

Covid-19 Risk assessment

Company name: [Lewtay Training & Recruitment](#)

Date of risk assessment: [2nd September 2020](#)

This Risk Assessment has been completed following the Health and Safety Executive Covid-19 Risk Assessment guidance 07/20

What are the hazards?	Who might be harmed and how?	What are you already doing? Controls in place:	What further action do you need to consider to control the risks?	Who needs to carry out this action?	When is this action needed by?
Getting or spreading coronavirus through poor personal hygiene	Employees Learners ¹ and/or their employers Other Visitors Building Maintenance staff By individuals not washing hands or not washing them adequately when at the main office ² and contaminating surfaces that they touch.	<ul style="list-style-type: none"> - Providing water, soap and drying facilities in the toilets. - Providing hand sanitiser. - Providing disposable gloves. - Monitoring and supervising people using the office, to make sure they are following controls. - Providing information to individuals using the office, about when and where they need to wash their hands or use hand sanitizer. - Making sure Lewtay staff are checking their skin for dryness and cracking and tell them to report to you if there is a problem. 	Monitoring of PPE and cleaning products to ensure adequate supplies are maintained.	All staff	On-going throughout the emergency.
			Sourcing & resupplying of PPE and cleaning products to ensure availability.	Centre Manager or nominated staff member	Every second Friday during the current emergency.
Getting or spreading coronavirus in common use high traffic areas such as toilet facilities, entry/exit point and communal areas such as the kitchen and the offices/rooms	Employees Learners and/or their employers Other Visitors Building Maintenance staff Through close contact with someone having the virus.	<ul style="list-style-type: none"> - Keeping staff using the office socially distanced from each other. - Limiting the number of visitors to the office and controlling their movement within the building, especially around the entrance/exit/ kitchen area. - Monitoring and supervising the people using the office facilities to make sure they are following the controls. 			

¹ The term Learner applies to anyone undertaking any learning & development activity with Lewtay Training.

² Main office refers to Unit 9 and the rooms/offices within the building, upstairs and downstairs.

		<ul style="list-style-type: none"> - Near-miss reporting to help identify where controls cannot be followed or where people are not doing what they should. - Ensuring that suitable ventilation is maintained. - Ensuring regular cleaning of communal area and rooms and the resources within, especially those that have been used. 			
Getting or spreading coronavirus from surfaces and office equipment	<p>Employees</p> <p>Learners and/or their employers</p> <p>By not regularly cleaning surfaces frequently touched by many people e.g. handrails, door handles, desk spaces, and office equipment where the resource is shared.</p>	<ul style="list-style-type: none"> - Allowing staff to work from home. - Restricting visits for learners and/or their employers to the office. - Using online meetings to maintain contact with staff, learners & others involved in the delivery of apprenticeships. - Limiting the movement around the office of staff and visitors to the office. - Minimising the sharing of work equipment and having a cleaning regime in place to clean between each use. - Regular cleaning of the surfaces within the building frequently touched by many people i.e. in the toilets, kitchen and offices/rooms. 			
Staff contracting or spreading the virus	<p>Employees</p> <p>Learners, their employers, colleagues and their service users.</p> <p>Through visit to learner's workplaces and parties coming in to contact with people infected with the Covid-19 virus.</p>	<ul style="list-style-type: none"> - No face-to-face visits to learners, either at their workplace or other locations, where social distancing cannot be guaranteed and holding on-line or telephone visits instead. - Restricting visits to the office and having specific time-slots for those that have to visit - eDocuments completed rather than paper. - Enforcing social distancing when in the office. - Using PPE (masks, gloves, visors etc) to 			

