




Risk assessment for: London Skills & Development Network







Risk assessment name	Covid Secure Risk Assessment	Assessment type	 Education Settings
Assessment date	23/06/2020	Review period	Monthly
Approved by	Virginie Ramond, LSDN CEO	Review date	23/06/2020
Approved date	26/06/2020	Reference	RA1362 (V.23.06.2020)

Description



This risk assessment sets out the controls that will be in place for the workplace and work activities in order to reduce the risk of the transmission of the Covid-19 virus and demonstrate that the organisation is Covid-Secure.

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>1. Cleaning To Reduce Transmission Of Covid-19</p> <p>- Risk of exposure to Covid-19 whilst cleaning the setting.</p>	<p>All staff, Contractors</p> <p>Visitors, Cleaners, Students</p> <p>How?</p> <p>Cleaning areas where Covid-19 may be present may lead to</p>	 <p>Appropriate Disinfectant Products Used In Line With COSHH Assessment.</p> <p>Appropriate disinfectant to be used in line with the COSHH assessment - this will be communicated to cleaning staff/contractors.</p> <p>The product will be used in line with instructions for use and dilution rates and appropriate PPE provided and worn where indicated.</p> <p>Disposable cloths will be used where possible to reduce transmission.</p>	<p>2 x 5</p> <p style="font-size: 2em; color: orange;">10</p> <p>Medium</p>





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	<p>exposure to the virus. However, the cleaning of all areas correctly will reduce the risk of transmission overall.</p>	<p> Cleaning Of Setting Before Work Commences Assessment of cleaning requirements will be carried out prior to the setting opening and appropriate cleaning will take place.</p> <p> Cleaning Regime For Restrooms In Place In line with government guidance - cleaning of restroom areas will be carried out accordingly using the appropriate PPE.</p> <p> Correct Guidance Will Be Followed For Cleaning Areas Of Higher Risk Based on current Government Guidance for Non-clinical Settings. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>This includes the use of additional PPE (gloves, aprons, eye protection, mask) and items double-bagged and labelled - stored securely for 72 hours before disposal.</p> <p> Increased Cleaning Frequency Of Cleaning Throughout Setting Increased cleaning regime in place throughout setting.</p> <p>Particular focus on commonly touched areas, equipment, surfaces and common shared areas and food preparation areas and dining areas.</p> <p>Cleaning materials will be stored safely in line with COSHH assessment for the setting and be available for cleaning any resources and equipment used by students.</p>	





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		<p> Increased Cleaning Of Equipment Review of all equipment, tools and resources on site will be carried out.</p> <p>Unnecessary items and equipment will be removed from all rooms designated as 'in use' where possible.</p> <p> The Setting Will Be Cleared Of Waste Frequently Personal items removed at the end of the day and increased waste collection in place throughout the site.</p>	




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 <p>2. Hygiene Control Poor hand hygiene and respiratory hygiene control may lead to an increase in surface contamination.</p>	<p>All staff, Contractors</p> <p>Visitors, Students</p> <p>How? Increased risk of surfaces becoming contaminated with pathogens including Covid-19 leading to spread of infection.</p>	<p> Employees Advised To Wash Clothing After Work Employees advised to launder clothes as soon as is possible when they return home.</p> <p>Good Hand Hygiene Established All staff, students and visitors will be encouraged to carry out regular hand washing as part of the daily routines.</p> <p> All staff, students and visitors will be required to wash hands / sanitise upon arrival.</p> <p>Good Respiratory Hygiene Staff, students and visitors to practice good respiratory hygiene with immediate disposal of tissues into the bin with regular collections.</p> <p> Through appropriate signage and reminders, staff, students and visitors will be supported to carry out good hygiene when they cough or sneeze.</p>	<p>2 x 5</p> <p style="color: orange; font-size: 24px; font-weight: bold;">10</p> <p>Medium</p>






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		<p> High Standards Of Food Safety Standards In Place In line with existing food safety and hygiene standards for the setting, there will be high standards of hygiene at all times.</p> <p>This includes hand washing, cleaning of deliveries upon arrival, cleaning of utensils and plates etc.</p> <p>There will be limited movement of food throughout the premises and common eating/food areas closed during the pandemic.</p> <p> Increased Hand Washing Facilities Provided Increased hand washing facilities provided throughout the setting.</p> <p>Where this is not possible sanitiser will be provided - at entrances, exits, in each room and in common areas.</p> <p> Laundrying Of Items Carried Out Where Required (primarily applies to premises cleaning staff and any uniforms related to course delivery) Laundry items will be laundered in accordance with NHS laundry guidelines: -Wash items in accordance with the manufacturer's instructions. -Use the warmest water setting and dry items completely. -Dirty laundry that has been in contact with an unwell person can be washed with other people's items. -Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air. -Clean and disinfect anything used for transporting laundry.</p> <p> Increased Waste Management Additional waste facilities will be available throughout the setting with more frequent collections and removal - especially in common areas such as toilets and changing areas etc.</p>	




