



Work Place Safety Training

Health and Safety Risk Assessment

Note: You will need to enter your own Risk Scores and any other controls required for your Business.

Assessment Reference No.		Area or activity assessed:	Training Venue for the delivery of Workplace Safety and First Aid Training
Assessment date			
Persons who may be affected by the activity (i.e. are at risk)	All Persons attending the training session and other identified in the Risk Assessment		

Severity (S)	Likelihood (L)	Risk Factor (R)	S x L= R
1 Negligible - all in a day's work	1 Improbable	<4 Risk may need to be controlled	LOW
2 Minor - minor injury with short term effect	2 Remote - unlikely	4-6 Risk must be controlled	MEDIUM
3 Severe - major injury/disability (reportable)	3 Possible - may or could well occur	7-9 Hazard must be controlled	HIGH
4 Extreme - fatal	4 Probable - expected to occur, several times	>9 Hazard must be avoided	VERY HIGH

Identify Hazards - Consider the activity or work area and identify if any of the hazards listed below are significant (tick the boxes that apply).

No.	Hazard	Tick	No.	Hazard	Tick	No.	Hazard	Tick	No.	Hazard	Tick	No.	Hazard	Tick	No.	Hazard	Tick
1.	Fall of person (from work at height)		6.	Lighting levels	✓	11.	Use of portable tools / equipment		16.	Vehicles / driving at work	✓	21.	Hazardous fumes, chemicals, dust		26.	Occupational stress	
2.	Fall of objects		7.	Heating & ventilation	✓	12.	Fixed machinery or lifting equipment		17.	Outdoor work / extreme weather		22.	Hazardous biological agent	✓	27.	Violence to staff / verbal assault	
3.	Slips, Trips & Housekeeping	✓	8.	Layout, storage, space, obstructions	✓	13.	Pressure vessels		18.	Fieldtrips / field work		23.	Confined space / asphyxiation risk		28.	Work with animals	
4.	Manual handling operations	✓	9.	Welfare facilities	✓	14.	Noise or Vibration	✓	19.	Radiation sources		24.	Condition of Buildings & glazing	✓	29.	Lone working / work out of hour	
5.	Display screen equipment	✓	10.	Electrical Equipment	✓	15.	Fire hazards & flammable material	✓	20.	Work with lasers		25.	Food preparation	✓	30.	Other(s) – specify COVID - 19	✓

Hazards		Who is at Risk	Risk Score			Current Condition and controls	Residual Risk Score			Additional Controls	Actions Required
Ref No.			S	L	R		S	L	R		
1.	<p>Exposure 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/ Delegates Tutors/ Trainers Contractors Visitors Public Families</p>				<p>1. To follow government action of self-isolation if required. <u>Stay Alert</u></p> <p>2. Any existing individual risk assessments (disability, young persons, or new / expectant mothers) to be reviewed.</p> <p>3. Maintain contact with line management and Human Resources (HR) and to follow company policy / guidance.</p> <p>4. Travel is only if it's essential 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)</p> <p>5. To continue following government guidance <u>Stay Alert</u> work from home, if you can return to work that is COVID 19 Safe than do so.</p>					
1.2	<p>Exposure from others due to: Cont.</p> <p>ILL Health</p>	<p>Employees/ Delegates Tutors/ Trainers Contractors Visitors Public Families</p>				<p>Health Screening</p> <p>Company to ensure extremely vulnerable persons (Solid organ transplant recipients, people with specific cancers:</p> <p>1. People with cancer who are undergoing active chemotherapy or radical radiotherapy for lung cancer.</p>					

