

LTS 183 Risk Assessments Form

Name of Assessor:	Colin Arkley	Date:	21.05.2020 (original version)
Work Area to be Assessed:	Workshops/Assessment Centres (Howdon, Southwick & Selby)	Time:	09.00am
Task Being Assessed:	Covid-19	Revision:	Revision 7 (15.04.2021)

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk rating			Additional controls	New risk rating (Residual)			Action/ Monitoring by whom?	Action/ Monitoring by when?
				L	C	R		L	C	R		
Covid-19 Infection	Protecting those learners with protected characteristics	Contracting the infection	All learners to complete the Covid-19 health form prior to attending a course. If you are contacted by the NHS track and trace app and you are asked to self-isolate, please inform your tutor immediately.	2	4	8	Learners attending on a regular basis. Thermometers will be used to check staff and learner temperatures. As part of the National Workplace Testing programme Lateral Flow Device (LFD) test kits have been ordered. Lateral Flow Device (LFD) test kits are a new technology which enable rapid display of Covid-19 test results in 30 minutes and do not require a lab to process. The LFD swabs can be self-administered via	2	3	6	Sharon Lomax Lomax Staff Tracey Butler & Sharon Lomax	Weekly Weekly Weekly

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					nasal and throat swabs but must be processed by a trained staff member. The tests will be available once staff training has been completed.			
Social Distancing	Learners, Trainers & Assessors	Contracting the infection	Ensuring that learners and trainers remain at least 2m apart at all times. This includes: <ul style="list-style-type: none"> Workshops/Assessment Centre Canteen Reception Corridors Assessment Centres, only one assessor and up to 4 candidates will be permitted in to the centre. Reduce the amount of visits to other workshops or classrooms. Reduce the need to visit other areas of the site i.e. workshops	2 4 8	One way system in and out of the workshops if possible.	2 3 6	Trainers & Learners	Ongoing
Social Distancing (Cont)	Learners, Trainers & Assessors	Contracting the infection	Only use one area/work bay. Reduce contact with as many learners/staff as possible.	2 4 8		2 3 6	Trainers & Learners	Ongoing
Coming to	Learners,	Contracting	If the class size is large, the arrival and	2 4 8	Class sizes	2 3 6	Mangers &	Ongoing

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Lomax workshops or Assessment Centre	Trainers & Assessors	the infection	leaving times will be staggered or the class split in to separate groups to avoid congestion.		maintained as per classroom risk assessment.		Trainer	
Workplace and Workstations	Learners, Trainers & Assessors	Contracting the infection	Face masks or visors must be worn when working in all workshop areas. Use floor tape to mark areas to help learners to keep to a 2m distance. If learners have to work together, use consistent pairing systems.	2 4 8		2 3 6	Trainers & Learners	Ongoing
Meetings	Learners, Trainers & Assessors	Contracting the infection	Use of remote working tools i.e. Zoom. Only if absolutely necessary hold meetings and maintain 2m distancing. During meetings no sharing of equipment i.e. pens Hand sanitiser provided in meeting rooms.	2 4 8			Trainers & Learners	Ongoing
Meetings (Cont)	Learners, Trainers & Assessors	Contracting the infection	If possible hold meetings outside of buildings.	2 4 8			Trainers & Learners	Ongoing
Common Areas	Learners, Trainers & Assessors	Contracting the infection	Staggering break times, to reduce the number of learners in canteen area at any one time.	2 4 8	Learner canteen closed.	2 3 6	Trainers	Ongoing

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			<p>Use outside areas for breaks.</p> <p>Close the reception area to all but office staff.</p> <p>Encourage learners to store all personal items and clothing in personal storage areas during working hours.</p>		<p>Distancing measures in place in the reception area.</p>			
Accidents, Security and Other Incidents	Learners, Trainers & Assessors	Contracting the infection	<p>In an emergency, e.g. accident or fire, people do not have to stay 2m apart if it would be unsafe.</p> <p>Any first aider should pay particular attention to sanitation measures immediately afterwards including washing hands.</p>	2 4 8	All staff aware of this procedure	2 4 8	First aiders	If and when an incident occurs
Cleaning the Workplace	Learners, Trainers & Assessors	Contracting the infection	<p>Frequently open windows and doors to encourage ventilation, where possible.</p> <p>Frequent cleaning of work areas and equipment between usage.</p> <p>Frequent cleaning of object/surfaces that are touched regularly, such as door handles, keyboards etc.</p>	2 4 8	<p>Learners using one desk and equipments allocated to them.</p> <p>Desk and equipment cleaned by staff & learners</p>	2 3 6	Trainers & Learners	Ongoing
Cleaning the Workplace (Cont)	Learners, Trainers & Assessors	Contracting the infection	<p>Cleaning the workspaces and removing waste and belongings from the work area at the end of the day.</p> <p>Limiting the use of high-touch items and equipment i.e. photocopier or printers.</p>	2 4 8			Trainers & Learners	Ongoing

