



REF: C-19 TRAINING	TITLE: COVID-19 RISK ASSESSMENT TRAINING
Date:	5th August 2021
Address:	HSS Training Registered office address: Oakland House Talbot Road, Old Trafford, Manchester, England, M16 0PQ
Summary:	<p>This Risk Assessment has been completed to meet the requirements of The Department of Health & Social Care (DHSC) and Public Health England (PHE) who are leading the UK government response to the coronavirus (COVID-19) outbreak .You can get up-to-date information about Coronavirus (COVID-19) and what you need to do on GOV.UK. These actions are being guided by the specific needs and characteristics of the various sectors we regulate and in line with advice from the UK Government, Public Health England, Public Health Wales and Health Protection Scotland. Despite the demanding circumstances, compliance with occupational health and safety legal requirements remains with duty holders and HSE will continue its regulatory oversight of how duty holders are meeting their responsibilities in the context of the current public health risk and based on our available regulatory capacity.</p>
Assessment summary:	<p>This assessment summarises the Risk to HSS Training from COVID-19, it covers reduced delegate numbers , social distancing , safe theoretical and practical Training , PPE requirements , home workers and communication</p>

TASK			HAZARD			INITIAL RISK			EXISTING CONTROLS IN PLACE			RESIDUAL RISK		
Identification of the task, associated steps or work related activity	Immediate hazard description and effect	People at risk	Hazard Severity	Likelihood of Occurrence	Risk Rating	Provide Details of Existing Controls			Hazard Severity	Likelihood of Occurrence	Risk Rating			
Breakdown of Process, Activity or Task by sequence	Describe all hazards identified (and if poss. their effects for each task)	Detail who is at risk. Remember to include other people who may be affected	Identify severity with no controls in place for each hazard (1 - 5)	Identify likelihood with no controls in place for each hazard (1 - 5)	Classify risk rating from matrix for each hazard-refer to matrix tab for H/M/L rating	Consider Hierarchy of Risk Controls and describe fully all controls applicable for each hazard.			Identify severity with existing controls in place for each hazard (1 - 5)	Identify likelihood with existing controls in place for each hazard (1 - 5)	Classify risk rating from matrix for each hazard-refer to matrix tab for H/M/L rating			

COVID - 19

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Exposure from others due to: Have to come into close contact (breaching social distancing guidelines)	Poor hygiene resulting in ill health and spread of disease	Colleagues, delegate, contractor & visitors	5	4	20	Eliminate	Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available. Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin. Social distancing encouraged and limit non-essential travel where possible All Trainers to have 3 ply face mask, disposable gloves (optional) and sanitiser spray in the classrooms.	5	2	10	
						Substitute					
						Eng Control					
						Admin Control					
						PPE					
Inclement weather	Cold temperature allows disease to survive	Colleagues, delegate, Contractor & visitors	5	3	15	Eliminate	All colleagues to dress appropriately for the weather Welfare facilities provided to shelter from the elements Maintain good hygiene measures at all times Appropriate respiratory protective equipment (RPE) masks to be considered as last resort however face fit test (FFT) must be completed to ensure mask effectiveness	5	2	10	
						Substitute					
						Eng Control					
						Admin Control					
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Symptoms of COVID-19	Cough, high temperature, shortness of breath. Loss of taste and smell	Colleagues, delegate, contractor & visitors	5	5	25	<p>Isolate Immediately, Dont leave your house and dont attempt to go into work Wash hands with soap and water often - do this for at least 20 seconds. Alcohol based hand sanitisers are provided where appropriate and should be used. Always wash your hands when you arrive home or at work. Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. Put tissues in the bin immediately and wash your hands afterwards. Avoid close contact with people and especially with those who are unwell. (remember social distancing) Self-isolate for 10 days if returning from high risk locations. Contingency plan to ensure competent resource is available should additional cover be required. Regularly review control measures in line with authority guidance. Warning notices to be placed in the workplace reminding people to wash their hands and keep to social distancing Regular reviews of control measures in line with latest World Health Organization and governmental guidance is to be undertaken. Where necessary vulnerable groups have their work activity/environment changed to minimise risk. Do not take any antibiotics as they do not work against viruses.</p>	5	2	10

