

<b>Risk Assessment:</b>	COVID-19
<b>Organisation:</b>	Logic4training
<b>Location:</b>	All L4T Training Centres
<b>Issue Number:</b>	1.0

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by whom?	Action by when?	Done
<p>Spread of Covid-19 Coronavirus</p> <p>Which may result in, illness, severe illness or death.</p>	<ul style="list-style-type: none"> <li>- Employees</li> <li>- Workers</li> <li>- Sub-contractors</li> <li>- Visitors</li> <li>- Customers</li> <li>- Delivery drivers</li> <li>- Vulnerable groups, over 70, Pregnant, those with underlying health conditions.</li> </ul>	<p><b><u>Hand Washing</u></b></p> <ul style="list-style-type: none"> <li>• A number of hand washing facilities are available at the centre with soap and water in place.</li> <li>• Additional hand sanitising stations have been set up throughout the centre including access to 70% Alcohol based hand gel.</li> <li>• Notifications/Posters have been placed in prominent areas throughout the centre reminding staff and candidates to regularly wash their hands with soap and water or where this is not practical, they can also use the hand gel wall dispensers that have also been installed, to sanitise their hands.</li> <li>• Stringent hand washing is advised and guidance on how to wash your hands has been placed in washrooms and next to hand sanitising gel dispensers.</li> <li>• Hand washing guidance displayed also advises drying hands with disposable paper towels, which has been placed in all washrooms.</li> <li>• Staff encouraged to protect their skin and avoid dry cracked skin from hand washing by using moisturising hand creams as recommended by the NHS.</li> </ul> <p><b><u>Other Hygiene</u></b></p> <ul style="list-style-type: none"> <li>• Candidates are reminded to catch coughs and sneezes in tissues (Following Catch it, Bin it, Kill it) and to avoid touching their face, eyes, nose or mouth with unclean hands. Posters have been placed in prominent areas to encourage this.</li> <li>• or if they do not have tissues, cough and sneeze into the crook of their elbow</li> </ul>	<ul style="list-style-type: none"> <li>• Trainers to remind their class to regularly wash their hands. Particularly before and after tea and lunch breaks.</li> <li>• Trainers to remind their class to catch coughs and sneezes in tissues (Following Catch it, Bin it, Kill it) and to avoid touching face, eyes, nose or mouth with unclean hands.</li> <li>• Staff and Candidates to be reminded that wearing of gloves is not a substitute for good hand washing.</li> <li>• Tissue box's have been purchased and placed in offices and classrooms.</li> </ul>	<p>All Staff &amp; Candidates</p>	<p>Before Centre Re-opening</p> <p>Date 01/06/2020</p>	<p>✓</p>