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		<p> PPE Stock Managed In order to maintain the correct stock for PPE for personal care, cleaning etc. PPE stock will be carefully monitored and managed.</p> <p>Contingency plans will be in place for replenishing stocks, use of reusable items that can be laundered correctly.</p> <p> Signs And Posters In Use To Remind Individuals To Practice Good Hygiene Relevant posters and signs displayed to remind employees, students and visitors of the need to wash hands for at least 20 seconds on a frequent basis.</p> <p>Also signs to remind employees, students and visitors to practice good respiratory hygiene - catching of coughing and sneezes and correct disposal of tissues followed by hand washing.</p> <p> Use Of Face Coverings If employees or students choose to wear face coverings then they will be supported in the settings.</p> <p>Face coverings are not classed as PPE. Advice will be given to employees on the correct use.</p>	

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 <p>3. Movement Of People In The Setting</p> <p>-The attendance of people in the setting will increase the number of people in the premises which may increase the risk of Covid-19 transmission.</p>	<p>All staff, Contractors, Members of the public</p> <p>Visitors, Students</p> <p>How?</p> <p>Increased risk of transmission of Covid-19.</p>	<p> Classroom and Work Desks To Be Spaced As Far Apart As Possible Desks will be spaced apart to support social distancing and will not be face to face - rather they will be laid out so they are side by side or back to back.</p> <p>Where possible the same individual will use the same desk each day. Where this is not possible desks will be thoroughly cleaned each night.</p> <p> Controlled Movement Of People Throughout The Setting. Use of one way systems, separate entrances and exits to reduce the number of people at cross over areas and pinch points.</p> <p>Monitoring and regulation of higher traffic areas such as corridors, entrances and stairwells.</p> <p>Use of signs and markings to indicate the direction of movement and advised social distances in place where appropriate.</p> <p> Emergency Plans Updated And Communicated People do not have to adhere to social distancing where there is an emergency such as fire, an accident or a security threat or break in and the risk to safety is imminent.</p> <p>Those assisting others in emergencies should ensure they carry out stringent hygiene control afterwards including thorough handwashing.</p> <p> Employees Will Work From Home As Frequently As Possible Employees will attend the office a limited basis in order to perform business critical duties and to support learners.</p>	<p>2 x 5</p> <p style="color: orange; font-size: 24pt; font-weight: bold;">10</p> <p>Medium</p>


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		<p> Information, Instruction and Training Provided To Employees Employees consulted on risks and controls in the work place.</p> <p>Staff communicated with on a regular basis on changes to hazards and controls.</p> <p>Employees receive training through the use of training courses, posters, signs, announcements and briefings.</p> <p>This will include Covid-Specific training and further support for hygiene and infection control.</p> <p> Minimal Employees To Attend The Setting. Work organised so that minimal people are required to attend the setting (maintaining the required ratios for safety) whilst supporting social distancing.</p> <p>Where possible this will be limited to the same people to prevent mixing of groups.</p> <p>Staff will be grouped for working patterns where possible to avoid the mixing of groups.</p> <p> Outings Stopped Where Possible Outings to public settings will be avoided where possible unless it is required to access open spaces that the setting does not have.</p> <p>This will be limited to areas where social distancing can be maintained.</p>	


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		<div data-bbox="801 331 891 422"> </div> <p data-bbox="913 328 1332 360">Staggered Start and End Times</p> <p data-bbox="913 395 1294 459">Staggered start and end times allocated.</p> <div data-bbox="801 678 891 769"> </div> <p data-bbox="913 596 1294 660">Remote Workers Adequately Supported</p> <p data-bbox="913 673 1317 737">Adequate work equipment will be provided to remote workers.</p> <p data-bbox="913 778 1326 948">Regular contact will be made with remote workers to ensure arrangements are adequate to support their physical and mental wellbeing.</p>	<div data-bbox="1366 331 1456 422"> </div> <p data-bbox="1478 328 1888 360">Pro-active Monitoring In Place</p> <p data-bbox="1478 363 1888 533">Pro-active monitoring in place to ensure that staff are adhering to controls and that control measures are adequate and effective.</p>

