

Task: COVID-19 Risk Assessment (Return to Training within Classroom Environment) - COVID risk assessments will be subject to regular review based on UK Government updates/changes in regulations or advice							Completed by: [REDACTED]					
Location: Siemens Skills and Education Locations							Reviewed	02/06/2020				
							Next Review	02/07/2020				
No	Describe the Hazard	What is the Effect (Risk) from the hazard?	Who/what would be at risk	Likelihood x Severity = Uncontrolled Risk Factor / Rating				Control Measures	Likelihood x Severity = Controlled Risk Factor / Rating			
				L	S	RF	RR		L	S	RF	RR
	Transmission person to person (Classroom)	Contraction of Covid-19 through droplets via coughing, sneezing and exhaling	Staff, Trainer, Trainee	4	4	16	High	<p>Where Possible all training should be carried out Virtually from remote.</p> <p>For business-critical courses which cannot be done from home, site specific risk assessment must be completed to determine the most appropriate control measures to prevent exposure, considering the following (non-exhaustive):</p> <ul style="list-style-type: none"> <li>- Social Distancing (&gt;2m) must be maintained at all times</li> <li>- Good respiratory hygiene must be communicated and observed</li> <li>- Approved Facemasks must be worn where 2m social distancing can not be enforced.</li> <li>- Flexible Training hours to suit number of Classes</li> <li>- Staggered start/finish and break/lunch times</li> <li>- Avoiding face-to-face seating</li> <li>- Classroom(s) must have been assessed to ensure suitable adherence to 2m radial separation distances</li> <li>- Elevators should not be used but where they must, maximum occupancy is one person.</li> <li>- Attendees should be encouraged to bring their own lunch and disposable cups provided to avoid further surface exposure.</li> <li>- Consideration of pedestrian flows, labelling of directions in stairs/aisles</li> <li>- For break rooms, kitchens, restrooms, meeting rooms, locker rooms, shower facilities, IT bars, terraces, and smoking areas, the maximum allowable number of simultaneous occupants must be determined and clearly indicated</li> <li>- Shielding in reception areas (e.g. polycarbonate screens)</li> <li>- Marking/barriers of public areas/lobbies/reception etc to maintain social distancing</li> <li>- Consider changing toilets to single occupancy at point of entry (i.e. from corridor) if possible, to maintain social distancing.</li> <li>-Communication via joining instructions and printed media around site.</li> <li>-Obtain posters and media from NHS, PHE, HSE etc on good hygiene to be employed in the Training Areas in regard to Covid-19</li> </ul>	2	3	6	Medium

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	Transmission from surfaces (Classrooms)	Contraction of Covid-19 through droplets on surfaces > touched by employee > touches face/mouth/nose.	Staff, Trainer, Trainee	5	4	20	High	<p>Site specific risk assessment must be carried out in conjunction with SRE/landlord considerign the following (non-exhaustive):</p> <ul style="list-style-type: none"> <li>- Increased cleaning regime by cleaning contractor using disinfectant, plus provision of additional protective equipment for cleaners. Focus on surfaces people touch - "hot spots" - desks, doors, counters, taps, switches, buttons etc.</li> <li>- Provision of hand sanitiser at strategic locations (e.g. access/egress points)</li> <li>- Same desk must not be used by different individuals in the same work day</li> <li>- Desk cleaning prior to use by the next person must be ensured</li> <li>- Plan with FM regarding increased cleaning/sanitising/disinfecting regimes</li> <li>- Consideration of technical means for fire door holds (e.g. Dorgards) to prevent door surface transmission while maintaining fire compartmentation.</li> <li>- Minimum requirements for cleaning agents to be establised: 10% bleach, hand sanitisers &gt;60% ethanol</li> <li>- Cleaning regime to be established for any Desktop IT or Course Equipment.</li> <li>- Desk users to be provided with sanitising wipes to clean down monitor and docking station buttons before and after use.</li> <li>- Good hand hygiene must be communicated and observed</li> <li>- Site management arrangements must be fully reviewed in conjunction with key stakeholders and communicated</li> <li>- Shared articles to be removed/restricted (signing in/out books and pens) Trainer only to take names of Ateendees.</li> </ul>	2	3	6	Medium

