

Company name: Logic4training

Centre: Sittingbourne

Assessment carried out by: Caroline Lay

Centre Manager: Phil Hickey

Date assessment was originally carried out: 20th May 2020

Issue: 1.6 (please see last page for reviews)

HSE

As an employer, you must protect people from harm. This includes taking reasonable steps to protect your workers and others from coronavirus. This is called a COVID-19 risk assessment and it'll help you manage risk and protect people. You must:

- identify what work activity or situations might cause transmission of the virus*
- think about who could be at risk*
- decide how likely it is that someone could be exposed*
- act to remove the activity or situation, or if this isn't possible, control the risk*

When completing your assessment make sure you talk to your workers and their representatives to explain the measures you are taking. They can also provide valuable information on how you could control the risks.

You can use this document to help you make sure you have covered what you need to keep workers and others safe. Once you have completed your risk assessment you will also have to monitor to make sure that what you have put in place is working as expected.

More information on [working safely during the coronavirus outbreak](#).

HSE's [core guidance on managing risk](#).

In the UK some rules such as social distancing may be different in each of the devolved nations. However, HSE regulates in all of these countries. You should check the public health guidance for the country you are in:

- [Wales](#)
- [England](#)
- [Scotland](#)

| What are the hazards? | Who might be harmed and how? | Controls | What further action do you need to consider to control the risks? | Who needs to carry out the action? | When is the action needed by? |
|---|--|--|---|--|---|
| <p>Getting or spreading coronavirus by not washing hands or not washing them adequately</p> | <p>Workers Customers Contractors Drivers coming to your business</p> | <p>Hygiene</p> <ul style="list-style-type: none"> - Water, soap and drying facilities are available at wash stations. - Hand washing guidance also advises drying hands with disposable paper towels. All washrooms have been installed with disposable towels. - Additional hand sanitising stations have been set up throughout the centre including access to 70% Alcohol based hand gel. - There is sufficient toilet and hand washing facilities available for the maximum capacity of the centres further details below. <p>Sittingbourne Centre Toilet/Washroom Facilities</p> <p>Sittingbourne Centre</p> <p>Ground Floor</p> <ul style="list-style-type: none"> - Separate male and female toilet facilities are available on the ground floor at the front of the building. The male toilet has 2 toilet cubicles, 2 urinals and 2 sinks with access to water, soap and drying facilities. The female toilets has 2 toilet cubicles and 1 sink with access to water, soap and drying facilities. - The ground floor also has a disabled toilet to the front of the building with 1 toilet, 1 sink and access to water, soap and drying facilities. <p>First Floor</p> <ul style="list-style-type: none"> - Separate male and female toilet facilities are also available on the first floor. The male toilet has 1 toilet cubicle and 1 sink with access to water, soap and drying facilities. The female toilet has 1 toilet and 1 sink with access to water, soap and drying facilities. - 7 Additional hand sanitising stations have been installed at the centre including access to 70% alcohol based hand sanitiser, located throughout the centre, servicing the classrooms, workshops and canteen. | <ul style="list-style-type: none"> - Trainers and Assessors supervise their candidates and ensure covid-19 rules are followed. - Information is provided about when and where they need to wash their hands during their induction and via notification reminder posters. - If people can't wash hands with water and soap, information is provided about how and when to use hand sanitiser - Hand soap, disposable towels and hand sanitising gel is replenished daily by the domestic assistant - Staff are encouraged to protect their skin and avoid dry cracked skin from hand washing by using moisturising hand creams as recommended by the NHS. - Tissue box's have been placed in all rooms throughout the building and to be replenished by domestic assistant. | <p>Centre Manager is responsible for the continuous monitoring of control measures.</p> <p>All staff, Customers and Contractors are responsible for following the guidelines and reporting any issues should they arise.</p> <p>All staff</p> <p>Domestic Assistants</p> | <p>Controls are currently in place and are monitored by the Centre Manager.</p> <p>No further action is currently required. Control measures should be monitored and continued by the Centre Manager.</p> <p>On-going</p> <p>On-going</p> |

- There is a sufficient number of toilet and washrooms available at the centre to meet the HSE recommendation on the ratios of toilets and washbasins to number of persons in the building at any given time.

HSE

| Number of people | Number of toilets | Number of washbasins |
|------------------|-------------------|----------------------|
| 1-5 | 1 | 1 |
| 6-25 | 2 | 2 |
| 26-50 | 3 | 3 |
| 51-75 | 4 | 4 |
| 76 - 100 | 5 | 5 |

- The number of persons in the Centre at any given time can range from 20 – 45 persons including candidates and staff. There is a total of 7 toilets + 2 urinals and 6 sinks.

- Notification posters have been placed in prominent areas throughout the centre including;

- 1- Entrance hand sanitising station and poster immediately advises all persons to sanitise their hands on entering the building.
- 2- Entrance and throughout building a further notification from Public Health England (PHE) , advises all persons to wash hands on arrival, before and after breaks, after using the toilets and on departure of the building.
- 3- Throughout building the catch it, bin it, kill it poster reminds all persons to catch coughs and sneezes in tissues and to avoid touching their face, eyes, nose or mouth and to wash their hands.
- 4- Throughout the building the PHE advice for educational setting poster is also placed in prominent position advises person to stay at home if they have any symptoms of covid-19.
- 5- NHS how to wash your hands in placed above all sinks and demonstrates how to wash hands effectively.

