

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 rev: 25/09/2020 rev: 03/11/20 rev: 01/2020	Review date	1 st March 2021 (or sooner)	
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 where practical Office workstations set up at home, additional resources like printers / tables and similar provided Regular contact with employees throughout the working day	1	4	4	Working in the office permitted at the discretion of the office manager where considered 'essential' for business and completed in line with Covid-19 secure guidelines?	1	4	4	Directors	On-going

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Exposure to and/or contributing to the transmission of Coronavirus	Employees attending the office delivering presentations	<p>All hard surfaces, including door handles, switches etc cleaned regularly when office is occupied</p> <p>Standard office cleaning products provided and 70% alcohol wipes</p> <p>Hand washing facilities on-site – hot/cold running water soap and alcohol gel</p> <p>Incident reporting in-line with Acorn / HSE guidance if COVID19 expected</p>	2	4	8	<p>Temperatures taken for all employees, any person with a temperature above 37.8°C will be asked to leave</p> <p>Masks to be worn at any time when employees / course delegates are moving around the building</p> <p>Course instruction to be updated</p> <p>Other building tenants to be contacted and sign placed on main front door</p>	2	4	4	Trainers, consultants, office staff	
Exposure to and/or contributing to the transmission of Coronavirus	Visitors to the office including postman, deliveries and similar	<p>Limited to essential visits only (delivery of on-line training, topping up copier, etc)</p> <p>Avoid travelling to main office at times others are on the premises</p>	2	4	8	<p>Office Manager to monitor office activities</p> <p>Temperatures taken for all persons visiting office (service calls, meetings, engineer visits etc). persons with temperature above 37.8°C asked to leave</p>	2	4	8	Trudi Worlock	

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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> <p>Staff members to work at their own desk to avoid potential for cross contamination</p> <p>Deliveries not to be signed for</p>	2	4	8		2	4	8		

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		<p>Office bins emptied at the end of each day</p> <p>Staff members to wipe their desks, chair arms, telephone handsets / headsets, computer keyboards, mice to be wiped at the end of each working day</p> <p>Face masks to be worn at all times when staff members not at desks (i.e. walking through offices)</p> <p>Temperature checks in place. Any person with a temperature in excess of 37.8°C sent home and referred to NHS website</p> <p>Stairgate placed across administration office access, only authorised persons permitted</p>									
Exposure to and/or contributing to the transmission of Coronavirus	Employees (trainers and consultants)	Client / customer procedures followed on-site	2	4	8	Provide copies of COVID-19 assessments to all employees who require them	2	4	8	Consultants	

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	Visiting or working on client sites	<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> <p>Wipe down interior of vehicles after journeys</p> <p>Incident reporting in-line with Acorn / HSE guidance if COVID-19 expected</p> <p>Remove self from risk if unable to comply with guidelines</p>				<p>Wear disposable coveralls and bag them after use, if required</p> <p>Visors provided for all training on University premises in line with local policy</p> <p>Non-essential site visits and training to be provided by other means or postponed to a later date where possible (face fit testing, first aid, manual handling, fire risk assessment, accident investigation, any COVID-19 related assessments / audit are examples of work considered essential)</p> <p>Local customer policies / procedures to be followed</p>					

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		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									
Exposure to and/or contributing to the transmission of Coronavirus	Employees and customers staff Delivering first aid training courses at on customer premises and in our training rooms	Training deemed 'essential' in accordance with published guidance by employing organisation and/or Acorn Staying COVID-19 secure poster displayed, hand washing posters displayed, catch it, bin it, kill it poster displayed (or provided in training kits) COVID-19 questionnaire completed by all staff / delegates prior to course	2	4	8	Acorn to provide supplementary kit if required Mask wearing encouraged by all Acorn employees when moving around clients sites	2	4	8	Trainer Trudi / Trainers Trudi	

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		<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>Acorn Registered with NHS Track and Trace. QR codes clearly displayed in each training room</p> <p>Note: Occupancy for Acorn training rooms</p> <p>Acorn training room 1 = 8 delegates + trainer</p> <p>Acorn training room 2 = 7 delegates + trainer</p> <p>Church Hall = 15</p> <p>Occupancy notices posted in training rooms</p>									

