

Risk Assessment Form

Number:

Issue No: 1

Issue Date:
20.05.2020

**Authorised : D
Morrell**

Task/Activity:	Corona Virus/ COVID19	Depot/Dept:	The Watson Building	Ref No:	RA.40
Date Conducted & By Who:	Angela Grime 18.06.2020	Review Date:	01.03.2021	Date Reviewed:	01.09.2020
Information	<p>The COVID-19 virus affects different people in different ways. COVID-19 is a respiratory disease and most infected people will develop mild to moderate symptoms and recover without requiring special treatment. People who have underlying medical conditions, problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer and older people have a higher risk of developing severe disease and death.</p> <p>Common symptoms include:</p> <ul style="list-style-type: none"> • fever • tiredness • dry cough • a loss of, or change in, your normal sense of taste or smell (anosmia) <p>Other symptoms include:</p> <ul style="list-style-type: none"> • shortness of breath • aches and pains • sore throat • and very few people will report diarrhoea, nausea or a runny nose 				

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E - Employees	1 No Injury, property damage	1 Very Unlikely	Severity X Probability = 1 to 5	Low	Y – acceptable risk, work can start
C - Contractors	2 Minor Injury	2 Unlikely			
V - Visitors	3 +7 Day Absence	3 Likely	Severity X Probability = 6 to 14	Med	Y or N – may need further consideration
P - Public	4 Specified Injury	4 Very Likely			
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People with mild symptoms who are otherwise healthy should self-isolate and contact their medical provider or a COVID-19 information line for advice on testing and referral.

People with fever, cough or difficulty breathing should call their doctor and seek medical attention.

Coronavirus is classified as an airborne high consequence infection disease in the UK. The best way to prevent and slow down transmission is be well informed about the COVID-19 virus, the disease it causes and how it spreads.

The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes, so it's important that you also practice respiratory etiquette (for example, by coughing into a flexed elbow).

Currently, there are no specific vaccines or treatments for COVID-19.

1 Hazard (something with the potential to cause harm, how will it be realised and what is the potential injury?)	2 At Risk	Risk			6 Control Measures	Risk		
		3 Severity	4 Probability	5 Risk		7 Severity	8 Probability	9 Risk

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<p>Transfer of disease from being in close proximity to others infected</p> <p>Fever, flu like symptoms, persistent cough, breathing difficulties, loss of taste and/or smell, death</p>	A	5	3	15	<ul style="list-style-type: none"> washing your hands with soap and water often, using an alcohol-based rub frequently and not touching your face. covering your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. putting used tissues in the bin straight away. avoiding close contact with people who are unwell. remaining more than two metres away from anyone who doesn't live in your household wherever possible. self-isolating if you are symptomatic for a period of 10 days following 14-day household quarantine rules if someone you live with becomes symptomatic. if symptomatic, arranging to complete a test as soon as possible if tested positive for coronavirus, share details with recent close contacts through the test and trace service to alert people who may need to self-isolate understanding when and how to use PPE. Where practicable employees are to work remotely. Following government advice on social distancing including permitted contact with others, exercise and essential journeys and activities If someone becomes unwell in the workplace with a new, continuous cough or a high temperature, they should be sent home Any employee displaying symptoms of either a high temperature, a new continuous cough or other symptoms detailed above should self-isolate at home. If you live alone stay at home for 10 days. 	5	1	5
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				<ul style="list-style-type: none"> Do not go to a GP surgery, pharmacy or hospital. You do not need to contact 111 unless you feel you cannot cope with your symptoms, your condition gets worse or if you do not get better after 10 days. For a medical emergency dial 999 Access to Regenda Group offices and workplace premises will be managed in line with the COVID secure guidance including access by members of the public Contractors are required to provide coronavirus risk assessments and/or confirmation of how they are managing coronavirus risks. Information is provided to contractors detailing Regenda Group requirements Office and workplace risk assessments have been completed and guidance documents communicated staff Targeted and enhanced cleaning regimes are in place Once symptomatic, all surfaces that the person has come into contact with must be cleaned in line with the guidance provided by the government for cleaning in non-healthcare settings 				
<p>Failure to apply guidance on use of PPE</p> <p>Fever, flu like symptoms, persistent cough, breathing difficulties, loss of taste and/or smell, death</p>	A	5	3	15	<p>Whilst colleagues are not required to wear a face covering in the office, face masks will be available for those staff who may choose to wear one. Face masks are also available for learners.</p> <p>The current information available from both the government and WHO focuses primarily on the use of fabric face coverings to be used in the locations/situations detailed in the link below. Whilst the guidance they provide on how to put on and take of a face covering is applicable in all circumstances, for those Regenda staff who are required to wear a face covering for work purposes, disposable masks will be used, issued by the Health and Safety</p>	5	1	5

