

Risk Assessment

Company: Specialist Training & Consultancy Services (STCS)

Assessment carried out by: Mark Butterworth

Date of next review: August 2020

Date assessment was carried out: 25/05/20

Access/Egress & Use of Training Facility at Altham Industrial Estate – Prevention & Response to ‘Severe Acute Respiratory Syndrome’ coronavirus 2 (SARS-CoV-2/COVID 19)

IMPORTANT NOTE: Training courses are only open to those personnel who are well and do not have any COVID 19 symptoms. Anyone with any of the symptoms set out below is strictly informed not to attend or seek to gain access to the training facility in the interest of their own health and those of others using the facility.

The most important symptoms of coronavirus (COVID-19) are recent onset of any of the following:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)

If any personnel begin to feel unwell or feel any of the symptoms highlighted they will be requested to leave the facility as soon as practicable and seek medical advice. We also do not advise that people who have been deemed ‘clinically extremely vulnerable’ attend the facility or our courses.

According to PHE guidance, clinically extremely vulnerable people may include the following people. Disease severity, history or treatment levels will also affect who is in this group.

1. Solid organ transplant recipients.
2. People with specific cancers:
 - people with cancer who are undergoing active chemotherapy
 - people with lung cancer who are undergoing radical radiotherapy
 - people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
 - people having immunotherapy or other continuing antibody treatments for cancer

- people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
 - people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
3. People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary (COPD).
 4. People with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell).
 5. People on immunosuppression therapies sufficient to significantly increase risk of infection.
 6. Women who are pregnant with significant heart disease, congenital or acquired.

It is the responsibility of the individual to communicate whether they are tested positive so other attendees can be informed accordingly.

Hazard

1 Contraction of the SARS-CoV-2 virus whilst attending a training course at the Specialist Training & Consultancy Services Ltd, Altham location.

Public Health England Guidance - Transmission

The transmission of COVID-19 is thought to occur mainly through respiratory droplets generated by coughing and sneezing, and through contact with contaminated surfaces. The predominant modes of transmission are assumed to be droplet/aerosol and contact.

Sources include blood and other body fluids, secretions and excretions (excluding sweat), non-intact skin or mucous membranes, and any equipment or items in the care environment.

Activity	Who	Mitigation Measures	Responsible Person
Access/Egress to the Training Centre	Course Trainees, Visitors, Contractors, delivery drivers.	<p>Car Park/Arrival</p> <p>Ample car parking spaces are available at the training centre.</p> <p>Secure facilities for people who travel on bicycles are also available. Please notify the centre if you intend to travel to the centre on a bicycle.</p> <p>Building Access/Egress</p> <ul style="list-style-type: none"> – Briefing sent to all course trainees and official visitors prior to entry. – All site visitors must follow hand sanitising guidance and procedures at all times. – Poster at entry point – Hygiene & Social distancing. – Floor markings to indicate wait areas, segregation and distance points. – Member of Staff supervising access and egress traffic flow at peak times. – Queue system if required at peak times (although other measures should mean queuing is not required). – Entrance lobby – hand hygiene station – Entrance door – Open access (weather permitting). Sanitised 	Training Centre Manager

		<p>regularly by member of staff.</p> <ul style="list-style-type: none"> – Adhoc drivers and visitors – designated waiting area. Phone number to call for access. Signage on door 	
Corridor Area and Stairs	<p>Course Trainees, Visitors, Contractors, delivery drivers. Office staff, Trainers</p>	<p>Stairs from Ground Floor to First Floor</p> <ul style="list-style-type: none"> – Direction Priority for people going downstairs. Wait at bottom of stair until access is clear. – Signage – Hand-rail - Touch Hot spot – regularly cleaned and sanitised by staff member throughout the day. <p>Corridor – First Floor</p> <ul style="list-style-type: none"> – Entrance door – Touch Hot spot – regularly sanitised by staff member throughout the day – Office door – keep open to minimise contact – One-person movement at a time – no passing corridor – Designated ‘Wait Zone’ – MD office <p>Corridor – Ground Floor</p> <ul style="list-style-type: none"> – Access door to ground floor corridor open entrance lobby. – Photocopier room and student lounge area doors open. – Touch Hot spot – regularly cleaned and sanitised by staff member throughout the day. – One-person movement at a time – no passing corridor – Designated ‘Wait Zone’ – Student Lounge – Designated ‘Wait Zone’ – Photocopier room. (1 person) 	Training Centre Manager
Toilet Area – Ground Floor	<p>Course Trainees, Visitors, Contractors, delivery drivers. Office staff, Trainers</p>	<p>Facilities – 3 Toilets</p> <ul style="list-style-type: none"> – Designated ‘Wait Zone’ – Signage – Staggered breaks and lunches to minimise traffic flow. – Hand wash video on all courses – Touch Hot spot – regularly cleaned and sanitised by staff member throughout the day – Regular Staff inspection 	Training Centre Manager
Student Lounge	Course	Student Access – Limited Access for minimal time periods	Training Centre Manager, Course

