| Task: Safe Face to Face Training at site locations to minimise the risk of the spread of coronavirus and or contraction of the disease it causes, COVID-19 | Site: Face to Face Training TEMPLATE | Issue No: 1Doc No. QWD-COVID19-RA### |
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| *Face to Face Training outside of Hatherleigh Training Centre can only be undertaken on sites that have been assessed as COVID Secure.**This COVID19 Risk Assessment Template is to be used in conjunction with the designated site COVID19 Risk Assessment, both assessments need to be suitably briefed to all trainers and delegates to ensure COVID19 Controls are maintained.*The purpose of this risk assessment is to ensure that the risk of contracting and spreading Coronavirus COVID19, is minimised and controlled around the following principles set out by government:* We have cleaning, handwashing and hygiene procedures in line with guidance
* We have taken all reasonable steps to help people work from home
* We have taken all reasonable steps to maintain a 2m distance in the workplace
* Where people cannot be 2m apart, we have done everything practical to manage transmission risk

| Assessed by: R Jull | Approved by: A Copland  |
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| Assessment date: 07/04/2021 | Review Date: 07/04/2022Review not to exceed 2 years from assessment date |

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| Record Significant Hazards | Person(s) at Risk | Existing Control Measures(ECM) | InitialRisk RatingWith ECM | Additional Control Measures (ACM) | ResidualRisk RatingWith ACM | Additional Information |
| S | L | R | S | L | R |
| Provide specific details. E.g. ‘work at height” say how high. E.g. “Electricity” state voltage and type of hazard, Striking underground service | Who might be harmed and how E.g. “Contractor or Employee Fall from 2.0 metres”  | Detail existing control measures.These are the controls that are currently in place  | S – SeverityL – LikelihoodR - Risk | Detail additional control measures needed to eliminate hazard completely or minimise risk to acceptable level.(Include in Site Action Plan) | S – SeverityL – LikelihoodR - Risk | Cross Reference & Additional Information e.g. SOP, COSHH Assessment |
| Class room based training | Training Centre Staff & Delegates, site based operational employees | All class room / powerpoint training to be undertaken remotely via Teams where practical to do so.Site Training Rooms to be selected where Covid19 Risk Assessments have been undertaken and maximum room numbers have been agreed and displayed.Never exceed maximum room numbers.Where practical ensure doors and windows remain open to encourage fresh air circulation.Delegate to bring own face coverings and glovesTraining centre to hold stock of spare gloves and face coverings | 4 | 2 | 8 | No external delegates permitted, South West Water personnel only.All delegates to be contact 24hrs (Friday if Monday Start) in advance to confirm no symptoms.Delegates to confirm on arrival / start of training that no symptoms are present before entering designated training roomAdditional operational employees will be on site, but should not attend or mix with the training delegates.Selected tables to be tapped to indicate ‘No sit area’Alcohol hand sanitisers placed at strategic 'touch points'. No delegate to sit opposite another delegate Create seating areas outside to allow people breaks in an open environment.Delegates to provide their own pens | 4 | 1 | 4 |  |
| Moving around training centre / site / Practical Training (Outside) | Training Centre Staff & Delegates, site based operational employees | **Maintaining 2m distance** Allow plenty of space (two metres) between people during training Reduce the number of people in attendance to ensure 2m can always be maintained.**Cleaning & Hygiene**Require all trainers and delegates to wash / clean / sanitise their hands before undertaking hands on practical training.Clean / Wipe down any practical tools / equipment / controls between each delegate practical demonstration / training.Face coverings to be worn when 2m distance cannot be maintained. | 4 | 2 | 8 | Additional operational employees will be on site, but should not attend or mix with the training delegatesDelegates to confirm on arrival / start of training that no symptoms are present.Delegates to provide their own pens | 4 | 1 | 4 |  |
| Canteen & Rest Area - exposure from large numbers of persons | Staff & Delegates, site based operational employees  | **Maintaining 2m distance** Delegates should sit 2 metres apart from each other whilst eating and avoid all contact. It is not planned that food is consumed on site during the training, but individual medical/dietry requirements should be considered.**Cleaning & Hygiene**Dedicated eating areas should be identified on site to reduce food waste and contamination Tables should be cleaned between each use All rubbish should be put straight in the bin and not left for someone else to clear up  All areas used for eating must be thoroughly cleaned at the end of each break Regularly clean all shared equipment fridge handles, kettles & microwavesRemove all communal items, such as cutlery, cups etc, instruct workers to bring their own in with them.Tea and Coffee etc, will be provided, but delegates instructed to make their own drinks. | 4 | 2 | 8 | **Maintaining 2m distance** Separate areas onsite to be reviewed with the intention of re purposing to provide alternative options for breaks to avoid contact with site personnelDrinking water should be provided with enhanced cleaning measures of the tap mechanism introduced Hands free sanitiser stations set up within entrance areas and within welfare facilitiesDelegates / Trainer to ensure break times are different to site personnel where separate facilities cannot be provided | 4 | 1 | 4 |  |
| Toilets & Showers | Networks Training Centre Staff & Delegates, site based operational employees | **Maintaining 2m distance** The toilet facilities have been risk assessed as part of the Site COVID RA. Delegates are reminded to observe the social distancing and capacity, which is supported by signage.  | 4 | 2 | 8 | **Cleaning & Hygiene**Site operational staff to have separate toilets where practical. Delegates / Trainer to ensure break times are different to site personnel where separate facilities cannot be provided | 4 | 1 | 4 |  |

