

CURRENT CORONAVIRUS ALERT LEVEL - ROADMAP STEP 4
RISK ASSESSMENT TO BE REVIEWED AND REVISED IF TIER LEVEL CHANGES

Location/Dept: Association Wide		Date Assessed: 6 October 2020, Amended 20 October 2020, Amended 5 November 2020, amended 2 December 2020, updated 5 January 2021, updated 29 March 2021, updated 12 April 2021, updated 17 May 2021, updated 19 July 2021, updated 7 October 2021			Assessed by: Carol Dixon		
Task/ Activity: Staff Training (Coronavirus)		Review Date: Every Day After 2pm			Reference Number:		
Activity/ Task	Hazard/Risk	Persons at Risk	Controls in Place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional Controls Required
Attending Staff Training	Contact with persons displaying symptoms of coronavirus	Employees , Service-users, Trainers	<p>Employees who are taken unwell with a new continuous cough, a high temperature or a change in taste or smell are to self-isolate in accordance with government guidance.</p> <p>Staff who are a close contact of a symptomatic individual will need to get a PCR test. If the test result is negative, fully vaccinated staff may return to work, but must undertake daily lateral flow tests for 10 days from the date of contact with the individual.</p> <p>The training room should be appropriately ventilated, with windows and doors open where possible.</p>	5	2	10	<p>Guidance and recommended risk control measures will be sourced directly from UKHSA and the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated daily when the latest government guidance is released.</p>

		<p>Staff attending training must remain socially distanced 2m apart (or 1m plus other measures such as facing away from each other) from other staff whenever possible.</p> <p>Staff attending training should wear masks where they are unable to remain 2m apart.</p> <p>Each time they enter the training room all attendees (and trainer) should use the hand gel supplied.</p> <p>Attendees should remain seated during training and not mix groups.</p> <p>Handouts should not be given out, but sent electronically after the training.</p> <p>Attendees must bring their own pen to sign the signing in sheet.</p> <p>Attendees must bring their own refreshments and crockery, and should not share these.</p>				
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Attending Staff Training	Contact with staff and contractors who may have Coronavirus	Employees /Trainers/ Service users	<p>Trainers are required to provide a COVID pass before any training is carried out to confirm that they are double-vaccinated or exempt from vaccination.</p> <p>Trainers will be required to produce a lateral flow test result text message/email from within 72 hours, or undertake a lateral flow test. This will take up to 30 mins to develop, but they are permitted to set up the training area while they wait for the result.</p> <p>Trainers will be asked to read COVID 19 guidance and complete a questionnaire confirming they are not symptomatic and haven't been in contact with anyone symptomatic before signing in to the building.</p>	5	2	10	<p>Guidance and recommended risk control measures will be sourced directly from UKHSA and the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p>
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Risk/Priority Indicator Key

Severity (Consequence)

RISK / PRIORITY INDICATOR MATRIX

1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so