

Risk assessment

Activity:Covid-19 Academy General

Organisation name: RTITB - December 2020

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Risk of catching COVID-19/ Risk of spreading COVID-19	Sub-contractors, candidates, RTITB Academy Staff, RTITB staff	<ol style="list-style-type: none"> 1. Building is cleaned regularly and disinfected throughout the day at high traffic touchpoints 2. All candidates only enter and leave the building via the main reception area 3. Antibacterial handgel is provided at reception for use before/after using the signing in pen/book 4. Candidates complete the health questionnaire on arrival and instructor reviews responses to determine if candidate is allowed into building and on course. The candidate temperature is taken using the forehead thermometer (which is disinfected after each use using the wipes provided) and the temperature noted on the questionnaire. If a candidate has a temperature of 38 or higher they will be asked to leave. 5. Everyone will be requested to adhere to social distancing requirements (no closer than 2m to each other). 2-metre lines will be placed on the floor and desks re-arranged throughout areas where candidates are permitted. Where this is not possible, individual face visors are provided. Additionally those working closer together than 2m will work side by side, not face to face. 6. Desks in the lift truck classroom are 1m apart and have been fitted with screens. 7. Everyone is monitored for symptoms (fever/dry persistent cough/loss of taste or smell). If symptoms are seen, the person in 	No	<p>Sub-contractors, candidates, RTITB employees</p> <p>Directors to monitor adherence to this risk assessment</p>	Ongoing	07/12/20

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		<p>question will be asked to leave immediately and all others will be asked to take actions in line with current Public Health England guidance.</p> <p>8. Everyone is required to wash their hands on arrival (for a minimum of 20 seconds), and regularly thereafter. Anyone not co-operating will be asked to leave immediately.</p> <p>9. Hand shaking is prohibited.</p> <p>10. Candidates remain in the reception area until their instructor meets them.</p> <p>11. Candidates are to follow the signage directions from the entrance to the refreshment room which has been set up in line with social distancing requirements of 2m and not sitting face to face. (Training room 1)</p> <p>12. Candidates are given a personal bottle of handgel on the first day of the course which is for their sole use.</p> <p>13. Training rooms are to be cleared of all unnecessary clutter and objects</p> <p>14. Instructors clean desks/hard surfaces/handrails/door handles/light switches with Zoflora (or equivalent disinfectant) regularly throughout the day</p> <p>15. The number of trainees in the building will be strictly limited to a maximum of 14 at any one time. (14 candidates, 4 instructors – max 18)</p> <p>16. When more than 7 candidates are due in the building on any given day break/lunchtimes are staggered to avoid crowding in the refreshment areas.</p> <p>17. Academy staff and candidates are not to travel to Access House using public transport.</p>				

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		<p>18. Ventilation will be provided (doors/windows/roller shutter doors open etc.) wherever possible. It is important not to completely close windows and doors when the area is occupied as this can result in very low levels of ventilation.</p> <p>19. Classrooms with fans fitted to create air circulation should ensure the fans are used to improve air circulation. Re-circulation options in air conditioning units should not be used.</p> <p>20. Desk fans must only be used to improve circulation if windows are open to draw in fresh air.</p> <p>21. Academy staff/candidates are only to use the downstairs toilets located next to Training room 4 (the gents and the disabled toilets). All other toilets have been marked as out of use.</p> <p>22. Staff should phone RTITB colleagues where possible and avoid unnecessary face to face meetings.</p> <p>23. Candidates not to share their equipment such as pens, staplers etc.</p> <p>24. Candidates are provided with disposable cups and bottles of water.</p> <p>25. Posters are displayed that encourage staying home when sick, cough and sneeze etiquette, how to use masks etc.</p> <p>26. Smoking areas are the benches outside of the main entrance with users sitting 2 metres apart</p> <p>27. All items used for cleaning and that are due for disposal are kept in a sealed bag for 72hrs prior to disposal. They will be stored in the warehouse and marked with the date they can be put into the general</p>	<p>Ventilation will need to be continued during colder weather with doors, windows etc still partially opened to create airflow with additional heaters in place to keep candidates warm.</p>			

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		<p>rubbish bin.</p> <p>28. Course instructors to issue the training documentation to their respective candidates</p> <p>29. Candidates are sent safety information pack in advance of their course advising of all of the above and the steps they need to take.</p>				

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