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		<p>Doors and windows opened in building to promote air flow and reduce contact with hard surfaces</p> <p>Delegate and trainer temperature checks taken prior to all courses. Any person with a temperature in excess of 37.8°C not permitted to take part on the course and referred to NHS Website</p> <p>Delegates encouraged to provided own water / drinks, Acorn kitchen operates 1 in 1 out policy, Church is self help with appropriate social distancing in place</p> <p>Where it is not possible to maintain social distancing on a course due to its nature, masks must be worn</p> <p>Acorn provides non-sterile 3-ply loop ear face masks with three droplet resistant barrier layers</p>									

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		<p>for staff members and makes these available to delegates if they have not provided their own</p> <p>Masks can be removed to undertake "rescue breaths" practice only if distancing is maintained</p> <p>Where practical the, published guidance is exceeded, and delegates are issued with individual manikins / lungs/ dressings for use on 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>Where training manikins are shared, faces are wiped down with hard surface wipes between delegates use and allowed to dry for 30sec's. Resuscitation face shields also provided</p>									

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		<p>Baby manikin bodies/arms/legs to be wiped over using hard surface wipes after each use</p> <p>Standard universal precautions followed by all staff members cleaning equipment post course</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 for use during training and hand sanitisation undertaken prior to and after all practical exercises</p> <p>Incident reporting in-line with Acorn / HSE guidance if COVID19 expected</p> <p>Trainer monitors social distancing practice throughout course and including</p>									

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		<p>non-contact time where possible</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>									
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>Staying COVID-19 secure poster displayed, hand washing posters displayed, catch it, bin it, kill it poster displayed (or provided in training kits)</p>	2	4	8	Trainer to monitor social distancing practice throughout course and including non-contact time where possible	2	4	8	Trainer	

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		<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>Acorn Registered with NHS Track and Trace. QR codes clearly displayed in each training room</p> <p>Note: Occupancy for Acorn training rooms</p> <p>Acorn training room 1 = 8 delegates + trainer Acorn training room 2 = 7 delegates + trainer</p>									

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		<p>Occupancy notices posted in training rooms</p> <p>Doors and windows opened in building to promote air flow and reduce contact with hard surfaces</p> <p>Delegate and trainer temperature checks taken prior to all courses. Any persons with a temperature in excess of 37.8°C not permitted to take part on the course and referred NHS Website</p> <p>Delegates encouraged to provided own water / drinks, Acorn kitchen operates 1 in 1 out policy</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, and face masks must be worn</p>									

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		<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>Hand sanitisation undertaken prior to and after all practical exercises. Alcohol gel provided by Acorn or client for use during training</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 60° wash cycles regularly</p> <p>Incident reporting in-line with Acorn / HSE guidance if COVID19 expected</p>									

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		<p>Should fire doors be propped open, trainer to assume responsibility for closing in an emergency when exiting the building</p> <p>Hand sanitisation undertaken before and after all practical elements of the course</p>									
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>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>	2	4	8	Visits to sites / premises where vulnerable persons present only to be undertaken with Directors permission	2	4	8	Consultants	

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	Specific persons are at increased risk – this can be due to age or underlying health conditions	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 Acorn Registered with NHS Track and Trace. QR codes clearly displayed in each training room									
Undertaking qualitative face fit testing		Face fit testing deemed 'essential' in accordance with published guidance by employing organisation and/or Acorn Staying COVID-19 secure poster displayed, hand washing posters displayed, catch it, bin it, kill it poster displayed (or provided in training kits) COVID-19 questionnaire completed by all staff / delegates prior to face fit testing	2	4	8						

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		<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 by tester when undertaking 'sensitivity test'</p> <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>									

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		<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>Delegates encouraged to provided own water / drinks, Acorn kitchen operates 1 in 1 out policy (only for consumption after test)</p> <p>Acorn Registered with NHS Track and Trace. QR codes clearly displayed in each training room</p> <p>Delegate and trainer temperature checks taken prior to all courses. Any person with a temperature in excess of 37.8°C not permitted to take part and referred NHS Website</p>									

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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 Risk assessment circulated to all employees and placed on company website	1	4	4	Revised risk assessment sent to employees by e-mail	1	4	4		
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 ANY person with COVID-19 symptoms to self-isolate in line with current government advice	1	4	4	-	1	4	4		

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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
Trudi Worlock	Email	Office manager	
Danny Street	E-mail	Director	
Tracey Lansdale	Email	Office Administrator	
Amy Fairweather	Email	Administrator	
Sarah Street	Email	Director	
Martin Bridgwater	Email	Trainer	
Brian Sutlieff	Email	Consultant	

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