		<p><b><u>Cleaning</u></b></p> <ul style="list-style-type: none"> <li>• Cleaning hours have been increased at each centre, allowing for increased frequency of cleaning procedures.</li> <li>• Domestic assistants have been provided with PPE including; gloves, face masks, aprons and face shields and must wear the appropriate PPE at all times.</li> <li>• A cleaners PPE Guide has been created to inform staff what PPE needs to be worn for various settings.</li> <li>• Domestic assistants have been advised to frequently clean and disinfect objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, fridge handles, reception areas, toilet facilities, wash basins, hand gel dispensers and other hard surface areas. The .gov cleaning recommendations have been cascaded to the Centre Managers and Cleaners.</li> <li>• Appropriate cleaning products are used. (This RA is in addition to the current COSHH001 Risk Assessment already in place for cleaning.) If new products are ordered, Centres Managers must print and review the MSDS COSHH sheet relevant to that product and add it to the COSHH folder at their site for their staff to review before the product is used.</li> <li>• Staff must wipe down their own workstation every day with appropriate disinfectant, e.g. Admin staff, CS Teams, BDM staff and Centre Managers.</li> <li>• Trainers must wipe down their classrooms at the end of every day. This includes wiping down candidates desks, trainer desk, perspex and any re-usable PPE used that day. The Centre Manager will spot check each Trainers classrooms to ensure it is completed to acceptable standards.</li> </ul> <p><b><u>Social Distancing</u></b></p> <ul style="list-style-type: none"> <li>• Class sizes have been reduced from a maximum of 12 to a maximum of 6 to allow for greater distancing whilst in the classroom.</li> <li>• The company has also reduced the overall number of</li> </ul>	<ul style="list-style-type: none"> <li>• To help reduce the spread of coronavirus everyone is responsible for staying up to date with public health advice <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance">https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance</a></li> <li>• Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</li> <li>• The Centre Manager will spot check each Trainers classrooms to ensure it is completed to acceptable standard.</li> </ul>			
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		<p>people within the building by reducing course occupancy numbers as far as reasonably practical and also encouraging staff who can work from home, to do so.</p> <ul style="list-style-type: none"> <li>• Desk layouts in classrooms have been reviewed to allow for greater distancing whilst in the classroom. Desks have also been arranged to work side by side rather than face to face where possible.</li> <li>• Additionally Perspex screens have been installed between classroom desks.</li> <li>• Candidates will work at the same desk and workstation everyday where possible.</li> <li>• All desks, Perspex and workstations will be cleaned daily.</li> <li>• A new arrival process has been created to minimise contact and support social distancing guidelines.</li> <li>• We also send candidates information in advance to prepare them for the social distancing and control measures in place at Logic4training centres.</li> <li>• Candidate tea breaks and lunch breaks have been staggered at all centres. To minimise the risk of candidates mixing with each other where reasonably practical.</li> <li>• Additional tea and coffee stations have been set up outside and inside to support social distancing measures.</li> <li>• Signage has been placed in prominent areas to remind people of the social distancing measures, including keeping 2 metres apart where possible.</li> <li>• Staff breaks are also staggered.</li> <li>• To meet the governments guidelines “<i>That everyone should work from home, unless they cannot work from home and businesses and workplaces should make every reasonable effort to enable working from home as a first option</i>” We have actively approached this and staff who are able to work from home because their roles and tasks allow them to are working from home where possible. This includes equipment and support that has been put in place to make this possible. Due to our industry and being a Gas and Electrical Practical Training and Assessment Centre, it is clear not all staffs roles allow them to</li> </ul>	<ul style="list-style-type: none"> <li>• All staff are responsible for following and understanding the importance of social distancing, both in the workplace and outside of it.</li> </ul>			
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		<p>work from home. However we have kept updated with Gas Safe Register (GSR) And the Health and Safety Executive (HSE) advice and guidance. This currently states workplaces and ACS centres should be open as long as the government guidelines are followed. We will continue to monitor this guidance and act if need be.</p> <ul style="list-style-type: none"> <li>• Microsoft team which allows for video conferencing has been purchased and implemented across the company to allow meetings to take place via video conference instead of face to face.</li> </ul> <p><b><u>PPE</u></b></p> <ul style="list-style-type: none"> <li>• Where PPE is already a requirement for risks associated with the work undertaken in practical areas these will continue.</li> <li>• All candidates are required to wear a face-covering/facemask in common areas of the building, particularly where close contact may happen including entering the building, reception, corridors, washrooms, classrooms and practical areas.</li> <li>• Candidates who do not have their own face-covering/facemask will be able to purchase a mask from the front of the building for a small fee.</li> <li>• Candidates will be encouraged to sanitize their hands before putting on their facemask and hand sanitising gel will be available on the outdoor information desk where masks are purchased from.</li> <li>• Additionally candidates will be required to wear a face-visor in practical areas where it is unavoidable being in a closer proximity of each other.</li> <li>• A Candidate PPE Guide has been created to remind candidate what PPE needs to be worn for various settings.</li> <li>• A Trainer &amp; Assessor PPE Guide has also been created.</li> <li>• Furthermore candidates will also be required to wear disposable gloves in practical areas when they are working on shared equipment or tools. Wipes/blue roll and disinfectant spray will also be available in practical areas for the tools to be cleaned after use.</li> <li>• Each practical area will be set up with 6 re-usable</li> </ul>	<ul style="list-style-type: none"> <li>• Staff and Candidates must wash their hands before fitting a facemask or face-visor.</li> <li>• Internal communication channels and cascading of messages through line managers will be carried out regularly to keep all employees informed in a fast changing situation.</li> </ul>			
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		<p>face-visors; they will be labelled 1 - 6 and returned to the trainer at the end of the practical training sessions. The trainer will use the recommended IPA Solvent product provided to clean each face-visor before putting it away and completing the Face-visor Hygiene Checklist.</p> <ul style="list-style-type: none"> <li>• Disposable gloves will be provided in practical areas only. Candidates must remove the disposable gloves before leaving the practical workshop and sanitise their hands immediately. (It is NOT recommended that anyone should walk around the centre wearing gloves as this prevents you from washing your hands.)</li> <li>• PPE weekly stock checks are to be carried out by the Administrator at each centre and send their weekly PPE stock check via email to the HR and Compliance manager.</li> </ul> <p><b><u>Ventilation</u></b></p> <ul style="list-style-type: none"> <li>• Windows are to be opened where possible to increase air circulation.</li> <li>• Classrooms and offices that do not have access to windows can leave the classroom/office door open ONLY whilst the classroom/office is in use. However due to fire safety, the door MUST be closed when the classroom/office is not in use. Particularly if the fire alarm sounds, you must shut the classroom door behind you. At the end of every day all doors must be closed throughout the centre and checked by the Centre Manager.</li> </ul> <p><b><u>Fire Safety</u></b></p> <ul style="list-style-type: none"> <li>• If the fire alarm sounds. Follow the fire evacuation process, making use of all available fire exits and closing doors behind you. Each trainer is responsible for leading their candidates out to the fire meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Centre Managers will spot check the Face-visor Hygiene Checklist regularly.</li> </ul>			
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point. Once at the fire meeting point keep your class 2 metres away from the other classes where possible. Continue your normal fire evacuation procedures and roll calls.