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Serious respiratory illness	Persons with underlying illness (Vulnerable Groups)	Colleagues, delegate, contractor & visitors	4	4	16	<p>Suspected / Confirmed Cases</p> <p>If an individual becomes unwell within the workplace wherever possible they are to be isolated away from other staff - observing and maintaining social distance, and preferably in a separate area/room with separate bathroom facilities if possible. Management and or Employer are to be informed immediately and employee/delegate sent home.</p> <p>If the employee/delegate has any Symptoms however mild, they are to stay at home and not leave their house for 10 days from when the symptoms started (follow government self-isolation guidance).</p> <p>If the employees and or delegates are of a vulnerable group, symptoms worsen during home isolation or are no better after 7 days they should Contact NHS111 online (https://111.nhs.uk/) or if no internet access call NHS111 and follow guidance given. For an emergency call 999. Consider additional support required to individual and others.</p> <p>Deep clean work environment.</p> <p>Identify as far as possible potential persons who may also be affected.</p> <p>Dispose of waste in line local guidance. - Treat as clinical waste.</p> <p>Following any confirmation of a case within the workplace, if the individual is advised to self-isolate, notify all employees and undertake deep clean. It may be necessary to notify local health authorities.</p> <p>Confirmed cases are not to attend work until isolation process is complete and they are discharged as appropriate.</p>	4	2	8

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General travel	Access / egress to HSS Hire and Training Locatios	Colleagues, delegates, contractor & visitors	4	4	16	<p>Do not travel unless you cannot train from home or deemed a key worker – encourage eLearning implement teleconferencing for virtual Training and or meetings</p> <p>Please continue to follow any further national government advice provided</p> <p>All persons to limit their use of public transport. Where travel is essential please use private single occupancy where possible</p> <p>Monitor site access points to enable social distancing – change the number of access points, either increase to reduce congestion or decrease to enable monitoring</p> <p>Require all trainers and delegates to wash or clean their hands on arrival entering or leaving the site</p> <p>Allow plenty of space (observe social distance in line with Government guidance) between people waiting to enter site</p> <p>Delegates should remain in their vehicles until registration</p>	4	2	8

