

Risk Assessment

Site: COVID-19 Risk Assessment for AFI-Uplift Training Centres & Instructors

No: DOC AFI-RA-C001

Undertaken By: Nigel Stevens, Ian Price, John Harrison, Lee Schofield

Date: 19th March 2020

Revision: 1

Issue Date: 19th March 2020

Operation:	COVID-19			Persons At Risk:	Trainers and Training Delegates		
HAZARD	Assessment			CONTROL MEASURES TO REDUCE THE RISK	Re-assessment		
	S	L	R		S	L	R
Spread of COVID-19 in the classroom whilst conducting practical training sessions.	4	3	12	<p>GENERAL</p> <p>Joining instructions must include instructions that if a candidate feels unwell or is showing symptoms of COVID-19; high temperature, new dry cough, loss of smell or loss of taste - then they should not attend the course.</p> <p>Trainers / instructors will, where practicable, be asked to attend training venues within given geographical locations. This will reduce the possibility of spreading infection and reduce the distance trainers have to travel.</p> <p>Upon arrival to the training location, temperature checks of delegates will be undertaken and recorded, using a hand held monitor which does not make contact with the delegate. This must be conducted prior to the delegate entering the building. Any delegate found with a raised temperature will be advised that they cannot attend the course and that they should go home, self-isolate and seek medical advice.</p> <ul style="list-style-type: none"> • Normal body temperature should be below 37.8°C. • The delegate's employer should be informed. • When conducting any temperature checks ensure that you are wearing the correct PPE i.e. face covering and disposable vinyl gloves. <p>Delegates will be met at reception / entry point and instructed where to go. This will normally be directly to the classroom. Each delegate will be allocated a desk which they will occupy for the duration of the course.</p> <p>General cleaning of training rooms and toilets must be undertaken daily:</p> <ul style="list-style-type: none"> • Before the start of any course where a cleaner is appointed. • Where the training room is not serviced by a cleaning contract, the training instructor must sanitise all hard surfaces within the classroom and welfare facilities at the end of each course. <p>Where practicable, all training rooms are to be kept well ventilated (open windows and doors).</p>	4	1	4

Risk Assessment

Site: COVID-19 Risk Assessment for AFI-Uplift Training Centres & Instructors

No: DOC AFI-RA-C001

Undertaken By: Nigel Stevens, Ian Price, John Harrison, Lee Schofield

Date: 19th March 2020

Revision: 1

Issue Date: 19th March 2020



			<p>SEGREGATION</p> <p>Routes from the entrance to the classroom will be clearly signed and 2 metre spacing will be marked on the floor, to assist delegates in maintain 2 metre distancing.</p> <p>Desks to be positioned 2 metres apart, and where possible for delegates to face away from each other while seated. This can be achieved using the existing double desks with only one person seating at each desk.</p> <p>Where classrooms have large single desks where delegates can be seated on each side, a 1 metre Perspex screen must be installed down the centre of the desk to provide segregation.</p> <p>The instructor / tutor's desk must be position so that when seated they are a minimum of 2 metres from other persons.</p> <p>Spacing will be marked on the floor so delegates can maintain a 2 metre distance whilst queueing for the vending machine.</p> <p>When moving around the facility, delegates will be instructed to keep a 2 metre gap between all people (other delegates and instructor included). Signage will be placed in classroom and corridors to reinforce this message.</p> <p>HYGIENE</p> <p>Signage will be placed in all areas to reinforce the hand washing and general hygiene message.</p> <p>Trainer and delegates should avoid touching eyes, nose or mouth.</p> <p>When coughing or sneezing cover your mouth and nose with the bend of your elbow or use a disposable tissue. If a tissue is used dispose of it immediately into a bin that closes.</p> <p>Pedal operated, closing bins will be situated in all classrooms and rest areas.</p>			
--	--	--	---	--	--	--