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Team. In some circumstances staff may be required or may prefer to wear a visor and in exceptional circumstances where colleagues must enter a property where there is a suspected or confirmed case of coronavirus, enhanced protection will be worn. The requirement for colleagues to wear a face mask in work will be determined through risk assessment, in addition to aligning with government advice and providing further assurance to customers.

When wearing a face covering you should:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on
- avoid wearing on your neck or forehead
- avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus
- change the face covering if it becomes damp or if you've touched it
- avoid taking it off and putting it back on a lot in quick succession

When removing a face covering:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing
- only handle the straps, ties or clips
- do not give it to someone else to use

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- if single-use, dispose of it carefully in a residual waste bin and do not recycle
- if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric
- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

PPE (COVID-19) and waste disposal

- PPE and cleaning materials used and **no** contact with suspected coronavirus case. Used items can be discarded in line with normal waste disposal arrangements.
- PPE and cleaning materials used and contact with suspected coronavirus case:
 - PPE and waste items should be put in plastic rubbish bag and tied.
 - The plastic bag should then be placed in a second bag and tied.
 - The bag should be put in a suitable and secure place and marked for storage and retained for 72 hours.
 - After 72 hours (or if the resident has a negative test result during that time) the waste can be discarded in line with normal waste disposal arrangements.

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<p>Poor hygiene practices leading to transfer of viral infection.</p> <p>Fever, flu like symptoms, persistent cough, breathing difficulties, loss of taste and/or smell, death</p>	A	5	3	15	<ul style="list-style-type: none"> • Employees are asked to wash hands more frequently than usual with soap and hot water for around 20 seconds particularly after coughing, sneezing and blowing your nose, or after being in public areas where people are doing so • Alcohol based hand rubs can also be used if convenient however hot water and soap are preferable • Employees are to practice good hygiene e.g. follow NHS 'catch it, kill it, bin it' guidelines • Used tissues should be disposed of immediately • Clean and disinfect regularly touched objects and surfaces using regular cleaning products • Hot water and cleaning products (not a bar of soap as it will harbour contamination) to be available at all times. • Disposable hand towels are to be available at all times • Colleagues to wash thoroughly on a regular basis and prior eating, drinking and smoking. • Maintain social distancing- maintain at least 2 meters between yourself and anyone who is coughing or sneezing • Avoid touching eyes, mouth and nose • Stay informed and follow the advice given by the UK government 	5	1	5
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<p>People who are at increased risk of severe illness from coronavirus COVID-19)</p> <p>Fever, flu like symptoms, persistent cough, breathing difficulties, loss of taste and/or smell, death</p>	A	5	3	15	<ul style="list-style-type: none"> From 1st August 2020 the UK Government has paused the shielding programme An individual risk assessment will be completed for learners who have been identified as extremely clinically vulnerable Regenda Group staff who have been directed to shield by their GP, medical practitioner or NHS will be subject to a personalised risk assessment before returning to the workplace. Only once a COVID secure work environment can be achieved can the colleague return. Continue to work from home where it is practical to do so Continue to follow all related shielding guidance published by the UK Government 	5	1	5
<p>Lone Working</p>	E	5	3	15	<p>Lone working should be avoided where possible. For those colleagues who lone work, a lone working risk assessment should be completed. Staff who are required to lone work are reminded of the following:</p> <ul style="list-style-type: none"> Confirm your daily work schedule with your line manager and stick to it. Always carry a fully charged mobile phone with emergency contact numbers including your line manager. Ensure next of kin contact information is up to date with your line manager and your next of kin have the contact information for your line manager. If you have the lone working app on your mobile phone use it. 	5	1	5