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Operating Procedure / Training on Site	driver safety compromised through lack of controls and cleaning materials	Colleagues, delegate, contractor & visitors	4	4	16	Contact Site 24 hours prior to delivery, Request Risk Assessment and Or Control Measures for the site, carry Sanitiser spray, Vehicle cleaning material and process, PPE issued as required to utilise and wear, Site specific temperature checks as and when required, Hand sanitiser available for all	Eliminate	4	2	8
							Substitute			
							Eng Control			
							Admin Control			
							PPE			
Home Workers	Lack of health and safety responsibilities for home workers , no communication with them , self isolation, mental health and wellbeing	Colleagues, contactors & delegate	4	3	12	Regular confrence calls for groups or personal calls to colleagues, Colleagues guide to change process released , Working from home guide process released, Mental health and wellbeing information available	Eliminate	4	2	8
							Substitute			
							Eng Control			
							Admin Control			
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HSS HIRE & TRAINING FACILITIES										
Lack of signage or instructions	Delegates & visitors wandering around the warehouse and exposing themselves and others to risks	Colleagues, Contractors, Delegate & visitors	3	4	12	Parking and or Holding areas have been created with signage with clear instructions to <u>"stay in their Vehicle or in Holding Area (maintaining Social Distancing) , contact the designated number and only depart your vehicle when you have been instructed by HSS Training staff member to proceed to training location"</u> , this is to help protect the HSS colleagues, delegates and customer in order to reduce the risk of contact or face to face interaction,	Eliminate	3	2	6
						Substitute				
						Eng Control				
						Admin Control				
						PPE				
Trips or Falls resulting to accidents or near misses	Equipment not stored in the Click & Collect area or stored correctly following the return of equipment.	Colleagues, contractors, delegates & visitors	3	4	12	Equipment waiting to go out or returned is removed from the Customer Service Area in order to prevent visitors, delegates and colleagues tripping. The items are stored within the warehouse in the designated "going out bays or returned equipment cages" , all of which are have the correct signage on them to prevent equipment being mixed up.	Eliminate	3	2	6
						Substitute				
						Eng Control				
						Admin Control				
						PPE				
Contractors, delegates & visitors	Poorly communicated safety site rules do not adequately inform visitors of PPE rules & site safety provisions.	Colleagues, contractors, delegates & visitors	3	3	9	All visitors arrive at the Click & Collect area, phone the designated phone number , and follow the HSS hire Colleagues instructions to site safety and loading /unloading procedure on Click and Collect . Also a Click & Collect Tool Box Talk to be rolled out to all colleagues involved.	Eliminate	3	2	6
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HSS Theory Training Controls										
Group training in a class room environment	Social distancing	Colleagues, delegates & contactors	5	3	15	In line with HSS Training Theoretical Dynamic Risk Assessment	Admin Control	5	3	15
Group training in a class room environment	Ventilation and Air Conditioning	Colleagues, delegates & contactors	5	3	15	Maintain a good supply of fresh air ventilation, In line with HSS Training Theoretical Dynamic Risk Assessment	Admin Control	5	3	15
HSS Practical Training Controls										
Equipment operation & assessment	Equipment use and practical area	Colleagues, delegates & contactors	5	3	15	In line with HSS Training Practical Dynamic Risk Assessment	Admin Control	5	3	15
Equipment operation & assessment	Adequate Ventilation in practical area	Colleagues, delegates & contactors	5	3	15	Maintain a good supply of fresh air ventilation, When conducting Confined Space training ensure we open all access / egress doors / hatches to vent through pre and post practical training, Keep In line with HSS Training Practical Dynamic Risk Assessment	Admin Control	5	3	15
HSS Facilities General Controls										
Canteen, Toilets and welfare facilities	Poorly maintained facilities , cleaning regimes leading to ill health	Colleagues, contractors, delegates & visitors	4	3	12	The general cleaning is completed by the colleagues in the location daily to ensure the standards are consistent ,The Site Manager ensures that all work areas are cleaned with the appropriate cleaning materials by all colleagues, The Site Manager ensures adequate quantities of blue roll, soap, washing liquid, loo roll and cleaning solutions and supplies are stocked at all times. To comply with the COSHH policy, the approved products are all entered onto the HSS approved COSHH Management System "Sypol". All Products are ordered from HSS's preferred suppliers.	Eliminate Substitute Eng Control Admin Control PPE	4	2	8

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Housekeeping in the warehouse	Poor housekeeping standards cause personal injury, illness or cause unsafe acts.	Colleagues, contractors, delegates & visitors	3	4	12	<p>Delegates are to be briefed on control measures to and from the practical areas and are to be escorted at all times, Housekeeping is supervised by the location management and assessed/documentated on the location's site walk. The site walk through assessments highlights poor practice detailing corrective actions and sign off to ensure compliance. Random audits completed by the HSEQ Team monitor the standards independently.</p> <p>Eliminate</p> <p>Substitute</p> <p>Eng Control</p> <p>Admin Control</p> <p>PPE</p>	3	1	3
Segregation of kit returned	Quality issues arise from poor segregation: equipment not cleaned in accordance with Click & Collect cleaning process leading to the transfer of diseases	Colleagues, contractors, delegates & visitors	3	3	9	<p>Bays are provided for segregating equipment: test and run and available. These areas have adequate sanitiser sprays and cloths available to clean "points of contact" for kit going out or coming back from hire to reduce the risk of spreading diseases,</p> <p>Eliminate</p> <p>Substitute</p> <p>Eng Control</p> <p>Admin Control</p> <p>PPE</p>	3	2	6
PPE Compliance	PPE is not worn in accordance with the HSS PPE Policy and HSE and PHE guidelines, not complying could lead to the transfer of diseases	Colleagues, contractors, delegates & visitors	4	4	16	<p>PPE is worn by all colleagues to comply with the company policy and HSE and PHE guidelines . The departmental managers are responsible for ensuring the policy is implemented. Mandatory PPE is required for all manual tasks: safety footwear, Hi-vis, gloves, bump cap, masks Etc. All PPE is supplied free of charge and ordered from HSS's preferred suppliers. Items of PPE are sourced by an approval process requiring the HSEQ Teams sign off. When a new item is issued or replaced the manager updates the colleagues WPSR sheet. The Disciplinary Procedure can be implemented for colleagues who fail to adhere to company policy.</p> <p>Eliminate</p> <p>Substitute</p> <p>Eng Control</p> <p>Admin Control</p> <p>PPE</p>	4	2	8

