

COVID-19 DELEGATE RISK ASSESSMENT



QA – COVID19 Venue Risk Assessment (Delegates / Visitors) – Standard Doc

COVID-19 – All Delivery Venues	Assessor: QA Head of Facilities & GMD H&S Associates	Date: 15th March 2021
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Serial	Hazard with No Control Measures Employed	Occurrence	Severity	Risk Assesst Index	Hazard with Control Measures Employed by QA	Occurrence	Severity	Risk Assesst Index	Policy Reference Number Comments
1	Delegates with underlying health conditions or existing health problems	4	4	16	Delegates /Visitors MUST remain at home and shield/ self- isolate in line with Government instructions.	1	4	4	Follow current Government guidance
2	Delegates and or other members of household exhibiting symptoms of COVID-19	4	4	16	Must not attend site. Must remain at home and self-isolate. Must return home if displaying symptoms on site and notify tutor or reception to enable appropriate cleaning of potentially contaminated areas.	1	4	4	Follow current Government guidance
3	Travel to site	5	4	20	Delegates advised of local car parking facilities. Where public transport has to be used worn face masks/ coverings must either be disposed of correctly or if reusable enclosed in a bag before entering the building.	2	4	8	Follow current Government guidance

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4	Cross infection during arrival on site	4	3	12	Stagger delegate arrival/ departure times where possible to maintain distancing. Access to site by building main entrance. Sanitise hands on arrival using supplied sanitiser. Maintain 2m distancing during movement around site and follow designated routes if in place. Display COVID-19 signage at entrance points to occupied areas. Distancing and awareness signage displayed on walls, tables and flooring.	2	3	6	Follow current Government guidance

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5	Transmission of virus to other persons	5	3	15	<p>Delegates / Visitors exhibiting symptoms and or other members of their household experiencing symptoms not to attend site</p> <p>Delegates/Visitors exhibiting symptoms on site to notify tutor or reception and, where possible, return home avoiding public transport. If experiencing severe symptoms to move to a designated isolation area for first aid/ emergency services response with the facility to conduct COVID19 Lateral Flow test</p> <p>Arrival times to be staggered to avoid groups forming 2 metre distancing to be maintained</p> <p>Hand sanitiser to be used on arrival and at regular intervals</p> <p>Contactless course registration conducted by reception member and delegate directed to training room</p> <p>Track and Trace records are completed by all delegates and Visitors on arrival.</p> <p>NHS QR codes are visible on arrival to action</p> <p>Hand sanitiser and boxes of tissues strategically spread throughout the building</p> <p>Designated one-way routes if applicable</p>	2	3	6	Follow current Government guidance
5	Transmission of virus to other persons	5	3	15	<p>Delegates/ Visitors to adhere to displayed wall, floor signage and make their way to allocated workstation as quickly as possible following the designated routes</p> <p>Protective screens fitted to reception desks</p> <p>classroom fire doors are fitted audible magnetic retainers fitted and will remain open</p> <p>Classroom/ Meeting room layout reconfigured to maintain 2 metre distancing from others and access/ egress routes</p> <p>All excess chairs to be removed to vacant rooms/areas</p>	2	3	6	Follow current Government guidance

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					Face masks/ coverings and gloves made available to those who prefer to wear but not advocated as a control measure Contact surfaces to be regularly cleaned and cleaning media made available in training rooms Contact surfaces to be regularly cleaned and recorded for key touchpoint areas Appropriate signage displayed at entrance point and strategic positions around the venue				

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6	Cross infection using passenger lifts, stairways and walkways	5	4	20	Where possible avoid use of passenger lift – If stairs are available please use. If it is necessary to use lift limit occupancy as stated by Building Management, stand at designated points and avoid facing other persons Operate buttons with elbow or cover fingertip with tissue and dispose of in waste bins provided Keep to left when using stairways/ walkways and maintain 2 metre distancing. If passing others travelling in opposite direction turn to face away. Wash or sanitise hands after contact with surfaces	2	4	8	Follow current Government guidance

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7	Cross contamination from hard surfaces on site	5	4	20	<p>Increase frequency of cleaning of surfaces</p> <p>Delegates to wash hands regularly for at least 20 seconds and use disposable towels or hand dryers</p> <p>Sanitising gel with at least 70% alcohol content made available at access points and in areas where potential contact with surfaces likely</p> <p>When leaving toilets use paper towel to pull doors open and dispose in provided bin</p> <p>Push doors with clothing covered forearms or push with back through door</p> <p>Operate buttons with knuckle/ elbow or use tissue to avoid direct contact and dispose of immediately</p> <p>Where possible do not share equipment</p> <p>If necessary to share equipment these MUST be sanitised before and after use</p> <p>Where mobile devices need to be used sanitise regularly</p> <p>QA will issue welcome bags on arrival for all delegates</p> <p>This will include:</p> <p>Disposable face mask / Antibacterial gel / QA Travel mug / water bottle / Tissues / Sealed packs of biscuits / antibacterial wipes/ Fruit</p>	2	4	8	Follow current Government guidance
8	Cross contamination when wearing and disposing of face masks/ coverings or gloves	3	4	12	<p>Delegates to be instructed on correct methods of putting on and taking off face masks/ coverings and gloves including disposal methods</p> <p>Hand sanitiser or washing facilities to be made available</p>	1	4	4	Follow current Government guidance

