

## HBT Risk Assessment for Return to Work Covid 19



<p><b>Assessment:</b></p>	<p>COVID19: Risk Assessment document sets out the decisions taken, and measures put in place to prepare for the phased re-opening of HBT and ensure HBT continues to operate in a safe way.</p> <p>Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:</p> <ul style="list-style-type: none"> <li>- Health and Safety Policy.</li> <li>- First Aid Policy.</li> <li>- Child Protection Policy/ Safeguarding.</li> <li>- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.</li> <li>- The Health Protection (Notification) Regulations 2020.</li> <li>- Public Health Wales.</li> </ul>	<p><b>Name of Business:</b> HB Training Wales LTD – Education</p> <p>To monitor learners in workplace, correspond with employers. Undertake observational assessment and knowledge assessment.</p> <p>Keep the R rate under 1</p> <p style="text-align: center;"><b>ASSESS</b></p> <p><b>Control measures for managers and employees to implement under a ‘Plan’, ‘Do’, ‘Review’ cycle</b></p>	
<p><b>Assessment carried out by:</b></p>	<p>Caroline Howe and Jackie Bugler</p>	<p><b>Date:</b></p>	<p>3/3/21</p>

**Description of task:** One to one or group learning

Carry out learning and practical assessment with blended learning.

Carry out exams on laptops or desktops or paper based.

Monitor Health and safety of learners in the learning environment.

Ensure safe working practices throughout the HBT building

**Items**  
(Include weights, chemical hazard classification, temps., etc.)

Laptops, iPad, pens, classrooms, stationary, practical areas, Desktop computers



\*The preventative measures in this risk assessment are provided as guidance on reducing the risk of transmission. Each area of HBT premises and in-field delivery must be considered to adapt the assessment by editing the measures where appropriate.



**Who may be at risk:** Employees, learners and young people, families (parents, carers and siblings), visitors, contractors, members of public.  
**Vulnerable groups** – this risk assessment considers vulnerable groups which the NHS lists as ‘people at high risk (clinically extremely vulnerable)’; and ‘people at moderate risk (clinically vulnerable)’. An individual risk assessment may be appropriate for vulnerable employees plus BAME and those who are very anxious about returning to their workplace.

Vocational learners, including apprentices, undertaking 'licence to practice' or other qualifications that cannot be delivered online.  
 In all cases where it is possible for learners to continue their learning online, at this stage they should do so. Where this is not possible, because learners need access to specialist facilities and equipment to develop practical skills, learners can return to their college or learning centre in phase 1. Learning must be delivered on a socially distanced basis and with face coverings in indoor public areas and where two metre distancing cannot be maintained, and providers should manage their facilities and timetables to control numbers onsite to facilitate distancing.  
 In phase 1, providers must not:


- Deliver face-to-face learning for any groups other than those defined above.
- Open facilities such as training restaurants or salons to the public.
- Arrange work experience or new work placements for learners.
- Deliver face-to-face extracurricular activities.

Learner and staff surveys carry out to ascertain any concerns during the week of 22<sup>nd</sup> February.

What are the hazards?	Who might be harmed	Controls Measure	Additional Controls	Action by who?	Action when?	Tick Done 
<b>HBT Premises</b>						
Preparing building and Facilities	Staff, learners and public	Premises and utilities have been health and safety checked and building is compliant. <ul style="list-style-type: none"> <li>• Water treatments</li> <li>• Fire alarm and equipment testing</li> <li>• Repairs</li> <li>• PAT testing</li> <li>• Fridge</li> <li>• Boiler/ heating servicing</li> <li>• Internet services</li> </ul>	Checks by the Directors for partial start of opening	JB/CH	3/3/21	