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COSHH	COSHH storage and poor use contaminate the work space. COSHH products are ingested, injected, absorbed or inhaled leading to ill health.	Colleagues, contactors & Delegates	4	3	12	<p>The HSS group COSHH policy is available, Cleaning products that are in daily use are to be stored in designated areas within the test and run areas or storage cupboards away from heat or direct sunlight sources. All COSHH products are loaded on to the central online data base Sygol which produces the COSHH assessments and data sheets, Only one of each COSHH container is to be kept in use on the work benches All COSHH products are sourced and supplied from central purchasing who audit and assess COSHH products.</p> <p>Eliminate</p> <p>Substitute</p> <p>Eng Control</p> <p>Admin Control</p> <p>PPE</p>	4	2	8
Hazardous waste of Gloves , rags , cleaning materials for returned equipment	Waste is not disposed of via the correct waste stream causing cross contamination and spread of disease and ill health	Colleagues	4	3	12	<p>All returned and training equipment to go through the test and run procedure and service techs to use the correct methods of cleaning and disposing of Hazardous waste by having the correct controls in place by means of having the correct bins for Cleaning Rag, Gloves Etc. these would be disposed of via HSS Hire's Waste Contractor "SLICKER"</p> <p>Eliminate</p> <p>Substitute</p> <p>Eng Control</p> <p>Admin Control</p> <p>PPE</p>	4	1	4
Emergency Procedures	Risk of fire evacuation and fist aid being required	Colleagues	2	2	4	<p>Customers to follow HSS Employees guidelines to the assembly point maintaining good social distancing and adhering to instructions or emergency services. If an accident, fire or break-in happens people do not have to stay 2m apart if it would be unsafe. (Government guidelines)</p> <p>Substitute</p> <p>Eng Control</p> <p>Admin Control</p> <p>PPE</p>	2	1	2

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Communication to HSS colleagues	Notice board information is not updated to reflect the most recent policies ,procedures and Government guidance on COVID-19	Colleagues	3	3	9	Weekly Com Cells with HSS colleagues informing them of the latest updates and information and where to find it. Updated information is printed and displayed on the Health & Safety notice board : 3x policies (Enviro/H&S/quality), insurance certs, first aiders & fire warden poster, fire evacuation notice. COVID-19 Notice Board : CEO daily Coms , Hygiene Guidance , HSS COVID-19 Procedure , CLick & Collect TBT, Employess Assistance Number And Mental Health HSS trained colleagues information, COVID-19 Risk Assessment , HSS Hire COVID-19 Operating Policy.	3	1	3
						Eliminate			
						Substitute			
						Eng Control			
						Admin Control			
						PPE			
Communication to HSS colleagues	The latest Information is not relayed to HSS colleagues in relation to the most updated policies, procedures and Government guidance on COVID-19 Etc.	colleagues	3	3	9	Weekly Com Cells with HSS colleagues informing them of the latest updates and information and where to find it. Information is relayed via confrence calls or emails by the colleagues line managers. All colleagues should have copies of the following : CEO daily Coms , Hygiene Guidance , HSS COVID-19 Procedure , Employess Assistance Number And Mental Health HSS trained colleagues information, COVID-19 Risk Assessment , HSS Hire COVID-19 Operating Policy.	3	1	3
						Eliminate			
						Substitute			
						Eng Control			
						Admin Control			
						PPE			
Assessor:	Carl Evans				Date:	5th August 2021	Reason for review:	Accident	Incident
Job title:	Training Operations Director				Review:	5th August 2021	Initial Assessment	Update	Review
Assessor:	Phil Hemsworth				Date:	5th August 2021			
Job title:	National Health, Safety, Environmental & Quality Manager								