- When the Centre Manager or fire services have given the all clear. One class at a time is to be allowed back into the centre.

**Vulnerable People**

- Clinically extremely vulnerable people may include the following people. Disease severity, history or treatment levels will also affect who is in this group.
- Solid organ transplant recipients.
- People with specific cancers:
- people with cancer who are undergoing active chemotherapy
- people with lung cancer who are undergoing radical radiotherapy
- people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
- people having immunotherapy or other continuing antibody treatments for cancer
- people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
- people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
- People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary (COPD).
- People with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell).
- People on immunosuppression therapies sufficient to significantly increase risk of infection.
- Women who are pregnant with significant heart disease, congenital or acquired.
- People in this group should have been contacted to

- Staff are encouraged to speak to their line manager or the HR manager if they have any concerns.

		<p>tell them they are clinically extremely vulnerable and received a shielding letter.</p> <ul style="list-style-type: none"> <li>• All persons in this group are shielding themselves for the period of time advised and should following their specific written medical advice issued to them no later than 29/3/2020 in the form of a shielding letter.</li> <li>• Everyone is responsible for keeping up to date with the governments shielding categories for their own personal safety. Please refer to the .gov website for current advice → <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></li> <li>• All staff have been contacted by the HR and Compliance manager via email requesting for them to share if they had any concerns about returning to work at the end of May, for example; if they received a shielding letter or if a member of their household received a shielding letter or if they had any underlying health conditions or if they are in the vulnerable groups for any reason e.g. age. This information is confidential and stored on the HR drive which is only accessible by the HR Manager and Directors.</li> <li>• Staff that fall into the vulnerable categories have been advised to seek advice from their GP.</li> </ul> <p><b><u>Symptoms of Covid-19</u></b></p> <ul style="list-style-type: none"> <li>• If a staff member becomes unwell with the symptoms of the Coronavirus e.g. a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance provided by the government.</li> <li>• The employee will be required to follow the normal sickness process and keep their line manager or HR Manager up to date.</li> <li>• If Coronavirus testing is available to the public as it is now, they should follow the government's advice as</li> </ul>				
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		<p>quickly as possible and get tested.</p> <ul style="list-style-type: none"> <li>• If the member of staff has been on the premises and the test is positive the company will follow all advice provided by the government in these circumstances. This may include contacting the Public Health Authority and/or the HSE to report under RIDDOR (Reporting of injuries, Diseases and Dangerous Occurrences Regulations 2013) which requires a report when;:</li> <li>• <i>“An unintended incident at work has led to someone’s possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence.”</i></li> <li>• <i>“A worker has been diagnosed as having COVID 19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.”</i></li> <li>• <i>“a worker dies as a result of occupational exposure to coronavirus.”</i> <a href="https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm">https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm</a></li> </ul> <p><b><u>Mental Health</u></b></p> <ul style="list-style-type: none"> <li>• During a difficult time like this it is important we all look after our wellbeing and mental health.</li> <li>• Logic4training will offer mental health support to staff wherever they can, to support employees during this uncertain time. Including keeping up to date with NHS recommended mental health charities including</li> <li>• MIND <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a></li> <li>• HSE <a href="https://www.hse.gov.uk/stress/mental-health-employees.htm">https://www.hse.gov.uk/stress/mental-health-employees.htm</a></li> <li>• NHS <a href="https://www.nhs.uk/conditions/stress-anxiety-depression/mental-health-helplines/">https://www.nhs.uk/conditions/stress-anxiety-depression/mental-health-helplines/</a></li> </ul>	<ul style="list-style-type: none"> <li>• The HR Manager operates an open door policy to all staff that need additional support.</li> </ul>			
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**This Risk Assessment will be reviewed periodically**

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**Date of Risk Assessment:** 20<sup>th</sup> May 2020

Assessor	Caroline Lay	Date: 20/05/2020
Managing Director	Kevin Budd	Date: 20/05/2020

**Review 1 – To be completed after 1 month. Review scheduled 22<sup>nd</sup> June 2020 (or sooner if changes required)**

**Review 2 – To be completed after a further 1 month. Review scheduled 22<sup>nd</sup> July 2020 (or sooner if changes required)**

**Review 3 – To be completed after a further 2 months. Review Scheduled for 22<sup>nd</sup> September 2020 (or sooner if changes required)**

**The Risk Assessment will then be reviewed periodically as and when required.**