

# Risk Assessment



Brief details	This revised 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, following a relaxation in Government guidance			
Business area / department	All of business	Person completing assessment	Danny Street	
Assessment date	07/03/2022	Review date	10 <sup>th</sup> April 2022 (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 attending the office delivering presentations	All hard surfaces, including door handles, switches etc cleaned regularly when office is occupied  Standard office cleaning products provided and 70% alcohol wipes  Hand washing facilities on-site – hot/cold running water  Alcohol gel provide in reception and all training rooms	1	4	4		1	4	4	Trainers, consultants, office staff	

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Exposure to and/or contributing to the transmission of Coronavirus	Administration staff working in / visiting the office	Staff members only to attend office if NOT showing signs of COVID-19  Office door propped open when possible, and windows opened to improve ventilation	1	4	4		1	4	4		
Exposure to and/or contributing to the transmission of Coronavirus	Employees (trainers and consultants)  Visiting or working on client sites	Local customer policies / procedures to be followed  Face masks / alcohol gel provided to consultants  Option to hold remote meetings rather than face to face	1	4	4		1	4	4	Consultants	
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	Handwashing information included on all courses  Doors and windows opened in building to promote air flow and reduce contact with hard surfaces  Delegates encouraged to provided own water / drinks	1	4	4	Periodic monitoring in place when work training is undertaken by subcontractors (adequate equipment provision, adherence to Acorn polices, provision of wipes, gel, posters etc)	1	4	4	Trainer  Office Manager / Director	

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		<p>Acorn kitchen operates 1 in 1 out policy. Church is self-help with appropriate social distancing in place</p> <p>Option to refrain from rescue breathing on F/A courses in line with revised HSE guidance 02/2021 (not specifically related to COVID-19 risk but reduced participation in training</p> <p>Where it is not possible to maintain social distancing on a course due to its nature, masks must be worn</p> <p>Masks can be removed to undertake “rescue breaths” practice only if distancing is maintained</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>									

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		<p>Where training manikins are shared, faces are wiped down with hard surface wipes between delegates use and allowed to dry for 30 seconds. Resuscitation face shields also provided</p> <p>Baby manikin bodies/arms/legs to be wiped overusing hard surface wipes after each use</p> <p>Standard universal precautions followed by all staff members cleaning equipment post course</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>									

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Exposure to and/or contributing to the transmission of Coronavirus	Delivering manual handling training courses	<p>Handwashing information included on all courses</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</p> <p>Face masks to be worn for all practical skills training where social distancing cannot be maintained</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 washed on 60° wash cycles regularly</p>	1	4	4		1	4	4		

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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>									

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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	Trudi Worlock	Office Manager	08/03/2022

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