

COVID-19 Risk Assessment

Company name: Cambridge Wheel Building

Assessment carried out by: D Green

Date of next review: 1 Oct 2022

Date assessment was carried out: 25 Feb 2022

ACTIVITY	DETAIL	RISK FACTORS	REQUIRED MITIGATION MEASURES
Pre course	Awareness	Delegates may be unprepared for COVID-secure measures to expect, and what to bring	<ul style="list-style-type: none">• Delegates told not to attend if they symptoms of, or have tested positive for COVID-19.• If you do not have symptoms, consider taking a rapid lateral flow tests as a way to manage your personal risk and the risk to those around you before attending.• If you feel unwell but do not have COVID-19 symptoms, or your COVID-19 test is negative, you may still have an illness which could be passed on to other people. Please consider not attending.• Communicate risk assessment and control measures to attendees, alert them to possible risk if guidance not followed, particularly if they fall into vulnerable categories.• Suggest delegates bring warm clothing as natural ventilation increased.
Travel to and from venue, trainer and delegates	On Foot	Walking to venue presents a lower risk of infection as long as correct social distancing can be maintained.	
	By Cycle	Cycling to venue presents a lower risk of infection as long as correct social distancing can be maintained.	

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	Private Car	Lowest risk means of travel as driver is enclosed in personal space.	
	Public Transport	Train / bus / tram / taxi/ underground travel presents a potentially Increased risk of infection from fellow passengers due to overcrowding and uncleaned hard contact surfaces.	<p>Where public transport travel is unavoidable:</p> <ul style="list-style-type: none"> • Where feasible maintain a two metre gap between yourself and other passengers in the queue and during the journey. • Try to allow for travel in off peak periods. • Consider wearing a face mask to reduce the risk of contaminating others • Wash hands in line with WHO guidance immediately on arrival at venue / home
The training day, trainer and delegates	On Arrival	<p>Queues at entrances/ building reception may reduce correct social distancing.</p> <p>Door handles will become contaminated with use.</p>	<ul style="list-style-type: none"> • Avoid queuing at entrances to ensure correct social distancing is maintained • Use hand washing facilities or hand sanitiser on arrival • Provide hand washing facilities and paper towels in workshop and WC

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	<p>Practical Training Areas</p>	<p>Indoor enclosed workshop space presents risk of contracting or spreading the virus.</p> <p>Course documentation, handouts in paper format, potential for cross contamination of issuing documentation</p> <p>Shared loan equipment (components, jigs, gauges etc) is potential form of cross contamination</p> <p>Personal belongings (pens, personal tools and equipment, food, drinks, mugs etc.) is potential form of cross contamination</p>	<ul style="list-style-type: none"> • Maximum delegate numbers 8 delegates • Use face coverings based on your own judgement. • Natural ventilation of room maximized but balanced with need for comfort. • Delegates generally work in their allocated workspaces throughout the duration of the course, and work side-by-side or back-to-back (not face-to-face). • Discourage sharing of tools and equipment. • Shared loan equipment wiped down between uses • Attendees use their own pens, tools and equipment, mugs etc.
	<p>Shared Spaces</p>	<p>Staff/ delegates will require access to toilets and outside lunch area during the day. These areas present a higher risk of contamination due to lack of social distancing and virus contaminating hard surfaces.</p>	<ul style="list-style-type: none"> • Observe social distancing in toilet and non classroom spaces. • Observe good standards of personal hygiene, i.e hand washing, respiratory hygiene. • Any table used to take refreshment must be wiped down after use.
	<p>Emergency procedures</p>	<p>Emergency procedures such as fire evacuation need to remain in place.</p> <p>It is possible to contract the virus through performing first aid on a casualty</p>	<ul style="list-style-type: none"> • Be aware of St John Ambulance Covid-19 advice for first aiders. Note: only qualified first aiders to perform first aid.

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	Infection Control	The risk of infection with COVID-19 is increased due to attendees travelling in from home. Airborne droplets and contact contamination will potentially be continual. Carriers can be asymptomatic further increasing the potential for infection.	<ul style="list-style-type: none"> • Delegates wear masks and gloves if they wish Wash your hands with soap and water or use hand sanitiser regularly throughout the day. • Ensure supplies of soap/ hand sanitisers • Ensure supplies of paper towels • After the course the workshop shall be thoroughly cleaned.
	Anyone who shows symptoms of COVID-19	Attendees might begin to display symptoms of COVID-19 during the course which places others at risk. Main GOV.Uk symptoms are: <ul style="list-style-type: none"> - new continuous cough - high temperature - loss/change in normal sense of smell/taste 	If anyone becomes symptomatic for COVID-19 during the course, they must leave and self-isolate at home and follow the current stay at home guidance. They make their own arrangements to contact the NHS.