

# dhf COVID-19 Training Risk Assessment –

14/05/2020

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Acceptable?	Actioned by
Spread of Covid-19 Coronavirus	<b>Staff and Learners</b>	<b><u>Hand Washing</u></b> 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.	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	Yes	Steve Hill
	<b>Staff and Learners</b>	<b><u>General Hygiene</u></b> Sneezing and coughing into tissues & disposing into bins  Bins to be emptied daily	Face coverings will be made available for each learner for use if desired by the individual.		Steve Hill

	<b>Staff and Learners</b>	<p><b>Cleaning</b> Cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use</p> <ul style="list-style-type: none"> <li>• door handles</li> <li>• light switches</li> <li>• Kitchen cupboards</li> <li>• Fridge &amp; Microwave</li> <li>• Coffee machine</li> <li>• Water cooler</li> </ul> <p>using appropriate cleaning products and methods.</p>	<p>Posters, leaflets are on display.</p> <p>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.</p>	Yes	Steve Hill
	<b>Staff and Learners</b>	<p><b>Social Distancing</b> Limiting the numbers of learners to 6 to enable social distancing. Social distancing also to be adhered to in kitchen area. Additional care to be taken in narrow corridor areas to maintain social distancing. Learners using the smoking area must also observe social distancing.</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 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
	<b>Staff and Learners</b>	<p><b>Toilet Facilities</b> Adequate supplies of handsoap and disposable towels to be</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</p>	Yes	Steve Hill

		provided. Along with bins for disposal of hand towels.	enforce social distancing. Signage to be provided at corridor location Learners to be briefed on procedures at the beginning of the course.		
	<b>Staff and Learners</b>	<b><u>Kitchen &amp; Welfare Facilities</u></b> 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 Cutlery / crockery to be washed following usage Learners to bring their own lunch	Notices in toilets on handwashing Bins to be emptied daily.	Yes	Steve Hill
	<b>Staff and Learners</b>	<b><u>Travel to Work</u></b> Staff will travel in own vehicle. Learners to travel alone in own vehicles wherever possible.	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
	<b>Staff and Learners</b>	<b><u>Arrival</u></b> All learners to be briefed on current DHF procedures on	Where learners need to share vehicles an additional risk assessment should be carried out by their employer.	Yes	Steve Hill

		arrival prior to entering the building. They will then be asked to wash their hands. Hands to be sanitised on taking their desks.			
	<b>Staff and Learners</b>	<b><u>Symptoms of Covid-19</u></b> 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.	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
	<b>Staff</b>		Employers are requested to ensure as far as possible the health of employees prior to their attendance.	Yes	Steve Hill