

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.

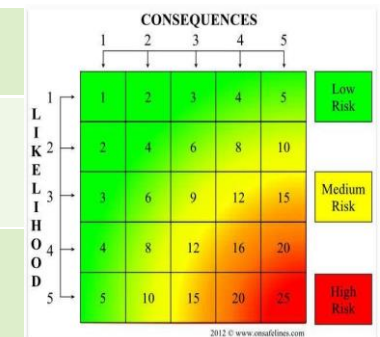
OCCUPATION, JOB OR TASK	COVID-19: Undertaking Computer Tests	DATE OF THIS ASSESSMENT	26.06.2020	No.	01
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LOCATION	Unit 5 Centre Court, Treforest Industrial Estate, Pontypridd.	NEXT REVIEW DATE	26.01/2020	PAGE	1	OF	3	ISSUE No.	1
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No. 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	Yes/No
ARC training staff conducting training and or assessment within the computer room setting.	ARC trainer(s) contracting COVID-19 as a direct result from contact with an infected candidate or other person				<ul style="list-style-type: none"> Approved company issue (ce)face masks to always be worn by the invigilator where 2m social distancing separation distances cannot be achieved, Approved company issue (ce)gloves to always be worn by the invigilator when handling materials that may be handled by others. This will include, ID, Test logs and registration documents ARC Training centers to be suitably marked with signage to ensure 2m separation distance whilst entering the building. Computer Room must have been assessed to ensure suitable adherence to 2m radial separation distances 						

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					<ul style="list-style-type: none"> ▪ Computer Room to identify seating arrangement of candidates which will remain the same for the duration of the test ▪ Anti-bacterial gel stations to be provided in computer Booths. ▪ 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 unless exempt, removal of Face Masks is only permitted for the candidate to be able to have their photograph taken. ▪ Candidates encouraged to wear gloves when handling materials that may be handled by others. This will include Lockers, digital signature pad and ID etc ▪ Candidates and invigilators to use personal pens and not interchange with others ▪ Invigilator 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. ▪ Hand wipes to be provided for wiping surfaces before and after use by each staff member. ▪ Deep clean of Computer Room, communal areas and sanitation facilities to be conducted daily following completion of each test. ▪ Clean desk policies will apply to allow deep cleaning to be undertaken. 					
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CONTINUATION SHEET								No.		
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OCCUPATION, JOB OR TASK						PAGE	3	OF	3	ISSUE No.	1
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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