		<ul style="list-style-type: none"> <li>Any other statutory inspections</li> <li>Building insurance cover is in-place.</li> </ul> <p>Deep clean of building 4 stage cleaning regime</p>  <p>TRAINING ACADEMY — HOWE &amp; BUGLER —</p> <p><b>Building &amp; Facilities Mandatory Procedures - 4 Stage Cleaning Regime</b></p> <table border="1" data-bbox="640 437 1301 659"> <thead> <tr> <th>Stage 1 CLEANING</th> <th>Stage 2 SANITISATION</th> <th>Stage 3 DISINFECTION</th> <th>Stage 4 STERILISATION</th> </tr> </thead> <tbody> <tr> <td> <b>Mandatory</b>                      Removal of all surface dirt and germs including:                      ✓ Floors                      ✓ Surfaces                      ✓ Furniture                      ✓ Salon equipment                      ✓ Training equipment                      ✓ Windows                      ✓ Doors                      ✓ Door handles                      ✓ Whiteboard                      ✓ Bannisters                      ✓ Any touch points                       With water detergent or sprays                 </td> <td> <b>Mandatory</b>                      Decrease surface areas and objects to a safe level including:                      ✓ Floors                      ✓ Surfaces                      ✓ Furniture                      ✓ Salon equipment                      ✓ Training equipment                      ✓ Windows                      ✓ Doors                      ✓ Door handles                      ✓ Whiteboard                      ✓ Bannisters                      ✓ Any touch points                       With sanitisation product/hydroalcoholic gel                 </td> <td> <b>Mandatory</b>                      Elimination of pathogenic microorganisms on:                      ✓ Floors                      ✓ Surfaces                      ✓ Furniture                      ✓ Salon equipment                      ✓ Training equipment                      ✓ Windows                      ✓ Doors                      ✓ Door handles                      ✓ Whiteboard                      ✓ Bannisters                      ✓ Any touch points                       With antibacterial disinfectant / surgical spirits                 </td> <td> <b>Mandatory</b>                      Destroy or eliminate all forms of microbial life using physical or chemical sterilisers.                       ✓ All tools and equipment to be washed and then sterilised after each use                       Chemical Sterilisation: barbicide or clippercide                 </td> </tr> </tbody> </table>	Stage 1 CLEANING	Stage 2 SANITISATION	Stage 3 DISINFECTION	Stage 4 STERILISATION	<b>Mandatory</b> Removal of all surface dirt and germs including: ✓ Floors ✓ Surfaces ✓ Furniture ✓ Salon equipment ✓ Training equipment ✓ Windows ✓ Doors ✓ Door handles ✓ Whiteboard ✓ Bannisters ✓ Any touch points  With water detergent or sprays	<b>Mandatory</b> Decrease surface areas and objects to a safe level including: ✓ Floors ✓ Surfaces ✓ Furniture ✓ Salon equipment ✓ Training equipment ✓ Windows ✓ Doors ✓ Door handles ✓ Whiteboard ✓ Bannisters ✓ Any touch points  With sanitisation product/hydroalcoholic gel	<b>Mandatory</b> Elimination of pathogenic microorganisms on: ✓ Floors ✓ Surfaces ✓ Furniture ✓ Salon equipment ✓ Training equipment ✓ Windows ✓ Doors ✓ Door handles ✓ Whiteboard ✓ Bannisters ✓ Any touch points  With antibacterial disinfectant / surgical spirits	<b>Mandatory</b> Destroy or eliminate all forms of microbial life using physical or chemical sterilisers.  ✓ All tools and equipment to be washed and then sterilised after each use  Chemical Sterilisation: barbicide or clippercide				
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<p>Spread of Covid-19 Coronavirus Introduction of home kit testing for staff</p>	<p>Staff, learners and public</p>	<p><b><u>General Control Measures</u></b></p> <p><b><u>Information on COVID-19 Control Measures</u></b></p> <p>Staff to continue to follow existing HBT student and visitor measures already in place.</p> <p>Staff members with COVID-19 symptoms (High temperature, persistent cough, loss of sense of smell/taste) <b>must not</b> attend the workplace and must adhere to NHS protocols.</p> <p>Staff should also be reminded to catch coughs and sneezes in tissues – Follow <b>“Catch it, Bin it, Kill it”</b> and avoid touching face, eyes, nose or mouth with unclean hands.</p>		<p>JB/CH</p>	<p>3/3/21</p>									

