

COVID-19 Risk Assessment

Company name: Cambridge Wheel Building

Assessment carried out by: D Green

Date of next review: 1 Jan 2021

Date assessment was carried out: 1 Sep 2020

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 have coronavirus symptoms, or if someone in their house does, or until 14 days after the symptoms have passed 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 a personal bottle of hand sanitiser for convenience
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.	<ul style="list-style-type: none"> Maintain social distance from other pedestrians Walk alone
	By Cycle	Cycling to venue presents a lower risk of infection as long as correct social distancing can be maintained.	<ul style="list-style-type: none"> Maintain social distance from other pedestrians/ cyclists Cycle alone
	Private Car	<p>Lowest risk means of travel as driver is enclosed in personal space.</p> <p>Car could be a means of cross contamination home / work / home which will necessitate sanitation of interior contact surfaces.</p>	<ul style="list-style-type: none"> Recommend drivers wipe down interior and exterior contact surfaces of car on arrival including but not exclusively; door handles / gear lever / indicator and light stalks / steering wheel etc. to reduce risk of cross contamination Avoid car sharing as it increases the risk of transmitting the disease

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	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. • Wearing a face mask is now mandatory 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> <p>NHS Test and Trace may request attendance data if anyone tests positive afterwards. (names, contact phone number, date of cse, arrival time and, where possible, departure time.)</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 • Wipe down door handles periodically during the day • Dispose of all waste into a tied plastic bag in the main waste bin as often as necessary • Attendees provide their name and contact phone number on arrival (optional) [1]. Trainer stores data securely for 21 days, then disposes securely.

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	<p>Practical Training Areas</p>	<p>Risk of contracting or spreading the virus by not practising social distancing.</p> <p>Practical training aids will be subject to cross contamination by each user.</p> <p>Course documentation, handouts in paper format, potential for cross contamination of issuing documentation</p> <p>Shared loan equipment (components, jigs, gauges etc) will be form of cross contamination</p> <p>Personal belongings (pens, personal tools and equipment, food, drinks, mugs etc.) will be form of cross contamination</p>	<ul style="list-style-type: none"> • Maximum delegate numbers 8 delegates • Delegates and trainer to keep minimum of 2 m apart during the course. Where 2 m impossible, 1 m with mitigation (face coverings) • Individual workspaces to be 2 m apart. • 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). • Group exercises to be removed from course syllabus • Discourage sharing of tools and equipment. • All shared loan equipment wiped down between uses All personal belongings and non-loan materials to be taken home at the end of the course or otherwise disposed of. • Course documentation to be produced in advance to course, minimum of 48 hours, to allow for the degradation of any contaminants, and issued as discrete document sets to each delegate. • Attendees to use their own pens, tools and equipment, mugs etc.

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	Shared Spaces	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.	<ul style="list-style-type: none"> • Toilet use to be restricted to one user only. • The toilets should be thoroughly cleaned after the course (see infection control). • All observe meticulous standards of personal hygiene, i.e wash hands thoroughly in hot water and soap and dry off. • Use a square of paper towel to unlock and open door, bin after use. • Any table used to take refreshment must be wiped down after use.
	Emergency procedures	<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.
	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 • Frequent hand washing throughout the day • Ensure supplies of soap/ hand sanitisers • Ensure supplies of paper towels <p>After the course the workshop shall be thoroughly cleaned, including:</p> <ul style="list-style-type: none"> • Sanitise all work benches/stools • Bins for paper towel and other contaminated waste to be emptied into main dustbin and bins sanitised • All interior and exterior door handles to be cleaned and sanitised

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	Anyone who shows symptoms of COVID-19	Attendees might begin to display symptoms of COVID-19 during the course which places others at risk.	<p>If anyone becomes symptomatic for COVID-19 during the course, current UK Gov. Regulation require:</p> <ul style="list-style-type: none"> • 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. • Other attendees must self-isolate for fourteen days after they arrive home.

[1] NB: attendees can opt out of sharing their details for the purposes of NHS Test and Trace. In this case, information they provided for booking purposes is also not shared.