

Risk Assessment



Brief details	This assessment covers the risk to staff and others of acquiring the COVID-19 infection when undertaking work in our offices, on client sites and when delivering face to face learning.			
Business area / department	All of business	Person completing assessment	Brian Sutlief / Danny Street	
Assessment date	21 st May 2020 rev: 10/06/2020 rev:26/06/20 rev: 29/07/2020	Review date	30/08/2020 (or sooner if required)	
Likelihood (L) Severity (S) Initial Risk Rating (IR) Residual Rating (RR) Likelihood x Severity = IR or RR				
Key to risk level	Low 1 – 3	Moderate 4 - 6	Significant 8 - 12	High 15 - 25

Hazard	Persons Affected / How	Existing Controls	L	S	IR	Additional Controls	L	S	RR	Person Responsible	Date
Exposure to and/or contributing to the transmission of Coronavirus	Employees working from home	Administration team, directors and consultants working from home Office workstations set up at home, additional resources like printers / tables and similar provided Regular contact with employees throughout the working day	1	5	5	Directors to maintain regular contact employees	1	5	5	Directors	On-going
Exposure to and/or contributing to the transmission of Coronavirus	Employees attending the office delivering presentation	All hard surfaces, including door handles, switches etc cleaned regularly	1	5	5		1	5	5		

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		Standard office cleaning products provided and 70% alcohol wipes Hand washing facilities on-site – hot/cold running water soap and alcohol gel Single staff members only Incident reporting in-line with Acorn / HSE guidance if COVID19 expected									
Exposure to and/or contributing to the transmission of Coronavirus	Visitors to the office including postman, deliveries and similar	Limited to essential visits only (delivery of on-line training, topping up copier, etc) Avoid travelling to main office at times others are on the premises	1	5	5	Directors to monitor office activities	1	5	5	Danny Street	
Exposure to and/or contributing to the transmission of Coronavirus	Office based consultant (unable to homework)	Works part time (3 days per week) Works in isolation in own office space with limited interaction with others	1	5	5	Director has regular contact with consultant by telephone / e-mail throughout the working day	1	5	5	Danny Street	

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		<p>Social distancing maintained on occasions when this does occur</p> <p>Lone working policies in place, only low risk activities carried out, mobile phone on person at all times</p>									
Exposure to and/or contributing to the transmission of Coronavirus	Administration staff working in / visiting the office	<p>Staff to work from home where practical to do so, attendance at office only to undertake essential work</p> <p>Staff members only to attend office if NOT showing signs of COVID-19</p> <p>Office door propped open when possible, and windows opened to improve ventilation</p> <p>Visitors / contractors met at front door to control access / egress to building</p> <p>Storage cabinets moved to improve space and avoid pinch point in office entranceway</p>	1	5	5	<p>Office bins to be emptied at the end of each day</p> <p>Desks, chair arms, telephone handsets / headsets, computer keyboards, mice to be wiped at the end of each working day</p>	1	5	5	Trudi Worlock Office Manager	

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		<p>Staff members to work at their own desk to avoid potential for cross contamination</p> <p>Deliveries not to be signed for</p>									
Exposure to and/or contributing to the transmission of Coronavirus	<p>Employees (trainers and consultants)</p> <p>Visiting or working on client sites</p>	<p>Client / customer procedures followed on-site</p> <p>Acorn COVID-19 questionnaire completed by all staff prior to site visit</p> <p>Only essential travel / assessment permitted with permission of company Director</p> <p>Adhere to social distancing guidelines when on-site, if not possible dynamically assess</p> <p>Use latest Construction Leadership Council – Site Operating Procedures, for construction activities</p>	1	5	5	<p>Provide copies of COVID-19 assessments to all employees who require them</p> <p>FFP3 / N95 masks provided to consultants and trainers, worn:</p> <ul style="list-style-type: none"> - In accordance with local policy - Where indicated as required for training - At own discretion <p>Wear disposable coveralls and bag them after use, if required</p>	1	5	5	<p>Consultants</p> <p>Trainers</p>	

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		Wipe down interior of vehicles after journeys Incident reporting in-line with Acorn / HSE guidance if COVID-19 expected Remove self from risk if unable to comply with guidelines Ensure regular hand washing / sanitising All trainers / consultants provided with gloves / hard surface wipes / alcohol gel Face fit testing provided to all consultants who may be required to wear FFP2/FFP3 masks				Check arrangements in place when work (training and consultancy is undertaken by subcontractors)					
Exposure to and/or contributing to the transmission of Coronavirus	Employees and customers staff Delivering first aid training courses at on customer	Training deemed 'essential' in accordance with published guidance by employing organisation and/or Acorn	1	5	5	Trainer to monitor social distancing practice throughout course and including non-contact time where possible	1	5	5	Trainer	