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		<p> Restrict Movement Of Employees Throughout The Setting Employees discouraged from carrying out non-essential trips within the premises - use of phones, emails or radios to communicate with others elsewhere.</p> <p>Staff to remain working in their designated part of the setting and not mix with other areas or other groups.</p> <p>Staff are not to access other areas such as storage, break rooms, stationery or kitchens where possible to avoid mixing with other staff.</p> <p>Drop off and collection areas designated for exchanging of documents, materials, or equipment.</p> <p>Job rotation reduced to prevent moving between locations where at all possible. Staff not to rotate between rooms/ groups/ roles etc.</p>	




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		<p> Restriction On The Movement Of Students And Visitors Throughout The Site</p> <p>Students to be grouped in cohorts / 'bubbles' who do not mix during the day.</p> <p>Groups to remain fixed where at all possible to prevent mixing.</p> <p>Groups remain in their designated areas of the setting and do not visit other areas of the setting or mix with others not from their cohort grouping.</p> <p>Where possible these groups will eat in their own areas away from the other groups.</p> <p>Outside spaces that may be shared will be shared at different times with cleaning of equipment and surfaces in between.</p> <p>Shared use of communal inside areas will be avoided where possible.</p> <p>The same member of staff will support the same student grouping where at all possible.</p>	



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		<div data-bbox="801 331 891 421" data-label="Image"> </div> <p>Restrictions On The Number Of Students/Visitors Attending The Setting</p> <p>Numbers of those attending the setting restricted - priority given to vulnerable students and those struggling or falling behind in their work.</p> <p>Review of the numbers to attend the setting based on ability to maintain social distancing in classrooms, common areas, entrances and exits, corridors and pinch points.</p> <p>Students grouped into cohort or 'bubbles' and these kept fixed where possible to reduce mixing- the staff to remain fixed to this group too with no rotation to other rooms.</p>	



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		<p> Signage And Floor Markings In Place Posters and signs to be used to remind people of the requirement to adhere to social distancing, to wash hands frequently and to practice good respiratory hygiene (coughs and sneezes).</p> <p>Appropriate posters, floor markings, use of mats, resources to support people to follow social distancing, hand hygiene as much as possible.</p> <p></p> <p>Staggered Work And Teaching Patterns Working and teaching patterns organised to reduce the number of persons on-site at any one time and also staggered to reduce the number of people arriving and leaving to prevent cross over at setting entrances, locker rooms and staff rooms.</p> <p> Cohorts or Teams to be fixed where possible to prevent mixing of different people on shifts.</p>	





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		<p> Ventilation On Site Increased As Much As Possible. Windows and doors opened as much as possible to increase ventilation - where this does not increase any risks to the safety and security of staff and students.</p> <p>Use of extraction fans may be used to increase ventilation, where safe to use.</p> <p>Adjustments to be made to ensure adequate ventilation remains in place.</p> <p> Guidance on use of Shared Air Conditioning will be taken with a competent engineer.</p>	






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		<p> Vulnerable Employees Proactively Supported And Protected. Where employees are at increased risk from Covid-19 and its associated complications, each case will be assessed individually to ensure they are adequately protected and supported.</p> <p>This may include Black, Asian and Minority Ethnic (BAME) employees, pregnant women, older people and those with underlying health conditions.</p> <p>Appropriate individual risk assessments will be completed where required.</p> <p>Guidance for those deemed Clinically Vulnerable and Clinically Extremely Vulnerable will be followed.</p> <p> Will Follow Test, Trace And Isolation Requirements Where employees are required to isolate due to themselves or their household/bubble having symptoms or positive test result, being required by NHS Test & Trace or due to travel quarantine requirements they will not be permitted to attend the workplace.</p>	




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		 <p>Workstations Will Be Organised To Support Social Distancing</p> <p>For office staff - workstations will be arranged so that social distancing can be adhered to.</p> <p>Markers or floor plans to demonstrate social distancing.</p> <p>Desks will be spaced out to maintain distance between people.</p> <p>Hot-desking will be prevented where at all possible - if this is not possible thorough cleaning will take place before and after use of all equipment.</p> <p>Where possible use of own peripherals such as mouse and keyboards and headsets will be strictly restricted to a single member of staff and will not be shared.</p> <p>Where social distancing cannot be maintained further controls will be in place: Desks to allow people to work side by side or facing away from each other. Use of screens to separate people. Increased cleaning of areas. Improved ventilation.</p>	
 <p>4. Social Distancing Guidelines Cannot Be Met</p>	<p>All staff</p> <p>Students</p> <p>How?</p>	 <p>Employees To Avoid Face To Face Work Where Possible</p> <p>Where possible employees will work side by side or back to back to avoid working face to face.</p>	<p>3 x 5</p>  <p>15</p>







