

Date: (1)	Completed by: (2)	Reviewed by: (3)	Location (4)	Review Date: (5)
2 nd August 2020	S.D. Walker	B. Pound	ACR Training Centre, Trevithick House, Stafford Park 4, TF3 3BA	31 st July 2021

Task/Activity (6)	Associated/Potential Risk (7)	Risk Level (8)	Who may be harmed (9)	Control Measures (10)	Revised Risk Level (11)
Regular Hand Washing.	Spread of Covid-19 Coronavirus	High	Staff, Visitors, Contractors, Learners and anyone visiting the ACR training centre.	<p>All visitors are asked to wash their hands on arrival at the premises.</p> <p>Employees to be reminded on a regular basis to wash their hands for at least 20 seconds.</p> <p>Hand sanitiser stations have been provided throughout the premises.</p> <p>Hand dryers have been isolated to prevent spread of any virus via forced air distribution.</p> <p>Hands must be dried with hand disposable paper towels provided.</p>	Medium
Use of Gloves	Spread of Covid-19 Coronavirus	High	Staff, Visitors, Contractors, Learners and anyone visiting the ACR training centre.	Where the wearing of gloves is a requirement of the job, an adequate supply of gloves will be provided.	Medium

Task/Activity	Associated/Potential Risk (7)	Risk Level (8)	Who may be harmed (9)	Control Measures (10)	Revised Risk Level (11)
Cleaning	Spread of Covid-19 Coronavirus	High	Staff, Visitors, Contractors, Learners and anyone visiting the ACR training centre.	<p>All areas/objects to be cleaned and disinfected before and after use.</p> <p>All objects and surfaces that are touched regularly, including door handles, light switches, office equipment and kitchen equipment must be frequently cleaned and disinfected.</p> <p>If anyone is unable to clean any area or object as per the requirement detailed within this risk assessment, the person must inform their line manager or tutor, so that cleaning can be arranged.</p>	Medium
Toilets	Spread of Covid-19 Coronavirus	High	Staff, Visitors, Contractors, Learners and anyone visiting the ACR training centre.	<p>Staff should only use their designated toilet.</p> <p>Staff are responsible for cleaning their designated toilet.</p> <p>Only one person to be in the toilets at one time.</p> <p>Learners should only use their designated toilet.</p>	Medium

Task/Activity (6)	Associated/Potential Risk (7)	Risk Level (8)	Who may be harmed (9)	Control Measures (10)	Revised Risk Level (11)
Social Distancing	Spread of Covid-19 Coronavirus	High	Staff, Visitors, Contractors, Learners and anyone visiting the ACR training centre.	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>All visitors and staff to be informed of social distancing measures.</p> <p>Tape to be placed on the floor to mark out 2m distances.</p> <p>Computers to be placed to allow users to remain 2m apart.</p> <p>Training rooms to be arranged to allow social distancing.</p> <p>Staff should also be reminded to catch coughs and sneezes in tissues or elbows – follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace along with lidded disposal units.</p>	Medium

Task/Activity (6)	Associated/Potential Risk (7)	Risk Level (8)	Who may be harmed (9)	Control Measures (10)	Revised Risk Level (11)
Social Distancing Continued	Spread of Covid-19 Coronavirus - Continued	High	Staff, Visitors, Contractors, Learners and anyone visiting the ACR training centre.	<p>Display signs reminding people to socially distance, wash hands and not touch their faces.</p> <p>Where it is impossible to maintain 2m Social Distancing additional controls will be implemented including</p> <ul style="list-style-type: none"> • limiting the amount of time people spend on a task. • placing workers back-to-back or side-by-side rather than face-to-face when working. • improving ventilation • Staff will not work within 1m of each other. 	Medium

Task/Activity (6)	Associated/Potential Risk (7)	Risk Level (8)	Who may be harmed (9)	Control Measures (10)	Revised Risk Level (11)
Face Coverings	Spread of Covid-19 Coronavirus	High	Staff, Visitors, Contractors, Learners and anyone visiting the ACR training centre.	<p>Face cover, full face visors and snood coverings will be issued to individual learners daily and must be worn by the individual learners during all practical learning sessions.</p> <p>Visors are to be worn in all learning environments and situations designated in current Coronavirus Regulations.</p> <p>To Note: Face coverings are not PPE as they do not protect people from work-related hazardous substances. They may protect others, not the wearer, against coronavirus</p>	Medium
Daily Temperature Recording	Spread of Covid-19 Coronavirus - Continued	High	Staff, Visitors, Contractors, Learners and anyone visiting the ACR training centre.	<p>Upon arrival at the premises, forehead temperatures will be taken of all visitors and staff. Where the temperature is deemed to be above the safe limit of 37.8°C, visitors will be asked to leave the premises and advised to report symptoms to the relevant NHS department.</p>	Medium