		<p>Face masks to be worn in all communal areas and classrooms within the HBT.</p> <p>Hand sanitisers, surface cleaners and desk sterile wipes to be used before and after visiting desks.</p> <p>Two metre (6.5 feet) social distancing to be always maintained.</p> <p><b><u>Issue of COVID-19 Home-test Kits</u></b></p> <p>Staff members MUST NOT use the COVID-19 (LFD) self-test kits in place of tests provided by COVID-19 (PCR) Testing Centres. If a test kit result is positive, <b><u>the person MUST STILL arrange a test at a specified centre in accordance with Government guidelines.</u></b></p> <p>HBT will ensure that kits are collected from Pembrokeshire College as needed.</p> <p><b>The college procedure is documented below for picking up the home tests:</b></p> <p>The issue to staff of COVID-19 self-test kits will be facilitated by the Safeguarding and Wellbeing team at the college from a site situated in the College Atrium and/or the Safeguarding Office (F8.4) and will be issued with self-test kits (one box of seven tests at a time) to enable twice weekly home tests.</p>				
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		Jackie Bugler is picking up the self-test home kits from the college and her role is Registration officer. Caroline Howe will be the Coordinator and deal with administration.				
<b>Cross contamination / infection from used COVID19 test kits.</b>	Staff, learners and public	<p><b><u>HBT Procedures of using the home kits</u></b></p> <p>HB Training request all Training Consultants and Office Administrators to conduct tests every Sunday and Wednesday, weekly.</p> <p>HBT COVID-19 documents are listed below. Registrations officer (Jackie Bugler) has sent via email. Any queries – please raise with Jackie Bugler.</p> <ul style="list-style-type: none"> <li>• HBT NHS letter introduction to; NHS Test, Trace, protect: COVID-19 Testing for staff.</li> <li>• HB Training Test &amp; Trace letter.</li> <li>• An Introduction to rapid self-testing for COVID-19, Participant Guide.</li> <li>• Step-by-step guide for COVID-19 self-testing guide.</li> <li>• LFT Self-Test - How to Do a Rapid COVID-19 Self-Test Leaflet.</li> <li>• Privacy Notice – Ownership of the Personal Data.</li> <li>• Frequently asked questions information sheet.</li> <li>• Advice and Guidance – Lateral Flow Self-Testing Waste from within Household Settings.</li> </ul> <p><u>Procedures on receipt of the above documents:</u></p>		JB/CH	3/3/21	


		<p>All staff attending HBT for scheduled one-to-one or group sessions from Mon 22/02/2021 will be identified and offered the opportunity to collect COVID-19 tests prior to attendance.</p> <p>All staff must insert scheduled attendance to HBT premises within the Fresha system.</p> <p>Prior to scheduled attendance;</p> <p>Ensure all learners and staff complete the survey 'Return to face-to-face'.</p> <p>Staff use the link to the LFT opt-in via Google form provided.</p> <p>Email jackie@hbtraining to arrange an allotted time slot to collect your Test Kits.</p> <ul style="list-style-type: none"> <li>• Hand sanitiser to be used prior to handling test kits.</li> <li>• Face masks to be worn during BOTH the issue and receipt of COVID-19 test kits.</li> <li>• Follow your step-by-step step-by-step testing instructions to conduct your test.</li> <li>• Testing twice per week on Sunday and Wednesday.</li> <li>• Record results as per instructions provided within the testing instruction documentation.</li> <li>• Dispose of your used test following National Resources Wales guidance</li> </ul> <p>To return to work and conduct scheduled face to face sessions with learners please follow the HBT risk assessment stated procedures.</p>				
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		<p><b>Additional information</b>                  Used COVID-19 (LFD) home test kits should be disposed of responsibly in the following ways.</p> <ul style="list-style-type: none"> <li>• Used – Negative result (Disposal)                       Drain any remaining reagent into sink or toilet.                      Place lateral flow test kit into domestic waste bag.  <b>(Do not place the test in any recycling waste streams)</b></li> <li>• Used – Positive Result (Disposal)                       Drain any remaining reagent into sink or toilet.                      Place the used kit into a secure bag and <b>keep this securely for a 72-hour period.</b></li> </ul> <p>Do NOT place the test in any recycling waste streams.</p> <p>It is the responsibility of staff members to ensure that any self-test kits used during a positive test must be <b>retained securely for a 72-hour period</b> before being disposed of in domestic waste.</p> <p>Staff members have individual responsibility for the appropriate disposal of used home test kits.</p> <p>If a staff member provides a negative COVID-19 test, but they experience COVID-19 symptoms, they should still</p>				
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		self-isolate and adhere to Welsh Government coronavirus guidance.				
<b>Risk of Not Reporting and potentially infecting others</b>	Staff, learners and public	<p>A positive COVID-19 test kit result must be reported as follows:</p> <ol style="list-style-type: none"> <li>1) HBT must be informed by the staff member via established COVID-19 reporting procedures. .</li> <li>2) NHS Test and Trace must be informed by the staff member, via <a href="https://www.gov.uk/report-covid19-result">https://www.gov.uk/report-covid19-result</a> and arrangements made for a further test.</li> <li>3) Staff must self-isolate in accordance with Government guidance.</li> </ol> <p>A member of staff who has tested positive, or who has received a void result from their test kit for COVID MUST NOT attend HBT. Staff can arrange an appointment with an NHS COVID testing centre via the following.</p> <p><a href="https://gov.wales/getting-tested-coronavirus-covid-19">https://gov.wales/getting-tested-coronavirus-covid-19</a></p> <p><b>or by calling 119.</b></p> <p>In the case of a void result, a new test kit should be used. <b>The original test kit must not be re-used.</b></p>		JB/CH	3/3/21	



