

TASK	DETAIL	RISK FACTORS	REQUIRED MITIGATION MEASURES
Travel to and from centre Staff and Delegates Travel to on-site location	Private Car	<p>Lowest risk means of travel as driver is enclosed in personal space.</p> <p>May not be feasible in some circumstances due to a lack of available parking.</p> <p>Car could be a means of cross contamination home / work / home which will necessitate sanitation of interior contact surfaces.</p>	<p>Establish provision of parking in vicinity of centres and where appropriate prioritise use of available spaces on the basis of need.</p> <p>Drivers recommended to wipe down interior exterior contact surfaces of car at the end of each journey including but not exclusively; door handles / gear lever / indicator and light stalks / steering wheel etc. to reduce risk of cross contamination.</p> <p>Avoid car sharing as this will increase the risk of transmitting the disease.</p>
	Pool Cars	<p>The use of pool cars carries a potentially high risk of the infection being passed on to colleagues and beyond via contamination of hard contact surfaces.</p>	<ul style="list-style-type: none"> ▪ Most effective control is to cease the use of pool cars ▪ Allocation of the car to a single user if feasible, would reduce the risk of transmission. <p>If the pool car has to be used, the following precautions must be maintained.</p>

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			<ul style="list-style-type: none"> ▪ The car must be completely sanitised before anyone uses it. A log book containing details of user and cleaning details would be recommended. ▪ Any person who uses the car is responsible for thoroughly cleaning the interior with sanitising wipes at the end of their use. This will be mandatory.
	Public Transport	Train / bus / tram / taxi/ underground travel presents a potentially Increased risk of infection from fellow passengers due to overcrowding and uncleaned hard contact surfaces.	<p>Where public transport travel is unavoidable;</p> <ul style="list-style-type: none"> ▪ Where feasible maintain a two metre gap between yourself and other passengers in the queue and during the journey. ▪ Try to allow for travel in off peak periods. ▪ Wearing a face mask is now mandatory to reduce the risk of contaminating others. ▪ Consider wearing disposable nitrile gloves during journey, dispose of immediately on arrival at work / home. If possible dispose of in a tied off plastic bag (cheap pedal bin liner etc.) to avoid cross contamination.

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			<ul style="list-style-type: none"> Wash hands in line with WHO guidance immediately on arrival at work / home
	On Foot	Walking to work presents a lower risk of infection as long as correct social distancing can be maintained.	<ul style="list-style-type: none"> Maintain social distance from other pedestrians. Walk alone.
	By Cycle	Cycling to work presents a lower risk of infection as long as correct social distancing can be maintained.	<ul style="list-style-type: none"> Maintain social distance from other pedestrians/ cyclists. Cycle alone
The Working Day Staff, Vistors and Delegates	On Arrival	<p>Queues at entrances/ building reception may reduce correct social distancing.</p> <p>Door handles will become contaminated with use.</p> <p>Key pad stations will become contaminated</p>	<ul style="list-style-type: none"> Manage any queues at entrances to ensure correct social distancing is maintained Mobile Phone Delegate Registration app ensures all visitors to the centre are aware of controls within building, along with timings and classroom allocation to minimise traffic throughout buildings. Mobile App also incorporates Delegate Sign In (for fire register purposes) and a mini health questionnaire/ declaration.

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			<ul style="list-style-type: none"> ▪ Perspex screens installed at all reception areas ▪ Hand sanitation points located just inside the entrance to the centre building, along with any other public area (Practical areas, classrooms etc). A supply of hand sanitiser / anti-bacterial tissues / plastic bags and waste bin are also provided. ▪ Common access doors that are regarded Fire Doors fitted with stand alone sound activated door closers, to allow door to remain open and minimise continual contact ▪ Door handles and key pads to be sanitised periodically during the day ▪ Dispose of all potentially contaminated waste into a tied plastic bag in the main waste bin as often as necessary
	Office space	Staff, and visitors to the centre will need to maintain two metres distance during the working day.	<ul style="list-style-type: none"> ▪ Those who are able to work from home should continue to do so, or consider adjustment of part time hours to accommodate available space.

