

**Location:**

**Learning Coaches visiting other locations**

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| <b>Title: Covid-19 Employer Workplace Risk Assessment For Apprenticeships</b> | <b>Date of Assessment: 11/01/2021</b>                          | <b>Risk Assessor: Mick Brosnan</b> |
| <b>Risk Assessment Reference: APPS01RA</b>                                    | <b>People involved in making this assessment: Mick Brosnan</b> |                                    |
| <b>Task/ Process: Apprenticeships Risk Assessment</b>                         | <b>People at Risk: Learning Coaches</b>                        |                                    |

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| <p><b>Hazard: Employed staff</b> who are not fully aware and understanding of the procedures and arrangements we have put in place to work within government guidelines on essential working, could compromise our arrangements and jeopardise the health of others.</p>     |
| <p><b>Control Measures:</b></p>  |
| <p>1. Specific procedures and measures to reduce the risk of spreading Coronavirus have been prepared. These are based on NHS, Public Health and Government guidance and instruction. They are updated daily to reflect any changes in the official advice and guidance.</p> |
| <p>2. Every visit should be cleared with the employer and all be aware of the risks posed by the visit.</p>  |
| <p>3. Employees to request guidance from employers on what is required before they visit. E.g., what PPE is needed; where to enter buildings; test requirements etc.</p>   |
| <p>4. All guidance should be followed to prevent the spread of Covid-19. If you see staff on the premises not adhering to their own guidance, you must ensure that you report it to ensure your own safety.</p>  |
| <p>5. Employees to use PPE provided for them and ensure that they maintain social distance at all times.</p>   |
| <p>6. Hand washing after touching, coming into contact with objects touched by others should be followed by hand washing/sanitizing.</p>   |
| <p>7. Employees to ensure that learners and their employers are aware that we are all at risk when meeting so not to cause any unnecessary anxiety and follow guidance.</p>  |
| <p>8. Employees to ensure that they plan their routes in advance, make sure they bring any food/drinks that they want to consume with them and reduce cross contamination in busy places.</p>  |
| <p>9. Steps have been taken to provide employees with the ability to work from home, but where and when permitted by Government, there are some activities that cannot be done remotely, so please take every caution to keep yourself and others safe.</p>                  |
| <p>10. Learning Coaches to have work phones charged at all times so that they can call someone if required. Contact the Apprenticeship Team Leader on 07926 086797 if required.</p>  |
| <p>11. Ensure that visits are not carried out with just the learner present, so there is someone to call for help if required.</p>   |

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| <b>Hazard: Food &amp; Drink Preparation Areas</b> Potential risk or transfer of virus through cross contamination  |
| <b>Control Measures:</b>   |
| 1. Employees instructed to ensure that good hygiene standards must be maintained when food or drinks are being prepared. If possible, avoid this on employers' premises. |
| 2. Ensure that when spills of food or liquids occur, they must ensure that the work surfaces are left in a clean and sanitised condition.                                |
| 3. Use your own drinking mugs, cups, and glasses to prevent cross contamination.   |
| 4. Do not touch food and keep hands out of waste bins or receptacles as they may contain contaminated products, food, or tissues.  |
| 5. Wash your hands thoroughly for 20 seconds before and after using these facilities.  |
| 6. Put uneaten food products in a clean, sanitised, sealed wrapper, bag, or container to take away with you.   |
| 7. Employees to make their own hot or cold drinks during the working day.  |
| 8. Employees not to bring food to share in the office like we used to for Birthday or Festivity celebrations   |
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| <b>Hazard: Communal facilities, entrance, toilets, stairs. etc.</b> Risk of cross contamination from equipment, surfaces etc. that may have been touched or otherwise contaminated by coronavirus and create a risk to health.  |
| <b>Control Measures:</b>  |
| 1. Follow guidance such as one-way systems with the employer in advance and follow them where they are set. Check with the employer for facilities such as bathroom and washing hands.  |
| 2. Employees instructed to clean their hands after using the toilet, by washing their hands with soap and water for at least 20 seconds.  |
| 3. Employees made aware that where welfare facilities are used during the working day, they must have an awareness of surfaces (toilets, sinks, door handles, soap, and soap dispensers, etc. and objects which are visibly contaminated with body fluids must not be touched but reported to the employer. |
| 4. Employees instructed to ensure that the toilet seat is in the closed position before flushing to prevent aerosols becoming airborne and contaminating the facilities with potential pathogens.   |

**Hazard: Waste** Ill-health as a result of the transfer of coronavirus and other pathogens through cross contamination after contact with waste (accidental or otherwise).

**Control Measures:**

1. Check if waste bins are provided by the employer and what their guidance is, take home waste where possible.
2. Employees instructed to not put their hands directly into food waste or general waste bins or receptacles as they may contain contaminated products, food, or tissues.
3. Employees instructed that disposable tissues should be used when coughing and or sneezing and put directly into a waste bin, preferably bagged, or pocketed and taken home.
4. Employees are required to have consideration for contracted cleaning staff with regards to discarded tissues, food, tins etc. to prevent cleaning staff being accidentally contaminated or injured.

