

Likelihood
 1 – Very Unlikely
 2 – Unlikely
 3 – Fairly Likely
 4 – Likely
 5 – Very Likely

Consequences
 1 – Insignificant
 2 – Minor
 3 – Moderate
 4 – Major
 5 - Catastrophic

Rating
 1 – 4 Acceptable
 5 - 9 Adequate
 10 – 16 Consider Additional Controls
 17 – 25 Unacceptable

Activity:	Who could be affected:	Building :	Area:
Exam Room EPA fire & security – COVID19 Management	All learners & staff	Greenwood	Exam Room

Hazards	Current Risk Controls	Risk Rating L x C = R	Additional risk controls	Residual Risk L x C = R
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We cannot foresee any additional controls being required at this time, however we will have no hesitation in making changes if we feel we could further improve on the controls detailed below.

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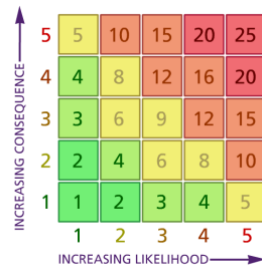
<p>Contracting COVID 19</p> <p>Social distancing measures Not maintained</p>	<ol style="list-style-type: none"> 1. A toolbox talk describing the risk assessment arrangements is delivered by the invigilator to all learners under their control prior to the Exam. 2. The toolbox talk is delivered by the invigilator reminds learners about the importance of maintaining social distancing and regular hand hygiene. 3. Learners use a single computer in the room order to maintain a 2 metre distance or more. 4. Initially for the first 2 weeks there will be reduced numbers in all the exam areas . A Scheduled plan of numbers is issued each week detailing how many learners will be on site 5. The invigilator must manage social distancing throughout the time learner is in the room 6 Various COVID management Signage is posted throughout the building and the exam room which learners and staff are instructed to comply with. 7 Site sign in – A declaration of compliance is signed by all learners and staff at security and is mandatory prior to site access.Failure to sign this will result in the learner or staff member being refused entry to site. 8 One way systems have been put in place wherever practicable including signage and arrows / lines on floor to indicate routes These must be followed. 9 The Wearing of Masks (surgical type) is mandatory for learners in all areas including the exam room (invigilators may use face visors to aid visual communication but must wear masks if they have to briefly break social distancing) 10. No Smoking is allowed on site by any learner taking an exam and they will leave site once the exam is completed 11 Toilet areas Only 1 person will be allowed in any toilet at a time – Signage is present on all entry doors. 12 There will be no movement of staff / learners between buildings The learner will stay in the building where the exam is being taken. Only Exceptions are Facilities / Security & HSE in order to monitor compliance. 13. Invigilator or Learner to immediately raise any concerns with the covid controls to Facilities or HSE – Activity to stop until a suitable solution is found. 	3	3	9	<p>Risk assessment monitored daily reviewed and updated daily if required and otherwise at least weekly</p>	2	3	6
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<p>Contracting Covid 19 From surface contact and then person touching face area</p>	<p>1.A toolbox talk describing the risk assessment arrangements is delivered by the invigilator to the learners under their control 2. The toolbox talk delivered by the invigilator reminds learners about the importance of maintaining social distancing and regular hand hygiene. 3. Regular cleaning of common areas with disinfectant / alcohol or similar cleaner to kill virus (handrails / door handles etc) will take place daily 4. Learners asked by invigilator to use hand sanitizer from dispensers in the exam room before starting the exam 5. Daily contract cleaning is being maintained – this will be carried out after all learners and staff have left site from 430pm</p>	2	3	6	<p>Risk assessment monitored daily reviewed and updated daily if required and otherwise at least weekly</p>	2	3	6
<p>Contracting Covid 19 Not practicing good hand hygiene</p>	<p>1.A toolbox talk describing the risk assessment arrangements is delivered by the invigilator to all learners under their control prior to the exam 2. Learners / staff must use hand sanitiser prior to and on leaving the exam room. 3. Signage is in place across the site and in the exam room reminding about social distancing and washing hands. 4. Numerous Hand sanitiser dispensers supplied in the building checked and topped up if needed twice a week by facilities. Invigilators report to facilities if any dispensers are noted as empty in between these times.</p>	2	3	6	<p>Risk assessment monitored daily reviewed and updated daily if required and otherwise at least weekly</p>	2	3	6
<p>Contracting Covid 19 Sharing PPE</p>	<p>PPE must not be shared –definitely NO SHARING of masks</p>	1	3	3	<p>Risk assessment monitored daily reviewed and updated daily if required and otherwise at least weekly</p>	1	3	3
<p>Contracting Covid 19 Room Arrangements Learners Not social distancing in general</p>	<p>Learner in exam room and any waiting outside the room to be 2m apart monitored by invigilator. Invigilator to supervise and challenge breaches</p>	2	3	6	<p>Risk assessment monitored daily reviewed and updated daily if required and</p>	2	3	6

	<p>Facilities / security / HSE observe monitor and challenge breaches</p> <p>The one Computer station has been arranged to maintain distancing – Invigilator 2m away</p> <p>learner numbers per day must be defined and reflect the guidance at that time – This will only be increased as and when guidance allows</p> <p>No more than 1 learner on exam and maximum 2 waiting outside (socially distant)</p> <p>Invigilator to monitor compliance of learners</p>				<p>otherwise at least weekly</p>			
<p>Contracting Covid 19</p> <p>In Exam room</p> <p>Not social distancing</p>	<p>1 learner / 1 invigilator</p> <p>Invigilator to ensure compliance with COVID arrangements</p>	2	3	6	<p>Risk assessment monitored daily reviewed and updated daily if required and otherwise at least weekly</p>	2	3	6
<p>Contracting Covid 19</p> <p>Learner / Staff attends site with symptoms</p>	<p>Sign in procedure is followed and declaration by learners and staff signed in</p> <p>All people entering site have a temperature check using a thermometer “gun” held 1-2” from the forehead which gives a RAG rating</p> <p>Red – Person will be asked to leave</p> <p>Amber – Wait 10 minutes and retest – If still amber will be asked to leave</p> <p>Green – ok</p> <p>Person refuses test – no access to site allowed</p>	2	3	6	<p>Risk assessment monitored daily reviewed and updated daily if required and otherwise at least weekly</p>	2	3	6

<p>Contracting Covid 19 Failure to communicate this assessment Learners / staff unaware of what controls are in place</p>	<p>1.A toolbox talk describing the risk assessment arrangements is delivered by the invigilator to all learners under their control</p> <p>2. Risk assessment is available in the exam room</p> <p>3. Risk assessment is posted on the intranet and company website</p> <p>4. Learners to receive a copy</p> <p>5. Parents of 16-18 year old learners to receive a copy</p>	2	3	6	<p>Risk assessment monitored daily reviewed and updated at least weekly as required</p>	2	3	6
<p>Contracting Covid 19 First aid management</p>	<p>Standard first aid kits to be supplemented with masks and nitrile gloves Both injured person and first aider to wear masks (Injured person to wear mask only if safe to do so (eg:if injury is to face / mouth this may not be possible or safe)</p>	2	3	6	<p>Risk assessment monitored daily reviewed and updated at least weekly as required</p>	2	3	6

