



5E Ltd Standard Risk Assessment

Risk Assessment Title:	Covid-19 – Training Provider Level
Created By:	Qudusia Allybuccus
Date:	August 2021
Authorised By:	Sailesh Solanki

	Severity		
	None (1)	Minor (2)	Major (3)
Unlikely (1)			
Likely (2)			
Very Likely (3)			

	High
	Medium
	Low

Safeguarding	Safeguarding Policy to be followed. Check for inappropriate material, adequate supervision, check ID, awareness of 5E Ltd first aid procedures, awareness of organisation safeguarding representatives / procedures, management of misbehaviour, implementation of Personal Emergency Evacuation Plans where appropriate, briefing on E-Safety to all learners.	Equality & Diversity	Single Equality Scheme and relevant HR policies to be followed. Check for inappropriate material ensure safe access and egress to rooms and buildings, zero tolerance of victimisation/bullying, ensure learner has understood tasks ensure that the language used is appropriate and not offensive. Management of misbehaviour.
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Hazards Identified	Risks	Persons affected	Controls	Likelihood			Severity			Matrix Class (LxS)
				High	Med	Low	High	Med	Low	High Med Low
Travelling to Work	Spread of the virus, infection, illness, loss of life	Staff, learners, vulnerable persons, Visitors and Contractors	<p>Is your journey necessary? Working from home to be encouraged wherever possible. Individual questionnaires to be discussed with line managers to cover opportunities to work from home, concerns and individual circumstances. This includes those who are in high risk categories or live with people in high risk categories.</p> <p>Do you have the following symptoms – A high temperature and a new continuous cough, anosmia (loss of taste or smell) - if so you should not travel to work and should follow the relevant guidelines. https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/</p> <p>If you use public transport to get to work you must follow the relevant guidelines on face coverings and social distancing. Wherever possible walking or cycling to work is encouraged. If you drive, you should not car share with</p>							

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			<p>anyone outside of your household. Thinking carefully about the times, routes and ways you travel will mean we will all have more space to stay safe.</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>Timetabling planning by Departments to ensure start and finish times are varied, which will minimise impact on public transport. This should also help minimise any congestion on entrances & corridors. Movement around 5E Ltd buildings should be kept to a minimum.</p>					
COVID 19	Spread of the virus, infection, illness, loss of life	Staff, learners, vulnerable persons, Visitors and Contractors	<p>Social distancing Social distancing is essential and a fundamental protection against Covid-19. This is 1 metre for staff wherever possible. This applies to all settings.</p> <p>All staff will maintain a 1 metre distance from other staff and learners. If this is not possible then additional measures will be taken, which may be visors or other face coverings.</p> <p>Departments have reviewed work schedules, start and finish times, working from home, reduction of numbers of persons on site, reallocation of workers to other tasks, including AM & PM timetables.</p> <p>Conference calls, Zoom, Microsoft Team meetings etc. should take place wherever possible instead of face to face meetings. Where face to face meetings are required these should last as short a time as possible and maintain social distancing. Where possible, if there is a window in a room it should be opened to allow fresh air into the room.</p> <p>Class sizes should be reduced to maintain 1 metre social distancing. Staff must maintain 1 metre distance from learners and other staff in class.</p>					