Task/Activity (6)	Associated/Potential Risk (7)	Risk Level (8)	Who may be harmed (9)	Control Measures (10)	Revised Risk Level (11)
Symptoms of Covid-19	Spread of Covid-19 Coronavirus	High	Staff, Visitors, Contractors, Learners and anyone visiting the ACR training centre.	<p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they must return home and follow the stay-at-home guidance.</p> <p>If anyone comes into contact with someone who has contracted Covid-19, they must remain at home and follow the stay-at-home guidelines.</p> <p>If a member of staff or a recent visitor to the premise's contracts Covid-19 the management team will contact the Public Health Authority to discuss the case, identify a contact trail and take advice on what actions or precautions need to be taken.</p> <p>Ensure that social distancing is observed.</p>	Medium
PPE	Spread of Covid-19 Coronavirus	High		PPE will be issued to each individual learner and for use only by that individual learner to include Safety Gloves, Face Protection, 70%+ alcohol content protective hand gel.	Medium

Task/Activity (6)	Associated/Potential Risk (7)	Risk Level (8)	Who may be harmed (9)	Control Measures (10)	Revised Risk Level (11)
Fire Safety	Spread of Covid-19 Coronavirus	High	Staff, Visitors, Contractors, Learners and anyone visiting the ACR training centre.	To allow the flow of social distancing and to prevent touching of door handles, some doors have been wedged open. In the event of a fire, staff must evacuate the building as procedure, but ensure that they un wedge and close any door that they pass on their exit.	Medium
Smoking	Spread of Covid-19 Coronavirus	High	Staff, Visitors, Contractors, Learners and anyone visiting the ACR training centre.	Smoking is only permitted in the designated smoking area. Only one smoker is permitted at a time within the smoking area.	Medium
RIDDOR Regulations 2013	Spread of Covid-19 Coronavirus	High	Staff, Visitors, Contractors, Learners and anyone visiting the ACR training centre.	The MD will make a report to RIDDOR where an incident at work has led to someone's possible or actual exposure to coronavirus.	Medium
COSSHH Regulations	Irritants or poison from cleaning products	High	Staff, Visitors, Contractors, Learners and anyone visiting the ACR training centre.	Products to be stored in a secure area. Products must not be stacked against vents or grills. All products must be handled with care to prevent spillage. All products must be checked for leaks or damage before use.	Medium

Notes to accompany General Risk Assessment Form

It is strongly recommended that all the tutors/assessors/associates/staff use this form all new assessments, and when existing assessments are being substantially revised.

1. Date:

Insert date that assessment form is completed. The assessment must be valid on that day and subsequent days, unless circumstances change and/or amendments are necessary.

2. Completed by:

Insert the name and signature of the assessor/writer/person updating the document.

3. Reviewed by.

Insert the name of the person who has reviewed and agreed that the content of the document is up to date at the time of document production.

4. Location:

Insert details of the premise's location.

5. Review date:

Insert details of when the assessment will be reviewed as a matter of routine. This might be in 1 years' time, at the end of a short programme of work or longer period if risks are known to be stable. Note that any assessment must be reviewed if there are any significant changes – to the work activity, the vicinity, the people exposed to the risk, etc.

6. Task:

Insert a brief summary of the task, e.g. Regular hand washing.

7. Hazard:

For each activity, list the hazards. e.g. Spread of Covid-19 Coronavirus

8. Initial Risk Level.

Input the risk level score prior to the introduction of control measures (where required).

High: if injury is likely to arise (e.g. there have been previous incidents or the situation looks like an accident waiting to happen) and that injury might be serious (broken bones, trip to the hospital, loss of consciousness) or even a fatality.

Medium: if it is more likely that harm might actually occur and the outcome could be more serious (e.g. some time off work, or a minor physical injury).

Low: if it is most unlikely that harm would arise under the controlled conditions listed and even if exposure occurred, the injury would be relatively slight.

9. Who might be harmed / persons at risk:

Insert everyone who might be affected by the activity - remember those who are not immediately involved in the work, including cleaners, young persons on work experience, maintenance contractors, Estate's personnel carrying out routine maintenance and other work. Remember also that the risks for different groups will vary. Vulnerable groups could include someone who is pregnant or employees and students with known disabilities or health conditions (this is not a definitive list).

10. Control measures put in place to control the risk:

List all measures that have been introduced to minimise the risk. Many of these will have been implemented for other reasons but should nevertheless be recognised as means of controlling risk.

11. Revised Risk Level.

Input the revised risk level score following the introduction of control measures (where required).

Name: Steven D. Walker (Director)

Signature:



Date: 2nd August 2020

Next Review Date: 30th July 2021