- Signs remain up to remind people to wash their hand and demonstrate how to wash hands effectively.

Centre Manager

- As and when updates occur.

| | | <ul style="list-style-type: none"> 6- NHS how to hand sanitise your hands is placed above all hand gel sanitising stations, demonstrating how to sanitise hands effectively. 7- Notifications posters reminding all person to wash their hands regularly, on arrival, before and after breaks, after using the toilets and on departure of the building are placed throughout classrooms, workshops and corridors. <ul style="list-style-type: none"> - There is sufficient written and visual notification posters displayed in prominent areas throughout the building. - Stringent hand washing is advised and guidance posters including visuals on how to wash your hands as per NHS guidance has been placed above sinks in washrooms and next to hand sanitising gel dispensers. - All staff received 2 days briefing and training on the covid-19 guidelines, risk assessment and covid secure controls on 28th & 29th May 2020 prior to centres re-opening. | <ul style="list-style-type: none"> - Information documents, notifications and posters reviewed and updated as per government, HSE and NHS advice. <ul style="list-style-type: none"> - Feedback from staff to continue through clear communication channels. | <ul style="list-style-type: none"> - HR & Compliance Manager <ul style="list-style-type: none"> HR & Compliance Manager Centre Manager Line Managers Workers | <ul style="list-style-type: none"> - As and when updates occur. (Currently part of the .gov mailing list for updates) <ul style="list-style-type: none"> On-going supervision and monitoring required |
|--|---|---|--|--|---|
| What are the hazards? | Who might be harmed and how? | Controls | What further action do you need to consider to control the risks? | Who needs to carry out the action? | When is the action needed by? |
| Getting or spreading coronavirus by allowing delivery drivers to use welfare facilities. | <ul style="list-style-type: none"> Delivery Drivers Visitors Drivers going out for your business | <ul style="list-style-type: none"> - There's a legal duty to provide welfare facilities and washing facilities for visiting drivers. -The centre does not have regular deliveries. -Deliveries to the centre are currently limited to mandatory business requirements only. - As per the legal requirement, should a driver require the use of such facilities they shall be allowed to use the toilet and wash facilities at the entrance of the building. The driver will be required to abide by the covid-19 centre rules including confirming they have no symptoms of covid-19, using the hand sanitiser at the entrance and wearing a face-mask before being allowed access to the building. - The business does not have any employees who's duties include regular driving as part of their job role. | <ul style="list-style-type: none"> - Keep up to date with legal duty on providing welfare facilities to visiting drivers. | <ul style="list-style-type: none"> Centre Manager | <ul style="list-style-type: none"> As and when updates occur. (Currently part of the .gov mailing list for updates) |

| What are the hazards? | Who might be harmed and how? | Controls | What further action do you need to consider to control the risks? | Who needs to carry out the action? | When is the action needed by? |
|---|---|--|---|--|---|
| <p>Getting or spreading coronavirus in common use high traffic areas such as on arrival, canteens, corridors, rest rooms, toilet facilities, entry/exit points to facilities, changing rooms and other communal areas</p> | <p>Workers Customers Visitors Contractors Drivers coming to your business</p> | <p>Reception/Arrival</p> <ul style="list-style-type: none"> - Parking is available to candidates across the road in the car park free of charge. - A new arrival process has been implemented to minimise contact and support social distancing guidelines. Candidates are now greeted outside at a safe distance. Candidates are advised not to congregate around the front door. Each tutor will come out one at a time to collect separate groups, they will be wearing facemasks and keep a safe distance, register the candidate on their register, and ask the candidate to sanitise their hands using the sanitiser in the entrance before being lead directly up to their classroom. - Prior to arrival the course booker receives PDF file in advance providing relevant information candidates should be aware of before arrival, this includes; social distancing arrangements and the use of face-masks, lunch, water and hygiene arrangements and rescheduling the booking should the candidate have symptoms of covid-19 as they will not be permitted access. - Notification posters are displayed which reminds candidates (as per the advance booker PDF file) to wear a face-mask. Face-masks are also available for purchase for a small fee at the centre. - Information on how to put on a face-mask safely is displayed at with access to sanitiser. - A new logic4training pen will be provided to candidates who have not brought their own pen once they are in their classroom for them to keep, to further mitigate the risk of covid-19 spreading through the use of shared pens. - The trainer completes the candidate induction form with their candidates which covers covid-19 centres rules, staggered refreshment breaks and centre H&S processes. | <ul style="list-style-type: none"> - Ongoing monitoring and supervision to make sure people are following controls put in place. - Staff to report near-misses which may also help identify where controls cannot be followed or people are not doing what they should be doing. - Hand sanitiser replenished - Stocks monitored closely. | <p>Centre Manager is responsible for the continuous monitoring of control measures.</p> <p>All staff, Customers and Contractors are responsible for following the guidelines and reporting any issues should they arise.</p> <p>Domestic Assistant</p> <p>Customer Service Manager</p> | <p>All controls are currently in place and are monitored by the Centre Manager.</p> <p>Control measures should be monitored and continued by the Centre Manager</p> <p>Checked daily and replenished as needed.</p> <p>Checked weekly and ordered as required</p> |

