

COVID-19 Risk Assessment

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Task / Activity	Use of General Workplace	Activity Description	The following risk assessment outlines the hazards and controls put in place by Milltech Training Ltd. to reduce the risk of exposure to and spread of COVID-19 during work operations. Milltech Training shall do as much as is reasonably practicable to protect the health of staff, clients, students and others that may be affected by our operations.
Location / Area	All areas in of the workplace		

RISK RATING TABLES

LIKELIHOOD (L)

In relation to being infected with COVID-19

	Category	Description
1	Extremely unlikely	Extremely unlikely to occur at any time
2	Unlikely	Unlikely - A rare combination of factors would be required for an incident to occur
3	May happen	May happen, but considered unlikely under normal circumstances
4	Likely	Likely - not certain, but an additional factor may result in an incident
5	Very likely	Very likely / almost inevitable that an incident will result

SEVERITY (S)

	Category	Description
1	Negligible	Negligible injury or no injury
2	Minor	Minor injury requiring First Aid
3	Moderate	Moderate - lost time injury requiring recovery.
4	Major	Major injury or illness - likely to result in hospitalisation and or health condition requiring ongoing / further medical attention
5	Catastrophic	Death(s) or life changing injury so serious person unlikely to continue working

ACTIONS BASED ON RISK RATING (RR)

RR	Action
1 - 4	Acceptable – No further action but ensure controls are maintained
5 - 10	Adequate – Look to improve at next review if possible
12 - 15	Tolerable – Must improve within a specified timescale (action plan)
16 - 25	Unacceptable – Activity must not go ahead / stop activity immediate improvements required before activity can continue (action plan)

For the purposes of this risk assessment the consequences or severity part of the risk of being infected by COVID 19 include symptoms that are mild all the way up to ventilation in hospital and death in some cases. This would score a 5 on the risk matrix. The focus is reducing the likelihood.

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1	<p>Exposure and infection from others due to:</p> <p>1) Living with someone with a confirmed case of COVID-19.</p> <p>2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19.</p> <p>3) Being advised by a public health agency that contact with a diagnosed case has occurred.</p>	<p>Employees</p> <p>External Occupants</p> <p>Contractors</p> <p>Visitors/Students</p> <p>Clients</p> <p>Delivery / Postal Workers</p>	4	5	20	<ul style="list-style-type: none"> Use this risk assessment in conjunction with the company COVID-19 Safe Working Policy, NHS & Government Guidelines, Published on the 11th May 2020. To follow government action of self-isolation and only to leave house on the following circumstances: for medical reason; to shop for necessary food supplies; for exercise Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed. Everyone should maintain contact with supervisors and to follow company policy / guidance. Travel is only required for essential travel; reduce the amount of time using public transport and to implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family). Stay at home and only attend hospital in an emergency. Do not attend GP surgery and phone NHS line (111) if further advice is require. Must ensure extremely vulnerable persons (<i>Solid organ transplant recipients; people with specific cancers: people with cancer who are undergoing active chemotherapy or radical radiotherapy for lung cancer; people with cancers of the blood or bone marrow such as leukemia, 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 immunosuppressive drugs; People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD; People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell); People on immunosuppression therapies sufficient to significantly increase risk of infection; Women who are pregnant with significant heart disease, congenital or acquired.</i>) are shielding themselves and others by following their specific medical advice issued to them by a GP. Follow good NHS hygiene measures at all times Avoid all Visitors/Students to your home unless they are providing a medical requirement. Do not take any antibiotics as they do not work against viruses. 	2	5	10

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2	Returning employees who may carry the virus or are in contact with people who are ill.	Employees External Occupants Contractors Visitors/Students Clients Delivery / Postal Workers	3	5	15	<ul style="list-style-type: none"> Monitor the national and local alert level. National or local government advice shall be followed. Response must be communicated and taken quickly. If deemed necessary by government, all employees shall revert to working from home. High-risk Employees must work from home until further reliable guidance becomes available on when it is safer to return to work. High risk employees are identified by the employee Pre-attendance Checklist which takes account of the definition of vulnerable persons as defined by the government and the NHS and Shielding Letters from Government/NHS. Home working arrangements shall continue where possible. Monitor the wellbeing of all staff working from home and keep regular contact with them. All Employees, external occupants and Visitors/Students must complete a Pre-attendance Checklist. If they or anyone they lived with have experienced symptoms they MUST not come into the workplace and follow the Government's rules and self-isolate immediately. Home working arrangements shall be made if possible and appropriate to continue your work. All Employees must go through a Covid brief and sign the required acknowledgements. 	2	5	10