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			<p>Hand sanitised will be provided in the assessment centre and in each assessment bay.</p> <p>Surface wipes, disposable gloves and face shields will also be provided.</p> <p>Candidates and staff must wash their hands for at least 20 seconds before and after the assessment.</p>					
Hygiene – Hand Washing, Sanitation Facilities and Toilets	Learners, Trainers & Assessors	Contracting the infection	<p>The use of posters maintaining awareness of good hand washing techniques, frequencies, and the need to avoid touching your face and coughing or sneezing into a tissue, and bin the tissue.</p> <p>The provision of hand sanitisers in multiple locations.</p> <p>Clear guidance for the cleaning of toilets to ensure they are kept clean and social distancing is achieved.</p> <p>Increased cleaning of busy areas.</p> <p>Increased waste facilities i.e. bins and more frequent collection.</p>	2 4 8	<p>All poster in place in classrooms and workshops.</p> <p>Hand sanitisers located in all areas.</p> <p>Bins emptied daily.</p>	2 3 6	Managers	Ongoing
Hygiene – Hand Washing, Sanitation Facilities and Toilets (Cont)	Learners, Trainers & Assessors	Contracting the infection	<p>Where possible, provide paper towels as an alternative to hand dryers in washing facilities.</p> <p>Showers – If used, clear guidance required for cleaning once used, all personal items to be removed.</p>	2 4 8			Managers	Ongoing

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			Enhanced cleaning if in regular use.					
PPE	Learners, Trainers & Assessors	Contracting the infection	<p>Regular PPE should still be used, e.g. gloves, eye protection.</p> <p>Face covering and visors must be used when the 2m distance cannot be maintained. Face coverings are mandatory within workshop areas and when moving around site.</p> <p>Face coverings – The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms.</p>	2 4 8	All PPE in place, visors and masks available for staff and learners upon request.	2 3 6	Managers	Ongoing
PPE (Cont)	Learners, Trainers & Assessors	Contracting the infection	<p>A face covering can be very simple and may be worn in enclosed spaces where social distancing is not possible.</p> <p>Additional information is available for the safe use of face coverings upon request.</p> <p>Candidates will need to wear the appropriate PPE.</p> <p>During each stages of the assessment process they will need to wipe down all surfaces they have been in contact with and dispose of safely after the assessment has been completed.</p>	2 4 8			Managers	Ongoing

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			Assessor to be responsible for checking the bays prior to assessment to ensure all the required PPE is in place and the area has been cleaned and sanitised					
Communications and Training	Learners, Trainers & Assessors	Contracting the infection	The business will provide consistent and regular communications to improve understanding and consistency of way of working –learner briefings.	2 4 8	Regular updates to staff and learners taking place.	2 3 6	Managers	Ongoing
Mental Health	Learners, Trainers & Assessors	Contracting the infection	Management will promote mental health & wellbeing awareness to staff and learners during the Covid-19 outbreak and will offer whatever support they can to help	2 4 8	Regular communication of mental health information and open door policy for those who need additional support.	2 3 6	Managers	Ongoing
Mental Health (Cont)	Learners, Trainers & Assessors	Contracting the infection		2 4 8		2 3 6	Managers	Ongoing
Symptoms of Covid-19	Learners, Trainers & Assessors	Contracting the infection	If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.	2 4 8	Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and	2 3 6	All staff & Learners	Ongoing

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Symptoms of Covid-19 (Cont)	Learners, Trainers & Assessors	Contracting the infection	<p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p>Assessor and Training Manager It is expected that ALL Lomax front line customer facing staff will be tested for COVID-19 as soon as testing is available in the local area.</p>	2 4 8	<p>support employees in a fast changing situation.</p> <p>Line managers will offer support to staff who are affected by Covid-19 or has a family member affected.</p>	2 3 6	All staff & Learners	Ongoing
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Review Date:	15.04.2021	Signature:	
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Assessment Location:	Howdon, Southwick & Selby
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