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<p>-Activities, where social distancing cannot be followed in full, may lead to increased risk of the transmission of the virus due to being in close proximity and mitigation measures will be required. This includes entrances, exits and common areas as well as the main setting. It is recognised that it will be hard to ensure that younger children or those with additional needs may not be able to adhere to social distancing.</p>	<p>Being in close proximity may lead to increased risk of the spread of the Covid-19 virus.</p>	<p> Improved Ventilation Workspaces will be well ventilated through natural or mechanical means to increase air changes.</p> <p>Relevant HVAC engineers will be consulted where appropriate to ensure safe and effective ventilation is achieved.</p> <p> Increased Cleaning Carried Out Increased cleaning of surfaces where people are operating within the advised social distancing to be carried out.</p> <p> Increased Handwashing Carried Out Provisions will be made in order for people to be able to wash their hands more frequently - including before and immediately after carrying out tasks where social distancing has not been maintained.</p> <p> Physical Barriers or Screens In Use To screen people from each other physical barriers or screens will be used and cleaned frequently.</p> <p> Staff Teams / Groups Will Be Kept Fixed Where Possible To reduce the number of different people working within the advised social distance, fixed teams and partners will be in place where at all possible to reduce the level of possible transmission</p>	<p>Medium</p>



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		<p> Time Spent Within The Advised Social Distance To Be Kept To A Minimum The time where persons are within the advised social distance will be kept to as short a time as practicable possible.</p> <p> Use of Personal Protective Equipment (PPE) Or Face Coverings Additional PPE beyond what is normally worn to control workplace risk, for management of Covid infection has limited benefits and precautionary use of additional PPE for this purpose is not encouraged.</p> <p>However where the risk assessment identifies high risk of transmission due to difficulties implementing controls such as social distancing then the use of face coverings or PPE will be considered as a further control measure.</p> <p>Appropriate PPE or face covering will be selected and employees trained in its safe and effective use, storage and disposal in line with PPE risk assessment.</p> <p> Work Activity Assessed To Deem If It Will Proceed If social distancing cannot be maintained, the activity will be assessed to deem if it is safe to go ahead with the appropriate mitigation factors in place</p>	




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 <p>5. Individuals Displaying Symptoms - Coronavirus reportedly spread through exposure or contact to cough droplets. People developing on-set of symptoms within the setting.</p>	<p>All staff, Contractors</p> <p>Visitors, Students</p> <p>How? An individual could develop symptoms of Covid-19, which includes a high/raised temperature, a new/continuous cough or loss of sense of taste or smell which may lead to increased risk of transmission of Covid-19.</p>	<p> Cases Recorded and Investigated. Records maintained of those who are isolating or who develop symptoms at the setting.</p> <p>Investigations carried out if the transmission could be work-related in the event it needs to be reported under RIDDOR.</p> <p>Appropriate risk assessments and work activities reviewed to ensure there are effective controls or if any changes are required.</p> <p> Communication With Students Setting to communicate with students on the procedure if anyone in their household has any symptoms that they cannot attend and what the procedure is if someone develops symptoms on site.</p> <p> Good Hand Washing/Hygiene Procedures Observed Staff should be carrying out regular hand washing for at least 20 seconds using soap and water or use of a sanitiser if this is not available.</p> <p>Following cleaning an area after a symptomatic person the hands should be thoroughly cleaned as for an area of higher risk.</p> <p> Health Status Of People Monitored Return to setting health questionnaire in place for those students and staff who have been absent.</p>	<p>4 x 6</p>  <p>24</p> <p>Medium</p>