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	premises and in our training rooms	<p>COVID-19 questionnaire completed by all staff / delegates prior to course</p> <p>Handwashing information and covid-19 awareness included on all courses</p> <p>Social distancing guidance is maintained and numbers attending courses dictated by environment course is being delivered in</p> <p>Note: Occupancy for Acorn training rooms Acorn training room 1 = 8 delegates + trainer Acorn training room 2 = 7 delegates + trainer</p> <p>Occupancy notices posted in training rooms</p> <p>Individual adult manikin faces issued to all delegates</p> <p>Where practical published guidance exceeded, and delegates issued with individual manikins / lungs/ dressings for use on courses</p>				<p>Consider introducing temperature checking in agreement with client prior to course commencement</p> <p>Gloves available for delegates requiring them, however regular handwashing activity encouraged and use of gloves discouraged</p> <p>Check arrangements in place when work training is undertaken by subcontractors (adequate equipment provision, adherence to Acorn policies, provision of wipes, gel, posters etc.</p> <p>Acorn to provide supplementary kit if required</p> <p>Check arrangements for providing refreshments for off-site courses</p> <p>Should fire doors be propped open, trainer to assume responsibility for closing in an</p>				<p>Sarah</p> <p>Trudi / Trainers</p> <p>Trudi</p> <p>Trudi</p> <p>Trainers</p>	

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		<p>Where training manikins are shared, delegates use own face, or where faces are shared, they are wiped down with hard surface wipes between delegates use and allowed to dry for 30sec's. Resuscitation face shields also provided</p> <p>Post training faces washed in 60° wash cycle, handled with sanitised hands and individually wrapped in cling film</p> <p>Hard surface wipes / alcohol gel available on all courses</p> <p>Manikin lungs fitted with one-way expiration valve and changed after each course</p> <p>Manikin t-shirts removed to aid cleaning of hard surfaces</p> <p>Standard universal precautions followed by all staff members cleaning equipment post course</p>				<p>emergency when exiting the building</p> <p>Hand sanitisation must take place before and after all practical elements of the course</p>				<p>Trudi</p> <p>Trainers</p>	

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		<p>Hand sanitisation undertaken prior to and after all practical exercises and after each theory session</p> <p>Alcohol gel provided by Acorn or client for use during training</p> <p>Incident reporting in-line with Acorn / HSE guidance if COVID19 expected</p> <p>Doors and windows opened in building to promote air flow and reduce contact with hard surfaces</p> <p>Staying COVID-19 secure posted displayed, hand washing posters displayed, catch it, bin it, kill it poster displayed (or provided in training kits)</p> <p>Delegates encouraged to provided own water / drinks, Acorn kitchen operates 1 in 1 out policy</p>									

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		<p>If it is not possible to maintain social distancing on a course, or at the request of a delegate masks (to be provided by delegates) should be worn</p> <p>Acorn provides non-sterile 3-ply loop ear face masks with three droplet resistant barrier layers for staff members and makes these available to delegates if they have not provided their own</p> <p>Mask wearing is mandatory during practical sessions and optional at the discretion of delegates and / or trainer during theory sessions where distancing can be maintained</p> <p>Masks can be removed to undertake "rescue breaths" practice only if distancing is maintained</p> <p>Baby manikin bodies/arms/legs to be wiped overusing hard surface wipes after each use</p>									

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Exposure to and/or contributing to the transmission of Coronavirus	Delivering manual handling training courses	<p>Training deemed 'essential' in accordance with published guidance by employing organisation and/or Acorn</p> <p>Where practical training delivered partly through live streaming</p> <p>COVID-19 questionnaire completed by all staff / delegates prior to course commencement</p> <p>Handwashing information and covid-19 awareness included on all courses</p> <p>Where delivering 'essential training' to key workers please see attached guidance (and noted below)</p> <p>Social distancing guidance is maintained on MH training and number dictated by environment course is being delivered in</p> <p>Note: Occupancy for Acorn training rooms</p>	1	5	5	<p>Trainer to monitor social distancing practice throughout course and including non-contact time where possible</p> <p>Consider introducing temperature checking in agreement with client prior to course commencement</p> <p>Gloves available for delegates requiring them, however regular handwashing activity encouraged and use of gloves discouraged</p> <p>REVIEW assessment of manual handling training due to take place on client sites</p> <p>Ensure delegates know to bring masks with them to training</p> <p>Should fire doors be propped open, trainer to assume responsibility for closing in an emergency when exiting the building</p>	1	5	5	<p>Trainer</p> <p>Sarah</p> <p>Trainer</p> <p>Sarah</p> <p>Trudi</p> <p>Trainers</p>	