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<b>Monitoring</b>	Staff, learners and public	The COVID Coordinator (Caroline Howe) shall check to ensure that stated procedures are being followed and maintained and classroom PPE and sterilizing supply boxes are fully stocked.				
<b>Staff refusing to participate</b>	Staff, learners and public	<p>Staff who may not opt-in to home testing; This could be for several reasons:</p> <ul style="list-style-type: none"> <li>• Apathy (COVID-19 fatigue)</li> <li>• A belief that if they have been vaccinated, they are safe, but do not appreciate the risk that they could still carry the disease and infect others.</li> <li>• Scepticism in relation to testing.</li> <li>• Concern that learners are not being tested, which poses a risk to staff as a result.</li> <li>• The complexity of the testing process and the time required.</li> </ul> <p>Through HBT internal communications, staff will be reminded of their responsibility in helping to keep the HBT and the Community safe.</p> <p>Staff have a choice as to whether they participate in the Rapid Testing.</p> <p>Individuals who choose not to take part, still have a responsibility to adhere to Welsh Government guidance on preventing the spread of the infection:</p> <ul style="list-style-type: none"> <li>• Wear masks unless medically exempt, and maintain social distancing where appropriate.</li> <li>• Regularly wash hands and use sanitiser.</li> </ul>		JB/CH	3/3/21	





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		<ul style="list-style-type: none"> <li>• Maintaining two metre social distancing.</li> <li>• Adherence to the principles of “<i>Catch it, Bin it, Kill it.</i>”</li> <li>• Self-isolating if they develop a temperature, persistent cough, or a loss of taste and / or smell.</li> <li>• Arrange a COVID-19 test (PCR) in the event of the above symptoms.</li> </ul>				
<b>Legal Duty Risks (Failure to comply with HSWA 1974 legislation).</b>	Staff, learners and public	<p>Adherence to Duty of Care responsibilities for employees, contractors, as stipulated in the Health &amp; Safety at Work Act 1974.</p> <p>Clear breaches of HBT Procedures in relation to COVID-19 will be considered for disciplinary action.</p>		JB/CH	3/3/21	
Entry points into HBT	Staff, learners and public	Entry and exit routes to HBT are in place, any physical changes and/or signage required to allow social distancing are in place.	Signs to be place in appropriate places	JB/CH	3/3/21	
Deliveries	Staff, learners and public	Consideration given to the arrangements for any deliveries.	Staff to be mindful of deliveries and access to the building	JB/CH	3/3/21	
Emergency Evacuations	Staff, learners and public	<p>Evacuation routes are confirmed, and signage accurately reflects these.</p> <p><i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i></p>	Signs in all areas for evacuation procedures	JB/CH	3/3/21	