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					<p>Sufficient number of enclosed waste bins to be made available in areas these will be removed, replaced</p> <p>Face masks/ coverings worn to travel on public transport must either be disposed of in a suitable bin before accessing the building or if a reusable type these MUST be secured safely.</p> <p>Supply of disposable masks are available to use in the Classroom (This is not mandatory)</p>				

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9	Use of WC's	5	4	20	<p>Additional signage for awareness to avoid when delegates / Visitors meeting at entrance/ exit</p> <p>Face away from others if in close contact</p> <p>Maintain distancing at urinals and hand basins</p> <p>Intermediate basins, urinals and cubicles to be closed off</p> <p>Use disposable towels or hand driers</p> <p>Use tissue to pull doors, operate locks, etc.</p> <p>Increase frequency of cleaning of hard surfaces/contact points and maintain records</p> <p>Hand sanitiser located at toilet exit points</p>	2	4	8	Follow current Government guidance
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10	Use of breakout area	4	4	16	Stagger times of use and limit numbers Arrange furniture to maintain 2 metre distancing and instruct persons not to adjust Clean all tables and other contact surfaces with suitable disinfectant before and after use Delegates to wash or sanitise hands before/ after eating and following contact with surface Maintain 2 metre distancing when moving between areas Provide condiments in individual packages or clean with suitable alcoholic wipes before and after individual use Increase amount of disposable cutlery available to use Provide additional waste bins in the break out areas Reduce number of tea/ coffee and milk options Individuals to clean coffee machine, hot/cold water dispenser, fridge, contact surfaces before and after use or employ dedicated person to dispense drinks Gloves made available in break out area Disinfectant and paper towels available for staff to use	2	4	8	Follow current Government guidance

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11	Provision of lunch and or other food	5	3	15	Where possible avoid going out for lunch Delegates to bring own lunch Welcome pack to contain individual issue of biscuits and fruit Drink cans or bottles and food packaging to be cleaned with suitable antibacterial wipe	1	3	3	Follow current Government guidance
12	Cross contamination from handling documentation or communal newspapers/ magazines	4	3	12	Remove magazines and or newspapers and cease to supply Distribution of materials will be conducted by the tutor and protective gloves worn Cleaning equipment will be available in training rooms for delegates to wipe down document folders, etc.	1	3	3	Follow current Government guidance
13	Transmission of virus during training course	4	4	16	Training rooms arrange to maintain minimum 2 metre distancing Tutor to maintain 2 metre distancing during delivery of course Physical attendance numbers to be kept to appropriate number Workstations and or equipment to be thoroughly cleaned after use	2	4	8	Follow current Government guidance

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14	Fire and emergency evacuation	2	2	4	Planned evacuations will be deferred until considered appropriate to carry out Occupants to leave the building by nearest available exit during activation of the fire alarm and proceed to the assembly points Where possible social distancing will be maintained at the assembly points COVID -19 emergency procedure in place including Health and Safety equipment box at reception	1	2	2	Follow current Government guidance
15	Communication of COVID19 incident post event	2	4	8	All delegate /Visitor details are kept on file for 21 days after the event If COVID19 case has been reported	1	4	4	Follow current Government guidance

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Where risks are identified their likelihood of occurrence will be classed as 1 to 5 as follows:

1. REMOTE	Very Unlikely to Occur
2. POSSIBLE	Unlikely to Occur
3. PROBABLE	Probably Will Occur
4. FREQUENT	Very Likely to Occur
5. CERTAIN	Extremely Likely to Occur

Where risks are identified they will further be assessed for potential severity as 1 to 5 as follows:

1. NEGLIGIBLE	Negligible Injury or Consequence – no first aid required
2. MINOR	Minor Injury requiring first aid or minor Consequence
3. SIGNIFICANT	Significant Injury i.e. 7 day absence or longer recovery or significant Consequence (financial/ reputation) to organisation
4. MAJOR	Major Injury - longer term recovery or Major Consequence
5. CRITICAL	Fatality or life changing injury or Critical Consequence

These will then be transposed to the

Company Risk Assessment Form where each figure is multiplied by the other to assess risk before and after control measures are employed.

RISK RATING	LIKELIHOOD X SEVERITY
1 – 2	Negligible – no further action
3 – 4	Low – review may require action
5 – 11	Medium – review and put controls in place
12 – 15	High – action required possibly move to lower risk group
16 – 25	Very High – unacceptable urgent remedial action required

Risk ratings above 12 will

require additional control measures to be put in place.

Those considered high risk (16) will require immediate action.

	Severity	Negligible	Minor	Significant	Major	Critical
Likelihood		1	2	3	4	5
Certain	5	5	10	15	20	25
Frequent	4	4	8	12	16	20

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Probable	3	3	6	9	12	15
Possible	2	2	4	6	8	10
Remote	1	1	2	3	4	5