

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.

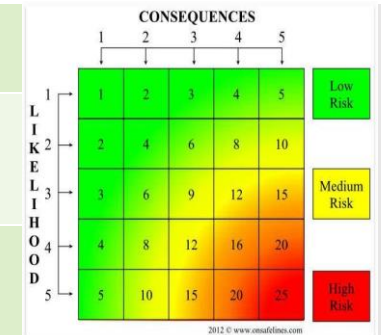
OCCUPATION, JOB OR TASK	COVID-19: Undertaking Rail Training within a Practical Environment	DATE OF THIS ASSESSMENT	00.00.2020	No.	01
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LOCATION	Any ARC or Customer location for practical training or assessment in a live or simulated environment	NEXT 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 training 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	Approved company issue (ce)face masks to always be worn by the trainer, Approved company issue (ce)gloves to always be worn by the trainer. (latex type gloves over skin and additional gloves as required by additional risk assessments when demonstrating or using handheld / mechanical powered plant. Antibacterial gel to be provided by Arc throughout all premises All candidates to confirm understanding of ARCs Covid-19 Policy	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>2m (radial) separation distance to be always adhered to:</p> <ul style="list-style-type: none"> ▪ Candidates to remain 2m distance whilst either trainer demonstrates plant usage or candidates demonstrates ability to use ▪ Candidates must always wear face masks ▪ Candidates must always wear gloves ▪ Group sizes to be apportioned to allow 2m separation distance of all candidates whilst observing any training provided by the trainer ▪ Gloves to be worn where any handling of paperwork, question sheets or assessment documentation is taking place ▪ Candidates and trainers to use personal pens and not interchange with others <p>Attendance of candidates and records of training to be signed at distance or photographed / video where possible to eliminate contamination.</p> <p>Face masks to always be worn by the candidate(s),</p> <p>Gloves to always be worn by the candidate(s). (latex type gloves over skin and additional gloves as required by additional risk assessments when demonstrating or using handheld / mechanical powered plant.</p> <p>2m (radial) separation distance to be always adhered to:</p> <ul style="list-style-type: none"> ▪ Trainer to remain 2m distance whilst either candidates demonstrates plant usage or candidates demonstrates ability to Use ▪ Trainers must always wear face masks ▪ Trainer must always wear gloves ▪ Gloves to be worn where any handling of paperwork, question sheets or assessment documentation is taking place ▪ Candidates and trainers to use personal pens and not interchange with others <p>Use of mechanical plant, hand tools and manual handling;</p> <ul style="list-style-type: none"> ▪ Plant and hand tools to be wiped / sprayed with anti-bacterial prior to and after use. ▪ Candidates and trainers to wear face masks at all times ▪ Candidates and trainers to wear latex type gloves and additional gloves are required within specific risk assessments whilst using and handling plant and hand tools ▪ 2m separation distance may be contravened for the purpose of manual handing or the use of plant that requires 2 or meter persons. In this instance face masks will remain mandatory. 	2	5	10	No	
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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