

Sefton Health and Safety Risk Assessment Form V1 July 2019

<b>A</b>	<b>Name of Assessor</b>	Anne Hawksworth	<b>Date</b>	19/05/2020
<b>B</b>	<b>Time</b>	10.47am	<b>Work area</b>	Sefton Corporate Learning Centre
<b>C</b>	<b>Task being assessed</b>	COVID-19 management of risk	<b>Work activity</b>	Learning and Development
<b>D</b>	<b>Review date</b>	01/08/2020	<b>Assessment No</b>	RA
<b>Signature</b>				

Who might be harmed?	How might people be harmed?	Existing risk control measures?	Existing risk rating			Additional controls required?	Target risk rating			Action/monitored by whom?	Action / Monitored by when?
			L	C	R		L	C	R		
Staff/Visitors/ Contractors/ Suppliers/ Members of the public	Being infected with the COVID-19 virus	<p>Cleaning regime every night/morning by cleaning contractor.</p> <p>Signage put on front doors of the CLC to instruct the only one person enters at a time. Staff will control this via security button access.</p> <p>Sanitising wipes, sprays and gels available around the CLC.</p> <p>Sanitising stations (consisting of sanitising spray, wipes, gel and paper towels) have been placed in the hot desk rooms (7A and 7C), the LDO's office, the E learning room and in the Reception area.</p> <p>Sanitising stations to be regularly checked by all CLC staff.</p> <p>No sharing of equipment/stationary to take place – comms issued. Joining instructions and Trainer briefings have been updated instructing this and to ensure a consistent briefing.</p> <p>A specific Trainer briefing on COVID-19 and procedures has been produced and included in the Trainer Information packs held within each training room.</p> <p>Trainers will ensure a full briefing is given to delegates before every training event.</p> <p>Secure bike area publicised in the new</p>	3	5	15	<p>2 metre distance lines to be put in place throughout the CLC – inside and immediately outside the CLC.</p> <p>The automatic sanitiser dispensers are to be placed at the access and exit points of the CLC and in corridors.</p> <p>Further sanitiser stations (containing disinfectant spray, sanitiser gel, sanitising wipes, and paper towels) to be in strategic positions throughout the CLC – waiting area and each operational classroom for example.</p> <p>First floor toilets (Ladies) – every other cubicle to be marked as out of order.</p> <p>First Floor Toilets (Gents) – every other cubicle to be marked as out of order.</p> <p>All staff to work from home unless 1) they are required at the CLC for specific purposes i.e. training a course or 2) have asked permission to attend the CLC beforehand via an L&amp;D Manager (to keep control of numbers)</p> <p>Comms to be produced for the other departments within the CLC NOT to use our front door entrance so we can keep further control of numbers within the CLC.</p> <p>The number of training rooms in use per day to be reduced – schedule to be produced ref start times and break times. <b>(initially only running one course per day).</b></p>	1	5	5	Michael Mainwaring/ Anne Hawksworth	Constantly at the moment 01/07/2020

		<p>joining instructions to delegates.</p> <p>Social distancing measures in place within the office areas and maximum number of staff agreed – 4 staff in the LDO office, 3 in the Admin Office and 3 in the Managers office</p> <p>Signage put up around the CLC reminding people of social distancing and hygiene precautions to be taken.</p> <p>Workstations within the training rooms to be placed 2 metres apart (Training Rooms 5&amp;6 that are going to be used have been adjusted).</p> <p>The waiting area is not to be used as a social area – seating has been taken out to ensure 2 metre distancing. Information is included in the joining instructions and trainer briefing.</p> <p>Drinks/Food to be taken straight back to classroom. Lunches to be eaten within classroom – to prevent any build up in waiting areas. Information is included in the joining instructions and trainer briefing.</p> <p>Ladies/ Gents toilets on the Ground Floor – signs put up outside stating only one person in at any one time.</p> <p>Limits have been put on the amount of people allowed into each training room/area.  Rm 1 = 4 plus trainer  Rm 2 = 7 plus trainer  Rm 3 = 6 plus trainer  Rm 3A = 3 people  Rm 4 = 2 people  Rms 5/6 = 7 in each (14 total) plus 1 trainer in each room.  Rm 7 – NOT to be used  Room 7A (Hot desk area) = 2 people.  Room 7B = 2 people.  Room 7C= 2 people.</p>			<p>All non-essential movement throughout the CLC to be discouraged – via joining instructions and trainer briefing before events.</p> <p>Air conditioning and Fans are NOT to be used. Windows to be opened for ventilation when possible.</p> <p>Trainers to ensure delegates wipe down work surfaces regularly and at the end of each day.</p> <p>Start/Finish times of training events to be staggered. Therefore, refreshment/lunch breaks will be staggered.</p> <p>Waiting area to be used as an Interview waiting area NOT as a social area – signage to be produced.</p> <p>Visiting trainers to be contacted before arrival and COVID-19/CLC procedures explained to them.</p> <p>CLC attendant to be briefed reference training room layouts and arrangements.</p> <p>Handouts emailed to delegates before the course. Delegates to bring handouts with them if possible. Any handouts needed for the course need to be laminated and sanitised before and after the sessions.</p> <p>Pedal bins with lids ordered for all areas.</p> <p>First Aid kits to be updated with face masks included.</p> <p><b>Install protective screens at Reception.</b></p> <p><b>Install protective screens between delegates within classrooms.</b></p> <p><b>Install protective screens in Offices between desks.</b></p>			<p>These last 3 points ref protective screens have been considered but deemed unnecessary due to the measuring of distance being at a minimum of 2 metres.</p>	
--	--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	----------------------------------------------------------------------------------------------------------------------------------------------------------------	--