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3	General Workplace Activity Being exposed to and catching Coronavirus by touching contaminated surfaces or interacting with persons with COVID-19 – those displaying symptoms.	Employees External Occupants Contractors Visitors/Students Clients Delivery / Postal Workers	3	5	15	<ul style="list-style-type: none"> • Every reasonable effort shall be made to enable working from home as a first option. • Minimum number of staff to be at the workplace • Keep a distance between colleagues as much as possible adhere to government guidelines of 2m. • Use back to back or side to side working. • Avoid hand shaking or close contact greeting. • Increase ventilation in closed spaces. • External parties entering site are to be limited to essential persons only. Remote appointments and phone calls preferable. • Discourage non-essential trips within buildings and sites reduce job and equipment rotation. • All Visitors/Students to be supervised following social distancing measures • Upon arriving and leaving the site/office immediately wash hand and sanitise. • Increase frequency of hand washing and surface cleaning. • Implement fixed teams or partnering. • Stagger break times to reduce pressure on break rooms or places to eat. Encourage staff to stay on site during working hours (including breaks). • Meetings to be carried out remotely where possible. • Consider meetings to be held outdoors maintaining the 2m rule. • Indoor meeting attendees to be sat 2m apart with windows open for increased ventilation. 	2	5	10

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4	Suspected case of Covid-19 and handling of waste	Employees External Occupants Contractors Visitors/Students Clients Delivery / Postal Workers	4	5	20	<ul style="list-style-type: none"> • Training and awareness raised through briefings and communications to look out for symptoms. • Return home immediate and avoid touching anything. • Inform anyone in the area and manager. • Thorough cleaning to take place immediately following their exit. See control below on cleaning. • Arrange to self-isolate immediately. • Visit NHS website for guidance or dial 111. • Persons who have been in contact with someone else who has had symptoms in the last 14 days should self-isolate immediately. • Wear disposable or washing-up gloves and aprons for cleaning and eye protection. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished. • If the area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron. • Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning. • Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air. • Follow waste guidelines on next page. 	2	5	10

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4	Suspected case of Covid-19 and handling of waste	Employees External Occupants Contractors Visitors/Students Clients Delivery / Postal Workers	4	5	20	Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues): <ol style="list-style-type: none"> Should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a suitable and secure place and marked for storage until the individual's test results are known. Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours. Negative test - this can be put in with the normal waste Positive test - store it for at least 72 hours and put in with the normal waste If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.	2	5	10

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5	Social distancing not adhered to	Employees External Occupants Contractors Visitors/Students	4	5	20	<ul style="list-style-type: none"> Workers must consider if the task can be performed differently without having to breach the 2m social distancing rule. Conduct dynamic risk assessments whilst completing the work and workers must speak up if there is a safer way of completing the task. Limit the frequency of working within 2M to an absolute minimum and ensure it is for strictly low intensity, sporadic work where exposure to this distance is less than 15 mins. Guidance will allow people to keep a social distance of one metre plus if 2m cannot be achieved. Workers are to limit face to face working and work facing away from each other when possible. Reusable PPE should be thoroughly cleaned after use and not be shared between workers. Show employees how to clean PPE and where to store. Single use PPE should be disposed of so that it cannot be reused and to control potential contamination is controlled (waste removed by the responsible, approved contractor). Show employees where to dispose of used PPE. Provide additional supervision to monitor distancing and teams should not be rotated. All equipment to be thoroughly cleaned prior and after using it. Increased ventilation will be provided by opening shutters in both units and extractor fans/ windows. Disposable vinyl gloves must be worn, to ensure contact with exposed unclean surfaces is minimised. Workers must be reminded that THIS IS NOT A SUITABLE REPLACEMENT FOR HAND WASHING. Demonstration on how to remove gloves safely with the pinch and pull technique. Cloth masks will be appropriate for the nature of the workplace. Demonstrate how to wear properly and the frequency of use. The goods lift should only be used by one person. 	2	5	10