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					<ul style="list-style-type: none"> If you have a buddy system in place with your line manager or colleagues use it. Ensure you are familiar with first aid provision and emergency response arrangements. Report accidents and near misses to your line manager. In the event an incident should occur involving a resident or member of the public e.g. abusive or aggressive behaviour remove yourself from the property immediately and contact your line manager. If the incident is of a serious nature first contact the police. Complete a violent/potentially violent incident report. 			
<p>Learners accessing the Watson building</p> <p>Fever, flu like symptoms, persistent cough, breathing difficulties, loss of taste and/or smell, death</p>	A	5	3	15	<ul style="list-style-type: none"> If you have symptoms of coronavirus DO NOT attend the campus. Follow the Government guidance on self-isolation and arrange for a test as soon as possible. If a family member has symptoms or a confirmed case of coronavirus follow the Government guidance on household quarantine and DO NOT attend the campus. If you are contacted by the Test and Trace programme because you have been in close contact with someone who has confirmed case of coronavirus, follow the government guidance on self-isolation and DO NOT attend the campus. You do not need arrange of a test unless you develop symptoms. If someone in your household has been told to isolate by the Test and Trace service but they are NOT symptomatic you DO NOT need to isolate, and you CAN attend the campus. If the family 	5	1	5

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member develops symptoms, then the whole household must isolate and the symptomatic person must arrange for a test, **DO NOT** attend the campus.

- You will be contacted in advance of your class or course by the tutor who will provide details of the start/finish time and where on campus your class or course will be delivered. It is important you arrive on time, do not arrive too early. You will also be required to leave the campus immediately after the class or course has concluded.
- Where possible, you should travel to the campus by car, on foot or by bicycle, avoiding the use of public transport. If you use public transport, please consider the Government advice in relation to travel which includes:
 - to travel at off-peak times where possible
 - to make contactless payments where possible
 - to start or end your journey at a quieter stop or station
 - to walk some of the journey if it helps to avoid greater numbers of passengers
 - to maintain social distancing as much as possible, face away from other people, avoid physical contact and wait for passengers to get off before you board
 - to be aware of touching surfaces, avoid touching your face
 - avoid consuming food and drink in public transport, where possible

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- wear a face covering. It is important to use face coverings properly and wash your hands before putting them on and after taking them off

- The TLF campus is situated in the Watson building, this is a shared premises with the main entrance located on Renshaw Street. On arrival, enter via the main entrance into the Watson reception, there is no requirement to check or sign in at the reception desk. Follow any directional instructions or signage that has been provided and make your way to the TLF campus located on the ground floor to the rear of the reception area. There is a short staircase leading from the reception up to the campus, a lift is also available and should be accessed by one person at once. Avoid congregating in the reception area. Face coverings should be worn if it is not possible to maintain social distancing.
- Access to the TLF campus is restricted and only those with an electronic swipe card are able to enter. A wall mounted buzzer is located to the right of the double entrance doors. Use the sanitising dispensers available throughout the campus. Do not congregate at the entrance. If others are also waiting to be admitted, ensure an orderly queue is formed with a 2-metre minimum space between each person. Avoid encroaching on walkways or restricting the movement of others. A self-screening check list will be displayed at the main entrance, ensure you can confirm you are safe to enter. You are not required to wear a face covering whilst on campus but you may choose to do so.

