

Assessors	Elizabeth Williams, Esther Barnes, Hannah Barron, Julie Dyer
Job Title	Health & Safety / Facilities Manager, HR Director, HR Manager
Assessment date	09 May 2022 (Version 11)
Location	All Centres
Consider who could be at risk	All staff, learners, participants, customers, contractors, and visitors working or attending premises
Purpose of Risk Assessment	This risk assessment sets out Itec's approach in identify hazards and to outline what precautions measures, remedial strategies that will be implemented. The aim is to introduce suitable and sufficient control measures to reduce the risk of contracting the virus to as low a level as is reasonably practicable. We have undertaken a review of premises, people, processes, equipment & policies and procedures. Hazards considered include biological, chemical, ergonomic and psychosocial factors.

<b>Business hazards associated with COVID-19. Consider potential risks</b>	<b>Control Measures – In Place What strategies will reduce the harm?</b>	<b>Further actions required</b>
<b>Infection prevention, cleaning and staff safety</b>		
<p>Risk to staff health and wellbeing from transmission of virus whilst at work.</p> <p>The transmission of COVID-19 is thought to occur mainly through respiratory droplets generated by coughing and sneezing, and through contact with contaminated surfaces. The predominant modes of transmission are assumed to be droplet and contact.</p>	<p>Control measures in place to provide a safe and healthy workplace during the COVID-19 pandemic:</p> <ul style="list-style-type: none"> <li>• Risk assessment will be kept under constant review to ensure a safe place of work is maintained. Consulting, involving and communicating updates to staff, as required.</li> <li>• “COVID-19 Secure - Staff Guidance” developed advising of updated safety procedures implemented, setting out how staff must behave and precautions they must adopt to keep themselves and others safe.</li> <li>• All staff advised that additional health, safety and wellbeing measures outlined in this risk assessment and in the staff guidance must be complied with and a breach of health and safety is a disciplinary offence that could result in disciplinary action up to and including dismissal.</li> <li>• Face coverings are not a legal requirement in our settings. Employees or learners may continue to wear face coverings if they wish.</li> <li>• For learners on work placement and tutors / assessor visiting employers there will still be the requirement to abide by the arrangements in place at those workplaces.</li> </ul> <p><b>Ventilation</b></p> <p>Providing sufficient ventilation is important measure when mitigating against risk of exposure to or spread of communicable diseases.</p> <ul style="list-style-type: none"> <li>• Opening windows / doors at the start and the end of the day to allow ventilation and optimising the amount of fresh air whilst balancing this with thermal comfort throughout the day.</li> <li>• Fans can be used provided the re-circulated air does not blow over to another person</li> <li>• Face-to-face staff meetings should take place in well ventilated rooms (windows open)</li> <li>• Air conditioning can be operated during business hours to ensure air flow is refreshed regularly.</li> <li>• Training rooms / Classrooms: Staff to keep spaces well-ventilated - with windows and doors open -when safe to do so, to limit use of door handles and aid ventilation.</li> </ul>	<p>Continue to review public health and government guidance providing updates to all staff on changes to policies, procedures or practices as appropriate.</p>

## **Robust cleaning, personal hygiene, and handwashing practices**

Always follow good hygiene practice while at work

### **External Cleaning Company**

The business will work with our external cleaning company to:

- Daily cleaning regimes of commonly used surfaces with disinfectant. Increase cleaning, especially in and around communal areas and attention to frequently touched surfaces
- All staff are required to report any issues or shortcomings in the external cleaning company to the Health & Safety / Facilities Manager.