**Hazard: Meeting rooms** Potential risk or transfer of virus on account of close contact with other persons.

**Control Measures:**

1. Employees instructed that meetings in enclosed spaces such as conference and meeting rooms should only be undertaken when absolutely essential for business needs and kept as short as possible. If the meeting needs to go ahead, please follow social distancing guidelines and wear a mask where possible. Check with employers on the protocol they have set their company.
2. Employees using conference and meeting rooms instructed to follow Govt advice and maintain a 2m separation distance.
3. Employees instructed that the same 2 m distance rule must be applied to any meetings with clients or visitors or meetings held by video conferencing.
4. Employees told to avoid physical contact with clients and visitors, such as handshakes, hugs, etc.; and to give a polite explanation of this policy if required.
6. Use hand sanitiser where provided as part of the PPE pack provided by the company.
9. Employees to reduce touching whiteboards, kitchen equipment or other items within employers' workplaces as much as possible.

**Hazard: Workstations, IT, and telephony equipment** Direct contact with potentially cross contaminated workstations, IT or telephony equipment may cause adverse coronavirus health effects.

**Control Measures:**

1. Employees are advised to ensure that their workstations, IT, and telephony equipment, such as keyboards, screens, phones, and headsets are cleaned and sanitised on a regular basis throughout the working day.
2. Employees instructed that they should not use IT equipment in employer venues, to prevent accidental cross contamination
3. Employees advised not to share phones, headsets, and personal mobile phones with others to prevent accidental cross contamination.
4. Employees are to only sit/work at their allocated workstation and not to hot desk or use other desk locations.

**Hazard: Close contact** Employees working on the premises may be at risk of exposure to other employees or visitors who are carrying coronavirus, knowingly or unknowingly

**Control Measures:**

1. Employees instructed to avoid close face-to-face contact or touching other employees, visitors, etc. and follow the 2m social distancing rule.
2. Physical contact, such as handshakes, hugs, pat on the back, etc. is to be avoided.
3. It is recommended employees have the NHS Track and Trace system on their phone in order to check in to employer venues and keep themselves updated where they have come into close contact with a Covid-19 infected individual and isolate if required and inform others if this is needed.
4. Employees to follow 2 m social distancing rule during training and meeting and use additional safety measures. Staff to ensure wearing a face-covering whenever the 2m social distancing rule is not possible and to sit at 1m away from the other person and no more than 15 min. Staff to consider the option to share screens on Teams for longer training sessions.
5. Employees to wear a face covering at all times in communal areas and only to be removed when sat at their workstations or when they are eating or drinking.

**Hazard: Vulnerable employee's** Vulnerable employees with existing health conditions are at a higher risk of contracting COVID-19, which may have a significant increased adverse effect on their health and wellbeing.

**Control Measures:**

1. Employees who are high risk vulnerable (but not extremely clinically vulnerable) will be assessed individually and where possible, all visits should be made remotely.

**Hazard: Cleaning and hygiene** Inadequate cleaning & hygiene standards pose a risk of spreading infection by way of cross-contamination from surfaces contaminated with the coronavirus.

**Control Measures:**

1. Employees to follow all guidance on hygiene set by employers when on their premises and ask learners and those they come into contact with to do the same.

**Hazard: Personal hygiene** Poor personal hygiene standards pose a risk of passing or contracting the infection.

**Control Measures:**

1. The importance of good personal hygiene has been explained to all employees. Particularly the need for regular thorough hand washing and the avoidance of touching eyes, nose, or mouth, if their hands are not clean.
2. Employees instructed to clean their hands frequently, using alcohol-based hand sanitisers or to wash their hands with soap and water for at least 20 seconds. Soap and hand gels are provided.
3. Employee instructed that disposable tissues, should be used when coughing and or sneezing. Used tissues to be bagged and put into a bin or pocketed and taken home for safe disposal.
4. Use hand sanitisers will be in place at access points where provided.
5. As the alcohol-based hand sanitiser falls under a COSHH item. Employees who use this to disinfect their hands are not to touch their face until the sanitiser dries out due to irritation risk if the goes into eyes.

6. If alcohol gel comes into contact with eyes then employees are to (remove glasses or contact lenses if worn) and rinse eyes with water for several minutes, then seek first aid assistance.

7. If eye irritation persists then employees to seek medical advice or assistance.

8. Employees with a diagnosed skin condition are advise not to use the alcohol hand sanitiser as this may exacerbate their condition, but to use soap and water for 20 seconds.

9. Employees to avoid inhaling the vapors from the alcohol hand sanitiser as this may cause dizziness or drowsiness.

10. Alcohol gel hand sanitiser spillages are to be cleaned up immediately with water and area dried off.

**Hazard: Cold / Infections** There is a risk that any cold and or infection could be consistent with COVID-19 symptoms and there is a risk that accidental cross infection could be transmitted to other persons.

**Control Measures:**

1. Employees are advised to follow Government guidelines.

2. Employees to follow any guidance provided by employers when visiting their workplaces as rules may differ.

**Documents Associated with this Risk Assessment:**

**Review Date: 11/01/2021**

**Reviewer: Mick Brosnan**