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- The campus has been rearranged to promote social distancing. Directional floor markings and signage will provide instruction on permitted movement throughout the campus. It is essential all learners and course attendees adhere to these instructions. Hand washing facilities and sanitising stations will be clearly indicated. Your tutor will take a register of attendees, you will not be required to sign in.
- Lockers are available for use for valuables, coats etc. Lockers must be sanitised before and after use using the sanitising wipes provided.
- Toilets are located on the landing/corridor area outside of the TLF campus. Whilst the facilities are primarily accessed by TLF staff, learners and course attendees, the toilets are available for use by others accessing and using the Watson building. The management of the toilets is the responsibility of the Watson building facilities team, but any issues should be reported to your tutor. Ensure only the permitted number of people enter the facilities at anyone time, wait outside or return if the toilets are in use.
- Classroom furniture has been arranged in order to ensure social distancing can be maintained. It is important the classroom layout is not altered in anyway. Classes and courses have been designed to maintain, where possible, a consistent cohort of learners or course attendees in order to reduce interactions with others as much as possible. Information relating to coronavirus will be printed out and placed on desks in classrooms.
- Learners and course attendees are required to bring their own equipment for use whilst on campus and this must always be kept with them. Any items left at the end of the day will be disposed of.

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- Water will be provided in individual bottles. Learners and course attendees are encouraged to bring their own water bottle for personal use and must be kept with them at all times.
- The kitchen and break out area have been rearranged to ensure social distancing can be maintained. Learners and course attendees are encouraged to bring a packed lunch if they are on campus for a whole day and avoid, where possible, the use of the kitchen area. You should wash or sanitise your hands before and after using the kitchen and wipe touch points e.g. fridge door, taps etc with sanitising wipes. You must not make drinks for other people and any items of cutlery and crockery must be placed in the dishwasher after use. Lunch and snacks will be provided for learners on traineeship courses. If you choose to leave the campus during lunchtime, you must advise your tutor you will be out of the building. Upon your return, follow the self-screening and washing/sanitising process again. Inform your tutor that you have re-entered to the campus.
- In the event of an emergency follow the evacuation procedures you have been given; your tutor will lead you to the assembly point. If for any reason you choose not to return to the building after completing the evacuation, you must advise your tutor. First aid kits are available and only qualified first aiders will administer first aid.
- If you become unwell with symptoms of coronavirus whilst on campus, a room has been set aside for use as a waiting area until arrangements are made for you to return home safely. A range of other measures are in place for responding to a suspected case of coronavirus

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<p>Delivering training and 1:1 sessions - Transfer of viral infection</p> <p>Fever, flu like symptoms, persistent cough, breathing difficulties, loss of taste and/or smell, death</p>	A	5	3	15	<ul style="list-style-type: none"> • If, prior to visiting or attending work at the Watson Building you are displaying any symptoms of COVID-19, remain at home and contact your line manager. • Wash your hands before leaving home and when you arrive at the office. Avoid touching your nose, mouth and eyes. Wash and/or sanitise your hands whenever possible. • Learners attending 1:1 sessions will be asked in advance of attending the appointment if they or anyone in their household is isolating due to being symptomatic, having a confirmed case of coronavirus or have been contacted by Test and Trace • Where possible open windows to ensure the office is well ventilated. • Ensure social distancing is maintained at all times by remaining 2 metres apart from others. This includes ensuring desk spacing is consistently applied and desks are not shared. Offices, training rooms and break-out areas have been arranged to ensure social distancing can be achieved • A desk booking system has been introduced and only staff who have pre-booked a desk should attend the campus • Staff must use their own ICT equipment and mobile phone • Staff will be issued with their own pencil case, 'dabber' for using the photocopier and door opening devices. These must be taken home each day and desks must remain clear 	5	1	5
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- Surfaces such as desks, push plates, door handles, photocopiers etc should be wiped periodically during the day using disposable sanitising wipes. Before leaving the office wipe down your desk
- Staff are requested to abide by any signage placed within the office areas.
- Access to the kitchen must be limited to one person at any one time. Disposable sanitising wipes will be available in the kitchen for wiping down hard surfaces before and after use. Avoid making drinks, accessing the fridge and sink area when someone else is using this space. Do not make drinks for other people
- Given the limited space in the toilets, where possible avoid accessing these facilities when they are already in use. The toilets are the responsibility of the Watson Building facilities management and are available for use by other building users
- Crockery and cutlery must be placed in the dishwasher after use or washed through in hot water and detergent, dried and placed back in the cupboard.
- Colleagues working from the office during lunchtime are advised to bring lunch and avoid leaving and returning to the office as much as possible
- Contractors must only access the building by prior arrangement and will be reminded of social distancing and hand hygiene requirements.