| | | | | | |
|---|---|--|---|---|--|
| <p>Getting or spreading coronavirus in Classrooms</p> | <p>Workers Customers Visitors Contractors</p> | <p>Inside the building Classrooms -Washbasins with soap and disposable towels are available on both the ground floor and first floor within a reasonable distance to the classrooms. Hand sanitising dispensers with antibacterial 70% alcohol based hand gel has also been installed as per above. -2 metre distancing tape is visual on the floor leading to classrooms plus 2 metre distancing posters. - Class sizes have been reduced to allow for 1 metre between candidate desks depending upon the classroom size and course requirements. (Since the UK governments review on the social distance length, the classroom desks are arranged to meet the minimum 1 metre distance guidance.) - Perspex screens have also been installed between desks to further mitigate the risk of covid-19 spreading in classrooms. - Learners are taught via the trainer and PowerPoints displayed on the TV's at the front of the classroom. -As per the recommendation to implement further mitigating factors, desks between candidates have been arranged side by side. This does not distract from the trainer/assessor at the front of the classroom. - Candidates are required to wear a face-mask inside the building. (Candidates can bring their own face-mask but can also purchase one from the front of the building for a small fee) - Where handouts and/or manuals are required as per the course programme and cannot be taught via the electronic board, these will be placed on the desks prior to the session and trainers will use the hand sanitising gel before putting the handouts on the desk. - Pen sharing is not permitted. Candidates are provided with a new pen at the start of their course. -The classrooms with access to windows that open out to outdoor fresh air will be opened to increase fresh air circulation. - Non-fire doors are open to increase air flow. - Classes have regular staggered breaks throughout the day. 20 minutes in the morning staggered from 10am, 30 minutes at lunch time staggered from 12pm and 20 minutes in the afternoon staggered from 2pm. - Trainers / Assessor inform their classes of their daily break times. - Cleaning hours have been increased at each centre, allowing for increased frequency of cleaning procedures. - Classrooms are cleaned daily using appropriate antibacterial cleaning products. - Classrooms are rigorously cleaned every day as per covid-19 cleaning guidance for non-healthcare settings.</p> | <p>- Ongoing monitoring and supervision to make sure people are following controls put in place.</p> <p>-Trainers/ Assessors advise candidates of their breaks before the course commences.</p> | <p>Trainers Assessors Centre Manager HR & Compliance Manager</p> <p>Trainers Assessors</p> | <p>Continuous monitoring is required.</p> <p>Daily</p> |
|---|---|--|---|---|--|

| | | | | | |
|---|---|--|---|---|--|
| <p>Getting or spreading coronavirus in corridors.</p> | <p>Workers Customers Visitors Contractors</p> | <ul style="list-style-type: none"> - Candidates will be designated the same desk in their classroom for the duration of their course. - Desks are cleaned daily using appropriate antibacterial products. - The centre manager spot checks classrooms to ensure it is completed to acceptable standards. - Trainers must wear a face-mask inside the building. Trainers will then fit a clear face-shield when they arrive in the classroom and are a safe 1 metre distance from all candidates and then remove the face-mask. (The Trainer will wear a clear face-visor whilst teaching at the front of their class not a face-mask whilst teaching.) - Trainers are required to wear a face-mask before leaving the classroom and within all inside areas of the building. <p>Corridors</p> <ul style="list-style-type: none"> - 2 metre floor distancing tape is visible throughout corridors. - 2 metre distancing posters is visible throughout corridors. - Clear direction signage is in place to classroom numbers. - A one way system through the centres corridors is in place to further mitigate contact opportunities. - Candidates are let into the building by the centre manager after they have registered at the outdoor arrival sheltered area and have sanitised their hands and put on their face-mask. - All personas are required to wear a facemask in corridors. - Breaks have been staggered so that minimal people are in the corridors and classes can maintain a safe distance whilst using the corridors to get to the canteen or outside. - No one is allowed to stop or congregate in the corridors and must go straight to the canteen or outdoor areas on break times. | <ul style="list-style-type: none"> - Cleaning product stock counts <ul style="list-style-type: none"> - Floor tape may come loose. The Centre Manager to look out for this on daily opening walk around and close down walk around. - Spare tape is kept on site to replace if necessary <p>All centres Managers have access to the company approved notification posters and visuals in the case replacement posters are required.</p> <ul style="list-style-type: none"> - Information documents, notifications and posters updated as per government, HSE and NHS advice. | <p>Domestic Assistant</p> <p>Centre Manager</p> <p>Centre Manager</p> <p>HR & Compliance Manager</p> | <p>Weekly</p> <p>Daily</p> <p>As and when required.</p> <p>As and when updates occur. (Currently part of the .gov mailing list for updates)</p> |
| <p>Getting or spreading coronavirus in the canteen.</p> | <p>Workers Customers Visitors Contractors</p> | <p>Canteen</p> <ul style="list-style-type: none"> - The canteen is located in the centre of the building. - Hand sanitising dispensers are located in the corridor leading to the canteen. - Social distancing rules are in place in the canteen, notifications are placed on the doors, floor and walls in prominent locations. - Candidates are now provided hot drinks to take away to allow them to go outside. - Hot drinks are provided in disposable coffee cups. - Cold drinking water is provided in disposable plastic cups - The cold water machine is a push button which is cleaned with antibacterial wipes. | <ul style="list-style-type: none"> - Continuous supervision and monitoring to continue during staggered break times allocated. | <p>Centre Manager</p> | |