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			<ul style="list-style-type: none"> ▪ Office layouts rearranged to enable two metre social distancing which is maintained during the working day. ▪ Clear desk policy at the end of working day in place, to allow for full cleaning of desk surfaces ▪ Utilise any un-usable classroom as ad-hoc office space. Slough consider using Mezzanine Floor above classrooms (and potentially Bedford Avenue) ▪ Office manager to continually review the maximum number of staff their office can accommodate whilst maintaining the social distance. ▪ Work rotas and start finish times may need to be amended to ensure that max numbers are not exceeded during the day.
	Classrooms	Delegates and trainers will need to maintain two metres distance during the working day.	<ul style="list-style-type: none"> ▪ Classroom desks arranged to ensure 2m social distancing throughout. Maximum delegate numbers York 9 delegates Slough 8 delegates however wholly dependant upon classroom size.

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		<p>All classroom furniture will require sanitisation in between respective courses (where practicable)</p> <p>Course documentation, handouts in paper format, potential for cross contamination of issuing documentation, marking exams etc</p> <p>One to one exams, along with the use of laptops will be subject to cross contamination between users</p> <p>Course materials pens/ rulers etc potential form of cross contamination</p>	<ul style="list-style-type: none"> ▪ Clear desk policy at the end of working day to allow for full cleaning of desks/ wipeable surfaces ▪ Delegates to remain with their allocated desk throughout the duration of the course ▪ All course materials to be taken home at the end of the course or otherwise disposed of. ▪ Any laptops/ IT equipment used to facilitate exams to be thoroughly cleaned before and after each use ▪ Course documentation to be produced in advance to course, minimum of 16 hours, (overnight) to allow for the degradation of any contaminants, and issued as a complete document at the beginning of the course, whether dedicated handout or booklet of individual sheets. ▪ Course scenarios to be marked taking into consideration hand cleanliness and the use of face coverings in the event of close contact.

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			<ul style="list-style-type: none"> ▪ Exams marked after a suitable period of time (16 Hours/ Overnight) to allow for the degradation of any contaminants. Where exams are a part of the course syllabus, the guidance in the use of face coverings, gloves, hand sanitisation etc is to be followed, as a minimum. ▪ Gloves to be worn during setting up of classrooms and the exchange of any paperwork
	<p>Practical Training Areas</p>	<p>Delegates and trainers will need to maintain two metres distance during any practical demonstration</p> <p>Practical equipment, test equipment, training aids will be subject to cross contamination by each user on each respective course, as well as between courses</p>	<ul style="list-style-type: none"> ▪ Practical exercises to be carried out singular, maintaining 2m distancing. Face shields/ face coverings to be worn as required. ▪ Delegate traffic to be monitored and controlled by respective tutors ▪ Courses to be split into all available buildings to enable utilisation of all practical systems, and achieve natural separation ▪ Where practicable, re-site practical facilities into larger areas (space permitting)

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			<ul style="list-style-type: none"> ▪ Videos to be developed to introduce delegates to equipment as part of the scenario exercises, rather than being physically taken to equipment ▪ All test/ practical equipment used to be sanitised before and after use ▪ Consideration for sanitising foggers to be used in any areas where cleaning difficult ie Electrical test boards/ legionella demonstration rooms
	Shared Spaces	Staff/ delegates will require access to toilets and the kitchen area during the day. These areas present a higher risk of contamination due to lack of social distancing and virus contaminating hard surfaces.	<p>The toilets should be deep cleaned at least daily (see infection control).</p> <ul style="list-style-type: none"> ▪ All staff using the toilets must observe meticulous standards of personal hygiene, I.E wash hands thoroughly in hot water and soap and dry off. ▪ Use a square of paper towel to unlock and open door, bin after use. ▪ Toilet use to be restricted to one user only. PIR Activated Red/Green lights installed on each door along with dedicated locks for toilet doors

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			<p>Use of the kitchens should be managed and with social distancing requirements maintained</p> <ul style="list-style-type: none"> ▪ Dirty cups should not be allowed to build up (a commonplace issue) all users must wash up/ utilise dish washer and wipe down the surfaces and any appliances used with an anti-bacterial tissue after every visit to the kitchen. ▪ Alternatively, staff could be advised to bring in their own food and drink from home. ▪ Any table (if other than the work desk) used to take refreshment must be wiped down after every use. ▪ Delegate lunches provided as a packed lunch, rather than buffet style ▪ No ceramic mugs to be used by delegates. Paper cups to be supplied ▪ Coffee/ Tea/ Milk/ wooden spoons/stirrers etc to be provided as individual sachets/ units. Gloves to be worn during stock replenishment