		<p>help prevent contracting or spreading the virus when in prolonged close contact with others.</p> <ul style="list-style-type: none"> - Enforcing personal hygiene regimes e.g. hand washing. - Applying protocols for handing mail and paper copies of documents - Using the NHS Covid-19 app 			
Mental health and wellbeing affected	<p>Employees</p> <p>Learners</p> <p>Through isolation or anxiety about coronavirus.</p>	<ul style="list-style-type: none"> - Having regular keep in touch meetings/calls with people working at home to talk about any work issues. - Talking openly with staff and learner about the current emergency situation and telling them what to do if they have concerns or issues and who to contact so they can talk things through. - Keeping staff & learners updated on what is happening so they feel involved and reassured - Discussing the issue of fatigue with staff and making sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren't working long hours. 			
Musculoskeletal disorders	<p>Staff home working</p> <p>As a result of using DSE at home for a long period of time and not following DSE guidance.</p>	<ul style="list-style-type: none"> - DSE assessments for all home working staff undertaken - On-line training for staff regarding home working conducted. - Monitoring of staff well-being. - Provision of equipment where requested. 			

Lewtay Procedures during Covid-19 emergency

Lewtay will comply with the relevant legislation in place and guidance published to minimise the effects of Covid-19 on staff, learners and all visitors to the office. As such all staff are to comply with the controls put in place to conform to legislation and current guidance. When working at the office, staff are to ensure that visitors comply with the controls in place, directing them as/when required the protocols to follow.

Whilst the Centre Manager has overall responsibility for Health & Safety, all staff should assist her, to ensure that the current legislation requirements and guidance is being adhered to.

From the hazards identified in the Risk Assessment above, the following controls and procedures have been adopted specifically to deal with the on-going Covid-19 emergency:

General

- Any member of staff with suspected symptoms of Covid-19, or who has made contact with someone with symptoms, should self-isolate. You should stay at home, avoid unnecessary travel and do not go to work. You are to inform the Centre Manager yourself by phone or if unable, ask a close relative to do this for you. Where you are able, you should continue to work, doing so from home. If you can't work from home you should get an Isolation Note. <https://111.nhs.uk/isolation-note/>
- To help identify where controls cannot be followed or people are not doing what they should, staff members should email the Centre Manager of the issue (Near-miss reporting).

The Office Building

- All visitors and staff to Lewtay's Peterborough office when entering the building are to comply with the NHS 'track and trace and therefore scan the QR code.
- Signage has been procured to remind staff and visitors of the main protocols to follow. Staff are to familiarise themselves with the Covid-19 signage and are comply with the content. They are also to draw the attention of visitors to the signage and make them aware of the protocols in place.
- We are limiting the number of people in some rooms so that social distancing rules can be met, erring on the side of caution. Given current staff numbers using the office building, no changes to the upstairs main office is needed. In carrying out their normal tasks and duties suitable distancing can be maintained. However, the 3 small offices should have no more than 3 people in at a time and the Centre Manager's office no more than 5, especially if masks aren't being worn and the meeting is likely to exceed 15 minutes. Should larger grouping be required then the main office or the large downstairs room should be used.

- Learners particularly, but ideally all those visiting the office should be by appointment and hosted wherever possible in the downstairs rooms. Their host is to ensure that the visitor complies with the protocol requirements. During this current emergency, visitors to the office should be kept to a minimum, with an on-line meeting as the preferred option.
- When/where appropriate, physical impervious barriers, screens will be put in place to reduce possible contact.
- Commensurate with the building occupancy level:

Non-fire doors are to be kept open to reduce the amount of contact with doors and also potentially improve workplace ventilation, as are windows e.g. the main office, kitchen, male toilet.

Regular cleaning of communal areas, resources, especially shared resources e.g. printers, company car and regular trafficked areas e.g. the stairs, is to take place. This will be undertaken by the member of staff using that area and/or resource. They are to use the cleaning products provided. Staff members are also responsible for ensuring that their own working space is kept clean and safe and kept and are to clean down the areas and resources used by the visitors they host.

Mail

Public Health England (PHE), the key health authority, has advised that people handling letters and parcels are not at risk of contracting the coronavirus. The World Health Organisation (WHO) has also advised that coronaviruses do not survive long on objects, such as letters or packages³.

Whilst the above may be the case, to ensure the safety of staff, all mail coming in to the office should be sorted in one location. The outer wrapping/packaging removed and disposed of in a waste bin. Even though the risk is low, when handling mail staff may wish to wear PPE. However, after completing the task they should wash or use hand sanitiser.