		<p>Rm 8 = 6 people (Breakout room only) Rm 9 = 8 people. E Learning Rm = 2 people.</p> <p>Rm 5 + 6 – when operating together has a one-way entrance and exit system in place.</p> <p>1 person or 1 person plus carer only to be allowed in the lift at any one time.</p> <p>Tea towels withdrawn from the staff kitchen area (replaced with disposable paper towels)</p> <p>Using paper towels in toilet areas rather than hand driers. Hand driers have signage placed over the top preventing usage.</p> <p>Staff working from home whenever possible. Relevant equipment has been provided to allow this to happen.</p> <p>Managers are in constant contact with staff who are working from home/self- isolating via Teams video chat.</p> <p>Opening windows/doors as much as possible to encourage ventilation.</p> <p>Shared pens/stationary in reception area withdrawn.</p> <p>Automatic Sanitiser dispensers have been ordered.</p> <p>Staff wiping down photocopier with sanitising spray/wipes after every use – signage produced to this effect.</p> <p>Parcels coming in to reception to be wiped down with a sanitising wipe. Staff to sanitise/wash their own hand afterwards.</p> <p>Staff have been instructed to sanitise their work areas/equipment at</p>							
--	--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--	--	--	--	--

		<p>the start of each day, throughout the day at the end of each day.</p> <p>Team meetings to be held virtually if possible.</p> <p>Rubbish to be dispensed of daily.</p> <p>Workstations within the hot desk area are sanitised before and after use by the users (sanitising stations are in the rooms) Signage created to advise the users to do this.</p> <p>Chair numbers reduced in the waiting area to ensure the 2-metre spacing.</p> <p>Rooms 1, 4, 7A, 7B, 7C and E Learning Room must be booked in advance to help keep control of numbers in the CLC. All staff informed of this via a Comms on 01/06/2020.</p> <p>Cleaner/s regularly briefed as to any changes/updates ref cleaning regime/equipment</p> <p>Clear and regular situational updates are given via Team chats and at bi-monthly CLC team meetings.</p> <p>3 ply civilian face masks delivered specifically for the First Aid Courses and any close contact course. Information about PPE included in the Joining Instructions and Trainer briefings.</p> <p>Infrared Forehead Thermometers (non-touch) have arrived.</p> <p>Regular checks of the CLC will take place by both Managers and staff to ensure COVID rules are being adhered to.</p> <p>Any incidents of COVID-19 possible or actual exposure will be reported under RIDDOR to the HSE AND as a dangerous occurrence on the</p>							
--	--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--	--	--	--	--	--

		<p>Council H&amp;S Incident system.</p> <p>In relation to vulnerable groups and, in particular, the risk to BAME and Pregnant employees Sefton CLC has considered the risks and will apply the NHS and PHE England guidance in mitigating and removing that increased risk by creating personalised risk mitigation plans for individual people when necessary – please see links below  <a href="https://www.fom.ac.uk/covid-19/update-risk-reduction-framework-for-nhs-staff-at-risk-of-covid-19-infection">https://www.fom.ac.uk/covid-19/update-risk-reduction-framework-for-nhs-staff-at-risk-of-covid-19-infection</a>   <a href="https://www.bameednetwork.com/wp-content/uploads/2020/06/BAMEed-Network-Schools-and-Covid-19-guidance-for-BAME-staff-and-their-employers-3.docx">https://www.bameednetwork.com/wp-content/uploads/2020/06/BAMEed-Network-Schools-and-Covid-19-guidance-for-BAME-staff-and-their-employers-3.docx</a></p>																		

Likelihood	1 Very Unlikely	2 Unlikely	3 Fairly Likely	4 Likely	5 Very Likely	20-25 <b>Stop</b> – stop activity and take immediate action
Consequences						15-19 <b>Urgent action</b> – take immediate action and stop activity if necessary, maintain existing controls rigorously
5. Catastrophic	5	10	15	20	25	11-14 <b>Action</b> – improve within specified timescale
4. Major	4	8	12	16	20	6-10 <b>Monitor</b> – look to improve at next review or if there is a significant change
3. Moderate	3	6	9	12	15	1-5 <b>No action</b> – no further action but ensure controls are maintained and reviewed
2. Minor	2	4	6	8	10	
1. Insignificant	1	2	3	4	5	