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		<p> People Not To Return To The Setting And Should Self-Isolate For those displaying symptoms of Covid, isolation should be exercised immediately, ensuring Line Management are informed.</p> <p>Should individuals live with those displaying symptoms, they should isolate for 14 days. If by themselves, 7 days.</p> <p> Person To Go Home Immediately The employee will be sent home directly from work and maintain social distancing to do so.</p> <p>Any windows will be kept open to increase ventilation.</p> <p>Any person waiting with the symptomatic person should be from their group and PPE may be considered if 2m distance cannot be maintained. This may include use of face mask and eye protection if risk of splashing to the eyes from coughing or spitting.</p> <p>If the person requires the toilet they will use a different toilet that will then not be used by others for 72 hours or until it has been cleaned thoroughly in line with guidelines.</p> <p>This area will then be left closed for 72 hours or if this is not possible it will require thorough cleaning afterwards in accordance with the guidance, with the person then carrying out through hand hygiene afterwards.</p>	





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		<p> Positive Tests Will Trigger Self Isolation For The Class Or Group Where a staff member or student tests positive for Covid-19 the rest of the class or group will be sent home and advised to self-isolate for 14 days.</p> <p>The rest of the setting and their households do not need to self-isolate unless their household develops symptoms.</p> <p>The local public health team will be consulted for further required action in the event of positive tests confirmed for the setting.</p> <p>Waste Disposed Of With Care With Local Guidelines.</p> <p> Any waste from areas where symptomatic people have worked- including the PPE and cleaning items that have been used will be double-bagged and labelled and disposed of 72 hours with normal collection arrangements - or if test results come back negative where applicable.</p> <p>If unable to store the waste then arrangements for clinical waste collection will be made.</p> <p> Will Follow Government Advice On Testing And Tracing Will follow the relevant protocol for booking a Covid-19 test and any subsequent tracing and isolation that should follow.</p>	




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		 <p>Work Area Cleaned Thoroughly Using Disinfectant Following Guidelines. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>If dealing with bodily fluids or suspected Covid-19 person then extra precautions will be needed which will include protection for eyes, fluid-resistant mask in addition to the disposable gloves and aprons.</p> <p>For disposal these should be then double-bagged and labelled and stored safely and securely for 72 hours before disposal by normal means of collection.</p> <p>Staff will be trained in the effective use of PPE to ensure it offers the correct level of protection.</p>	
 <p>Common Areas (Including Kitchen and Welfare Facilities and Entrances To The Setting). - Due to areas being frequently utilised, the potential for</p>	<p>All staff, Contractors Visitors, Students</p> <p>How? Common areas may restrict the ability to maintain social</p>	 <p>Access To Toilets Controlled</p> <p>Restrictions on the number of people using facilities at any one time to allow for social distancing.</p> <p>Use of markings and posters to indicate the social distancing requirements.</p>	<p>2 x 5</p>  <p>10</p> <p>Medium</p>






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<p>infection is increased. This includes stairwells, waiting areas, seating areas as well as toilets and kitchen areas. This also includes entrance areas such as foyers, porches and hallways where people arrive and leave.</p>	<p>distancing. Due to heavy foot fall, surfaces may be touched more frequently and individuals may cross paths more often.</p>	<div style="display: flex; flex-direction: column; gap: 20px;"> <div style="display: flex; align-items: flex-start;">  <div style="margin-left: 10px;"> <p>Break Times Staggered</p> <p>Break times to be staggered to prevent the gathering of people.</p> </div> </div> <div style="display: flex; align-items: flex-start;">  <div style="margin-left: 10px;"> <p>Increased Frequency Of Cleaning Of Toilets and Kitchens.</p> <p>Increased cleaning of the welfare facilities will be carried out on-site - including toilets and other common facilities.</p> <p>Increased frequency of cleaning of kitchen facilities to be carried out.</p> </div> </div> <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 20px;">  <div style="margin-left: 10px;"> <p>Numbers Of People In Common Areas Managed.</p> <p>Individuals using common areas will be kept to a minimum at all times and social distancing will be strictly adhered to.</p> </div> </div> <div style="margin-right: 20px;">  <div style="margin-left: 10px;"> <p>Pro-active Monitoring In Place</p> <p>Common areas, including toilets and access and egress routes are monitored frequently, ensuring individuals are exercising social distancing.</p> </div> </div> </div> </div>	





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		<p> Regular Cleaning Of Common Area And Touch Points. Common areas where people pass through are to be cleaned frequently but specific attention to be paid to areas where people spend more time or common touchpoints.</p> <p>These will be cleaned more intensely/frequently.</p> <p>The appropriate disinfectant will be used in line with the COSHH Assessment and the correct PPE worn which will be disposed of correctly.</p> <p>Disposable cloths will be used where possible to reduce transmission.</p> <p> Restricted Use Of Lifts Stairs will be used rather than lifts to prevent people from being in close proximity.</p> <p>Lifts will be available for those with disabilities.</p> <p>If the lift is to remain in use then the occupancy will be limited to be able to comply with social distancing.</p> <p>Touchpoints will be cleaned frequently.</p> <p> Staff Room And Kitchen Facilities Temporarily Suspended Staffroom and kitchen access restricted to facilities and cleaning staff for essential use and storage only.</p> <p>Employees encouraged to bring in own food to avoid the need to use facilities.</p>	