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| **RISK RATING TABLE** | **Probability / Likelihood** |  |  | Guidance Notes |  |
|  | **Highly Unlikely** | **Unlikely** | **Possible** | **Likely** | **Very Likely** |  |  |  |  |
|  |  | May occur in exceptional circumstances, so could happen but probably never will | Not expected, but slight possibility it may occur at some time | The event might occur at some time as there is a history of infrequent occurrence within the company | There is a strong possibility the event will occur as there is a history of frequent occurrence within the company  | It is almost certain the event will occur | **People, Employees or Third Parties** | **Property, Process, Machinery or Equipment** | **Environment** | **Vehicle** |
| **Severity** |  | **1** | **2** | **3** | **4** | **5** |
| No injury / no damage | **1** | **1** | **2** | **3** | **4** | **5** | No first aid required | Non-serious. No equipment or facility damage | Chemical spill, release or emission, contained and only minor clean up. No external reporting required. | No injury caused by vehicleNo damage to vehicleNo damage caused by vehicle |
| Minor injury, cuts, abrasions, burns / minor damage | **2** | **2** | **4** | **6** | **8** | **10** | First aid only | Minor subsystem loss and/or moderate facility damage | Chemical spill, release or emissions, requiring only minor clean up and no external reporting required | Minor injury caused by vehicleMinor damage to vehicleMinor damage caused by vehicle |
| Injury requiring hospital or doctors attention. Injury resulting in lost time | **3** | **3** | **6** | **9** | **12** | **15** | Medical treatment or restricted work activity. Short term occupational illness. | Moderate system loss and/or moderate facility damage. | Chemical spill, release or emission which requires limited on-site clean-up and/or external reporting. | Injury requiring hospital treatment caused by vehicleModerate damage to vehicleModerate damage caused by vehicle |
| Major injury, fracture, dislocation, amputation. Disabling illness. Major damage | **4** | **4** | **8** | **12** | **16** | **20** | Lost time or temporary disability. Long term occupational illness. | Major subsystem loss and/or severe facility damage | Chemical spill, release or emission requiring major on site clean-up, temporary environmental or public health impact | Major injury caused by vehicleMajor damage to vehicleMajor damage caused by vehicle |
| Fatality | **5** | **5** | **10** | **15** | **20** | **25** | Fatality or major disability e.g. loss of limb | Complete system loss and/or extensive facility damage | Chemical spill, release or emission requiring off site clean-up or acute, lasting environmental or public health impact. | Fatal injury caused by vehicleMajor damage to several vehiclesCatastrophic damage caused by vehicle |

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 **RISK LEVEL / ACTION TABLE**

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| Risk Rating | Risk Level | Action |
| 15 – 25 | **HIGH** | Work should not be started or must stop immediately.No work may recommence until risks have been reduced as far as reasonably practicable through the implementation of control measures |
| 6 – 12 | **MEDIUM** | Risks must be further reduced if reasonably practicable |
| 1 - 5 | **LOW** | Acceptable – keep under review |

### The level of the risk rating determines the action required, as demonstrated below.