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	Attendee starts to show symptoms	Contraction of Covid-19	Staff, Trainer, Trainee	3	4	12	Medium	Communication to attendees that anyone showing symptoms such as higher temperature (37.3c or more) or new continuous cough must not attend and self-isolate as per Government requirements. Attendees beginning to show symptoms whilst on site must immediately go home and inform line manager. If attendee is too unwell to transport themselves, they must go to the designated site isolation room immediately without touching surfaces or breaking social distancing and inform management via mobile once in isolation room. Attendee to list all the parts of the building they have been in. Arrangements to be made for their isolated exit from site. Sanitisation of areas attendee has been in immediately. Attendee must arrange for COVID-19 test via Government online portal (if eligible) and inform Line Manager and the Trainer.	2	4	8	Medium
	Household member of an Attendee contracts Covid-19 or is advised to self isolate	Contraction of Covid-19 from family member	Staff, Trainer, Trainee	3	4	12	Medium	Self isolation of Staff, Trainer or Attendee as per Government requirements. Inform line manager.	2	4	8	Medium
	Vulnerable' and 'Extremely Vulnerable' Attendee and Household	Attendee with certain existing conditions can be more acutely affected by Covid-19	Staff, Trainer, Trainee	3	5	15	High	Communicate to Staff, trainers and Attendees that those defined as 'Vulnerable' and 'Extremely Vulnerable' by the NHS must not attend and work from home as per shielding advice given by the Government. Attendees who share a household with anyone defined in the above categories must inform their line manager to ensure a decision is made at a business level..	1	5	5	Medium
	Contractors	Contractors contracting Covid-19 Contractors transmitting Covid-19	All Personnel	4	4	16	High	Communicate the Covid-19 prevention measures ahead of attendance to site and repeat once on site immediately via induction. Provide contractors with the same control measures being afforded to attendees on site. Essential contractor works only (e.g. to maintain legislative compliance of building services, production critical works etc)	2	4	8	Medium
	Visitors/Public Delivery Drivers	Visitors contracting Covid-19 Visitors transmitting Covid-19	Staff, Trainer, Trainees	3	4	12	Medium	Eliminate any non-essential visitations to Siemens locations. If essential, communicate Covid-19 prevention measures ahead of visit and repeat immediately at the point of entry to site.  Delivery drivers must be afforded the use of welfare facilities by law. Covid-19 prevention measures must be communicated to drivers if they request to use facilities and all prevention measures must be observed.	1	4	4	Low
	Travelling trainers or Trainees (UK)	Transmission from members of the public via coughing/sneezing/exhaling	Trainer, Trainee	4	4	16	High	Only Business critical courses should be held with travel kept to a minimum where possible Avoid use of public transport (e.g. tube, buses) but where necessary follow Government advise by wearing Face coverings. Ensure Site attendees have alcohol-based hand gel for regular hand sanitizing available Site attendees should carry sanitising wipes to wipe down common areas when travelling	2	4	8	Medium

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	Mental Health	Effects on Attendees mental health if a case of Covid-19 is confirmed in the Classroom Effects on Attendee mental health (loneliness, depression, cabin fever) if quarantined/ self-quarantined.	All Personnel	4	2	8	Medium	Clear and transparent communication with those attending courses on developments with internal handling of the pandemic. Guidance on where to find information from the NHS, WHO, IOSH, HSE etc Reminders on EAP access and other support services provided for employees Line manager to stay in regular contact with team members attending training in isolation for period in excess of 1 week.	2	2	4	Low
	Emergency Arrangements	In case of fire/injury/ill health in the workplace	All Personnel	3	4	12	Medium	Review provision of first aid and update first aid risk assessments in line with social distancing and respiratory hygiene requirements. Ensure all first aiders are adequately trained in new measures.  Review provision of fire marshals due to reduced occupancy. Ensure all those who are designated as fire marshals are suitably trained.  Review evacuation plans with specific consideration to muster points and maintaining social distancing.  Communicate to all any changes to emergency arrangements/plans including induction for trainees.	1	4	4	Low

Signature:	[Redacted]
Approved by:	
Signature:	