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6	Poor hygiene and Cleaning	Employees Visitors/Students External Occupants Contractors	3	5	15	<ul style="list-style-type: none"> Regular cleaning common contact surfaces Upon arriving and leaving the site/office immediately wash hands and sanitise. Visitors/Students to do the same! Use signs and posters to build awareness of cleanliness and hygiene Increase frequency of hand washing and surface cleaning by staff. Soap and fresh water are always readily available and kept topped up. Disposable handtowels should be used. Hand sanitiser is available in addition at workstations and where hand washing facilities are unavailable. Hand washing facilities to be regularly cleaned and check soap and sanitiser levels are topped up. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. Use tissues to blow nose or sneeze & discard after first use. Cough or sneeze into a tissue and put it in a bin, or if you do not have tissues, cough and sneeze into the crook of their elbow. Ensuring that rubbish is being removed from working area and site regularly. Everyone to wear clean clothes daily. Wear gloves for emptying bins Communicate to all a general rule – clean everything before and after you use – this must become habit. Easy access to buckets of hot soapy water sited appropriately or wipes of known effectiveness on viruses for quick and convenient use. 	2	5	10

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7	Transmission of Covid-19 Coronavirus from the surfaces of work equipment and work stations.	Employees Visitors/Students Contractors	3	5	15	<ul style="list-style-type: none"> Reviewing layouts or processes to allow people to work further apart from each other. Reviewing the organisation of work, split staff into teams or shift groups to reduce the number of contacts each worker has. Where this is not possible, we will arrange people to work side-by-side or facing away from each other. Considering the use of screens to separate people from one another and use tape markings on floors to remind all persons to keep 2m apart. Frequent cleaning of work areas and equipment between uses, using the usual cleaning products. Frequent cleaning of objects and surfaces that are touched regularly, including door handles, office equipment and making sure there are adequate disposal arrangements for cleaning products. Ensure limiting of sharing tools. Clearing workspaces and removing waste and belongings from the work area at the end of a shift. Maintaining good ventilation in the work environment. For example, opening windows and doors frequently, where possible. 	2	5	10

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8	Taking breaks	Employees Contractors Visitors/Students	3	5	15	<ul style="list-style-type: none"> Staggering break times to reduce pressure on break rooms or places to eat and ensuring social distancing is maintained in staff break rooms. Using safe outside areas for breaks. Creating additional space by using other parts of the building that have been freed up by remote working. Using protective screening for staff in receptions or similar areas. Occupants should be asked to bring pre-prepared meals and refillable drinking bottles/ thermoses from home. To minimise contact with kitchen utensils. Water can be collected from taps. Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions. Encouraging everyone to stay on-site during working hours. Considering use of social distance marking for other common areas such as toilets, showers, lockers and changing rooms and in any other areas where queues may typically form. 	2	5	10

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9	Transmission of Covid-19 Coronavirus from getting to and from work	Employees External Occupants	4	5	20	<ul style="list-style-type: none"> Wherever possible workers should travel to site alone using their own transport When Employees use public transport they must wear a face covering as mandatory by government guidelines. Parking arrangements for additional cars and bicycles to be made available where possible Clean vehicle after use with disinfectant. Provide hand cleaning facilities at entrances and exits – soap and water where possible and hand sanitiser if soap and water is not available. Don't leave hand sanitiser in direct sunlight. Use markings and introduce one-way flow at entry and exit where possible Minimise non-essential travel 	2	5	10
10	Using personal vehicle	Employees	3	5	15	<ul style="list-style-type: none"> One individual if possible. Using a fixed pairing system. Individuals must adhere to a safe distance and use the seats furthest apart and face away from each other. Making sure vehicles are well-ventilated. Ensure regular cleaning of vehicles. The vehicle should be cleaned and sanitised on entry and exit. A disposal bag can be used to collect waste and disposed of accordingly. 	2	5	10