| | | | | | |
|--|---|--|---|---|---|
| <p>Getting or spreading coronavirus in staircases.</p> | <p>Workers Customers Visitors Contractors</p> | <ul style="list-style-type: none"> - Candidates bring their own packed lunch and do not share food or drinks - Break times for classrooms are staggered. - Classes have regular staggered breaks throughout the day. - Tables are cleaned regularly with appropriate antibacterial products and between use. - The canteen is supervised by the domestic assistant. - The domestic assistant is qualified in food hygiene and safety. - The domestic assistant has had updated cleaning training in line with government guidelines. <p>Stairs</p> <ul style="list-style-type: none"> - There are three internal stair cases that lead up to the first floor. - The stair cases are well lit with sufficient lighting and emergency lighting in place - Handrails are at the appropriate height. - Steps have good slip resistant properties, particularly at the leading edge - Stairs are free from trip hazards - 2 metre distancing posters are in place to remind candidates to keep a safe distance from each other - Stairs cases are of an adequate width for the number of person in the building at any given time - Handrails are cleaned regularly throughout the day - Stairs are checked for slips hazards daily. - Breaks are staggered - No one is allowed to congregate on stairs or in corridors. | | | |
| <p>Getting or spreading coronavirus in practical workshop.</p> | <p>Workers Customers Visitors Contractors</p> | <p>Practical Workshops</p> <ul style="list-style-type: none"> - Washbasins with soap and disposable towels are available on both the ground floor and first floor within a reasonable distance to the practical workshops. Hand sanitising dispensers with antibacterial 70% alcohol based hand gel has also been installed as per above. - 2 metre distancing tape is visual on the floor leading to workshops plus 2 metre distancing posters. - Class sizes have been reduced to allow social distancing as much as reasonably practical. - Candidates are required to wear a face-mask at all times in the practical workshop.. (Candidates can bring their own face-mask but can also purchase one from the front of the building for a small fee) | <p>-On-going feedback from Trainers and Assessor to continue.</p> <p>-On-going feedback from candidates to continue</p> | <p>Trainers Assessors</p> <p>Customer Service Manager</p> | <p>Continuous monitoring required</p> <p>Continuous monitoring required</p> |

| | | | | | |
|--|--|--|--|---|---------------------------------------|
| | | <ul style="list-style-type: none"> -As per the recommendation to implement further mitigating factors, candidates are provided with face-shields in the practical areas depending upon the task. - Candidates can use their own employer's face-shields or can use those provided by the centre. The face-shields provided by the centre are re-usable by the candidate for the duration of their course. -The face-shield is cleaned using the recommended Isopropyl between each use. - Where PPE is already a requirement for risks associated with the work undertaken in practical areas these will continue. - Disposable gloves are readily available in the circumstances where the course programme uses hand held tools. Please note as per above; where PPE is already a requirement for risks associated with the work being undertaken in practical areas these will supersede the disposable gloves. - Disposable gloves are to be used once only and new ones are readily available. - Disposable gloves are to be removed before leaving the practical workshop and hands sanitised. (It is not recommended that anyone should walk around the centre wearing gloves as this prevents you from washing your hands.) - Tools are cleaned after each use with appropriate antibacterial products. - Pen sharing is not permitted. Candidates are provided with a new pen at the start of their course and a replacement provided if necessary. - All Trainers are Qualified AET Trainers. - All Assessors are qualified A1/TAQA/CAVA Assessors and are registered and approved with the appropriate awarding body/qualification regulator. - All Trainers and Assessors are qualified and experienced within their scope of training and assessment. - All Trainers complete a full H&S Induction with the Centre Manager or HR and Compliance Manager. - All Candidates complete a H&S induction this includes, safe working practice, covid-19 centre rules, fire brief and location of stop buttons before commencing any practical training. - Class sizes have been reduced to allow for social distancing depending upon the workshop size and course requirements. - There are a number of first aid qualified employees including management + an acceptable number of first aid kits and supplies available throughout the centres workshops, classrooms and offices. | <p>Sanitisation of face-shields to be recorded on the face-shield cleaning checklist.</p> <p>Centre managers to carry out regular spot checks of controls.</p> | <p>Trainers Assessors</p> <p>Centre Manager</p> | <p>Continuous monitoring required</p> |
|--|--|--|--|---|---------------------------------------|