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			<p>Timetabling should be planned to keep traffic on corridors and social areas to a minimum, including starting, finishing and break times.</p> <p>Where possible one way routes are planned throughout all 5E Ltd buildings, including stairwells. Where this is not possible people should keep left when walking around the 5E Ltd buildings with no stopping on corridors or stairwells. Signage will be in place to guide staff and learners on requirements.</p> <p>People will enter and leave the buildings at different entrances/exits. Classrooms and workshops will be checked for size to calculate the number of people that will be allowed in these rooms at any one time, ensuring social distancing is followed.</p> <p>Where possible learners should stay in the same class and the tutors move to classes to prevent the potential spread of the virus.</p> <p>Classrooms, workshops and shared rooms are marked out into safe working areas and such guidance must be adhered to at all times.</p> <p>Where appropriate, possible and suitable for the learner, teaching and learning may take place remotely to reduce the number of people in 5E Ltd buildings.</p> <p>Equipment must not be shared under any circumstances. This includes laptops, keyboards or other office equipment.</p> <p>Staff are requested not to mix with staff from other buildings at break/lunch times, however going for a walk may be beneficial as long as social distancing guidance is followed.</p>						
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		<p>All staff are advised to comply with national guidelines, requirements and laws related to Covid-19.</p> <p>Cleaning PPE will be provided to cleaners and operations officers. Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods, will be scheduled on a regular basis.</p> <p>Cleaning will be undertaken between classes/groups, especially of equipment where appropriate.</p> <p>Bins will be emptied daily, or when full, following recommended procedures, and ensuring that staff are safe whilst performing this task.</p> <p>Disinfectant supplies/wipes will be provided in classrooms, offices and multi-use areas.</p> <p>There will be thorough cleaning of welfare facilities throughout the day. Specialist deep cleaning contractors will be in place in the event of a suspected case of Covid-19.</p> <p>Training will be provided to departments where necessary.</p> <p>Regular checks will be carried out by line managers and relevant staff to ensure that the necessary procedures are being followed. In the normal course of the day it is all staff's responsibility to ensure that guidelines and measures are being followed, and in the event that they are not, advice should be given and, if necessary, behaviour should be challenged.</p> <p>Where identified and a requirement for the job, adequate supplies will be available to protect persons.</p>							
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			<p>Persons to ensure they wear their PPE correctly and only remove PPE safely to prevent cross- contamination. All waste to be placed in bins in yellow contaminated waste bags. Handwashing is essential after this process. https://www.youtube.com/watch?v=oUo5O1JmLHO</p> <p>Staff and learners to ensure they follow the hand washing guide lines and use hand sanitiser at all appropriate and required times. Hand sanitiser stations will be at all entrances and exits to buildings. Bottles of sanitising gel will be available for classrooms.</p> <p>Face Masks/Coverings Face coverings is no longer mandatory for learners. Staff are required to wear face masks when moving around. Signage will indicate this. Please see: https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</p> <p>Should staff a visor in class and wish to wear a mask on corridors or areas where space feels more confined, then they should do so.</p> <p>Procedures for the safe removal and disposal of face masks/coverings must be followed.</p> <p>Hand Washing Hand washing facilities with soap and water are in place. Stringent hand washing should be taking place. See the hand washing guidance below. Regular handwashing should be planned and take place throughout the day. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Supplies of soap will be secured and made available.</p> <p>Drying of hands will be with disposable paper towels.</p>						
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			<p>https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</p> <p>Staff are encouraged to protect the skin by applying emollient cream regularly https://www.nhs.uk/conditions/emollients/</p> <p>Sanitisers will be available at entrances to buildings / classes which must be used in accordance with entrance rules. Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow “Catch it, Bin it, Kill it” and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Staff are encouraged to report any problems and carry out skin checks as part of a skin surveillance programme. https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p> <p>To help reduce the spread of coronavirus (COVID-19) everyone should be aware of the public health advice https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>Staff & Learners Staff should complete the relevant questionnaire before coming back into the respective centre. They are advised to use any national track & trace procedures in place and when required.</p> <p>They must have gone through the induction presentation, Awarding Body qualification, familiarise themselves with and follow site rules and follow Government guidelines.</p>						
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			<p>Learners will be inducted appropriately to familiarise themselves with buildings, rules and procedures. This will include an online induction via Zoom.</p> <p>First Aiders To attend all cases, first-aiders should use full PPE (mask, gloves, apron), which will be provided. Hand washing prior to contact with the injured person and afterwards when taking off PPE which must be discarded in appropriate bins for destroying. First aiders should not be called to suspected cases of Covid-19. Those exhibiting symptoms should arrange to leave the organisation and follow self-isolation guidelines and national test and trace procedures if necessary.</p> <p>For further information on CPR see: https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</p> <p>Catering Catering will not be provided on 5E Ltd sites.</p> <p>Vending machines will be available only when safe procedures can be guaranteed.</p>					
COVID 19, isolation, anxiety,	Mental Health and Wellbeing	Staff, learners, vulnerable persons	<p>5E Ltd will promote mental health and wellbeing support to all persons to access via the Organisation's website, emails, Teams meetings, and communication with SLT, Departmental Managers/HR and H&S. https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19</p> <p>Regular communication of mental health information and open door policy for those who need additional support will</p>					