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Contractors with five or more employees are required to provide copies of their coronavirus risk assessment

- Learners attending 1:1 sessions will be given a specific time slot and room allocated to them that must be strictly kept to. Each time slot should last no longer than two hours.
- Assessors should greet learners in the TLF breakout area and guide them to their allocated room.
- Appointments should be made to ensure the maximum number of learners on site is not breached and ample time is allowed to fully sanitise the area used before the next learner arrives
- When in 1:1 sessions the learner and the assessor must follow all social distancing guidelines and be seated at least 2 metres away from each other.
- Assessors attending the Watson building should ensure that the rooms they are using that day have been set up suitably for social distancing.
- Lone working should be avoided where possible. Any colleague who is lone working must advise their line manager of their presence in the building and when they are leaving.
- If you become unwell whilst at work, inform a colleague of your symptoms and leave the building immediately. The colleague must then inform your line manager and the H&S team who will arrange for the work area to be cleaned in line with guidance

At Risk (column 2)	Severity (column 3 and 7)	Probability (column 4 and 8)	Risk Rating (column 5 and 9)		
E - Employees	1 No Injury, property damage	1 Very Unlikely	Severity X Probability = 1 to 5	Low	Y – acceptable risk, work can start
C - Contractors	2 Minor Injury	2 Unlikely			
V - Visitors	3 +7 Day Absence	3 Likely	Severity X Probability = 6 to 14	Med	Y or N – may need further consideration
P - Public	4 Specified Injury	4 Very Likely			
A - All	5 Death	5 Virtually Certain	Severity X Probability = 15 to 25	High	N – Unacceptable risk Do not start work

Risk Assessment Form

Number:

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20.05.2020

Authorised : D
Morrell

<p>Responding to a suspected case of coronavirus – transfer of viral infection</p> <p>Fever, flu like symptoms, persistent cough, breathing difficulties, loss of taste and/or smell, death</p>	A	5	3	15	<ul style="list-style-type: none"> • If someone becomes unwell whilst on campus arrangements will be made for them to remain separate from the group until collected or make their way home • End sessions for the day (learners and staff to go home) and arrange for a hard surface clean. The campus can re-open after the clean and learners can return • The symptomatic person should arrange for a test as soon as possible • If negative, and if the person feels well enough to return to campus, they can end their isolation • If positive, the individual and household should self-isolate and TLF must contact the local health protection team for advice on who (if anyone) should be sent home from campus – it maybe the local health protection team contact TLF first via test and trace. It is only those who have been in close contact that would need to self-isolate. Close contact means: <ul style="list-style-type: none"> ○ direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin) ○ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual ○ travelling in a small vehicle, like a car, with an infected person • In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital. 	5	1	5
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At Risk (column 2)	Severity (column 3 and 7)	Probability (column 4 and 8)	Risk Rating (column 5 and 9)		
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- Two or more confirmed cases in a 14-day period or an overall increase in sickness absence where coronavirus is suspected, could be an outbreak. The local health protection team will advise on any wider isolation or campus closure

PHE Cheshire and Merseyside Health Protection Team,
Suite 3B 3rd Floor Cunard Building, Water Street,
Liverpool,
L3 1DS
Phone: 0344 225 0562 option 1

- Cleaning an area contaminated by a case of coronavirus – minimal contact time.
 - Areas where a symptomatic individual spent minimal time, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.
 - All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected.
 - Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces
 - Use a detergent followed by a disinfectant, the disinfectant should be checked to ensure that it is effective against enveloped viruses.

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- Cleaning an area contaminated by a case of coronavirus – presence of bodily fluids. In the event of the presence of bodily fluids from a person symptomatic with coronavirus the area should be cordoned off immediately and arrangements to be made with the H&S Team for the area to be deep cleaned.

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term>

Additional Comments

Authorised by:

Matthew Rothwell

Dated:

01/09/2020

Prepared by:	Angela Grime
Approved by:	Matthew Rothwell -H&S Director
Last Review date:	01/09/2020

At Risk (column 2)	Severity (column 3 and 7)	Probability (column 4 and 8)	Risk Rating (column 5 and 9)		
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