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Cleaning	Staff, learners and public	Sufficient time is available for the enhanced cleaning regime to take place before and after teaching sessions.	Set format and guidelines produced	JB/CH	3/3/21	
Waste disposal	Staff, learners and public	Waste disposal process in place for potentially contaminated waste. <i>Waste bags and containers - kept closed and stored separately.</i> <i>Pedal bins throughout the premises.</i>	In the back of HBT	JB/CH	3/3/21	
Resources	Staff, learners and public	Appropriate resources are available within all teaching areas e.g. IT, specific resources. NB: sharing of equipment or stationery should be prevented where possible. Shared materials and surfaces should be cleaned and disinfected more frequently. Resources which are not easily washable or wipeable have been removed. Covid19 Information posters are displayed in throughout the HB premises.	Monitor on daily basis	JB/CH	3/3/21	
Staffing	Staff, learners and public	Staff absence reporting and recording is in place. All staff to remain aware of procedures. Arrangements for staff who are working from home are in place (including those shielding, clinically vulnerable and/or living with someone in these groups).  Communication arrangements are in place for staff continuing to support the working of HBT. Plans to respond to increased sickness levels are in place. Cover arrangements determined on a weekly rather than daily basis to minimise contacts.	HR policies and communication with JB	JB/CH	3/3/21	

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		<p>Consideration given to staff clothing expectations and information shared with staff to ensure clothes worn are easily washable.</p> <p>Approaches for meetings and staff training in place which will remain online.</p> <p>Approach to support wellbeing, mental health, and resilience in place, including bereavement support.</p> <p>Staff are supported to follow guidance in their own situations and that of learners and colleagues is clear.</p> <p>Information for accessing testing, when necessary, are in place.</p> <p>Staff are clear on returning to work guidance.</p> <p>All staff and learners aware of the Test, Trace, Protect.</p> <p><a href="https://www.gov.uk">Report a COVID-19 test result - GOV.UK (www.gov.uk)</a></p> <p>Disposable masks, sterile wipes and visors are available in designated office area.</p>				
Group Sizes	Staff, learners and public	<p>Vulnerable and critical group sizes determined – one to one appointment to implement first.</p> <p>Class groups have been determined on size of teaching area and allocated numbers – see each teaching area.</p> <p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> <li>• Staggered timings.</li> <li>• Staggered or limited amounts of moving around HBT.</li> <li>• Classroom design</li> <li>• Break and lunch times are staggered. Plans for social distancing during these times in place.</li> <li>• Toilet arrangements.</li> <li>• PPE and sterilizing classroom supply box maintained by staff.</li> </ul>	Risk assesses each situation	JB/CH	3/3/21	









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Safeguarding	Staff, learners and public	Welfare checks undertaken. Staff are prepared for supporting wellbeing of learners and receiving any potential disclosures. Work with other agencies has been undertaken to support vulnerable persons.	Safeguarding policies	JB/CH	3/3/21	
Curriculum / learning environment	Staff, learners and public	Consideration has been given to what activity is more difficult/not possible to be undertaken with social distancing in place – appropriate PPE in place to safeguard staff and learner in practical assessments. Full PPE used in practical – visors, masks, and gloves  Each practical activity should be risk assessed and updated sector guidance followed.	PPE to be worn always	JB/CH	3/3/21	
Delivery will be schedule in phases by WG		Phase 1 Scope of face-to-face learning during phase 1, from 22 February 2021 the following groups of learners (apprentices) are permitted to attend learning centres during phase 1	One to one appointment to be arranged	JB/CH	3/3/21	
Attendance	Staff, learners and public	Maintain Fresha booking system, learner registers and document attendance and issues arising on reviews. Reasons for not attending and support mechanisms for learners to be documented on reviews. Building entry procedures; <ul style="list-style-type: none"> <li>• Wait outside building maintaining social distancing until Training Consultant allows entry.</li> <li>• Face masks are compulsory prior to entry.</li> <li>• Temperature check taken on entry when signing the building register. If temperature is 37.8 or above, access will be denied and advised to follow NHS COVID testing guidelines.</li> </ul>	Update records regularly	JB/CH	3/3/21	