	Trainees, Training Centre staff	<ul style="list-style-type: none"> – Designated ‘Wait Zone’ – All trainees to bring own food and drinks to site where applicable. Packed lunch can be provided if necessary. – Limited ‘Access Zone’ Vending machine – ‘Touch Hot spot’ – regularly cleaned and sanitised by staff member throughout the day. – Social distancing marking in place with queue system and floor markings – Access to groups of 3 at a time controlled by course Trainer – Breaks and lunch staggered to minimise traffic flow. – Trainees to take lunch in designated classroom with social distancing measures in place or in personal cars. 	Trainers
Classroom 1 (Main) – Ground Floor	Course Trainees Training Centre staff, Course Trainers, Course Invigilators	<p>Access and Egress</p> <ul style="list-style-type: none"> – One-way system in place – access through door 1/egress through door 2 and 3. Explained by course trainer and signage – Hand sanitise station on egress <p>Classroom Use</p> <ul style="list-style-type: none"> – Restricted class numbers – Course trainee zone – 2 metre social distancing all round – Course Trainer zone – social distancing of 2 metres between course trainer and trainees. The trainer will limit their movements to this designated area and not move around in the trainee designated zone whilst they are in attendance. Interaction and engagement of trainees will be maintained as far as practical without contravening the measures set out in this risk assessment. – ‘Touch Hot spot’ – regularly cleaned and sanitised by staff member throughout the day. – Ventilation through doors and windows maintained throughout course (weather permitting) – Alcohol hand wipes available for course trainees who wish to conduct further cleaning – Access door open whilst trainees are moving around 	Course Trainer

		<ul style="list-style-type: none"> – Egress doors open whilst trainees are moving around – Hand Sanitiser available to trainees – Course induction to include briefing on risk assessment and mitigation measures. – Hand wash video shown on course induction – Although not deemed mandatory at this time under government guidance ‘Face Covers’ will be available for those who deem their own personal risk assessment requires it for additional protection. Wearing of gloves not advocated as guidance identifies increased risk of spreading virus. – Disposal bin provided for any PPE. – Signage 	
<p>Classroom 4 – First Floor (Used in limited scenario)</p>	<p>Course Trainees Training Centre staff, Course Trainers, Course Invigilators</p>	<p>Access and Egress</p> <ul style="list-style-type: none"> – No passing corridor – Designated ‘Wait Zone’ – MD Office – Hand sanitise station available <p>Classroom Use</p> <ul style="list-style-type: none"> – Restricted class numbers – Course trainee zone - 2 metre social distancing all round – Course Trainer zone – social distancing of 2 metres between course trainer and trainees. The trainer will limit their movements to this designated area and not move around in the trainee designated zone whilst they are in attendance. Interaction and engagement of trainees will be maintained as far as practical without contravening the measures set out in this risk assessment. – ‘Touch Hot spot’ – regularly cleaned and sanitised by staff member throughout the day. – Ventilation through doors and windows maintained throughout course (weather permitting) – Alcohol hand wipes available for course trainees who wish to conduct further cleaning – Access/Egress door open when trainees are moving around 	<p>Course Trainer</p>

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<p>Classrooms 2 & 3 – Forklift Truck Training Centre</p>	<p>Course Trainees, Course Trainer</p>	<p>Access & Egress</p> <ul style="list-style-type: none"> – Separate entrance for FLT Trainees through FLT Training Centre. – Course Trainer direct trainees to Classroom 2 or 3 as appropriate – Limited numbers per room to 3 – Designated walkway <p>Classroom Use</p> <ul style="list-style-type: none"> – Individual tables – 2 metre social distancing all round – Course trainees’ movement controlled in small groups during breaks and lunches – Course Trainer zone – social distancing of 2 metres between course trainer and trainees. The trainer will limit their movements to this designated area and not move around in the trainee designated zone whilst they are in attendance. Interaction and engagement of trainees will be maintained as far as practical without contravening the measures set out in this risk assessment – Ventilation through doors and windows maintained throughout course (weather permitting) – Alcohol hand wipes available for course trainees who wish to conduct further cleaning – Access/Egress door open 	<p>Course Trainer</p>