Cleaning

The guidance in Public Health England document: COVID-19: Cleaning in non-healthcare settings outside the home is to be followed. See:

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

³ <https://www.royalmail.com/d8/uk-services-faq>

- Staff are to follow this guidance to ensure that the office and its facilities are kept clean and as virus free as possible.

Staff Personal Standards

- All staff members are to demonstrate their commitment to personal hygiene with respect to minimising the spreading of the Covid-19 virus, by ensuring the nationally advertised hygiene protocols, as well as those adopted by Lewtay are complied with, the former at all times.

- To minimise the risk of spreading the virus, good practice will be:

On entering the office, they are to wash or sanitise their hands and do this frequently throughout the day.

Only to bring essential items in to the office, and where ever possible keep these within their own working space.

To wipe down/clean surfaces on personal items such as laptops, mobile phones and their desk area before starting work.

Adhere to social distancing and PPE (face masks, gloves) wearing requirements.

Learner, Employer & contact with other parties

- Contact conducted remotely through e-communications, such as on-line meetings, emails, texts and the use of landline or mobile phone is the best and preferred way to prevent contracting or passing on the virus. However current government guidance expects staff to go back to work and for training providers that site delivery resume. Where face-to-face visits occur, strict social distancing measure, wearing of PPE and hygiene protocols must be complied with, especially when off-site. Where those site requirements differ to those of Lewtay, staff should adopt whatever is the higher standard/requirements.

- When arranging site/face-to-face visits with learners, Assessors/Tutors are to confirm with the employer that they are allowed to visit and what the situation is at that location regarding Covid-19, i.e. Are there any local restrictions in place i.e. what is the Local Covid Alert Level and its implications and do any of the occupants have symptoms and/or are isolating? Based on this information the Assessor/Tutor is to risk assess the visit and if they deem it to be unsafe, even with all the controls in place, opt for a remote visit instead. Assessors/tutors are to inform the Centre Manager as soon as possible.

- To minimise the transmission of the virus, Lewtay staff are to limit the number of learners they meet each day. This may require that you have to isolate yourself from work colleagues when learners visit to meet the requirements. You need to make your colleagues aware of this so they can take the appropriate action.

- Learners coming in to the office are to be asked to only to bring in essential items, as paper, pens etc if required will be provided. They are to be asked to wash their hands or use hand sanitiser before going in to an office. Where required, if they are not already doing so, they will be asked to wear PPE, especially if the visit is over 10 minutes in duration. During the visit they should be supervised and restricted to where in the building they go i.e. the main or a side room down stairs and the toilet. After the visit the staff member hosting the learner will be responsible for cleaning the areas and resources that the learner(s) used, ensuring their availability for others.

Working from home

- Staff working at home should have:

Completed “A Quick Guide to Working from Home” course, accessed through their OneFile account.

Completed a DSE Workstation Assessment

Followed the advice and guidance provided in the course and assessment and where required, requested from the Centre Manager items such as wrist supports, footrests etc.

- Staff should also read and follow the guidance provided on: <https://www.hse.gov.uk/toolbox/workers/home.htm>
- During your 1-2-1 with your manager you should bring to their attention any issues you have regarding working from home, so that they can be resolved, especially anything associated with your Health & Safety.

Welfare

The following link has guidance on mental health & wellbeing. All staff should be aware of the content and where they can see assistance from, or direct their learners to seek assistance from.

<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>

- For staff support can be obtained from BHSF Rise: www.myrisehub.co.uk Tel: 0800 285 1538

You should have been provided with logon details. If you haven't, contact the Centre Manager.

- For our learners they can access support from the BHSF well-being service.
- To meet with our Duty of Care for our learners, all assessors/tutors need to regularly check on their apprentice's well-being and ensure that they are aware of where to access support from. Where a learner informs you that they have an issue, you are to provide or direct that person to support. In all instances you are to fully document the issue and inform the Centre Manager. Full confidentiality is to be maintained.