### **Hand Hygiene**

- Hand sanitiser is provided at entrances of premises, and at convenient places for you to use.
- You are encouraged to wash your hands or use hand sanitizer when entering and leaving work, and before and after entering shared areas (such as toilets, kitchens, rest areas).
- Wash your hands regularly with soap and water for at least 20 seconds and dry hands with disposable paper towels which must be disposed of in the bins provided immediately after use.
- Please see below link to the best way to wash your hands - <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>
- You are encouraged to protect skin by applying hand cream / moisturizer and to report any skin conditions to HR

### **Catch it, Bin it Kill it**

- You should cover the mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing.
- Dispose of tissues in bins provided after use straight away.
- Avoid touching your face, eyes, nose or mouth with unclean hands

### **Cleaning and hygiene measures**

#### **Equipment and desks**

- Where hot-desking is required, disinfectant wipes are provided, staff must clean equipment, desks, and surfaces after use.
- Staff are provided with your own equipment for use and where possible sharing equipment should be avoided or wiped down before / after use.
- High-touch equipment in the workplace includes items such as Chrome books, printers, photocopies, shredders, water machines etc. Staff should ensure if any shared materials, equipment and surfaces are used that they are cleaned with spray or wipes throughout the day and between use.
- Staff are reminded of the Clear Desk Policy. Keeping surfaces clear of objects makes it easier to clean during the day and will support our external cleaning company to clean desks and surfaces areas

#### **Communal Areas**

- Any food / drink containers brought in must be taken home at the end of the day and not be left on desks or in other areas.
- Kitchen, rest / break rooms: Staff are advised to wipe surfaces and items touched after use, disposing of any rubbish in the bins provided
- Toilets are supplied with adequate supplies of hand cleaning products hot water, liquid soap, paper towels. Please report any items that need replenishing.
- Hand paper towels must be disposed of in the pedal bins provided immediately after use.

<b>Physical Distancing</b>		
<p>Effective physical distancing is an element in reducing the transmission of COVID-19</p> <p>Some learners at risk of safeguarding, mental health, isolation and / or a risk of disengagement from learning.</p> <p>Some areas may present a higher risk– Such as heavily used areas are more likely to present an infection</p>	<p>Everyone is encouraged to practice physical distancing while in and around the workplace, while travelling to, or from work and on work business where possible by:</p> <ul style="list-style-type: none"> <li>• Avoiding nonessential and physical contact with others (for example: hugs, handshakes etc.).</li> <li>• Not move around the workplace unnecessarily and utilise the phone or other digital platforms to communicate with colleagues rather than going to other workspaces.</li> <li>• Not congregating in communal areas such as reception, walkways, photocopiers etc.</li> <li>• You are encouraged to give way to each other, to always respect each other’s space.</li> <li>• Centre staff will work from their own classrooms (where applicable), the spacing of desks and room occupancies will be kept under review</li> <li>• Lunch breaks may be staggered to reduce those using rest areas at any one time.</li> <li>• Breaks and lunch taken by learners/participants may be staggered, to reduce no congregating of learners/participants in the doorways, corridors or reception areas.</li> <li>• Perspex screen on reception desk fitted as an infection control measure, at applicable centres.</li> </ul>	
<b>Traveling to Work and Traveling for Business / Work</b>		
<p>Travel to and from work on public or shared transport may lead to greater risk of virus transmission</p>	<ul style="list-style-type: none"> <li>• Staff are encouraged to travel alone or those within their households in their own vehicles where possible.</li> <li>• Where public transport is used, staff are encouraged to comply with latest government guidance.</li> <li>• Work vehicles, shared company cars, van and minibus will be wiped / cleaned after each use with particular emphasis on high touch points.</li> </ul>	
<b>Symptoms of COVID-19 or Tested Positive</b>		
<p>Risk to staff health and wellbeing from transmission of virus whilst at work.</p>	<ul style="list-style-type: none"> <li>• If you have Covid symptoms or have tested positive for Covid, you must not attend the workplace, but notify your line manager or HR department for advice and follow the latest government guidance in relation to Covid tests and self- isolation.</li> <li>• Staff who are sick or self-isolating need to follow the normal company absence reporting procedures and notify their line manager.</li> <li>• Lateral Flow Tests are available from the HR Department along with clear guidance that includes information about the testing and the benefits, frequently asked questions, how to administer the self-test, including explainer video.</li> </ul>	<p>Wales <a href="#">Self-Isolation government guidance</a> <a href="#">NHS Direct Wales</a></p> <p>England <a href="#">Self-Isolation government guidance</a> <a href="#">NHS.UK</a></p>
<b>External Contractors / Visitors</b>		
<p>Access to buildings may increase risk is all staff seek entrance at once.</p>	<ul style="list-style-type: none"> <li>• Visitors are required to sign in and out</li> <li>• Visitor’s badges will be returned to a designated drop of area and wiped prior to re-use</li> <li>• Areas where contract work has taken place will be cleaned after the work has been completed</li> <li>• Guidance on premises control measures will be available on reception and provided to contractors prior to visiting the premises to undertake work.</li> </ul>	