		<ul style="list-style-type: none"> – Hand Sanitiser available to course trainee – Course induction to include briefing on risk assessment and mitigation measures. – Hand wash video shown on course induction – Although not deemed mandatory at this time under government guidance ‘Face Covers’ will be available for those who deem their own personal risk assessment requires it for additional protection. Wearing of gloves not advocated as guidance identifies increased risk of spreading virus. – Disposal bin provided for any PPE – Signage 	
<p>Fork Lift Truck Training Centre – FLT Zone</p>	<p>FLT Trainees, Course Trainer</p>	<p>Facilities – 3 Forklifts, Designated training racking system area</p> <ul style="list-style-type: none"> – Limited to maximum of 2 course at any one time – 33% reduction in warehouse capacity – Electric Truck Battery Charge lesson will be conducted individually with each trainee in rotation in order to maintain social distancing. Other trainees will wait in at a distance until required. – FLT’s – deep cleaned daily – ‘Touch Hot spot’ e.g. seat, handles and controls– cleaned and sanitised by trainee between each rotation of use. Alcohol hand wipe used – Hand Sanitiser available to each course trainee – Course induction to include briefing on risk assessment and mitigation measures – Hand wash video shown on course induction – Although not deemed mandatory at this time under government guidance ‘Face Covers’ will be available for those who deem their own personal risk assessment requires it for additional protection. Wearing of gloves not advocated as guidance identifies increased risk of spreading virus. – Disposal bin provided for any PPE. – Signage 	<p>Course Trainer</p>

Fire Procedures	All	<p>In the unlikely event of a fire the Company’s Fire Risk assessment will be followed as normal apart from the following adjustments to take account of the SARS-CoV-2 (COVID 19) measures:</p> <ul style="list-style-type: none"> – Trainees to file out of building in lines with 2 metre distance maintained as far as possible. – Site egress will be directed by trained fire marshals through three exits – Designated ‘muster’ zones for each course which will be explained in course induction. 2 metre social distancing will be maintained in these zones as far as reasonably practicable at the time. 	
First Aid Measures	All	<p>Facilities – First Aid Kits, Eye wash station, AED.</p> <p>In the event of an illness (non-SARS-CoV-2 related) or injury to a visitor to the facility in any event the following measures will be followed:</p> <ul style="list-style-type: none"> – Designated isolation room – Minimal intervention by Centre First Aid staff to avoid contamination – Individual will be provided with access to First Aid Kit. eye wash in order to provide self-care wherever possible. – In cases of more serious incidents trained First Aiders will provide first aid, if possible, wearing PPE to include: <ul style="list-style-type: none"> ○ Gloves ○ Apron ○ Face Visor – Ambulance to be called in cases where risk to First Aider is deemed too high. – Emergency ‘Deep Clean’ of area potentially contaminated by external company. 	Training Centre Manager

Hazard

2	<p>Anxiety, Mental Wellbeing of individual prior to and whilst attending a course at the Altham location</p> <p>In the current SARS-CoV-2 (COVID 19) national crisis it has been identified that there is a general level of increased anxiety and mental health concern with</p>
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people potentially more likely to suffer from an anxiety episode or other form of mental health event.

Activity	Who	Mitigation Measures	Responsible Person
Pre-course Preparation	Course Trainee, Company Training Administrator	<ul style="list-style-type: none"> – SARS-CoV-2 (COVID 19) Course pre-briefing provided – Risk Assessment available for review – Training centre support contact by email or phone – Gov.uk and PHE guidance followed 	Training Centre Manager
Whilst attending Course	Course Trainee	<ul style="list-style-type: none"> – Signage and Information on arrival – Training Centre staff to provide guidance on arrival of trainees – Site risk assessment in place – Social Distancing measures in place throughout centre – Course Tutor briefing – Access to Centre Manager for any concerns – Course feedback. – PHE guidance provided as part of course 	Training Centre Manager, Course Trainees

The following Government guidance has been referred to as under-pinning knowledge to inform the risk assessment:

<https://www.gov.uk/coronavirus>

- Staying COVID 19 Secure
- Easy Read Looking After Your Feelings
- Working Safely during COVID 19 factories, plants and warehouses
- Working Safely during COVID 19 - Offices and Contact Centres
- Working Safely guide
- Taking with your workers
- Best Practice hand wash
- Best Practice hand rub