1.2	<p>Exposure from others due to: Cont.</p> <p>ILL Health</p>				<ol style="list-style-type: none"> 2. People with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment. 3. People having immunotherapy or other continuing antibody treatments for cancer. 4. People having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors. 5. People who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppressive drugs. 6. People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD. 7. People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell). 8. People on immunosuppression therapies sufficient to significantly increase risk of infection. 9. Women who are pregnant 10. People with significant heart disease, congenital or acquired.) 11. All are shielding themselves and following their specific medical advice. 					
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2.	Poor Hygiene and Contact Management	Employees/ Delegates Tutors/ Trainers Contractors Visitors Public Families			<ol style="list-style-type: none"> 1. Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. 2. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS 3. Wash hands before starting work and regularly during the day specifically job changes and breaks 4. Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin. 5. Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site. 6. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. 7. Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored. 8. Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant if feasible or briefings and signage. 9. Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough, and sneeze into the crook of their elbow. 10. Avoid all direct contact with visitors to your 					
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2	Poor Hygiene and Contact Management	Employees/ Delegates Tutors/ Trainers Contractors Visitors Public Families			<p>workspace unless they are providing a medical requirement. (First Aid) PPE Policy to be followed.</p> <p>11. Do not approach delivery staff, allow packages to be left in the designated area.</p> <p>12. All package's to be wiped down with a sanitised one-time use cloth avoid damaging address and content labels.</p>					
3.	Suspected case whilst working on site	Employees/ Delegates Tutors/ Trainers Contractors Visitors Public Families			<p>If a worker develops a high temperature or a persistent cough while at work, they should:</p> <ol style="list-style-type: none"> 1) Return home immediately 2) Avoid touching anything 3) Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough, and sneeze into the crook of their elbow. <p>They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</p>					
4.	General travel	Employees/ Delegates Tutors/ Trainers Contractors Visitors Public Families			<ol style="list-style-type: none"> 1. Continue to follow any further national government advice provide. 2. Where an occupational health (OH) service provider has been appointed, please seek additional advice, or concerns through this service. 3. All persons to limit their use of public transport. Where travel is essential, please use private single occupancy where possible. 					

					Cycle to work when/if feasible.					
5.	Access / egress to site	Employees/ Delegates Tutors/ Trainers Contractors Visitors Public Families			<p>Where possible, please consider and implement the following practices:</p> <ol style="list-style-type: none"> 1. Stop all non-essential visitors. 2. Always introduce staggered start and finish times to reduce congestion and contact . 3. Monitor site access points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring. 4. Remove or disable entry systems that require skin contact e.g. fingerprint scanners. 5. Require all workers to wash or clean their hands before entering or leaving the site. 6. Allow plenty of space (two metres) between people waiting to enter site. 7. Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times. 8. Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible. 9. Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials 					

6.	Canteen & Food Service Areas - exposure from large numbers of persons	Employees/ Delegates Tutors/ Trainers Contractors Visitors Public Families				<ol style="list-style-type: none"> 1. waste and contamination. 2. Break times should always be staggered to reduce congestion and contact. 3. Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by delegates/customers/venue employees when entering and leaving the area. 4. The delegates/customers/venue employees should be asked to bring pre-prepared meals and refillable drinking bottles from home. 5. Delegates/customers/venue employees should sit 2 metres apart from each other whilst eating and avoid all contact. 6. Where catering is provided on site, it should provide pre-prepared and wrapped food only. 7. Payments should be taken by contactless card wherever possible. 8. Crockery, eating utensils, cups etc. require a strict hygiene controls ensuring all are sanitised with safe food sanitiser. 9. Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced or bottled water with sanitised hand wipes for exterior. 10. Tables should be cleaned and sanitised between each use. 					
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6.	Canteen & Food Service Areas - exposure from large numbers of persons	Employees/ Delegates Tutors/ Trainers Contractors Visitors Public Families			<p>11. All rubbish should be put straight in the bin and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines, and payment devices and sanitised with food safe sanitisers.</p>					
7.	Working studying within 2 metres of each other	Employees/ Delegates Tutors/ Trainers Contractors Visitors Public Families			<ol style="list-style-type: none"> 1. Always consider the size of venue set up study space/desks to ensure a 2m plus if possible, surround to ensure any breaches to the 2m social distancing rule. 2. All Persons/delegates are to limit face to face working/discussion and work/study facing away from each other when possible. 3. Trainer/Tutor to complete/conduct dynamic risk assessments prior to course commencement. 4. Do not allow more numbers in the classroom than venue size permits. 5. Strict Access/egress systems to be put in placed supervised the trainer/tutor. 6. All equipment to be thoroughly cleaned prior and after using it. 7. Increased ventilation to be provided within enclosed spaces 8. Venues should consider single use face masks for Coronavirus (Covid-19) where the two metre social distancing guidelines is not met. 					