Risk Assessment

Site: COVID-19 Risk Assessment for AFI-Uplift Training Centres & Instructors

No: DOC AFI-RA-C001

Undertaken By: Nigel Stevens, Ian Price, John Harrison, Lee Schofield

Date: 19th March 2020

Revision: 1

Issue Date: 19th March 2020



			<p>Clean and disinfect surfaces regularly, this is to include the machines / tools which training is conducted on (particularly the controls) PPE, etc. before and after the course. Antibacterial wipe will be provided for this.</p> <p>During the day, all delegates and trainers MUST wash their hands with soap and water frequently, for at least 20 seconds. This should include washing hands on arrival at the building, after rest and toilet breaks, respiratory hygiene, or disposal of tissues / towels etc.</p> <p>Use gloves when participating in any practical training sessions. Ideally disposable vinyl gloves, or if re-usable, ensure they are cleaned thoroughly before and after use.</p> <p>When distributing any course material the instructor will wear vinyl gloves and place all material on desks before the delegates arrive.</p> <p>Wall mounted hand sanitiser dispensers will be available at all locations. These are to be used when soap and water are not available or convenient.</p> <p>When participating in practical training sessions such as Operator Training or New Roads & Street Works, face coverings will be worn by delegates and instructors at all times. If the activity would normally require the wearing of a rated dust mask then that mask must be used. If not then a face covering should be worn.</p> <p>Communal areas will only be used for hot beverages adhering to the social distancing measures.</p> <p>There will not be any cups or mugs supplied other than disposable cups.</p> <p>Where vending machines are in use and multiple classes are running, break times will be staggered.</p> <p>On courses where food is normally provided, this will be supplied in single portion prepacked bags. One for each candidate. Food will be consumed at the candidates' desk.</p> <p>If a delegate requires a pen one will be supplied to them and the delegate is to keep the pen.</p>			
--	--	--	--	--	--	--

Risk Assessment

Site: COVID-19 Risk Assessment for AFI-Uplift Training Centres & Instructors

No: DOC AFI-RA-C001

Undertaken By: Nigel Stevens, Ian Price, John Harrison, Lee Schofield

Date: 19th March 2020

Revision: 1

Issue Date: 19th March 2020



			<p>PROCEDURE TO FOLLOW SHOULD A DELEGATE BECOME UNWELL DURING THE TRAINING</p> <p>Identify an unoccupied area or room where someone who is feeling unwell and / or is displaying symptoms of COVID-19 can be safely isolated.</p> <p>The delegate’s employer should be informed and arrangements made for them go straight home, self-isolate and seek medical advice. The delegate’s desk area, the training room and the room which the delegate has been isolated in should be thoroughly cleaned and sanitised before the course recommences. All delegates and their employers should be informed of the situation.</p> <p>If a training delegate has tested positive for COVID-19 after they have recently attended a training course (within 7 days) and this is made known to UTN management, UTN will ensure that all participants on that particular course and their employers are notified that a delegate has tested positive for COVID-19.</p>			
<p>Delivering training courses at a customer’s premises</p>	<p>4</p>	<p>3</p>	<p>DELIVERING TRAINING COURSES AT A CUSTOMER’S PREMISES</p> <p>When delivering a training course at a customer’s site / premises, all of the control measures listed in the related Work Instruction must be in place before any delivery of the training can take place.</p> <p>Instructions will be sent to the customer at the time of booking; outlining what control measures will need to be in place before the trainer arrives.</p> <p>The trainer must arrive in good time to ensure that he / she can meet delegates and instruct them on the need to maintain the 2 metre social distancing during the training and check that sufficient control measures are in place.</p> <p>If the trainer discovers that control measures are not in place then the training cannot go ahead and he / she should inform the customer to why he / she will not be able to carry out the training. The customer should also inform UTN management so that the course can be rescheduled once sufficient control measures have been implemented.</p>	<p>4</p>	<p>1</p>	<p>4</p>

Risk Assessment

Site: COVID-19 Risk Assessment for AFI-Uplift Training Centres & Instructors

No: DOC AFI-RA-C001

Undertaken By: Nigel Stevens, Ian Price, John Harrison, Lee Schofield

Date: 19th March 2020

Revision: 1

Issue Date: 19th March 2020

Likelihood →	Likely (5)	Probable (4)	Possible (3)	Unlikely (2)	Very unlikely (1)
↓ Severity					
Death (4)	20	16	12	8	4
Major Injury (3)	15	12	9	6	3
Minor Injury (2)	10	8	6	4	2
No Injury (1)	5	4	3	2	1

KEY:
S = Severity
L = Likelihood
R = Risk rating

High risk
Medium risk
Low risk

PPE Required:

Hard hat	Y
Overalls and boots	Y
Eye / ear protection	As necessary
Suitable gloves	Y
Respiratory equipment	As necessary
Safety harness / adjustable lanyard	Boom type MEWPs

Environmental Risk
Low
Medium
High

AUTHORISED BY NICK HIGGINS, GROUP CHIEF OPERATING OFFICER

Signature: 

Date: 19/03/2020