delivery, this risk assessment aims to demonstrate how SBC Training will be minimising the risk of spread of Covid-19 and therefore not increasing the rate of transmission. This document is intended to be shared with all staff, learners, employers and other stakeholders whilst it still remains valid.

What are the hazards ?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Date action completed
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> Staff Learners Employers Visitors Cleaners <p>Vulnerable Groups:</p> <ul style="list-style-type: none"> Elderly Pregnant Those with underlying health conditions Anyone else who comes into contact with your business, physically 	<p>Hand Washing</p> <ul style="list-style-type: none"> Hand washing facilities with soap and water in place Hand washing guidance available throughout the building Hand drying facilities available Gel sanitizers are provided in any areas where washing facilities are not available 	<p>Hand Washing</p> <ul style="list-style-type: none"> Paper towels to be supplied in all hand washing areas: https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ Staff, learners and all visitors to be reminded to wash their hands regularly throughout the day following the guidance Remind staff, learners and visitors to catch coughs and sneezes in tissues and bin immediately, or catch the cough in the crook of the elbow 	<p>All Staff</p> <p>All training staff</p>	<p>Immediately and checked daily</p> <p>To be incorporated in the housekeeping rules at the start of each session</p>	

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		<p>Cleaning Frequent cleaning to be undertaken and disinfecting of surfaces and objects that are touched regularly, particularly in areas of high use, such as door handles and light switches. Use of appropriate cleaning products and methods.</p> <p>Shielded/Self-Isolating groups Those staff and learners who have underlying health issues or are self-isolating must not attend the training centre and will continue to be supported remotely.</p> <p>Social Distancing As a first option, all staff to work from home unless it is absolutely necessary to use the training centre. Use of Microsoft Teams to conduct face-to-face meetings. Limited numbers to use the training centre and no unannounced visitors will be admitted. Those invited to attend must bring their own refreshments. They will be</p>	<ul style="list-style-type: none"> • Rigorous checks will be carried out by training co-ordinators and managers to ensure procedures are being followed • Communicate with all staff that it is their responsibility to leave clean an area they have used • Checklist to be produced • information posters to be sourced and put in each training/meeting room front entrance 	<p>Training co-ordinators/managers</p> <p>Director of Training by sharing risk assessment</p> <p>Director of Training</p>	<p>Immediately upon opening</p> <p>22/05/2020</p> <p>01/06/2020</p> <p>01/06/2020</p>	<p>Completed</p> <p>completed</p> <p>completed</p>
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		<p>welcomed by the person inviting them</p> <p>Reduce the number of people in any training/meeting area to comply with the 2-metre gap recommended by the government.</p> <p>Staggered start time for each group of learners to minimise contact between different groups. Social distancing to be adhered to in smoking areas.</p> <p>Staff who let learners use their laptops must use wipes to disinfect before and after use.</p> <p>Public Transport Learners to be advised of the safest way to use public transport, if that is the only way they can attend the centre:</p> <ul style="list-style-type: none"> • Off-peak travel • Face covering • Use hand sanitizer • Do not touch surfaces 	<ul style="list-style-type: none"> • Checks by training coordinators and managers to check social distancing is being followed • Daily timetables to be produced with room and staff allocation • Zone areas off, using screens, to reduce cross-contamination <p>SBC senior management will communicate any changes to government advice as and when it happens with regards to the use of public transport.</p>	<p>AR, DG, RC, RA</p> <p>Training coordinators/managers</p> <p>All training staff</p> <p>NOL</p>	<p>01/06/2020</p> <p>01/06/2020</p> <p>01/06/2020</p>	<p>Completed</p> <p>Completed</p>
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		<p>Symptoms of Covid-19 If anyone becomes unwell with a new continuous cough, a high temperature and or loss of taste and smell whilst in the centre, they will be sent home and advised to follow the 7-day self-isolation rules and informed of who to contact to arrange a test. Follow RIDDOR reporting guidelines if appropriate. Regular contact via Microsoft Teams will be maintained during this time to ensure well-being of staff and learners. Trainers will communicate to SBC Training senior management and employers of apprentices of any actions taken with regards to developing Covid-19 symptoms.</p>	<p>SBC senior management will communicate changes to government advice as and when it happens with regards to symptoms, track and trace and isolation processes.</p> <p>Safeguarding (KPS) team to circulate updates to all staff as and when they are received and weekly catch-up to re-assess risk assessment.</p>			
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