Date	Proposed Review Date	Name	Signature
11/6/20	Weekly	Phil Watson	Phil Watson



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Activity:	Who could be affected:	Building :	Area:
Exam Rooms – COVID19 Management w/c 1 st JUNE RESTART	All learners & staff	Hargreaves / Carlyle Court	Exam Rooms

Hazards	Current Risk Controls	Risk Rating L x C = R	Additional risk controls	Residual Risk L x C = R
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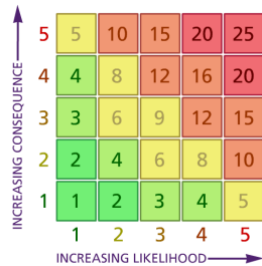
<p>Contracting COVID 19</p> <p>Social distancing measures Not maintained</p>	<ol style="list-style-type: none"> 1. A toolbox talk describing the risk assessment arrangements is delivered by the invigilator to all learners under their control prior to the Exam. 2. The toolbox talk is delivered by the invigilator reminds learners about the importance of maintaining social distancing and regular hand hygiene. 3. Learners are given a designated specific computer in order to maintain a 2 metre distance or more. 4. Initially for the first 2 weeks there will be reduced numbers in all the exam areas . A Scheduled plan of numbers is issued each week detailing how many learners will be on site 5. The invigilator must monitors social distancing throughout the time learners are on siteand MUST challenge the learner if breaches are observed. 6 Various COVID management Signage is posted throughout the building which learners and staff are instructed to comply with. 7 Site sign in – A decaration of compliance is signed by all learners and staff at security and is mandatory prior to site access.Failure to sign this will result in the learner or staff member being refused entry to site. 8 One way systems have been put in place wherever practicable including signage and arrows / lines on floor to indicate routes These must be followed. 9 The Wearing of Masks (surgical type) is mandatory for learners in all areas including the exam room (invigilators may use face visors to aid communication but must wear masks if they have to briefly break social distancing) 10. No Smoking is allowed on site by any learner taking anexam as they will leave site once the exam is completed 11 Toilet areas Only 1 person will be allowed in any toilet at a time – Signage is present on all entry doors. 12 There will be no movement of staff / learners between buildings The learner will stay in the building where the exam is being taken. Only Exceptions are Facilities / Security & HSE in order to monitor compliance. 13. Invigilator or Learner to immediately raise any concerns with the covid controls to Facilities or HSE – Activity to stop until a suitable solution is found. 	3	3	9	<p>Risk assessment monitored daily reviewed and updated daily if required and otherwise at least weekly</p>	2	3	6
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<p>Contracting Covid 19 From surface contact and then person touching face area</p>	<p>1.A toolbox talk describing the risk assessment arrangements is delivered by the invigilator to all learners under their control on the first session of the week and every week. 2. A reminder toolbox talk is delivered by the invigilator each morning and afternoon to their class which reminds learners about the importance of maintaining social distancing and regular hand hygiene. 3. Regular cleaning of common areas with disinfectant / alcohol or similar cleaner to kill virus (handrails / door handles etc) will take place daily 4. Learners / staff reminded to wash hands regularly as and/ or use hand sanitizer in the workshop from dispensers in their area 5. Daily contract cleaning is being maintained – this will be carried out after all learners and staff have left site from 430pm</p>	2	3	6	<p>Risk assessment monitored daily reviewed and updated daily if required and otherwise at least weekly</p>	2	3	6
<p>Contracting Covid 19 Not practicing good hand hygiene</p>	<p>1.A toolbox talk describing the risk assessment arrangements is delivered by the invigilator to all learners under their control prior to the exam 2. Learners / staff must wash hands and or use hand sanitiser prior to and on leaving the exam room. 3. Signage is in place across the site reminding about social distancing and washing hands. 4. Numerous Hand sanitiser dispensers supplied in the building checked and topped up if needed twice a week by facilities. Invigilators report to facilities if any dispensers are noted as empty in between these times.</p>	2	3	6	<p>Risk assessment monitored daily reviewed and updated daily if required and otherwise at least weekly</p>	2	3	6
<p>Contracting Covid 19 Sharing PPE</p>	<p>PPE must not be shared –definitely NO SHARING of masks</p>	1	3	3	<p>Risk assessment monitored daily reviewed and updated daily if required and otherwise at least weekly</p>	1	3	3
<p>Contracting Covid 19</p>	<p>Learners in all areas reception / exam room to be kept 2m apart when working</p>	2	3	6	<p>Risk assessment monitored daily reviewed and</p>	2	3	6

<p>Workshop / Room Arrangements Learners Not social distancing in general</p>	<p>Invigilator to supervise and challenge breaches</p> <p>Facilities / security / HSE observe monitor and challenge breaches</p> <p>Computer stations have been arranged to maintain distancing</p> <p>learner numbers per exam must be defined and reflect the guidance at that time – This will only be increased as and when guidance allows</p> <p>Invigilator to monitor compliance of learners</p>				<p>updated daily if required and otherwise at least weekly</p>			
<p>Contracting Covid 19 In Exam room Not social distancing</p>	<p>5 learners maximum in Hargreaves room</p> <p>4 learners max in Carlisle – Learners to be given instruction and supervised by invigilator to maintain distance</p> <p>Invigilator supervision to ensure compliance</p>	2	3	6	<p>Risk assessment monitored daily reviewed and updated daily if required and otherwise at least weekly</p>	2	3	6
<p>Contracting Covid 19 Learner / Staff attends site with symptoms</p>	<p>Sign in procedure is followed and declaration by learners and staff signed in</p> <p>All people entering site have a temperature check using a thermometer “gun” held 1-2” from the forehead which gives a RAG rating</p> <p>Red – Person will be asked to leave</p> <p>Amber – Wait 15 minutes and retest – If still amber will be asked to leave</p> <p>Green – ok</p> <p>Person refuses test – no access to site allowed</p>	2	3	6	<p>Risk assessment monitored daily reviewed and updated daily if required and otherwise at least weekly</p>	2	3	6

<p>Contracting Covid 19 Failure to communicate this assessment Learners / staff unaware of what controls are in place</p>	<p>1.A toolbox talk describing the risk assessment arrangements is delivered by the invigilator to all learners under their control</p> <p>2. Risk assessment posted in each area</p> <p>3. Risk assessment posted on the intranet and company website</p> <p>4. Employers and Learners to receive a copy</p> <p>5. Parents of 16-18 year old learners to receive a copy</p>	2	3	6	<p>Risk assessment monitored daily reviewed and updated at least weekly as required</p>	2	3	6
<p>Contracting Covid 19 First aid management</p>	<p>Standard first aid kits to be supplemented with masks and nitrile gloves Both injured person and first aider to wear masks (Injured person to wear mask only if safe to do so (eg:if injury is to face / mouth this may not be possible or safe)</p>	2	3	6	<p>Risk assessment monitored daily reviewed and updated at least weekly as required</p>	2	3	6