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			<ul style="list-style-type: none"> Drinking water dispensers should be sanitised at least daily or consider supplying bottled water Increased supply of bins to allow for the potential increase in waste.
	Access arrangements	Lifts provided in larger offices are not large enough for two persons to maintain correct social distancing and present a high risk of infection through lack of space a hard surfaces.	<ul style="list-style-type: none"> Use of lifts should be avoided wherever possible, stairs are available. When using stairs maintain two metres distance from other users where feasible, and keep left signs posted and demarcation line used to separate lanes All corridors to be demarcated or one way systems adopted (where possible) Where achievable (unit 6/7 and practical area of Malton Ave) one-way system to be adopted utilising one door in and one door out. Staggering of class start and finish times to ensure minimal traffic in public areas
	Emergency procedures	Emergency procedures such as fire evacuation need to remain in place during any phased return to work. The	<ul style="list-style-type: none"> Electronic delegate sign in incorporated with Mobile App (as above)

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		<p>arrangements you have made or are required to follow may be affected by additional controls in place to prevent the spread of COVID – 19. This may be especially relevant to any disabled person for whom there is an evacuation plan in place</p>	<ul style="list-style-type: none"> ▪ Office Managers should check their emergency procedures to ensure that any difficulties arising as a result of COVID – 19 measure are identified and where possible updated so they are remain effective. Considerations will include sufficient numbers of First Aiders and Fire Marshalls within each building, adjust working rotas if required. ▪ Special attention should be paid to the needs of disabled colleagues (evac. chair etc.) However, ground floor classroom allocation should be considered.
	<p>Infection Control</p>	<p>The risk of infection with COVID – 19 is increased due to workers travelling in from home. Both methods of transmission (airborne droplets and contact contamination) will potentially be continual. Carriers can be asymptomatic further increasing the potential for infection</p>	<p>Allow employees to work using masks and gloves if they wish. This will reduce the overall risk and reduce worry, however consider impact on effective course delivery (where applicable)</p> <p>The offices and classrooms shall be deep cleaned every night including</p> <ul style="list-style-type: none"> ▪ Sanitise all desk tops, chair arms and controls

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			<ul style="list-style-type: none"> ▪ Wipe all telephones with an anti-bacterial cloth ▪ Wipe any computer keyboards /mice with an anti-bacterial cloth ▪ All toilets and kitchens should be sanitised ▪ All kitchen appliances should be sanitised ▪ Supplies of soap/ hand sanitisers should be topped up ▪ All cloth towels and dish cloths should be bagged and removed from the premises ▪ Supplies of paper towels (bounty roll or similar will suffice) should be ensured ▪ Bins for paper towel and other contaminated waste to be emptied into main dustbin and bins sanitised ▪ All door handles interior and exterior to be cleaned and sanitised, routinely.

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	Employee/ Delegate who shows symptoms of COVID – 19	It is likely that for at least the remainder of this year the potential for staff to become infected with COVID – 19 will remain. The infection could be picked up anywhere, but this exercise is concerned with an employee who displays symptoms of the virus whilst at work which will Place all staff and visitors at risk.	<p>If an employee, or delegate, becomes symptomatic for COVID – 19, this (under current UK Gov. Regulation) will require.</p> <ul style="list-style-type: none"> ▪ The infected employee/ delegate to self-isolate at home for a period of seven days. ▪ All other staff in the office who are potential contacts with the sick employee are to self-isolate at home for fourteen days. This could potentially close the office. ▪ The office will require deep cleaning before any members of staff are allowed to return to work following their isolation period.
Visitors	Utility/ Postal Services	There may be visits made to the centres by staff working for the utilities (gas / electricity) etc. to carry out maintenance/ meter readings or deliver post	<p>All utility and property service companies will have their own COVID-19 operating policies in place for the protection of their staff.</p> <p>Post can be dropped off in respective door areas, with reception being informed</p>

