

dhf COVID-19 Training Risk Assessment –

09/04/2021

VENUE					
What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Acceptable?	Actioned by
Spread of Covid-19 Coronavirus	Staff and Learners	<p>Hand Washing Hand washing facilities with soap and water are in place. Regular stringent hand washing taking place in accordance with hand washing guidance. Drying of hands with disposable paper towels. Gel sanitisers provided on each desk. Touch free hand sanitiser in the lobby.</p>	<p>Learners to be briefed on arrival and reminded on a regular basis to regularly wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Handwashing advice to be placed in toilets Bins provided for disposable towels and emptied daily</p>	Yes	Steve Hill
	Staff and Learners	<p>General Hygiene Sneezing and coughing into tissues & disposing into bins</p>	<p>Face coverings will be made available for each learner Posters, leaflets are on display.</p>		Steve Hill

		Bins to be emptied daily	All learners reminded to catch coughs and sneezes in tissues - 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 learning academy. Each learner is provided with a bottle of hand sanitiser to use whilst at the DHF training academy.		
	Staff and Learners	<p>Cleaning Cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use</p> <ul style="list-style-type: none"> • door handles • light switches • Kitchen cupboards • Fridge & Microwave • Coffee machine • Water cooler <p>using appropriate cleaning products and methods.</p>	<p>Cleaning to be carried out of touch points prior to and following each course.</p> <p>Doors to be propped open where appropriate other than for reasons of security / hygiene / privacy.</p> <p>Gloves and cleaning materials made available to staff involved in cleaning. Disposal of gloves in bins provided. Guidance issues on safe removal of gloves.</p>	Yes	Steve Hill
	Staff and Learners	<p>Social Distancing Limiting the numbers of learners to 8 to enable social distancing. Social distancing also to be adhered to in kitchen area.</p>	<p>Desks and chairs to be set out prior to the course to enforce social distancing. Rota system to be used in conjunction with floor markings in kitchen area to enforce social distancing. Signage to be provided at corridor location.</p>	Yes	Steve Hill

		Additional care to be taken in narrow corridor areas to maintain social distancing. Learners using the smoking area must also observe social distancing.	Learners to be briefed on procedures at the beginning of the course.		
	Staff and Learners	PPE Trainer to wear faceshield Learners to wear face coverings unless exempt	Disposable masks to be changed regularly. Spare masks to be made available.		
	Staff and Learners	Reduced Ventilation in Winter Where windows cannot be opened, roof light vents to be opened and airflow increased by mechanical fans.	Kitchen windows to be opened to assist airflow.		
	Staff and Learners	Toilet Facilities Adequate supplies of handsoap and disposable towels to be provided. Along with bins for disposal of hand towels.	Notices in toilets on handwashing Bins to be emptied daily.	Yes	Steve Hill
	Staff and Learners	Kitchen & Welfare Facilities Kitchen & welfare facilities to be restricted by rota to enable minimum possibilities for cross contamination and maintain social distancing. Provide cleaning materials to disinfect kitchen equipment after each use with disposable towels. Provide bins for disposal of cleaning towels	Learners to use kitchen & facilities as allocated and ensure floor markings are adhered to. No more than 2 learners to use kitchen at a time. Lunch to be taken at desks. Posters to be provided instructing on regular cleaning procedures. Bins to be emptied daily.	Yes	Steve Hill

		Cutlery / crockery to be washed following usage Individual meals to be provided at lunchtime.			
	Staff and Learners	<u>Travel to Work</u> Staff will travel in own vehicle. Learners to travel alone in own vehicles wherever possible.	Where learners need to share vehicles an additional risk assessment should be carried out by their employer.	Yes	Steve Hill
	Staff and Learners	<u>Arrival</u> All learners to be briefed on current DHF procedures on arrival prior to entering the building. They will then be asked to wash their hands. Hands to be sanitised on taking their desks. Learners to check in using NHS Track & Trace app	Written instructions to be located on each desk. Learners ID to be placed on the desk to enable Instructor to view at a safe distance.	Yes	Steve Hill
	Staff and Learners	<u>Symptoms of Covid-19</u> Any learner feeling any symptoms of COVID-19 prior to attending should not attend. Any learner arriving on the course showing any symptoms of COVID-19 i.e. raised temperature or persistent cough will be sent home on arrival.	Employers are requested to ensure as far as possible the health of employees prior to their attendance.	Yes	Steve Hill