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2/6/2020	Weekly	Phil Watson	Phil Watson



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Activity:	Who could be affected:	Building :	Area:
Fire & Security EPA test room Activity – COVID19 Management	All learners & staff	Hutchinson	Fire & Security EPA test workshop

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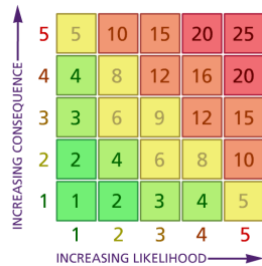
<p>Contracting COVID 19</p> <p>Social distancing measures Not maintained</p>	<p>1. A toolbox talk describing the risk assessment arrangements is delivered by the tutor to all learners under their control prior to start of exam. It also reminds learners about the importance of maintaining social distancing and regular hand hygiene.</p> <p>3. Learners are given a designated specific work area in the EPA room in order to maintain a 2 metre distance or more.</p> <p>4. 3 people maximum in the room 1 invigilator 2 learners .</p> <p>5. Facilities / HSE team monitors social distancing very regularly throughout the day and will challenge staff and learners if breaches are observed.</p> <p>6 Various COVID management Signage is posted throughout the building and within the EPA test room which learners and staff are instructed to comply with.</p> <p>7 Site sign in – A declaration of compliance is signed by all learners and staff each day and is mandatory prior to site access.Failure to sign this will result in the learner or staff member being refused entry to site</p> <p>8 One way systems have been put in place wherever practicable including signage and arrows / lines on floor to indicate routes These must be followed.The routes in and out of the test room and the building are marked.(one way route)</p> <p>9 The Wearing of Masks (surgical type) is mandatory in the workshop areas including the test room (tutors may use face visors to aid communication)</p> <p>10. Smoking area are defined and socially distanced – Compliance will be monitored by Facilities / HSE / tutors.</p> <p>11 Toilet areas Only 1 person will be allowed in any toilet at a time – Signage is present on all entry doors.</p> <p>13 There will be no movement of staff / learners between buildings unless the training course dictates this Only Exceptions are Facilities / Security & HSE in order to monitor compliance.</p> <p>15. Invigilator or Learner or staff observer to immediately raise any concerns with the covid controls to Facilities or HSE – Activity to stop until a suitable solution is found</p>	<p>3</p>	<p>3</p>	<p>9</p>	<p>Risk assessment monitored daily reviewed and updated daily if required and otherwise at least weekly</p>	<p>2</p>	<p>3</p>	<p>6</p>
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<p>Contracting Covid 19 From surface contact and then person touching face area</p>	<p>1.A toolbox talk describing the risk assessment arrangements is delivered by the tutor to all learners under their control prior to the EPA Also reminds learners about the importance of maintaining social distancing and regular hand hygiene. 3. Regular cleaning of common areas with disinfectant wipes / alcohol or similar cleaner to kill virus (handrails / door handles etc) will take place daily 4. Learners / staff required to sanitize hands before and after the test . A dispenser is the the EPA room 5. Daily contract cleaning is being maintained – this will be carried out after all learners and staff have left site from 430pm Touch points cleaned such as door handles rails desks</p>	2	3	6	<p>Risk assessment monitored daily reviewed and updated daily if required and otherwise at least weekly</p>	2	3	6
<p>Contracting Covid 19 Not practicing good hand hygiene</p>	<p>1.A toolbox talk describing the risk assessment arrangements is delivered by the tutor / invigilator to all learners under their control 2. The toolbox talk also reminds learners about the importance of maintaining social distancing and regular hand hygiene. 3. Learners / staff must wash hands regularly and or use hand sanitiser in the EPA and if they visit the toilet . 4. Signage is in place across the site reminding about social distancing and washing hands including the EPA room . 5. Numerous Hand sanitiser dispensers supplied in the building checked and topped up if needed twice a week by facilities. Tutors report to facilities if any dispensers are noted as empty in between these times.</p>	2	3	6	<p>Risk assessment monitored daily reviewed and updated daily if required and otherwise at least weekly</p>	2	3	6
<p>Contracting Covid 19 Sharing PPE</p>	<p>PPE must not be shared –definitely NO SHARING of gloves / face wear / safety specs / masks – Where required non disposable PPE must be disinfected / washed daily by the user (eg face visors / safety specs etc)</p>	1	3	3	<p>Risk assessment monitored daily reviewed and updated daily if required and otherwise at least weekly</p>	1	3	3

<p>Contracting Covid 19 Learners not social distancing When on Breaks</p>	<p>Learners must stay in designated areas when on breaks and must maintain social distancing</p> <p>Break times Supervision and monitoring by tutor</p> <p>Learner breaks & lunch– Canteen is not operating – learners / staff bring own lunch</p> <p>Learners to keep social distance when outside eg smoking area / general area</p> <p>Learners must not leave site , must not congregate closer than 2m from one another and stay in the immediate area / socially distanced</p>	2	3	6	<p>Risk assessment monitored daily reviewed and updated daily if required and otherwise at least weekly</p>	2	3	6
<p>Contracting Covid 19 EPA Room Arrangements Learners Not social distancing in general</p>	<p>Learners to be kept 2m apart and work in designated bay</p> <p>Learners are supplied with all sundries and tools they need – If they require something they ask the invigilator for it – They must stay in the bay for the whole of the EPA</p> <p>Tutor / Invigilator to supervise and challenge breaches</p>	2	3	6	<p>Risk assessment monitored daily reviewed and updated daily if required and otherwise at least weekly</p>	2	3	6
<p>Contracting Covid 19 EPA Arrangements Not social distancing</p>	<p>2 learners only in EPA room at once 1 invigilator – Learners to be given instruction and supervised by tutor / invigilator to maintain distance</p> <p>Tutor / invigilator supervision to ensure compliance</p> <p>No entry to anyone else while EPA is on</p>	2	3	6	<p>Risk assessment monitored daily reviewed and updated daily if required and otherwise at least weekly</p>	2	3	6

