



		Likelihood				
		Very Unlikely	Unlikely	Possible	Likely	Very Likely
		1	2	3	4	5
Severity	Negligible	1	2	3	4	5
	Minor	2	4	6	8	10
	Moderate	3	6	9	12	15
	Major	4	8	12	16	20
	Extreme	5	10	15	20	25

Risk matrix used in risk assessment below
RR = residual risk

Coronavirus (COVID-19) risk assessment

Ethical Education Enterprise CIC

Initial considerations:

Consider is the course necessary?

While social distancing remains in place some gatherings are unnecessary and should be avoided.

If the course you have been asked to deliver in the physical presence of learners is needed or essential/key workers to undertake their role, or is business critical or is needed for restarting businesses to reopen, the course would be necessary.

Courses that are not necessary can be planned for later in the year.

Does the employer want the course to go ahead?

We have heard of training providers selling the idea that courses should go ahead. If this is uncomfortable for the employer, and employees, the course should not go ahead until such time that the employer deems appropriate. They are responsible for maintaining their compliance with relevant legislation.

Assessment date: 7th July 2020

Review date: 7th August 2020

Version: 1.1

Hazard	Risk	Control measures	RR	Persons at risk
Service users and tutors:	4 x 5 = 20	<ul style="list-style-type: none"> All participants should complete the Covid-19 health screening form, including questions about potential vulnerabilities. Ensure controls are understood by employers/procurement officers, particularly with reference to preventing those who should be self-isolating, from attending. Ethical Education will ensure that all tutors and support staff adhere to the companies H & S policy in regard to reporting and isolation of suspected cases of Covid-19 in accordance with governments current recommendations. Temperature of service users and tutor to be taken and recorded before entering classroom. 	3 x 3 = 9	Tutors Service users

<p>Environment:</p> <p>1) Risk of contamination to staff and Staff from surfaces</p> <p>2) Cross infection of Service users.</p> <p>3) Moving through Communal areas staff and Service Users.</p> <p>4) Class size</p> <p>5) Unfamiliar Environment</p>	<p>4 x 5 = 20</p>	<ul style="list-style-type: none"> Surfaces and door handles in the classroom should be thoroughly disinfected, prior to and after room use. Prior to learners entering the environment the trainer should familiarize themselves with the location and use of controls, for example the location of toilet and handwashing facilities. Tutors should also arrange the room to ensure appropriate social distancing, if this has not already been completed. Covid-19 Risk assessment should be carried out by competent person prior to course arrangement to check environment suitability. Class size should be adjusted according to environment, allowing for social distancing of 2 meters between students. Traffic route and natural air flow will be considered in initial environmental assessment and will be controlled to minimise risk. 	<p>3 x 3 = 9</p>	<p>Individual workers</p> <p>Service Users</p>
<p>Equipment:</p> <p>Appropriate PPE</p> <p>Re-usable equipment</p> <p>Course Materials</p>	<p>3 x 5 = 15</p>	<ul style="list-style-type: none"> Procurement of gloves, tissues, disposable face masks and antibacterial wipes, handwash, thermometer and disinfectant spray. All course materials will be prepared and sealed 48 hours prior to course commencement. All equipment will be disinfected after contact with each individual i.e.. Thermometer after each use, projector after each session. 	<p>2 x 2 = 4</p>	<p>Individual workers</p> <p>Service Users</p>

Training

Please ensure a manager's brief has been completed alerting to company specific process / procedures

Management

Covid secure meeting to take place with procurement team prior to any course arrangements being made to ensure conditions of delivery for a Covid safe course.

Health screening forms to be issued to each service user prior to course commencement must be returned 48 hours prior to course commencement. Ethical Education Enterprise CIC will assess and store these records in compliance with GDPR regulation.

Risk assessment of workplace to be carried out prior to course arrangement.

References

QNUK Covid secure guide

23/06/2020

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/maintaining-education-and-skills-training-provision-further-education-providers>

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