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		<p>Acorn training room 1 = 8 delegates + trainer Acorn training room 2 = 7 delegates + trainer</p> <p>Occupancy notices posted in training rooms</p> <p>Non-sterile 3-ply loop ear face masks with three droplet resistant barrier layers as a minimum, to be worn by all delegates participating in practical skills training where 2m social distancing rules cannot be maintained</p> <p>Wipes available on all courses and all equipment sanitised prior to and after use</p> <p>All equipment designated for use specifically within training environment, not used clinically and washed on 70° wash cycles regularly</p> <p>Hand sanitisation undertaken prior to and after all practical exercises</p>				Hand sanitisation must take place before and after all practical elements of the course					

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		<p>Alcohol gel provided by Acorn or client for use during training</p> <p>Incident reporting in-line with Acorn / HSE guidance if COVID19 expected</p> <p>Social distancing guidance adhered to as far as practical during training, on occasions practical skills will be required and delegates paired in individual groups for duration of the course</p> <p>Doors and windows opened in building to promote air flow and reduce contact with hard surfaces</p> <p>Staying COVID-19 secure posted displayed, hand washing posters displayed, catch it, bin it, kill it poster displayed (or provided in training kits)</p> <p>Delegates encouraged to provided own water / drinks, Acorn kitchen operates 1 in 1 out policy</p>									

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Health or care related workers – additional risks	<p>Employees, contractors, visitors, public, everyone</p> <p>How – viral infection if transmitted can cause fatalities. Some persons can have mild symptoms but may pass transmission to others</p> <p>Specific persons are at increased risk – this can be due to age or underlying health conditions</p>	<p>Limit contact with vulnerable persons where possible</p> <p>Ensure no contact if any symptoms have been experienced or any contact has been had with others self-isolating or experiencing symptoms</p> <p>If attending premises where vulnerable persons are likely to be present, then ensure contact is made prior to attendance and any requirements of that premises are strictly adhered to</p> <p>Client Healthcare COVID-19 procedures must be adhered to whenever attending any of their premises. This is in addition to complying with guidelines already outlined in this risk assessment</p>	1	5	5	Visits to sites / premises where vulnerable persons present only to be undertaken with Directors permission	1	5	5	Consultants	

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Undertaking qualitative face fit testing		<p>Face fit testing deemed 'essential' in accordance with published guidance by employing organisation and/or Acorn</p> <p>COVID-19 questionnaire completed by all staff / delegates prior to face fit testing</p> <p>Hand sanitisation / application of alcohol gel required before face fit testing commences</p> <p>Social distancing guidance is maintained as far as is practical, hood provides protection during sensitisation test and hood/mask during face fit test</p> <p>Gloves worn by tester at all times and changed between tests</p> <p>Mask worn when undertaking 'sensitivity test'</p>									

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		<p>Wipes available and hood cleaned thoroughly between tests using 70% alcohol hard surface wipes</p> <p>Alcohol gel provided on/ off site</p> <p>Incident reporting in-line with Acorn / HSE guidance if COVID19 expected</p> <p>Social distancing guidance adhered to when staff are waiting for testing</p> <p>Doors and windows opened in building to promote air flow and reduce contact with hard surfaces</p> <p>Staying COVID-19 secure posted displayed, hand washing posters displayed, catch it, bin it, kill it poster displayed (or provided in training kits)</p>									

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		Delegates encouraged to provided own water / drinks, Acorn kitchen operates 1 in 1 out policy (only for consumption after test)									
Failing to communicate COVID-19 office, training, consulting and face fit testing precautions		Teams to be fully briefed to follow procedures strictly. All personnel to read and understand risk assessment document	1	3	3	Circulate R/A to all employees / subcontractors and customers (on request) Place copy on website	1	3	3	Trudi Amy	
Spread of COVID-19 should staff members / delegates on courses develop symptoms whilst employed by Acorn Health and Safety or post training	All delegates on courses within 14 days of training All staff members who have had contact with each other within 14 days	COVID-19 policy updated to include reference to track and trace COVID-19 self-declaration includes specific reference to notifying Acorn Health and Safety of any symptoms with 14 days of training All employees of Acorn Health and Safety to notify a Director of any COVID-19 symptoms experienced				Trainers to remind delegate of this when signing declarations at the beginning of each course				Trainers	

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		ANY person with COVID-19 symptoms to self-isolate in line with current government advice									

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Please sign below to confirm you have read and understood the contents of this risk assessment

Print Name	Signature	Role	Date

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