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 <p>Handling Items, Materials And Using On-Site Vehicles. - Employees occupying work vehicles at the same time or shared use of common items, toys and equipment.</p>	<p>All staff, Contractors</p> <p>Visitors, Students</p> <p>How? Inability to maintain social distancing or coming into contact with contaminated surfaces may lead to contraction of the Covid-19 virus.</p>	<p> All Items To Be Cleaned Regularly Any goods or items entering the site will be cleaned using appropriate cleaning products.</p> <p>All commonly used equipment such as laptops, tablets, teaching materials, equipment, practical lesson equipment and teaching resources to be cleaned regularly.</p> <p> Good Hand Washing/Hygiene Procedures Observed Before and After Use All employees to wash hands for 20 seconds with soap and water or use sanitiser, before and after handling any equipment or materials or before and after using any work vehicles.</p> <p> Items Not Shared Personal items will not be shared between individuals who do not share a common household.</p> <p>Food and utensils will not be shared.</p> <p>Learning materials, stationary and resources will not be shared where at all possible.</p> <p>Items will not be sent home with students where possible.</p>	<p>2 x 5</p>  <p style="font-size: 24pt; color: orange;">10</p> <p>Medium</p>







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		<p> Items Not Shared Between Classrooms Where possible each room will have its own resources, equipment and items to prevent the need to share between other classrooms.</p> <p> Mitigation Of Risk For Employees Travelling And Working Together Workplace transport such as work minibuses will have limited persons permitted.</p> <p>Pairs or teams to be fixed to reduce the number of people mixing.</p> <p>Passengers to sit as far away from each other and avoid sitting face to face.</p> <p>Windows to be kept open during travel to improve ventilation.</p> <p> Non-Essential Deliveries Not Permitted Non-business deliveries to workplace will be discouraged - such as personal items being delivered to work.</p> <p> Non-essential Travel Prevented Journeys will not be made where at all possible and work carried out remotely.</p>	





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		<p> Personal Items Not Permitted On Site Where possible personal items will not be brought from home and left at the setting.</p> <p>Where personal items are absolutely essential they will be stored away by the individual upon arrival and not left on tables, counters or chairs.</p> <p> Vehicles Not Shared Where At All Possible If vehicles are to be used by different people at different times then they will be cleaned before and after each use.</p>	





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 <p>Managing Parents, Visitors and Contractors Coming To Site. - Parents, tradespeople, couriers, deliveries, contractors and other visitors attending site.</p>	<p>All staff, Contractors</p> <p>Visitors, Students</p> <p>How? Transmission of Covid-19 between visitors to site and employees.</p>	<div style="display: flex; flex-direction: column; gap: 10px;"> <div data-bbox="801 331 1921 464">  <p>Enhanced Regular Toilet Cleaning Cleaning of toilet facilities will be increased. Seat covers or disinfectant installed in toilet areas.</p> </div> <div data-bbox="801 549 1883 895">  <p>All Visitors To Site To Be Pre-Arranged And Times Staggered No unauthorised visitors to be permitted on site - they will be turned away until correct arrangements made. Visitors to be allocated specific time slots and staggered to reduce the number of people on site. Where possible visitors and contractors will be arranged to attend outside of setting opening times when less staff and students will be on site.</p> </div> <div style="display: flex; justify-content: space-between;"> <div data-bbox="801 1023 1323 1230">  <p>Documentation Issued Electronically Where Possible To reduce the need to exchange paperwork and other documents, the information will be exchanged electronically where at all possible.</p> </div> <div data-bbox="1361 979 1883 1299">  <p>Good Hand Washing/Hygiene Procedures Observed By Employees Employees to wash hands for 20 seconds with soap and water regularly and have access to sanitiser where this is not possible - before and after any interaction with others.</p> </div> </div> </div>	<p>3 x 5</p>  <p>15</p> <p>Medium</p>