<p>Contracting Covid 19 Learner / Staff attends site with symptoms</p>	<p>Sign in procedure is followed and declaration by learners and staff signed every day</p> <p>All people entering site have a temperature check using a thermometer “gun” held 1-2” from the forehead which gives a RAG rating</p> <p>Red – Person will be asked to leave</p> <p>Amber – Wait 15 minutes and retest – If still amber will be asked to leave</p> <p>Green – ok</p> <p>Person refuses test – no access to site allowed</p>	2	3	6	<p>Risk assessment monitored daily reviewed and updated daily if required and otherwise at least weekly</p>	2	3	6
<p>Contracting Covid 19 Failure to communicate this assessment Learners / staff unaware of what controls are in place</p>	<p>1.A toolbox talk describing the risk assessment arrangements is delivered by the tutor to all learners under their control prior to the EPA Which also reminds learners about the importance of maintaining social distancing and regular hand hygiene.</p> <p>3. The Risk assessment is posted in the EPA room</p> <p>4. Risk assessment posted on the intranet and company website</p> <p>5. Learners / Employers to receive a copy</p> <p>6. Parents of 16-18 year old learners to receive a copy</p>	2	3	6	<p>Risk assessment monitored daily reviewed and updated at least weekly as required</p>	2	3	6
<p>Contracting Covid 19 First aid management</p>	<p>Standard first aid kits to be supplemented with masks and nitrile gloves</p> <p>Both injured person and first aider to wear masks (Injured person to wear mask only if safe to do so (eg:if injury is to face / mouth this may not be possible or safe)</p>	2	3	6	<p>Risk assessment monitored daily reviewed and updated at least weekly as required</p>	2	3	6

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Activity:	Who could be affected:	Building :	Area:
Automotive Activity – COVID19 Management 1 st JUNE RESTART	All learners & staff	Cowburn	Workshop

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<p>Contracting COVID 19</p> <p>Social distancing measures Not maintained</p>	<ol style="list-style-type: none"> 1. A toolbox talk describing the risk assessment arrangements is delivered by the tutor to all learners under their control on the first session of the week and every week. 2. A reminder toolbox talk is delivered by the tutor each morning and afternoon to their class which reminds learners about the importance of maintaining social distancing and regular hand hygiene. 3. Learners are given a designated specific work area in order to maintain a 2 metre distance or more. 4. Initially for the first 2 weeks there will be reduced numbers in all the workshops. A Scheduled plan of work is issued each week detailing this plan 5. Facilities / HSE team monitors social distancing very regularly throughout the day and will challenge staff and learners if breaches are observed. Any weaknesses in 6 Various COVID management Signage is posted throughout the building which learners and staff are instructed to comply with. 7 Site sign in – A declaration of compliance is signed by all learners and staff each day and is mandatory prior to site access.Failure to sign this will result in the learner or staff member being refused entry to site 8 One way systems have been put in place wherever practicable including signage and arrows / lines on floor to indicate routes These must be followed. 9 The Wearing of Masks (surgical type) is mandatory in the workshop areas (tutors may use face visors to aid communication) 10. Smoking area are defined and socially distanced – Compliance will be monitored by Facilities / HSE / tutors. 11 Toilet areas Only 1 person will be allowed in any toilet at a time – Signage is present on all entry doors. 12 Access to storage areas is restricted. 1 or 2 person only allowed at a time defined by sign and size of room. 13 There will be no movement of staff / learners between buildings unless the training course dictates this Only Exceptions are Facilities / Security & HSE in order to monitor compliance – All training is to be carried out in one area wherever possible 14 No Classroom delivery allowed in the initial weeks unless authorised by the SMT (some exams may be undertaken but these will be in rooms where social distance is achievable) 	3	3	9	<p>Risk assessment monitored daily reviewed and updated daily if required and otherwise at least weekly</p>	2	3	6
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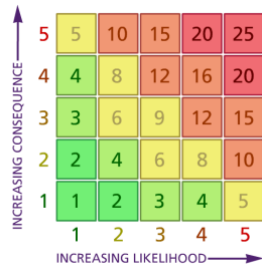
	<p>15. Staff Learner or staff observer to immediately raise any concerns with the covid controls to Facilities or HSE – Activity to stop until a suitable solution is found</p>							
<p>Contracting Covid 19 From surface contact and then person touching face area</p>	<p>1.A toolbox talk describing the risk assessment arrangements is delivered by the tutor to all learners under their control on the first session of the week and every week. 2. A reminder toolbox talk is delivered by the tutor each morning and afternoon to their class which reminds learners about the importance of maintaining social distancing and regular hand hygiene. 3. Regular cleaning of common areas with disinfectant / alcohol or similar cleaner to kill virus (handrails / door handles etc) will take place daily 4. Learners / staff reminded to wash hands regularly as and/ or use hand sanitizer in the workshop from dispensers in their area 5. Daily contract cleaning is being maintained – this will be carried out after all learners and staff have left site from 430pm</p>	2	3	6	<p>Risk assessment monitored daily reviewed and updated daily if required and otherwise at least weekly</p>	2	3	6
<p>Contracting Covid 19 Not practicing good hand hygiene</p>	<p>1.A toolbox talk describing the risk assessment arrangements is delivered by the tutor to all learners under their control on the first session of the week and every week. 2. A reminder toolbox talk is delivered by the tutor each morning and afternoon to their class which reminds learners about the importance of maintaining social distancing and regular hand hygiene. 3. Learners / staff must wash hands regularly and or use hand sanitiser in the workshop and around site. 4. Signage is in place across the site reminding about social distancing and washing hands. 5. Numerous Hand sanitiser dispensers supplied in the building checked and topped up if needed twice a week by facilities. Tutors report to facilities if any dispensers are noted as empty in between these times.</p>	2	3	6	<p>Risk assessment monitored daily reviewed and updated daily if required and otherwise at least weekly</p>	2	3	6

<p>Contracting Covid 19 Sharing PPE</p>	<p>PPE must not be shared –definitely NO SHARING of gloves / face wear / safety specs / masks –</p> <p>Where required non disposable PPE must be disinfected / washed daily by the user (eg face visors / safety specs etc)</p>	1	3	3	<p>Risk assessment monitored daily reviewed and updated daily if required and otherwise at least weekly</p>	1	3	3
<p>Contracting Covid 19 Learners not social distancing When on Breaks</p>	<p>Learners must stay in designated areas when on breaks and must maintain social distancing</p> <p>Break times Supervision and monitoring by tutor</p> <p>Learner breaks & lunch to be staggered</p> <p>Learners to keep social distance when outside eg smoking area / general area</p> <p>Learners must not leave site , must not congregate closer than 2m from one another and stay in the immediate area / socially distanced</p> <p>Local staff kitchens may be used to make hot beverages or heat food (microwave) – 1 in 1 out policy cleaning up as you go – Wash hands policy before eating.</p>	2	3	6	<p>Risk assessment monitored daily reviewed and updated daily if required and otherwise at least weekly</p>	2	3	6
<p>Contracting Covid 19 Workshop / Room Arrangements Learners Not social distancing in general</p>	<p>Learners in all areas to be kept 2m apart when working</p> <p>Tutor to supervise and challenge breaches</p> <p>Facilities / security / HSE observe monitor and challenge breaches</p> <p>Room desking / tables have been rearranged to maintain distancing initially this will only be for break times</p> <p>When class delivery resumes learner numbers per class must be defined and reflect the guidance at that time</p> <p>Tutor to monitor compliance of learners when on break</p>	2	3	6	<p>Risk assessment monitored daily reviewed and updated daily if required and otherwise at least weekly</p>	2	3	6