| | | | | | |
|---|---|---|---|--|---|
| <p>Getting or spreading coronavirus in smoking area.</p> | <p>Workers Customers Visitors Contractors</p> | <ul style="list-style-type: none"> - PPE poster reminders are clearly visible in prominent areas reminding candidates what PPE must be worn. - Trainers supervise candidates at all times in practical areas. <p>Outdoor Smoking Area</p> <ul style="list-style-type: none"> - There is an outdoor designated smoking area. - 2 Metre distancing posters are visible in the smoking area. - Hand sanitiser is available in the centre leading out to the smoking area with signage informing persons to use it. - A free standing cigarette bin is in place which is emptied and cleaned daily - Good housekeeping is practised at all times. - The smoking area is outside and there is adequate space to keep 2 metre distance from other persons. - Break times are staggered. | <ul style="list-style-type: none"> - Information documents, notifications and posters updated as per government, HSE and NHS advice. - Administered to report any concerns or if issues arise to HR & Compliance Manager. | <p>HR & Compliance Manager</p> | <p>As and when updates occur. (Currently part of the .gov mailing list for updates)</p> |
| <p>Getting or spreading coronavirus in Customer Service office.</p> | <p>Workers Customers Visitors Contractors</p> | <p>Admin Office</p> <ul style="list-style-type: none"> - Hand sanitising dispenser with antibacterial 70% alcohol based hand gel is in reception. - Poster advising persons to use the hand sanitising gel before access. - The office is next to the disabled toilet/washroom facilities at the front of the building providing soap, water and suitable hand drying facilities. - 2 metre distancing tape is visual on the floor. - Social distancing posters are visible. - Floor marker for customers to stand a 2 metre distance from the administrator. - Office capacity has been reduced where possible to ensure less people in the office at any given time to ensure social distancing can be maintained. - As per the recommendation to implement further mitigating factors, desks have been arranged side by side where possible. - Perspex screens have also been installed between desks to further mitigate the risk of covid-19 spreading in the office. - Candidates are required to wear a face-mask inside the building. (Candidates can bring their own face-mask but can also purchase one from the front of the building for a small fee) - CS teams and Admin teams are required to wear a face-mask throughout the building. Once they are sat behind their Perspex screen at their desk and socially distanced they can remove their face-mask and work at their desk. They must wear a facemask | <ul style="list-style-type: none"> - Centre team to have regular catch ups and talk openly with Centre Manager & Compliance Manager - Course payment reminders in place and monitored by accounts team | <p>HR & Compliance Manager</p> <p>Accounts Assistant</p> | <p>Continuous on-going monitoring and feedback</p> <p>Weekly</p> |

| | | | | | |
|--|--|--|--|--------------------------------|------------------|
| | | <p>when moving from their desk.</p> <ul style="list-style-type: none"> - Pen sharing is not permitted. Candidates are provided with a new pen at the start of their course. - Sharing stationary is not permitted and each staff member has been provided with the tools necessary to carry out their work. - Where payments are required, we ask for all payments to be paid before the course start date. - The centre ask for card payment where possible. The card payment machine is wiped with a disinfection wipe between use. - If cash is the only option, disposable gloves are available for use - The office is well ventilated by windows. - Cleaning hours have been increased at the centre, allowing for increased frequency of cleaning procedures. - The office is cleaned daily using appropriate antibacterial cleaning products. - Staff have fixed work stations and do not share. - Desk are cleaned daily using appropriate antibacterial products. - The centre manager spot checks the office to ensure ongoing compliance. - Microsoft teams has been purchased by the centre to allow for online meetings. - Non fire exit doors are open to reduce the amount of contact and also improve ventilation. | <p>Managements review meetings via video conferencing.</p> | <p>Administration Director</p> | <p>6 Monthly</p> |
|--|--|--|--|--------------------------------|------------------|

| What are the hazards? | Who might be harmed and how? | Controls | What further action do you need to consider to control the risks? | Who needs to carry out the action? | When is the action needed by? |
|---|------------------------------|---|---|--|--|
| Getting or spreading coronavirus through workers living together and/or travelling to work together | Workers | <ul style="list-style-type: none"> - Staff do not live together. - Staff do not travel together. - A large car park is available free of charge for staff and customers. | <ul style="list-style-type: none"> - If staff arrangements for living or traveling to work change they must inform their line manager before sharing accommodation or traveling to work together so a discussion can take place on how to reduce the risk of getting or spreading the coronavirus. | <ul style="list-style-type: none"> - Staff - Line manager - HR & Compliance Manager | <ul style="list-style-type: none"> - On-going monitoring required |