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			be in place. The Health and Safety Department has circulated and holds a significant amount of information relating to mental health and wellbeing.						
Visitors to site	Spread of the virus, infection, illness, loss of life	Staff, learners, vulnerable persons, Visitors and Contractors	<p>Persons presenting with symptoms or persons within the household must not attend organisation.</p> <p>Testing will be facilitated by 5E Ltd for staff where appropriate.</p> <p>Reception areas will have glass/Perspex screens to help prevent the spread of the virus and to protect staff.</p> <p>A review of ventilation and airflow has been undertaken to ensure that fresh air flows are maximised and internal air flows minimised.</p> <p>Wherever possible, windows should be opened. Doors that are not designated as fire doors may be opened to increase air flow.</p>						
Persons presenting with symptoms	Spread of the virus, infection, illness, loss of life	Staff, learners, vulnerable persons, Visitors and Contractors	<p>If staff or learner present with symptoms whilst in the centre they will be removed from class and isolated in a quarantine room. Most 5E Ltd buildings will have a quarantine room. Staff and learners must follow the new NHS test & trace guidelines https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</p> <p>Anyone presenting with relevant symptoms will be sent home and advised to follow NHS 111 advice. https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/</p> <p>Staff and learners should engage with national test and trace where relevant and when available.</p> <p>Departmental Managers to remain in contact with persons and advise SLT so that the area can be locked down and a</p>						

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			<p>thorough clean can be carried out of the areas in the event of an actual diagnosis. All appropriate recommended cleaning procedures will be followed.</p> <p>External advice and guidance will be sought and followed.</p> <p>Reiterate to all persons the government guidelines.</p>							
Welfare facilities	Spread of the virus, infection, illness, loss of life	Staff, learners, vulnerable persons, Visitors and Contractors	<p>Areas where congregation may be possible or previously used will be cordoned off. Signage will be in place to advise of this.</p> <p>Sanitising/anti-viral wipes will be available to clean handles of regularly used areas, such as kitchen boilers, fridge doors, taps etc. A procedure will be in place to ensure that these items/areas are wiped before and after use by staff.</p> <p>Signage will be in place in toilets reminding people to wash hands thoroughly for 20 seconds. Procedures will be in place around maximum numbers in toilet facilities.</p> <p>Kitchenette facilities will be clearly marked for the appropriate maximum number of people, ensuring that 1 metre social distancing is possible. Doors may be kept open if they are not designated fire doors. Where possible, windows should be opened in these areas.</p> <p>The sharing of cups and utensils is not encouraged, with staff bringing their own items for use being the preferred and recommended option.</p> <p>Some water dispensers will be available, however there will be strict guidelines on using these.</p>							
Fire Alarm activations	Spread of the virus due to difficulties in social distancing, infection, illness, loss of life	Staff, learners, vulnerable persons, Visitors and Contractors	<p>Fire alarm practices will be undertaken (as statutorily required), however these will be planned to ensure that guidelines are followed.</p>							

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			<p>Contractors working in the building (evening, weekends) undertaking dirty/dusty works must remember to cover smoke detectors while working and uncover when finished.</p> <p>Signage will be in toilets around 'No Vaping'.</p>						
Smoking & Spitting	Spread of the virus, infection, illness, loss of life	Staff, learners, vulnerable persons, Visitors and Contractors	<p>5E Ltd will be no smoking (including vaping) to prevent congregation and potential spread through blowing air in the vicinity of others. Smoking shelters will be blocked off, or removed, and other areas restricted.</p> <p>All staff are to challenge people on smoking/vaping onsite. Challenge should also made around spitting to prevent the spread of the virus.</p> <p>Signage will be displayed in relevant areas.</p>						
Access into and around the buildings	Spread of the virus / social distancing difficulties, infection, illness, loss of life	Staff, learners, vulnerable persons, Visitors and Contractors	<p>Staff, students, vulnerable persons and visitors</p> <p>Different routes will be planned into and out of 5E Ltd buildings. Routes around buildings will be clearly marked and signposted. 1 metre markings will be placed on floors. The appropriate procedures for entering buildings will be made available to all staff. This includes building plans, routes, entrance and exit procedures, movement around buildings and rules within areas.</p> <p>Fire doors will be checked for closure when people exit the building.</p> <p>Limited use of lifts will be in place, with only three people at a time able to access them. They will only use by persons with mobility or other health issues. Assistance will be allowed where required provided appropriate PPE is used.</p> <p>Contractors wishing to access 5E Ltd buildings due to essential works, must provide appropriate risk assessments and method statements. This must include how they will reduce the risk of Covid-19 by following Government guidelines. If possible contractors should only be allowed in</p>						

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Risk Assessment Reviews		
Date	Remarks	Sign
12/04/2021	Changes made to risk assessment due to Government guidance update	Qudusia Allybuccus
15/04/2021	Additional changes made in preparation for 5E Ltd Phase B reopening.	Qudusia Allybuccus
27/05/2021	Update from feedback from week one of Phase A	Qudusia Allybuccus
12/07/2021	Clarification on social bubbles	Qudusia Allybuccus
19/07/2021	Changes made to risk assessment due to Government guidance update	Qudusia Allybuccus