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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
		<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p> Increased Cleaning Regime In Place For Touch Points And Interfaces. Increased cleaning of areas where there are interactions with others not from the workplace will be carried out. This includes waiting areas, handles, handrails, counter tops.</p> <p> Managed Entry The number of people permitted inside the premises will be restricted to allow effective social distancing.</p> <p>There will be the use of effective queue management outside the premises where necessary,</p> <p>Protective Interface Established Use of markings, signage and potential use of screens (existing or temporary plexi-glass) to provide a barrier between a visitor to site and employee.</p> <p> Use of intercom at the entrance to avoid the need for staff to open doors to speak to visitors.</p> </div> <div style="width: 48%;"> <p> Information Communicated To Visitors To Site Prior communication issued to expected visitors to site through phone, email or website.</p> <p>Information signs displayed at visitor arrival areas to make procedures clear.</p> </div> </div>	







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		<p> Remote Communication Encouraged Where possible remote communication with visitors, students and contractors will be used rather than attendance on site.</p> <p>Revised Pick Up and Drop Off Procedures For Deliveries Designated areas for non-contact deliveries will be in place with clear instructions for couriers.</p> <p> Revised delivery / collection methods to reduce the number of visitors to the site such as bulk drop-offs and pick-ups to reduce frequency of visitors.</p> <p>Limited people to carry out the collection of deliveries.</p> <p> Sanitiser Available At Visitor Interfaces. Sanitiser available at locations where contractors / visitors will present to employees.</p> <p> Supervision On Site Where contractor tasks are required to be supervised - social distancing will be maintained. The host person on site will be aware of their responsibilities to support social distancing and informing the contractor of their requirements.</p>	







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		<p> Visitor Records Maintained Records of those who have attended site to be maintained where possible.</p> <p>If requiring people to sign in - pens will not be provided to reduce the need to share equipment.</p> <p>Touchscreen sign-in systems will be disabled where possible - if not possible then cleaning and sanitising product will be located adjacent to the device.</p> <p> Waiting Area For Visitors / Contractors Well Managed Any waiting area for people on site will allow for adequate social distancing in the seating arrangements.</p> <p>Use of signs and markers and announcements to remind any visitors of the requirements.</p> <p>Entry to waiting area restricted if the number of people will restrict the ability to socially distance.</p> <p>People may be turned away until a more suitable time is available where social distancing can be managed.</p>	






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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Meetings People coming together in close proximity to attend meetings.</p>	<p>All staff, Contractors Visitors, Students</p> <p>How? Increased risk of transmission of Covid 19</p>	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;">  <p>Meetings Carried Out Remotely Where Possible Where possible meetings will be carried out remotely to avoid the need for people to come together.</p> </div> <div style="width: 50%;">  <p>Meetings To Be Held In Well Ventilated Locations Meeting to be held outside where possible. If not then meetings will be held in well-ventilated rooms where windows or doors can be open or use of extractor fans to support ventilation.</p> </div> <div style="width: 50%;">  <p>No Sharing Of Equipment Permitted No items are to be shared at any time during the meetings such as pens, computers etc.</p> </div> <div style="width: 50%;">  <p>Sanitiser To Be Provided As well as handwashing before and after the meeting, hand sanitiser will be provided for use for meeting participants.</p> </div> <div style="width: 50%;">  <p>Social Distancing To Be Maintained All participants to be reminded prior to meeting of the need to adhere to social distancing at all times. Desks and chairs will be arranged to support social distancing or meeting will be held stood up. Signs and markings to be used in regular meeting spaces to indicate required social distancing.</p> </div> </div>	<p>2 x 5</p> <p style="font-size: 2em; color: orange;">10</p> <p>Medium</p>

Risk assessment for: London Skills & Development Network

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Shared Workspaces With Other Organisations Sharing of premises with other employers, organisations or contractors.</p>	<p>All staff, Contractors, Members of the public</p> <p>Visitors, Students</p> <p>How? The activities of other people in the premises may lead to variations in the level of controls in place which may increase the risk of transmission of the Covid-19 Virus.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;">  <p>Communication and Cooperation With Others Occupying Premises (Including Landlords)</p> <p>There will be effective communication between any other employers, organisations or contractors in shared premises to ensure there is cooperation on the controls in place to reduce transmission.</p> </div> <div style="width: 48%;">  <p>Increased Cleaning Arrangements In Place</p> <p>A coordinated approach to increased frequency of cleaning of surfaces in common and shared areas such as stairwells, toilets, kitchen facilities.</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 48%;">  <p>Increased Hand Washing</p> <p>Supporting of increased handwashing through the provision of facilities such as additional wash stations or provision of sanitiser where this is not available.</p> </div> <div style="width: 48%;">  <p>Staggered Break Times With Other Organisations In Premises</p> <p>To reduce the number of people from differing organisations accessing canteen or welfare facilities or using stairwells and corridors at the same time.</p> </div> </div>	<p>3 x 5</p>  <p>15</p> <p>Medium</p>