| What are the hazards? | Who might be harmed and how? | Controls | What further action do you need to consider to control the risks? | Who needs to carry out the action? | When is the action needed by? |
|--|---|---|--|---|---|
| <p>Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations</p> | <p>Workers Customers Visitors Contractors Drivers coming to your business</p> | <p>Cleaning</p> <ul style="list-style-type: none"> - HSE Cleaning guidance on cleaning and hygiene during the coronavirus outbreak is being followed - A cleaner is on site during operational hours. - Cleaning hours have been increased. - Frequency of cleaning regimes increased. - Staff have been provided with relevant PPE needed to carry out the tasks including gloves, face-shields, aprons and face-masks. - Staff have been trained in how to put on and remove the PPE that is used for their normal work tasks and hazards and how to keep it clean and when to replace with new. - Staff have received training in their work activity and CPD logs are kept on personal files. - The government cleaning guidance for non-healthcare settings has been reviewed and training completed with cleaners. - Appropriate cleaning products are used and relevant COSHH and MSDS retained and updated on site. - A comprehensive cleaning regime was found to be in place at the centre including regular cleaning of surfaces that are frequently touched; e.g. handrails, door handles, toilets and washbasins and taps - All areas of the centre are cleaned daily by trained domestic assistants. - Toilets/Washrooms are cleaned three times a day. - Classrooms are cleaned daily at the end of each session. - Practical areas are cleaned daily at the end of each session. - Corridors are cleaned daily, non-fire doors are open where possible and door handles cleaned three times a day. - The need to move around the centre has been reduced as far reasonably practical to reduce the potential spread of any contamination through touched surfaces. - Bins are in place in all classrooms, office and workshops and emptied daily. - If a location is identified as an area of high risk due to the possibility of an infected person being in that location. The area will be closed and a deep clean will take place. - Surfaces are to be kept clear to allow for easier cleaning and prevent contaminated objects. | <ul style="list-style-type: none"> - It is recommended ongoing monitoring is to continue by the centre manager. - Cleaners to report if any issues arise immediately. - Re-fresher training | <p>Centre Manager Cleaners Centre manager</p> | <ul style="list-style-type: none"> - On-going - Continuous feedback - On-going |

| What are the hazards? | Who might be harmed and how? | Controls | What further action do you need to consider to control the risks? | Who needs to carry out the action? | When is the action needed by? |
|---|---|--|---|--|---|
| Getting or spreading coronavirus if someone develops symptoms of coronavirus at the centre. | Workers Customers Visitors Contractors | <ul style="list-style-type: none"> - Any persons who present themselves at the centre with symptoms of the coronavirus will not be permitted access on arrival and will be advised to follow the current self-isolation guidance provided by the NHS and Government and get tested. Customers can re-schedule their course by contacting the customer service team via telephone or email. - All candidates are informed on arrival and during their induction to inform their trainer immediately if they begin to feel unwell. - If any person develops symptoms of the coronavirus they will be told to follow the current self-isolation guidance provided by the NHS and Government and get tested. Customers can re-schedule their course by contacting the customer service team via telephone or email. - Test and Trace guidance in line with government guidelines to be followed. - A spare room is available as an isolation room if necessary until the possibly infected person is fit to leave or taken away by paramedics depending upon the severity. - Arrangements are in place if a location is identified as an area of high risk due to the possibility of an infected person being in that location. The area to be closed and a deep clean will take place. - All areas of the training centre will be deep cleaned that the person came into contact with. - Candidates must wear a face-mask inside the building at all times (candidates can bring their own or purchase one at the centre for a small) - Social distancing is to be followed at all times inside the training centre as far as reasonably practical. - As of 05/02/2021 staff now undergo regular asymptomatic rapid testing to pick up asymptomatic cases or early cases of coronavirus in staff. - Logic4training are signed up to Government employee home testing scheme and all staff are provided with free rapid home test kits. - Home testing is completed twice weekly and monitored by the HR and Compliance Manager. | <ul style="list-style-type: none"> - Continuing monitoring of the test and trace procedures advised by NHS and Government. - Advice from local council promptly if such event takes place. - Contacting persons who have been in contact with an infected person as per test and trace service advice. | <p>HR & Compliance Manager</p> <p>Director</p> <p>Test & Trace Service and HR & Compliance Manager</p> <p>Domestic Assistant</p> | <p>Immediately upon such event</p> <p>Continuous monitoring and review.</p> <p>Immediately upon such event</p> <p>Immediately upon such event</p> |

| What are the hazards? | Who might be harmed and how? | Controls | What further action do you need to consider to control the risks? | Who needs to carry out the action? | When is the action needed by? |
|---|------------------------------|---|--|---|-------------------------------|
| Mental health and wellbeing affected through isolation or anxiety about coronavirus | Workers | <ul style="list-style-type: none"> - As of 08/02/2021 Logic4training now provide information to candidates prior to their course advising them of places where they can access free rapid testing before starting their course. This is currently recommended and not mandatory to attend a course. - The HR Manager is a qualified mental health first aider and has regular communication with staff. - Regular keep in touch video meetings between line managers and home workers. - Staff working in the centre have regular keep in touch chats with their line manager and can also talk to the HR manager or Centre manager. - The business has communication channels in place to talk openly with workers, gain feedback and what to do to raise concerns or who to go to so they can talk. <ul style="list-style-type: none"> - Staff have been involved with risk assessments so they can help identify potential problems and identify solutions. - The company sends regular updates to staff on what is happening so they feel involved and reassured. - Annual leave has been discussed with employees to make sure they take regular breaks, are encouraged to take leave. - Staff have set working hours to ensure they are not working long hours. | <ul style="list-style-type: none"> - Further trained mental health first aiders to be considered. - The HR manager to continue to provide manager information and advice with workers about mental health and wellbeing - The HR manager to consider an occupational health referral if personal stress and anxiety issues are identified - An employee assistance programme is recommended to be introduced to support workers to talk through supportive strategies. | <p>HR & Compliance Manager</p> <p>Line Managers</p> <p>Centre Manager</p> | Monitored and continued |