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		<ul style="list-style-type: none"> <li>• Scan Track and trace QR code.</li> <li>• Observe 2 metre rule, wearing PPE, and report any COVID symptoms experienced whilst on premises.</li> <li>• Learners use own stationary.</li> </ul>				
Signage	Staff, learners and public	Appropriate signage throughout HBT on social distancing, handwashing, and cleaning. Guidance information for learners is communicated prior to appointments.	JB to monitor	JB/CH	3/3/21	
Communication	Staff, learners and public	Regular HB Team communications to address issues arising and updated guidance.	Weekly remote meeting to continue	JB/CH	3/3/21	
RIDDOR	Staff	Staff aware of RIDDOR requirements with Covid 19	Monitor on daily basis	JB/CH	3/3/21	
Anxious learners	Staff, learners and public	Appropriate support mechanisms in place for learners to be comfortable after long periods of isolation. Health and Well-being Hwb in communities on E Track.	Reporting mechanisms	JB/CH	3/3/21	
HBT Office	Staff, learners and public	Only one desk to be used. Maximum 3 people in main office area. Hand sanitisers and wipes are available on desks.	JB to monitor	JB/CH	3/3/21	
Director's Office	Staff, learners and public	Due to proximity of desks, only one Director to be present at any one time.	JB to monitor	JB/CH	3/3/21	
Main Office	Staff, learners and public	A person who needs to pass behind the Office Administrator's desk should allow time for 2 metre distancing.	JB to monitor	JB/CH	3/3/21	
Keyboards/door handle/printer – Anti-bacterial Wipes	Staff, learners and public	Provided sanitisers to be used before and after equipment use. Basement, stairwell, washroom, kitchen – sanitisers, surface cleaners available for use on door handles,	Checking procedures to ensure that it	JB/CH	3/3/21	


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		desks, computers, kitchen area, toilet clean down as appropriate. Ventilation in office - open doors and fans for circulation of air as needed.	is carried out everyday using a check list			
Office numbers	Staff, learners and public	<p>Only 3 persons in office at a time and other staff to use classroom computer room.</p> <p>In each teaching room, salon and office cleaning resources are:</p> <ul style="list-style-type: none"> <li>• Sterile Wipes</li> <li>• Hand sanitiser</li> <li>• Surface cleaner</li> <li>• Non-latex gloves</li> <li>• Cleaning cloths</li> <li>• Spare disposable masks</li> <li>• Roll of blue paper towel</li> <li>• Floor disinfectant</li> <li>• Resource checklist</li> </ul> <p><b><u>Cleaning</u></b>  <b><u>Deep clean after every teaching session and end of day.</u></b>                      Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.                      Spot checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a</p>	Checking procedures to ensure that it is carried out everyday using a check list	JB/CH	3/3/21	

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		tissue then throw it in the bin.				
Entrance, Hallway and Level 2 Beauty training room including sterile room	Staff, learners and public	<p><b>Resources:</b> Infrared thermometer, register, hand sanitiser, non-latex gloves, disposable facemasks.</p> <p><b>Cleaning</b> In hallway hand sanitiser dispenser for all learners and staff, bannisters to be disinfected throughout the training day. Sign in – Pens need to be wiped over / inform learners to bring their own stationary. Deep clean after every day or teaching session. Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. Random checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.</p> <p>2 metre observed for seating plan (relevant to size of room).</p> <p>Shift pattern if numbers are large especially for assessment purposes – dividing groups to morning and afternoon sessions if necessary.</p>	Checking procedures to ensure that it is carried out everyday using a check list	JB/CH	3/3/21	