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11	Access / egress to site and Visitors/Students	Employees Contractors Visitors/Students External Occupants Delivery and Postal Workers	3	5	15	<ul style="list-style-type: none"> Work out the maximum number of Visitors/Students that can reasonably follow social distancing guidelines (where they can stay 2 metres apart from other customers or 1 metre with risk mitigation where 2 metres is not viable). Inform Visitors/Students of guidance about visiting the premises before they arrive (for example, by providing information on your website, booking forms, or over the phone, at reception and by signage). Use signs and provide clear information to your customers and Visitors/Students when they arrive. Encourage customers to use hand sanitiser or handwashing facilities when they enter the premises & remind customers accompanied by children that they are responsible for supervising them at all times. Adjust indoor and outdoor seating and tables to maintain social distancing guidelines for meetings, classes and group work. Provide bike-racks, where possible, to help customers avoid using public transport. Reduce the need for customers to queue, but where this is unavoidable, discourage customers from queueing indoors and use outside spaces for queueing where available and safe (for example, using car parks and existing outdoor services areas) Manage queues to ensure they do not cause a risk to individuals, other businesses or additional security risks. Consider the needs of people's protected characteristics, (such as age or disability when modifying the premise) When booking an appointment for a close contact service, ask the client if they can attend on their own where possible. Ensure that customers of the same household or support bubble can be seated together indoors. Encourage Visitors/Students to arrive at their appointment time and not too early or late to avoid congestion. Ask Visitors/Students screening questions (The staff health checklist can be used for this), before their appointment for close contact services (if they have a new continuous cough, a high temperature, or loss of smell or taste they should reschedule their appointments). 	2	5	10

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12	Handling Deliveries & Post	Employees External Occupants Clients Delivery / Postal Workers	3	5	15	<ul style="list-style-type: none"> Minimise person to person contact during deliveries. Encourage drivers to stay outside, where this does not compromise their safety and existing safe working practice. All drivers to wash hands upon arrival and on exit. Enable drivers to access welfare facilities when required, ensuring they comply with house rules. Incoming goods should be sanitised before being brought on site. (Where possible). Where this is not possible, wear gloves and wash hands afterwards. Wash hands immediately after handling delivered goods. Where possible and safe, have single workers load or unload vehicles. Where possible, use the same pairs of people for loads where more than one person is needed. Consider methods to reduce frequency of deliveries. Arrange drop off and pick up areas / good communication and minimise person to person interaction where possible. Contactless tracking and signing for or remote solution to verify delivery. Face coverings can be used in spaces where social distancing is not possible (Ensure hands are washed thoroughly, avoid touching face, change face covering if damp, and wash if possible). Post must not be opened by your teeth and must only be opened by a sharp implement such as a pair of scissors. 	2	5	10

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13	Emergencies e.g. in the event of a fire alarm also Standing at the assembly point for roll call or first aid incident.	Employees External Occupants Contractors Visitors/Students	3	5	15	<ul style="list-style-type: none"> • Arrangements in place for fire, first aid and other emergency procedures. Everyone must follow these procedures. • In the unlikely event of an emergency evacuation people do not have to stay 2m apart if it would be unsafe to do so. • Social distancing should be maintained at assembly points, if able to do so. • First aiders must wear gloves, masks, apron and either safety glasses or face shield for treating first aid patients. 	2	5	10
14	Home / Lone Work causing feelings of isolation, disconnected, or abandoned impacting on stress levels and mental health of the workers	Employees	3	3	9	<ul style="list-style-type: none"> • Maintain regular contact with remote and shielding Employees to check on their mental health and how they are coping. • Ensure regular team meetings with updates via remote means e.g. web-cam. • Include training and awareness on good practices for staying well. 	2	2	4

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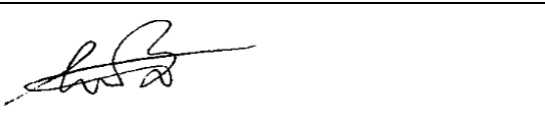
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Names and position of people involved in Risk Assessment

Mark Clelland **H&S Consultant** Mark Clelland **Managing Director** Sean Bent **Quality & Compliance Manager** Milltech Training **Employees**

Risk Assessor & Managing Director	Name: Mark Clelland	Signed: 	Date: 8 th March 2021
Quality Assurance Acceptance	Name: Sean Bent	Signed: 	Date: 8 th March 2021

Review	When government guidance changes.	Review Date	In line with Government Guidance
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Issue	Reason for Review	Date of Review
1	COVID-19 Risk Assessment to prepare building for opening	4 th January 2021
2	COVID-19 Risk Assessment – Moving to New Building	8 th March 2021