| What are the hazards? | Who might be harmed and how? | Controls | What further action do you need to consider to control the risks? | Who needs to carry out the action? | When is the action needed by? |
|---|---|--|--|---|-----------------------------------|
| Contracting or spreading the coronavirus by not social distancing | Workers Customers Visitors Contractor Drivers coming to your business | <ul style="list-style-type: none"> - Facemasks are worn inside the building. - Staff have received relevant training on the covid-19 social distancing requirements. - Candidates are informed in writing before arrival. - Candidates are re-explained in detail about the covid-19 social distancing requirements in place at the centre during their induction on their first morning and sign the induction form. - All persons are reminded by way of visual posters throughout the training centre - All persons are reminded by way of floor marker tapes throughout the centre. - Staff and Candidates break times have been staggered. - Staff who can work from home are working from home to limit the number of persons on site at one time. - Allocated times lots are in place for courses. - All work areas have been rearranged to allow people to meet social distancing rules as reasonably practical whilst inside the centre. - A bike rack is available for cyclists to lock their bike at the front of the building | <ul style="list-style-type: none"> - Trainers regularly remind candidates to ensure social distancing rules are followed - Re-fresher training to staff. - Signage updates and ways to communicate to non-employees what they need to do to maintain social distancing. | Trainers Assessors Centre Manager | Continuous monitoring and ongoing |
| Getting or spreading coronavirus from visitors. | Workers Customers Visitors Contractor Drivers coming to your business | <p>Visitors</p> <ul style="list-style-type: none"> - Arrangements for preventing the requirement for a visitor to attend the centre in person are in place as far as reasonably practical. - Visitors must pre-book visits if the visit is necessary. - Meetings will take place via video conference on all occasions possible to prevent the need for visitors during this time. - If a visitor must attend the centre they will be subject to the same covid19 rules as candidates and briefed before arrival and on arrival. - Maintenance works will be scheduled out of hours (OOH) when centre is closed after 5pm or on weekends. - Staff who's roles/tasks can be completed from home, are working from home. - Qualification regulator audits scheduled in advance and where possible will now take place via video conference - Pre booking for courses only. | | | |

| What are the hazards? | Who might be harmed and how? | Controls | What further action do you need to consider to control the risks? | Who needs to carry out the action? | When is the action needed by? |
|--|--|---|---|------------------------------------|-------------------------------|
| Musculoskeletal disorders as a result of using DSE at home for a long period of time | Workers | <ul style="list-style-type: none"> - Homeworkers have been provided with information on how to set up workstations at home. - DSE questionnaires are completed. - Recommended actions are implemented on the completion of the DSE questionnaire. - For all people working at home using display screen equipment (DSE) information on how to protect themselves, eg take regular breaks, stretching exercises has been communicated. | <ul style="list-style-type: none"> - Regular discussions on the DSE set up should be implemented to ensure safe on-going practise. - For people working at home longer term complete a DSE assessment and identify what equipment is needed to allow them to work safely at home for longer period. | HR & Compliance Manager | A and when required. |
| What are the hazards? | Who might be harmed and how? | Controls | What further action do you need to consider to control the risks? | Who needs to carry out the action? | When is the action needed by? |
| Poor workplace ventilation leading to risks of coronavirus spreading | Workers Customers Visitors Contractor | <ul style="list-style-type: none"> - Offices and classrooms 2, 4, 5, 5 and 7 are well ventilated by fresh air through windows. - The practical workshops are serviced by an extract system. - Non fire doors are open to increase ventilation in areas of the building that lack windows. - As above candidates wear facemasks inside the building to further mitigate the risk of coronavirus spreading indoors. | <ul style="list-style-type: none"> - Extract system to be scheduled to be serviced annually. - Maintain air circulation systems in line with manufacturers' recommendations. | Centre Manager | Annually |

| | | | | | |
|---|--|---|---|--|--|
| <p>Increased risk of infection and complications for vulnerable workers</p> | <p>Workers</p> | <ul style="list-style-type: none"> - All staff are advised to follow government guidelines and recommendations for vulnerable and extremely vulnerable persons. This includes if a staff member receives a shielding letter they must stay home and every effort will be made for them to work from home unless their GP advises otherwise. - All staff contacted by HR to identify those who fall into vulnerable categories. - Personal risks and individual circumstances identified. - Advice from medical professionals followed at all times. - Open conversations with staff about self-isolating. - Vulnerable staff encouraged to share concerns with line manager or hr manager and seek medical professional advice. - No employees have been forced back to work and all medical professional advice followed on an individual basis. - Staff encouraged to inform HR of any changes to their health that may make them more susceptible to the coronavirus. - Any staff who receive shielding letter are advised to provide the letter to HR and shield in line with government guidelines. - Vulnerable workers reasonable adjustments put in place following medical professional advice to further reduce risk of contracting coronavirus - Staff who can work from home should continue to do so. | <ul style="list-style-type: none"> - Open two way conversation between line managers and staff. - Concerns raised to HR immediately - Changes to a person's circumstances e.g. health or pregnancy should be notified to HR so relevant action can be taken swiftly. | <p>Line Managers</p> <p>Staff</p> <p>HR & Compliance Manager</p> | <p>On-going</p> <p>As required</p> <p>On-going</p> |
| <p>Risk of catching coronavirus from not wearing a facemask due to exemption.</p> | <p>The candidate The candidates classmates Staff</p> | <ul style="list-style-type: none"> - It is currently mandatory to wear a facemask inside the private training centre. - Candidates who have received a shielding letter or have been advised by a medical professional that they are especially susceptible to coronavirus should follow government guidelines and stay home and can reschedule their course with the customer service team via telephone. - Candidates who are exempt from wearing a facemask should still do so inside the building if they can safely. If the candidate is exempt and cannot wear a facemask then they must contact the centre prior to their course start date and can wear a face-visor instead but they must wear an exempt badge and face-shield instead. - Candidates who arrive and do not have an exemption badge will not be allowed inside the building and therefore will not be able to attend their course. | <ul style="list-style-type: none"> - Inform candidates prior to arrival. - Ensure compliance before access to the building is given. | <p>CS Team</p> <p>Centre Manager</p> <p>Trainer & Assessors</p> | <p>On-going daily monitoring and notifications required.</p> |

