

Somerset Partnership Teaching School - COVID-19 – Risk assessment

Example points of customer contact	What is the risk?	Level (High, Medium, Low)	Control measures to manage Coronavirus risk	Who will action?
Set up of Training Centre	Transmission of virus on surfaces by person setting up	Low	Wash hands prior to set up. Surfaces to be disinfected when in place. AV equipment should be disinfected after set up	Office staff
Arrival (outside)	Large number of people arriving at same time	Medium	Ask delegates to leave plenty of time for arrival and not to arrive at the last minute. Delegates asked to socially distance outside of the training centre on arrival. Use signage to indicate safe distance.	Admin to add to joining instruction email
Entering the venue	Contact with front door causing virus transmission	High	Have front door propped open to avoid contact	Office staff
	Numbers entering at the same time reducing the ability to socially distance and increase the risk of transmitting the virus	Medium	Have a one way system in operation. Entry only through front door, exit via the training room rear double doors. Providing hand sanitising points at entrance	

Example points of customer contact	What is the risk?	Level (High, Medium, Low)	Control measures to manage Coronavirus risk	Who will action?
Reception/welcome desk	Signing in sheets – transmission of virus	Medium	Remove sign in sheets and have admin recording arrival on sheets to prevent transmission of virus. Pre-booking required so that contact details are known.	Office staff
Inside the meeting room	Contact with door causing virus transmission	High	Wedge door open while delegates enter the meeting room to reduce touch points.	Office staff
	Transmission of virus whilst in the training room	Medium	Layout of chairs and tables to allow for distancing between delegates and presenters	Office staff
			Delegates reminded about socially distancing whilst in the training room.	Office staff /presenter
			Request delegates stay in the training room and move around as little as possible during the event	Presenter
			If necessary use of neck microphone to reduce the need to shout and therefore increase the risk of spreading the virus via droplets	Presenter
			Ensure adequate ventilation. Air conditioning operated at full speed, keeping doors and windows open where possible.	Office staff
			Avoid sharing pens, documents etc.	Delegates/presenter
			Hand sanitiser in meeting room	Office staff
Frequent cleaning of work areas and equipment between uses	Office staff			

Example points of customer contact	What is the risk?	Level (High, Medium, Low)	Control measures to manage Coronavirus risk	Who will action?
Breaks and Lunch Breaks	Transmission of virus via contact with other delegates	Medium	<p>Maintain social distancing when moving around the training centre, use signage to remind delegates of guidelines (2m or 1m with risk mitigation where 2m is not viable)</p> <p>Minimise self-service of food and drink to reduce risk of transmission. Ask delegates to bring their own cups or use disposable cups.</p> <p>Arrange lunches in individual bags, use disposable cutlery where necessary</p> <p>Sanitiser points at start of the buffet pick up and end point</p>	Office staff
Public toilet areas	Use of Toilets	Low	<p>Use signs and posters to build awareness of good handwashing technique and the need for increased handwashing frequency</p> <p>Enable good hand washing hygiene; provide hot water and liquid soap and suitable options for drying.</p> <p>Increase frequency of cleaning in line with usage</p> <p>Provide antibacterial wipes in toilets to enable delegates to clean toilet areas if they want to</p> <p>Put up visible cleaning schedule for the toilet areas</p>	Office staff

Example points of customer contact	What is the risk?	Level (High, Medium, Low)	Control measures to manage Coronavirus risk	Who will action?
End of meeting	Transmission of virus via contact with other delegates	Medium	<p>Have a one way system in operation. Exit via the rear training room outside double doors where possible, or via the one way system through the reception area.</p> <p>Providing hand sanitising points at exit</p> <p>Encourage delegates to leave the training room as soon as possible, if they need to talk to other delegates to do this outside</p>	<p>Office staff</p> <p>Office staff</p> <p>Presenters to remind</p>
Delegate reporting COVID-19 symptoms during the event		Low	<p>Allocate an isolation area for delegates to go if they start to feel unwell</p> <p>Close down the event</p> <p>Deep clean the training centre</p>	<p>Office staff</p> <p>Presenter</p> <p>Caretaking staff</p>
Delegate reporting COVID-19 symptoms after an event		Low	<p>Use data collected at booking or on the day to contact all delegates and to advise track and trace</p> <p>Contact any staff that were present on the day to advise self-isolation for 14 days</p> <p>Secure the meeting room for 72 hours if possible</p> <p>Deep clean the training centre</p>	<p>Office staff/NHS track and trace</p> <p>Office staff</p> <p>Office/caretaking staff</p> <p>Caretaking staff</p>