<b>Vulnerable Groups</b>		
<p>Some individuals may have pre-existing medical conditions which render them more vulnerable</p>	<ul style="list-style-type: none"> <li>Individuals previously on the shielding list are advised to follow the same guidance as everyone else on staying safe, as well as any further advice they may have received from their doctor.</li> <li>Staff must notify HR or their line manager to advise them if they were on the shielding list for consideration of any requirements or reasonable adjustments (where applicable) that may be required.</li> <li>Learners/participants should notify their tutor/lead worker if they were on the shielding list for consideration of any requirements or reasonable adjustments (where applicable) that may be required</li> <li>A <a href="#">Workforce risk assessment tool</a> can be used by staff or learners to identify any personal risk factors.</li> <li>Staff members, learner/participant can take advice from their GP or hospital doctor.</li> <li>Pregnant staff should notify their line manager or HR, if they have not already done so, for an expectant mother's risk assessments to be completed.</li> <li>Pregnant learners/participants should follow current <a href="#">NHS advice</a>, discuss with their GP / midwife and with their tutor/lead worker for appropriate additional measures to be implemented based on individual needs</li> <li>Reasonable adjustments (where applicable) will be considered to avoid disabled workers being put at any disadvantage.</li> <li>Staff members are advised to contact the HR department to discuss individual circumstances &amp; support required. Learners are advised to contact a member of staff to discuss their individual circumstances.</li> </ul>	
<b>Mental Health Wellbeing</b>		
<p>Lockdown and the pandemic has impact some in relation to their mental health and wellbeing for many</p> <p>Hazards caused by lack of information or inaccurate information.</p> <p>Some staff may risk poor mental health caused by the impact of COVID-19.</p>	<p><b>Learner Safeguarding</b></p> <ul style="list-style-type: none"> <li>All staff to continuing to work with external agencies, for example social workers, youth offending, probation etc. All staff to report concerns as per safeguarding policy</li> <li>Staff to continue to consider learners/participants mental health and wellbeing and identify any additional support required</li> </ul> <p><b>Learner Face to Face Counselling</b></p> <ul style="list-style-type: none"> <li>Practice social distancing from learner/participants where possible</li> <li>Avoid hand-shaking or other physical contact.</li> <li>Wash your hands thoroughly before and after each learner/participants session.</li> <li>Regularly disinfect door handles, hand-rests of chairs, share areas etc. between session</li> <li>Air out the consulting room where possible by opening windows</li> </ul> <p><b>Staff Wellbeing</b></p> <ul style="list-style-type: none"> <li>Staff that have suffered bereavement and require support can contact line managers or HR.</li> <li>Staff that have wellbeing concerns are encouraged to contact their line manager or HR to discuss.</li> <li>Google site provides wellbeing resources, support and guidance.</li> <li>External employee assistance programme and other external support agencies are available for employees</li> <li>Staff can access contact the HR department if they have any questions in respect of their wellbeing.</li> </ul>	

**Review:** This risk assessment is a living strategy document that will be under frequent review to consider: What has changed? What policies are needed? Any updates / amendments required to the Risk Assessment.