| | | | | | |
|--|--|--|--|--|--|
| | | <ul style="list-style-type: none"> - All candidates required to follow the above stringent hygiene control measures. - All candidates required to follow social distancing guidelines within the training centre. - All candidate and trainer desks fitted with appropriate Perspex screens. - All windows throughout the building are opened daily to increase ventilation. - Candidates can wear a face-visor instead of a facemask only if they inform the centre prior to arrival and wear an exempt badge as detailed above. | | | |
|--|--|--|--|--|--|

| What are the hazards? | Who might be harmed and how? | Controls | What further action do you need to consider to control the risks? | Who needs to carry out the action? | When is the action needed by? |
|--|--|---|--|--|-------------------------------------|
| <p>Exposure to workplace hazards because it isn't possible to get normal personal protective equipment (PPE)</p> | <p>Workers Customers Contractors</p> | <ul style="list-style-type: none"> - Weekly PPE stock checks completed by administrator. - Weekly PPE stock checks monitored by Centre Manager. - PPE ordered when required and lead time checked. - Strong communication channel with supplier | <ul style="list-style-type: none"> - Identify other suppliers in the case of shortage of supplies from current suppliers. | <p>Administrator Centre Manager Customer Service manager</p> | <p>On-going monitoring required</p> |

| What are the hazards? | Who might be harmed and how? | Controls | What further action do you need to consider to control the risks? | Who needs to carry out the action? | When is the action needed by? |
|--|---|--|---|--|-------------------------------|
| <p>Not evacuating immediately due to following social distancing rules.</p> <p>Getting or spreading coronavirus in the event of an emergency evacuation.</p> | <p>Workers</p> <p>Customers</p> <p>Visitors</p> <p>Contractor</p> | <ul style="list-style-type: none"> - Whilst control measures to protect against COVID-19 are crucial, fire safety should also remain a priority. - If the fire alarm sounds, the fire evacuation procedure will be followed. - All persons are not required to socially distance during a fire or other emergency evacuation and should evacuate without delay making use of all fire exits. - All staff are trained in the fire evacuation procedure and full practise drills are completely as a minimum 6 monthly. Emergency evacuation drills have been re-briefed and drills taken place since re-opening of the centre since covid-19. (Trainers lead their class via the nearest and safest fire exit to the fire meeting point outside and do not wait to socially distance during an emergency evacuation, as evacuating the building is a priority. - Candidates and staff will be wearing their face-mask inside the building and should continue to keep it on until they reach outside. - Once outside at the fire meeting point candidates and staff are required to socially distance and keep 2 metres away from others. There is sufficient space outside at the fire meeting point to socially distance during the roll call. Trainers will communicate with their class to ensure this is maintained. - Trainers are to continue the normal fire evacuation procedures and roll calls. - When the Centre Manager or fire services have given the all clear. One class at a time allowed back into the centre to allow for social distancing on re-entry. - All staff and candidates must sanitise their hands when re-entering the building. - Candidates are briefed on the fire evacuation procedure during their centre induction with their trainer and sign to complete the induction form. - There is adequate fire signage in place which meets with current legislation including, fire running man signage which demonstrates the direction of escape, emergency lighting illuminates escape routes. Floor plans clearly visible/displayed throughout the building in all classrooms and workshops leading persons to the fire exits. | <p>PEEP plans</p> | <p>Centre Manager</p> <p>HR & Compliance Manager</p> | <p>Continuous monitoring.</p> |

Company name: Logic4training

Centre: Sittingbourne

Assessment carried out by: Caroline Lay

Centre Manager: Phil Hickey

Managing Director: Kevin Budd

Date assessment was originally carried out: 20th May 2020

Issue: 1.0

Review Date: 22nd June 2020

Review carried out by: Caroline Lay

Issue: 1.1

Review Date: 17th July 2020

Review carried out by: Caroline Lay

Issue: 1.2

Review Date: 18th September 2020

Review carried out by: Caroline Lay

Issue: 1.3

Review Date: 13th January 2021

Review carried out by: Caroline Lay

Issue: 1.4

Review Date: 26th February 2021

Review carried out by: Caroline Lay

Issue: 1.5

Review Date: 12th May 2021

Review carried out by: Caroline Lay

Issue: 1.6