

Covid-19 Risk Assessment Proforma

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. To ensure the safety of all staff and candidates all Safe Working Procedures (SWP), must always be adhered to. Failure to follow Safe Working Procedures will result in dismissal or termination from your job role or the course. All Covid-19 Risk assessments are undertaken alongside our Covid-19 Operational policy which sets out our general approach to reducing the risk of transmission.

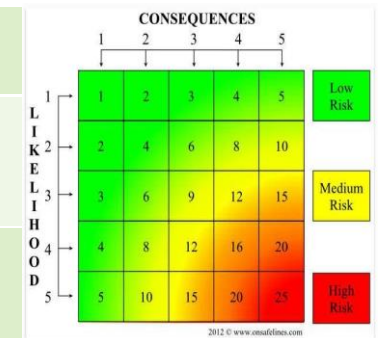
OCCUPATION, JOB OR TASK	COVID-19: Undertaking Rail Training within the classroom setting	DATE OF THIS ASSESSMENT	00.00.2020	No.	01
-------------------------	--	-------------------------	------------	-----	----

LOCATION	Any ARC or Customer classroom	NEXT REVIEW DATE		PAGE	1	OF	3	ISSUE No.	1
----------	-------------------------------	------------------	--	------	---	----	---	-----------	---

No. OF STAFF AT RISK		HOW OFTEN	Daily	SIGNED		ROLE	
----------------------	--	-----------	-------	--------	--	------	--

Risk Rating Guide

High	There is a risk of serious injury or lost time to one or more people. Further action will be necessary by a competent person to reduce risk or specific training provided and operating procedure implemented
Medium	There is a foreseeable risk of injury to one or more resulting in injury, which in rare cases may be serious and critical. Defined control measures are necessary to control risk. Further site specific assessments may also be necessary in some cases.
Low	Adequate control measures have been identified to significantly reduce the chances of occurrence or injury.



TASK/ACTIVITY	HAZARD	DEGREE OF RISK			RESIDUAL RISK & PRIORITY - If further action is required details to be entered at bottom of page					
		L	S	LxS	EXISTING CONTROLS			Action Required		
		1-5	1-5	1-25				L	S	LxS
ARC training staff conducting training and or assessment within the classroom setting.	ARC trainer(s) contracting COVID-19 as a direct result from contact with an infected candidate or other person	4	5	20	<ul style="list-style-type: none"> Approved company issue (ce)face masks to always be worn by the trainer where 2m social distancing separation distances cannot be achieved, Approved company issue (ce)gloves to always be worn by the trainer when handling materials that may be handled by others. This will include question sheets, assessment documents, ID and registration documents Candidate joining instructions and electronic response emails will include details of separation distances, use of gloves and masks by candidates. 	2	5	10	No	

Covid-19 Risk Assessment Proforma

					<ul style="list-style-type: none"> ▪ ARC Training centers to be suitably marked with signage to ensure 2m separation distance whilst queuing and registering for training events ▪ Classroom(s) must have been assessed to ensure suitable adherence to 2m radial separation distances ▪ Classrooms to identify seating arrangement of candidates which will remain the same for the duration of the course ▪ Anti-bacterial gel stations to be provided in communal areas. ▪ Candidates encouraged to provide their own hand sanitiser and use prior to entering training venues ▪ Candidate(s) required to apply following use of sanitation amenities, Sanitation areas to be suitably marked with guidance to wash hands with soap/water following use ▪ Candidates must always wear face masks where 2m social distancing separation distances cannot be achieved ▪ Candidates must always wear gloves when handling materials that may be handled by others. This will include question sheets or assessment documents, ID etc ▪ Attendance of candidates and records of training to be signed at distance or photographed / video where possible to eliminate contamination ▪ Candidates and trainers to use personal pens and not interchange with others ▪ Trainer to confirm with candidate(s) that they are not displaying any symptoms of COVID-19; ▪ Forehead temperature thermometers to be available to offer checks for candidate(s) temperature where concerns may be raised, record on notes section of register. ▪ Communal contact to be limited and breaks to be agreed with trainer(s) and training managers to stagger times and reduce numbers as assessed. ▪ Candidate(s) arriving without mandatory PPE to be issued by intertrain. Once use masks / gloves; Trainer to check for candidate allergies related to risk assessment, document issue on register. Candidate(s) who identify with allergy referred to H&S advisor by trainer before proceeding. Separate assessment may apply. ▪ Hot & cold drinks to be provided via dispensing machines. One time use disposable cups to be used and disposed of by suitable waste management. ▪ Candidates and staff mandated to wear face masks whilst using drinks / snack facilities to limit air born spread of virus. Hand wipes to be provided for wiping surfaces before and after use by each candidate/staff member. ▪ Deep clean of classroom, communal areas and sanitation facilities to be conducted daily following completion of training events. ▪ Candidates required to remove all paper notes, handouts and pens etc at the end of each training day. Clean desk policies will apply to allow deep cleaning to be undertaken. 				
--	--	--	--	--	--	--	--	--	--

Covid-19 Risk Assessment Proforma



CONTINUATION SHEET								No.		
---------------------------	--	--	--	--	--	--	--	------------	--	--

OCCUPATION, JOB OR TASK						PAGE	3	OF	3	ISSUE No.	1
--------------------------------	--	--	--	--	--	-------------	---	-----------	---	------------------	---

		DEGREE OF RISK			RESIDUAL RISK & PRIORITY - If further action is required details to be entered at bottom of page						
		L	S	LxS		L	S	LxS	Action Required		
TASK/ACTIVITY	HAZARD	1-5	1-5	1-25	EXISTING CONTROLS	1-5	1-5	1-25	Yes/No	Priority	