<p>Contracting Covid 19 Workshop Arrangements Not social distancing (Automotive)</p>	<p>Distance between work stations is 2m at least – Learners to be given instruction and supervised by tutor to maintain distance</p> <p>Tutor supervision to ensure compliance</p> <p>Observation tours by HSE / Facilities to check compliance</p>	2	3	6	<p>Risk assessment monitored daily reviewed and updated daily if required and otherwise at least weekly</p>	2	3	6
<p>Contracting Covid 19 Learner / Staff attends site with symptoms</p>	<p>Sign in procedure is followed and declaration by learners and staff signed every day</p> <p>All people entering site have a temperature check using a thermometer “gun” held 1-2” from the forehead which gives a RAG rating</p> <p>Red – Person will be asked to leave</p> <p>Amber – Wait 15 minutes and retest – If still amber will be asked to leave</p> <p>Green – ok</p> <p>Person refuses test – no access to site allowed</p>	2	3	6	<p>Risk assessment monitored daily reviewed and updated daily if required and otherwise at least weekly</p>	2	3	6
<p>Contracting Covid 19 Failure to communicate this assessment</p>	<ol style="list-style-type: none"> 1.A toolbox talk describing the risk assessment arrangements is delivered by the tutor to all learners under their control on the first session of the week and every week. 2. A reminder toolbox talk is delivered by the tutor each morning and afternoon to their class which reminds learners about the importance of maintaining social distancing and regular hand hygiene. 3. Risk assessment posted in each area 4. Risk assessment posted on the intranet and company website 5. Employers and Learners to receive a copy 6. Parents of 16-18 year old learners to receive a copy 	2	3	6	<p>Risk assessment monitored daily reviewed and updated at least weekly as required</p>	2	3	6

<p>Contracting Covid 19 First aid management</p>	<p>Standard first aid kits to be supplemented with masks and nitrile gloves Both injured person and first aider to wear masks (Injured person to wear mask only if safe to do so (eg:if injury is to face / mouth this may not be possible or safe)</p>	2	3	6	<p>Risk assessment monitored daily reviewed and updated at least weekly as required</p>	2	3	6
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Date	Proposed Review Date	Name	Signature
26/5/2020	Daily	Phil Watson	Phil Watson



Likelihood
 1 – Very Unlikely
 2 – Unlikely
 3 – Fairly Likely
 4 – Likely
 5 – Very Likely

Consequences
 1 – Insignificant
 2 – Minor
 3 – Moderate
 4 – Major
 5 - Catastrophic

Rating
 1 – 4 Acceptable
 5 - 9 Adequate
 10 – 16 Consider Additional Controls
 17 – 25 Unacceptable

Activity:	Who could be affected:	Building :	Area:
AMAC area Activity – COVID19 Management 1 st JUNE RESTART	All learners & staff	Greenwood	Workshop / PLC

Hazards	Current Risk Controls	Risk Rating L x C = R	Additional risk controls	Residual Risk L x C = R
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Statement of intent :

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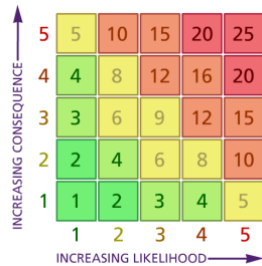
	<p>15. Staff Learner or staff observer to immediately raise any concerns with the covid controls to Facilities or HSE – Activity to stop until a suitable solution is found</p>							
<p>Contracting Covid 19 From surface contact and then person touching face area</p>	<p>1.A toolbox talk describing the risk assessment arrangements is delivered by the tutor to all learners under their control on the first session of the week and every week. 2. A reminder toolbox talk is delivered by the tutor each morning and afternoon to their class which reminds learners about the importance of maintaining social distancing and regular hand hygiene. 3. Regular cleaning of common areas with disinfectant / alcohol or similar cleaner to kill virus (handrails / door handles etc) will take place daily 4. Learners / staff reminded to wash hands regularly as and/ or use hand sanitizer in the workshop from dispensers in their area 5. Daily contract cleaning is being maintained – this will be carried out after all learners and staff have left site from 430pm</p>	2	3	6	<p>Risk assessment monitored daily reviewed and updated daily if required and otherwise at least weekly</p>	2	3	6
<p>Contracting Covid 19 Not practicing good hand hygiene</p>	<p>1.A toolbox talk describing the risk assessment arrangements is delivered by the tutor to all learners under their control on the first session of the week and every week. 2. A reminder toolbox talk is delivered by the tutor each morning and afternoon to their class which reminds learners about the importance of maintaining social distancing and regular hand hygiene. 3. Learners / staff must wash hands regularly and or use hand sanitiser in the workshop and around site. 4. Signage is in place across the site reminding about social distancing and washing hands. 5. Numerous Hand sanitiser dispensers supplied in the building checked and topped up if needed twice a week by facilities. Tutors report to facilities if any dispensers are noted as empty in between these times.</p>	2	3	6	<p>Risk assessment monitored daily reviewed and updated daily if required and otherwise at least weekly</p>	2	3	6

<p>Contracting Covid 19 Sharing PPE</p>	<p>PPE must not be shared –definitely NO SHARING of gloves / face wear / safety specs / masks –</p> <p>Where required non disposable PPE must be disinfected / washed daily by the user (eg face visors / safety specs etc)</p>	1	3	3	<p>Risk assessment monitored daily reviewed and updated daily if required and otherwise at least weekly</p>	1	3	3
<p>Contracting Covid 19 Learners not social distancing When on Breaks</p>	<p>Learners must stay in designated areas when on breaks and must maintain social distancing</p> <p>Break times Supervision and monitoring by tutor</p> <p>Learner breaks & lunch to be staggered</p> <p>Learners to keep social distance when outside eg smoking area / general area</p> <p>Learners must not leave site , must not congregate closer than 2m from one another and stay in the immediate area / socially distanced</p> <p>Local staff kitchens may be used to make hot beverages or heat food (microwave) – 1 in 1 out policy cleaning up as you go – Wash hands policy before eating.</p>	2	3	6	<p>Risk assessment monitored daily reviewed and updated daily if required and otherwise at least weekly</p>	2	3	6
<p>Contracting Covid 19 Workshop / Room Arrangements Learners Not social distancing in general</p>	<p>Learners in all areas to be kept 2m apart when working</p> <p>Tutor to supervise and challenge breaches</p> <p>Facilities / security / HSE observe monitor and challenge breaches</p> <p>Room desking / tables have been rearranged to maintain distancing initially this will only be for break times</p> <p>When class delivery resumes learner numbers per class must be defined and reflect the guidance at that time</p> <p>Tutor to monitor compliance of learners when on break</p>	2	3	6	<p>Risk assessment monitored daily reviewed and updated daily if required and otherwise at least weekly</p>	2	3	6

<p>Contracting Covid 19 Workshop Arrangements Not social distancing (AMAC area)</p>	<p>Distance between work stations is 2m at least – Learners to be given instruction and supervised by tutor to maintain distance</p> <p>Tutor supervision to ensure compliance</p> <p>Observation tours by HSE / Facilities to check compliance</p>	2	3	6	<p>Risk assessment monitored daily reviewed and updated daily if required and otherwise at least weekly</p>	2	3	6
<p>Contracting Covid 19 Learner / Staff attends site with symptoms</p>	<p>Sign in procedure is followed and declaration by learners and staff signed every day</p> <p>All people entering site have a temperature check using a thermometer “gun” held 1-2” from the forehead which gives a RAG rating</p> <p>Red – Person will be asked to leave</p> <p>Amber – Wait 15 minutes and retest – If still amber will be asked to leave</p> <p>Green – ok</p> <p>Person refuses test – no access to site allowed</p>	2	3	6	<p>Risk assessment monitored daily reviewed and updated daily if required and otherwise at least weekly</p>	2	3	6
<p>Contracting Covid 19 Failure to communicate this assessment</p>	<ol style="list-style-type: none"> 1. A toolbox talk describing the risk assessment arrangements is delivered by the tutor to all learners under their control on the first session of the week and every week. 2. A reminder toolbox talk is delivered by the tutor each morning and afternoon to their class which reminds learners about the importance of maintaining social distancing and regular hand hygiene. 3. Risk assessment posted in each area 4. Risk assessment posted on the intranet and company website 5. Employers and Learners to receive a copy 6. Parents of 16-18 year old learners to receive a copy 	2	3	6	<p>Risk assessment monitored daily reviewed and updated at least weekly as required</p>	2	3	6

<p>Contracting Covid 19 First aid management</p>	<p>Standard first aid kits to be supplemented with masks and nitrile gloves Both injured person and first aider to wear masks (Injured person to wear mask only if safe to do so (eg:if injury is to face / mouth this may not be possible or safe)</p>	2	3	6	<p>Risk assessment monitored daily reviewed and updated at least weekly as required</p>	2	3	6
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Date	Proposed Review Date	Name	Signature
26/5/2020	Daily	Phil Watson	Phil Watson



Likelihood
 1 – Very Unlikely
 2 – Unlikely
 3 – Fairly Likely
 4 – Likely
 5 – Very Likely

Consequences
 1 – Insignificant
 2 – Minor
 3 – Moderate
 4 – Major
 5 - Catastrophic

Rating
 1 – 4 Acceptable
 5 - 9 Adequate
 10 – 16 Consider Additional Controls
 17 – 25 Unacceptable

Activity:	Who could be affected:	Building :	Area:
Engineering / Electrical Training Activity – COVID19 Management 1 st JUNE RESTART	All learners & staff	Hargreaves	Centre workshop

Hazards	Current Risk Controls	Risk Rating L x C = R	Additional risk controls	Residual Risk L x C = R
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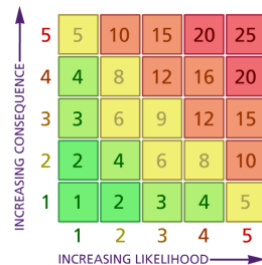
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<p>Contracting Covid 19 From surface contact and then person touching face area</p>	<p>1.A toolbox talk describing the risk assessment arrangements is delivered by the tutor to all learners under their control on the first session of the week and every week.</p> <p>2. A reminder toolbox talk is delivered by the tutor each morning and afternoon to their class which reminds learners about the importance of maintaining social distancing and regular hand hygiene.</p> <p>3. Regular cleaning of common areas with disinfectant / alcohol or similar cleaner to kill virus (handrails / door handles etc) will take place daily</p> <p>4. Learners / staff reminded to wash hands regularly as and/ or use hand sanitizer in the workshop from dispensers in their area</p> <p>5. Daily contract cleaning is being maintained – this will be carried out after all learners and staff have left site from 430pm</p>	2	3	6	<p>Risk assessment monitored daily reviewed and updated daily if required and otherwise at least weekly</p>	2	3	6
<p>Contracting Covid 19 Not practicing good hand hygiene</p>	<p>1.A toolbox talk describing the risk assessment arrangements is delivered by the tutor to all learners under their control on the first session of the week and every week.</p> <p>2. A reminder toolbox talk is delivered by the tutor each morning and afternoon to their class which reminds learners about the importance of maintaining social distancing and regular hand hygiene.</p> <p>3. Learners / staff must wash hands regularly and or use hand sanitiser in the workshop and around site.</p> <p>4. Signage is in place across the site reminding about social distancing and washing hands.</p> <p>5. Numerous Hand sanitiser dispensers supplied in the building checked and topped up if needed twice a week by facilities. Tutors report to facilities if any dispensers are noted as empty in between these times.</p>	2	3	6	<p>Risk assessment monitored daily reviewed and updated daily if required and otherwise at least weekly</p>	2	3	6

<p>Contracting Covid 19 Sharing PPE</p>	<p>PPE must not be shared –definitely NO SHARING of gloves / face wear / safety specs / masks –</p> <p>Where required non disposable PPE must be disinfected / washed daily by the user (eg face visors / safety specs etc)</p>	1	3	3	<p>Risk assessment monitored daily reviewed and updated daily if required and otherwise at least weekly</p>	1	3	3
<p>Contracting Covid 19 Learners not social distancing When on Breaks</p>	<p>Learners must stay in designated areas when on breaks and must maintain social distancing</p> <p>Break times Supervision and monitoring by tutor</p> <p>Learner breaks & lunch to be staggered</p> <p>Learners to keep social distance when outside eg smoking area / general area</p> <p>Learners must not leave site , must not congregate closer than 2m from one another and stay in the immediate area / socially distanced</p> <p>Local staff kitchens may be used to make hot beverages or heat food (microwave) – 1 in 1 out policy cleaning up as you go – Wash hands policy before eating.</p>	2	3	6	<p>Risk assessment monitored daily reviewed and updated daily if required and otherwise at least weekly</p>	2	3	6
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<p>Contracting Covid 19 Workshop Arrangements Not social distancing (Milling / Turning / CNC / electrical)</p>	<p>Distance between machines or bays is 2m at least – Learners to be given instruction and supervised by tutor to maintain distance</p> <p>Tutor supervision to ensure compliance</p> <p>Observation tours by HSE / Facilities to check compliance</p>	2	3	6	<p>Risk assessment monitored daily reviewed and updated daily if required and otherwise at least weekly</p>	2	3	6
<p>Contracting Covid 19 Learner / Staff attends site with symptoms</p>	<p>Sign in procedure is followed and declaration by learners and staff signed every day</p> <p>All people entering site have a temperature check using a thermometer “gun” held 1-2” from the forehead which gives a RAG rating</p> <p>Red – Person will be asked to leave</p> <p>Amber – Wait 15 minutes and retest – If still amber will be asked to leave</p> <p>Green – ok</p> <p>Person refuses test – no access to site allowed</p>	2	3	6	<p>Risk assessment monitored daily reviewed and updated daily if required and otherwise at least weekly</p>	2	3	6
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Date	Proposed Review Date	Name	Signature
26/5/2020	Daily	Phil Watson	Phil Watson



Likelihood
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 2 – Unlikely
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Consequences
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 3 – Moderate
 4 – Major
 5 - Catastrophic

Rating
 1 – 4 Acceptable
 5 - 9 Adequate
 10 – 16 Consider Additional Controls
 17 – 25 Unacceptable

Activity:	Who could be affected:	Building :	Area:
Fitting Training Activity – COVID19 Management 1 st JUNE RESTART	All learners & staff	Hutchinson	Fitting workshop

Hazards	Current Risk Controls	Risk Rating L x C = R	Additional risk controls	Residual Risk L x C = R
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The Daily monitoring and review of how well this assessment is working on site reflects our strong and determined commitment to ensure that we are doing all we can to prevent the transmission of COVID 19 on site.

<p>Contracting COVID 19</p> <p>Social distancing measures Not maintained</p>	<ol style="list-style-type: none"> 1. A toolbox talk describing the risk assessment arrangements is delivered by the tutor to all learners under their control on the first session of the week and every week. 2. A reminder toolbox talk is delivered by the tutor each morning and afternoon to their class which reminds learners about the importance of maintaining social distancing and regular hand hygiene. 3. Learners are given a designated specific work area in order to maintain a 2 metre distance or more. 4. Initially for the first 2 weeks there will be reduced numbers in all the workshops. A Scheduled plan of work is issued each week detailing this plan 5. Facilities / HSE team monitors social distancing very regularly throughout the day and will challenge staff and learners if breaches are observed. Any weaknesses in 6 Various COVID management Signage is posted throughout the building which learners and staff are instructed to comply with. 7 Site sign in – A declaration of compliance is signed by all learners and staff each day and is mandatory prior to site access.Failure to sign this will result in the learner or staff member being refused entry to site 8 One way systems have been put in place wherever practicable including signage and arrows / lines on floor to indicate routes These must be followed. 9 The Wearing of Masks (surgical type) is mandatory in the workshop areas (tutors may use face visors to aid communication) 10. Smoking area are defined and socially distanced – Compliance will be monitored by Facilities / HSE / tutors. 11 Toilet areas Only 1 person will be allowed in any toilet at a time – Signage is present on all entry doors. 12 Access to storage areas is restricted. 1 or 2 person only allowed at a time defined by sign and size of room. 13 There will be no movement of staff / learners between buildings unless the training course dictates this Only Exceptions are Facilities / Security & HSE in order to monitor compliance – All training is to be carried out in one area wherever possible 14 No Classroom delivery allowed in the initial weeks unless authorised by the SMT (some exams may be undertaken but these will be in rooms where social distance is achievable) 	3	3	9	<p>Risk assessment monitored daily reviewed and updated daily if required and otherwise at least weekly</p>	2	3	6
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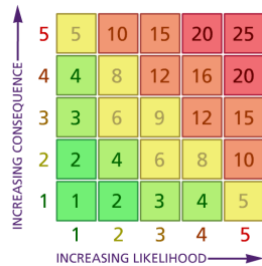
	<p>15. Staff Learner or staff observer to immediately raise any concerns with the covid controls to Facilities or HSE – Activity to stop until a suitable solution is found</p>							
<p>Contracting Covid 19 From surface contact and then person touching face area</p>	<p>1.A toolbox talk describing the risk assessment arrangements is delivered by the tutor to all learners under their control on the first session of the week and every week. 2. A reminder toolbox talk is delivered by the tutor each morning and afternoon to their class which reminds learners about the importance of maintaining social distancing and regular hand hygiene. 3. Regular cleaning of common areas with disinfectant / alcohol or similar cleaner to kill virus (handrails / door handles etc) will take place daily 4. Learners / staff reminded to wash hands regularly as and/ or use hand sanitizer in the workshop from dispensers in their area 5. Daily contract cleaning is being maintained – this will be carried out after all learners and staff have left site from 430pm</p>	2	3	6	<p>Risk assessment monitored daily reviewed and updated daily if required and otherwise at least weekly</p>	2	3	6
<p>Contracting Covid 19 Not practicing good hand hygiene</p>	<p>1.A toolbox talk describing the risk assessment arrangements is delivered by the tutor to all learners under their control on the first session of the week and every week. 2. A reminder toolbox talk is delivered by the tutor each morning and afternoon to their class which reminds learners about the importance of maintaining social distancing and regular hand hygiene. 3. Learners / staff must wash hands regularly and or use hand sanitiser in the workshop and around site. 4. Signage is in place across the site reminding about social distancing and washing hands. 5. Numerous Hand sanitiser dispensers supplied in the building checked and topped up if needed twice a week by facilities. Tutors report to facilities if any dispensers are noted as empty in between these times.</p>	2	3	6	<p>Risk assessment monitored daily reviewed and updated daily if required and otherwise at least weekly</p>	2	3	6

<p>Contracting Covid 19 Sharing PPE</p>	<p>PPE must not be shared –definitely NO SHARING of gloves / face wear / safety specs / masks –</p> <p>Where required non disposable PPE must be disinfected / washed daily by the user (eg face visors / safety specs etc)</p>	1	3	3	<p>Risk assessment monitored daily reviewed and updated daily if required and otherwise at least weekly</p>	1	3	3
<p>Contracting Covid 19 Learners not social distancing When on Breaks</p>	<p>Learners must stay in designated areas when on breaks and must maintain social distancing</p> <p>Break times Supervision and monitoring by tutor</p> <p>Learner breaks & lunch to be staggered</p> <p>Learners to keep social distance when outside eg smoking area / general area</p> <p>Learners must not leave site , must not congregate closer than 2m from one another and stay in the immediate area / socially distanced</p> <p>Local staff kitchens may be used to make hot beverages or heat food (microwave) – 1 in 1 out policy cleaning up as you go – Wash hands policy before eating.</p>	2	3	6	<p>Risk assessment monitored daily reviewed and updated daily if required and otherwise at least weekly</p>	2	3	6
<p>Contracting Covid 19 Workshop / Room Arrangements Learners Not social distancing in general</p>	<p>Learners in all areas to be kept 2m apart when working</p> <p>Tutor to supervise and challenge breaches</p> <p>Facilities / security / HSE observe monitor and challenge breaches</p> <p>Room desking / tables have been rearranged to maintain distancing initially this will only be for break times</p> <p>When class delivery resumes learner numbers per class must be defined and reflect the guidance at that time</p> <p>Tutor to monitor compliance of learners when on break</p>	2	3	6	<p>Risk assessment monitored daily reviewed and updated daily if required and otherwise at least weekly</p>	2	3	6

<p>Contracting Covid 19 Workshop Arrangements Not social distancing (Fitting)</p>	<p>2 learners per bench – Learners to be given instruction and supervised by tutor to maintain distance</p> <p>Tutor supervision to ensure compliance</p> <p>Observation tours by HSE / Facilities to check compliance</p>	2	3	6	<p>Risk assessment monitored daily reviewed and updated daily if required and otherwise at least weekly</p>	2	3	6
<p>Contracting Covid 19 Learner / Staff attends site with symptoms</p>	<p>Sign in procedure is followed and declaration by learners and staff signed every day</p> <p>All people entering site have a temperature check using a thermometer “gun” held 1-2” from the forehead which gives a RAG rating</p> <p>Red – Person will be asked to leave</p> <p>Amber – Wait 15 minutes and retest – If still amber will be asked to leave</p> <p>Green – ok</p> <p>Person refuses test – no access to site allowed</p>	2	3	6	<p>Risk assessment monitored daily reviewed and updated daily if required and otherwise at least weekly</p>	2	3	6
<p>Contracting Covid 19 Failure to communicate this assessment Learners / staff unaware of what controls are in place</p>	<ol style="list-style-type: none"> 1.A toolbox talk describing the risk assessment arrangements is delivered by the tutor to all learners under their control on the first session of the week and every week. 2. A reminder toolbox talk is delivered by the tutor each morning and afternoon to their class which reminds learners about the importance of maintaining social distancing and regular hand hygiene. 3. Risk assessment posted in each area 4. Risk assessment posted on the intranet and company website 5. Employers and Learners to receive a copy 6. Parents of 16-18 year old learners to receive a copy 	2	3	6	<p>Risk assessment monitored daily reviewed and updated at least weekly as required</p>	2	3	6

<p>Contracting Covid 19 First aid management</p>	<p>Standard first aid kits to be supplemented with masks and nitrile gloves Both injured person and first aider to wear masks (Injured person to wear mask only if safe to do so (eg:if injury is to face / mouth this may not be possible or safe)</p>	2	3	6	<p>Risk assessment monitored daily reviewed and updated at least weekly as required</p>	2	3	6
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Date	Proposed Review Date	Name	Signature
26/5/2020	Daily	Phil Watson	Phil Watson



Likelihood
 1 – Very Unlikely
 2 – Unlikely
 3 – Fairly Likely
 4 – Likely
 5 – Very Likely

Consequences
 1 – Insignificant
 2 – Minor
 3 – Moderate
 4 – Major
 5 - Catastrophic

Rating
 1 – 4 Acceptable
 5 - 9 Adequate
 10 – 16 Consider Additional Controls
 17 – 25 Unacceptable

Activity:	Who could be affected:	Building :	Area:
Scaffolding Activity – COVID19 Management 1 st JUNE RESTART	All learners & staff	Hutchinson	Scaffold Workshop

Hazards	Current Risk Controls	Risk Rating L x C = R	Additional risk controls	Residual Risk L x C = R
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Statement of intent :

The company recognises that management of COVID 19 is a significant challenge to control and believes it have achieved this with this risk assessment . This document reflects what the company considers is reasonably practicable in RESTARTING the business after having gathered advice and guidance from a variety of sources and reviewing what we feel will best fit our site.

As with all risk assessments the priority in putting these controls together has been the Health and Safety of all staff and learners on site

Given the nature of this hazard we may have to respond quickly to situations that we may become aware of as we begin to work with the controls documented in this assessment.

We have deployed a comprehensive set of controls which we feel will give a solid management system for Restart on 1st june , protecting staff and learners.

We cannot foresee any additional controls being required at this time, however we will have no hesitation in making changes if we feel we could further improve on the controls detailed below.

If an issue is highlighted by a member of staff , learner or staff observer which could compromise health and safety the process will be shutdown immediately until we modify and put in place suitable additional controls as needed.

The Daily monitoring and review of how well this assessment is working on site reflects our strong and determined commitment to ensure that we are doing all we can to prevent the transmission of COVID 19 on site.

<p>Contracting COVID 19</p> <p>Social distancing measures Not maintained</p>	<ol style="list-style-type: none"> 1. A toolbox talk describing the risk assessment arrangements is delivered by the tutor to all learners under their control on the first session of the week and every week. 2. A reminder toolbox talk is delivered by the tutor each morning and afternoon to their class which reminds learners about the importance of maintaining social distancing and regular hand hygiene. 3. Learners are given a designated specific work area in order to maintain a 2 metre distance or more. 4. Initially for the first 2 weeks there will be reduced numbers in all the workshops. A Scheduled plan of work is issued each week detailing this plan 5. Facilities / HSE team monitors social distancing very regularly throughout the day and will challenge staff and learners if breaches are observed. Any weaknesses in 6 Various COVID management Signage is posted throughout the building which learners and staff are instructed to comply with. 7 Site sign in – A declaration of compliance is signed by all learners and staff each day and is mandatory prior to site access.Failure to sign this will result in the learner or staff member being refused entry to site 8 One way systems have been put in place wherever practicable including signage and arrows / lines on floor to indicate routes These must be followed. 9 The Wearing of Masks (surgical type) is mandatory in the workshop areas (tutors may use face visors to aid communication) 10. Smoking area are defined and socially distanced – Compliance will be monitored by Facilities / HSE / tutors. 11 Toilet areas Only 1 person will be allowed in any toilet at a time – Signage is present on all entry doors. 12 Access to storage areas is restricted. 1 or 2 person only allowed at a time defined by sign and size of room. 13 There will be no movement of staff / learners between buildings unless the training course dictates this Only Exceptions are Facilities / Security & HSE in order to monitor compliance – All training is to be carried out in one area wherever possible 14 No Classroom delivery allowed in the initial weeks unless authorised by the SMT (some exams may be undertaken but these will be in rooms where social distance is achievable) 	3	3	9	<p>Risk assessment monitored daily reviewed and updated daily if required and otherwise at least weekly</p>	2	3	6
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<p>Contracting Covid 19 Workshop Arrangements Not social distancing (Scaffolding)</p>	<p>Work areas for scaffolders are marked out – Learners to be given instruction and supervised by tutor to maintain distance</p> <p>Some brief instances of breach of 2m distance may occur due to the nature of scaffolding – learners are wearing masks initially – Assess this as work proceeds and review</p> <p>Hygiene procedures for scaffold poles will be in place PPE will include gloves with cleanable surfaces , rescue kits to include pp3 masks</p> <p>Tutor supervision to ensure compliance as far as practicable and review</p> <p>Observation tours by HSE / Facilities to check compliance</p>	2	3	6	<p>Risk assessment monitored daily reviewed and updated daily if required and otherwise at least weekly</p>	2	3	6
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