7	Working studying within 2 metres of each other	Employees/ Delegates Tutors/ Trainers Contractors Visitors Public Families			<p>9. Equipment must be face fit tested to all users.</p> <p>10. Consideration given to disposable gloves and eyewear to prevent and reduce potential contamination.</p> <p>11. Reusable PPE should be thoroughly cleaned after use and not shared between workers. These should be stored in suitable places.</p> <p>Note 1: Single use PPE should be disposed of so that it cannot be reused and to control potential contamination is controlled.</p> <p>Note2: Waste removed by a responsible, approved contractor.</p>					
8.	Course Management	Employees/ Delegates Tutors/ Trainers Contractors Visitors Public Families			<p>Trainer/Tutor to monitor and supervise.</p> <ol style="list-style-type: none"> 1. Classroom hygiene, all tables, and chairs to be sanitised using spray and wipes. This should be done by the venue provider, prior to course commencement. 2. Class numbers - dictated by classroom size to ensure social distancing. 3. Hygiene facilities, and systems - washing hands on arrival, using paper towels to dry hands, before entering classroom using sanitiser gels. 4. Only one person in the bathroom at a time, hand washing drying with paper towels using paper towels to pull open doors, use foot to push door open, providing bins internally and externally at the entrance to all bathrooms and classrooms. 					

8	Course Management	Employees/ Delegates Tutors/ Trainers Contractors Visitors Public Families			<p>5. Food provision, wash hands before all meal breaks one at a time collection of food and beverages, sitting as per social distancing rules.</p> <p>6. Beverage breaks/smoke breaks, social distancing, hand washing before returning to the classroom.</p> <p>Entering the Training Area:</p> <p>7. On arrival check all delegates and exclude anyone exhibiting respiratory virus symptoms (cough, cold, flu). Discuss with your centre how to manage learners who are turned away or self-exclude from training due to illness.</p> <p>8. Check that no delegate has returned from or been in close contact with a person who has returned from a category 1 location. If someone has been in contact with someone who has returned from a category 2 location who is showing symptoms of fever, they should also self-exclude.</p> <p>See this government info for more details:</p> <p>https://www.gov.uk/government/publications/covid-19-specified-countries-and-areas/covid-19-specified-countries-and-areas-with-implications-for-returning-travellers-or-visitors-arriving-in-the-uk</p>					
9.	Proposed Course Admin & Delivery.	Employees Delegates Tutors Trainers Contractors Visitors Public Families			<p>Trainer/Tutor to monitor and supervise.</p> <p>1. Delegate courses study books and other documents posted to delegates home, with instructions to ensure they arrive with them on the day.</p> <p>2. Delegates sit minimum 2 plus metres apart.</p>					

9.	Proposed Course Admin & Delivery.	Employees Delegates Tutors Trainers Contractors Visitors Public Families				<ol style="list-style-type: none"> 3. Change group working to whole class discussions lead by tutor allowing discussion to grow between delegates. 4. Course duration in classroom can be shortened by setting projects for homework or extending the length of courses by one thus shortening classroom time for example to around 3 hours per session for 1-day courses and 4 hours for 3-day courses 5. Exams can be delivered as normal tutor to put in place tight hygiene controls, or through an online system, or email, this would require each delegate to have a Laptop/Pad and access to WIFI. 6. This is technically doable but will require commitment from all. 7. Completed exams emailed to the tutor on completion for marking. 8. Hard copy backup to cover IT or WIFI failure. 					
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Personal Protective Equipment (PPE): Identify all necessary PPE.

Eye/Face		Hand/Arm		Respiratory		Other (specify)		Specify the grade(s) of PPE to be worn
Feet/Legs		Respiratory		Hearing				Specify when during the activity the item(s) of PPE must be worn

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You should review your risk assessment if you think it might no longer be valid, e.g. following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities. **Company policy is for risk assessments to be reviewed at a minimum at least once in three years and annually for medium to high residual risk.**

Signed: (Assessor)		Date:	
Subject to review, monitoring and revision by:		Review Date	(or sooner if work activity changes or there has been an accident)

User declaration: I have read this risk assessment and I understand the risks and the controls that must be taken to control such risks.

NAME: Please print	SIGNATURE	DATE

User declaration: I have read this revised risk assessment, and I understand the risks and the controls that must be taken to control such risks.

NAME: Please print	SIGNATURE	DATE

Primary H&S Legislation/Standards:	
<ul style="list-style-type: none"> • The Health and Safety at Work etc Act 1974 • The Management of Health and Safety at Work Regulations 1999 (as amended) • COVID – 19 Working Safely Guide • The Construction (Design and Management) Regulations 2015 • Building Regulations • Regulatory Reform (Fire) Order 2005. • BS 7671 Requirements for Electrical Installations (IET Wiring Regulations). • The Provision and Use of Work Equipment Regulations 1998 	<ul style="list-style-type: none"> • Manual Handling Operations Regulations 1992 - Guidance on Regulations • Slips and Trips Guidance • The Confined Spaces Regulations 1997 • Working at Height Guide • Legionella Guidance • Personal protective equipment (PPE) • The Health and Safety (First-Aid) Regulations 1981 • RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