Risk assessment for: London Skills & Development Network

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Transport To And From The Setting - Sharing of a vehicle to, from work or use of public transport may lead to an inability to maintain social distancing.</p>	<p>All staff, Members of the public</p> <p>Students</p> <p>How? Exposure to the virus due to inability to maintain social distancing leading to potentially contracting the virus.</p>	<div style="display: flex; flex-direction: column; gap: 10px;"> <div style="display: flex; align-items: flex-start;">  <div style="margin-left: 10px;"> <p>Safer Travel Supported Car sharing with people from different households will be discouraged.</p> <p>Alternatives such as walking and cycling will be supported with increased facilities.</p> <p>Use of Public Transport will be discouraged and where it cannot be avoided - current guidance should be followed for social distancing, hygiene and the use of face coverings.</p> </div> </div> <div style="display: flex; align-items: flex-start;">  <div style="margin-left: 10px;"> <p>Work / Learn From Home Where At All Possible. Employees will be encouraged to work from home where they do not need to attend the setting.</p> <p>Remote learning to be supported alongside the face to face provisions.</p> </div> </div> <div style="display: flex; align-items: flex-start;">  <div style="margin-left: 10px;"> <p>Working And Teaching Patterns Staggered Where at all possible teaching will be staggered to allow employees, children and young people to travel outside of rush hours as well as staggering arrival and departure times to avoid cross over at staff rooms, locker rooms and exits.</p> </div> </div> </div>	<p>2 x 5</p>  <p style="font-size: 24px; color: orange;">10</p> <p>Medium</p>

Further control measures

None required at present

Operating procedures

In the context of COVID-19 this means working through these steps in order:

- In every workplace, increasing the frequency of handwashing and surface cleaning.
- Businesses and workplaces should make every reasonable effort to enable working from home as a first or primary option.
- Where office working is required, workplaces should make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible).
- Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate and if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.

Further mitigating actions include:

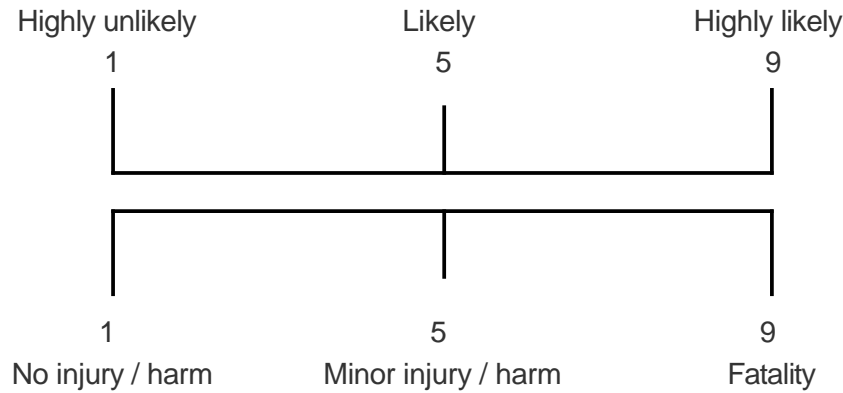
- Increasing the frequency of hand washing and surface cleaning.
- Keeping the activity time involved as short as possible.
- Using screens or barriers to separate people from each other.
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).
- Improving ventilation.
- Finally, if people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead.
- No one is obliged to work in an unsafe work environment.

Taken From: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

Risk assessment for: London Skills & Development Network

Risk rating explanation

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to established the risk rating.



9	18	27	36	45	54	63	72	81
8	16	24	32	40	48	56	64	72
7	14	21	28	35	42	49	56	63
6	12	18	24	30	36	42	48	54
5	10	15	20	25	30	35	40	45
4	8	12	16	20	24	28	32	36
3	6	9	12	15	18	21	24	27
2	4	6	8	10	12	14	16	18
1	2	3	4	5	6	7	8	9

Probability

Severity

What do your risk ratings mean?

Risk is categorised as LOW: Look to reduce risk if practicable

■ Risk has been categorised as MEDIUM: Begin to plan your action to reduce the risk immediately

■ Risk has been categorised as HIGH: Immediate action required to reduce the risk



Assessor's signature:

Approved by signature: