

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.

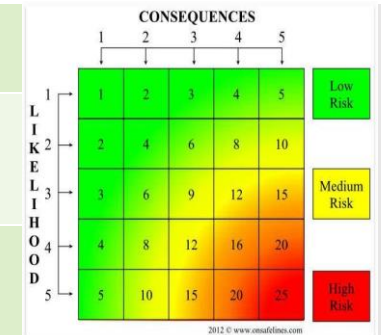
OCCUPATION, JOB OR TASK	COVID-19: Undertaking Training within all Environments	DATE OF THIS ASSESSMENT	00.00.2020	No.	01
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LOCATION	Any ARC or Customer location for practical/theory training or assessment in a live or simulated environment	NEXT REVIEW DATE		PAGE	1	OF	3	ISSUE No.	1
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No. OF STAFF AT RISK		HOW OFTEN	Daily	SIGNED		ROLE	
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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 Academy staff conducting training and or assessment within a live or simulated practical environment.	ARC trainer(s) contracting COVID-19 as a direct result from contact with an infected candidate or other person	4	5	20	Staff advised to maintain 2 metre distance from anyone else and wear appropriate PPE provided by Arc Group.	2	5	10	No	

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	Candidates contracting COVID-19 as a result from contact with other infected candidates or other persons whilst observing or undertaking practical training	4	5	20	<p>Staff/learners advised to.</p> <ul style="list-style-type: none"> • Use gel sanitisers after each learning session. • Ensure stringent hand washing takes place. • Use paper towels/hand dyers for drying of hands • See hand washing guidance. • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • All employees to be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>Cleaning</p> <p>Frequently cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as tables, laptops, resources using appropriate cleaning products and methods.</p> <p>Posters, leaflets and other materials are available for display. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>All Staff responsible for cleaning their own areas and ensuring maintenance of Clean Desk Policy to allow for regular cleaning</p>	2	5	10	No	
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			<p>Social Distancing Social Distancing-Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency</p> <p>https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>Staff to be reminded daily of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p> <p>Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Limited learners and assessors to be on site at one time.</p> <p>Confirm with employers Covid-19 measures in place for our staff whilst visiting sites. If staff do not feel comfortable or employers have not put appropriate measures in place, staff can refuse to carry out learner visit/assessment.</p> <p>1 on 1 training and assessing to be implemented to ensure safety of all employees and candidates.</p> <p>Conference calls/video link to be used where possible instead of face to face meetings.</p> <p>Any training that can be completed using Zoom/Teams or</p>					
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				<p>other video conferencing to be used to ensure the safety of staff and learners.</p> <p>Ensuring enough rest breaks for staff.</p> <p>Regular breaks to be had to ensure washing of hands and change of PPE equipment is carried out.</p> <p>Social distancing also to be adhered to in canteen areas and smoking areas at sites.</p> <p>Standard practice to be followed of contacting employers prior to physically attending to monitor the present situation with employers and candidates in relation to signs of potential Covid. If Covid has been identified then no visit to take place.</p> <p><u>Wearing of Gloves</u></p> <p>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p><u>PPE</u></p> <p><i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</i></p> <p>Where PPE is a requirement for risks associated with the work undertaken the following measures will be followed-</p>				
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			<p>Face masks should always be worn when carrying out assessments with learners.</p> <p>Disposable gloves always used.</p> <p>Reference https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</p> <p><u>Symptoms of Covid-19</u> If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, or whilst visiting sites they will be sent home and advised to follow the stay at home guidance.</p> <p>Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. https://www.publichealth.hscni.net/</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast-changing situation. Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p><u>Mental Health</u> Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will</p>					
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				offer whatever support they can to help Reference – https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress					
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CONTINUATION SHEET								No.		
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		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