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Level 3 / Nail room	Staff, learners and public	<p><b><u>Cleaning</u></b>  <b><u>Deep clean after every teaching session and end of day.</u></b>                  Frequently cleaning and disinfecting objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.                  Random checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.</p> <p>2 metre observed for seating plan (relevant to size of room).</p> <p>Shift pattern if numbers are large especially for assessment purposes – dividing groups to morning and afternoon sessions if necessary.</p>	Checking procedures to ensure that it is carried out everyday using a check list	JB/CH	3/3/21	
Computer room	Staff, learners and public	<p><b><u>Deep clean after every teaching session and end of day.</u></b>                  Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.                  Random checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Avoid touching your face/eyes/nose/mouth with</p>	Checking procedures to ensure that it is carried out everyday using a check list	JB/CH	3/3/21	

		<p>unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin. Observe 2 metre rule, mental health, wearing PPE and symptoms further down in the risk assessment which must be adhere to in all teaching and office areas. Learners use own stationary.</p> <p>Sitting plan to be risk assessed due to size of room.</p> <p>Shift pattern if numbers are large especially for assessment purposes – dividing groups to morning and afternoon sessions if necessary.</p>				
Attic room classroom	Staff, learners and public	<p><b><u>Cleaning</u></b> <b><u>Deep clean after every teaching session and end of day.</u></b></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. Random checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.</p> <p>2 metre observed for seating plan (relevant to size of room).</p>	Checking procedures to ensure that it is carried out every day. using a check list	JB/CH	3/3/21	

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		Shift pattern if numbers are large especially for assessment purposes – dividing groups to morning and afternoon sessions if necessary. Shift pattern if numbers are large especially for assessment purposes – dividing groups to morning and afternoon sessions if necessary.					
Attic room	Beauty	Staff, learners and public	<p><b><u>Cleaning</u></b> <b><u>Deep clean after every teaching session and end of day.</u></b></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. Random checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.</p> <p>2 metre observed for seating plan (relevant to size of room).</p> <p>Shift pattern if numbers are large especially for assessment purposes – dividing groups to morning and afternoon sessions if necessary.</p>	Checking procedures to ensure that it is carried out everyday using a check list	JB/CH	3/3/21	
Spread of Covid-19 Coronavirus		Staff, learners and public	Salon planning and design to ensure premises meet the 2 m rule and full risk assessment. All visitors to be scheduled on Fresha.	Risk assess space and numbers	JB/CH	3/3/21	

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Salon - training		<p>Usage plan to be devised with maximum numbers on premises at a time, adhering to 2 metre rules.</p> <p>No refreshments to be served except for water in disposable cups.</p> <p>PPE for learner and staff member– face masks and gloves to be worn for theory and visors for practical. Staff to wear Visors for extra protection. Washing hands frequently. Hand sanitisers and dispenser available in all areas of the salon.</p> <p>2m distancing when possible, in service or treatment - close work to remain vigilant / alert.</p> <p>Maintain 2m distance for face to face discussions during learning.</p> <p>Reinforcement of staying at home if unwell and informing all parties.</p> <p>All staff and learners to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, kill it and to avoid touching face, eyes, nose, or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Regularly wipe over phone, IPADS, computers, laptops, pencils, pens – learners to bring in own stationary where possible.</p> <p>Dispose of PPE responsibly and ethically.</p> <p>Sanitise all furniture and surfaces after each treatment / service and use disposable tools or equipment where possible.</p> <p>Sterilise tools after each treatment / service.</p>	<p>Checking procedures to ensure that it is carried out everyday using a check list</p>			
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		<p><b><u>Cleaning</u></b>  <b><u>Deep clean after every teaching session and end of day.</u></b>                  Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.                  Random checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <ul style="list-style-type: none"> <li>• Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.</li> </ul> <p>2 metre observed for seating plan (relevant to size of room).</p> <p>Shift pattern if numbers are large especially for assessment purposes – dividing groups to morning and afternoon sessions if necessary.</p>				
Wash room area	Staff, learners and public	<p>COVID instructions for washing and sterilising wash room procedures displayed.</p> <p>Disposable paper towels for drying of hands.                  Good supply of soap or sanitiser for all clients</p>	Checking procedures to ensure that it is carried out everyday using a check list	JB/CH	3/3/21	
Staff/learners/visitors exhibiting Coronavirus symptoms		Contact HBT to inform immediately, if you become unwell with coronavirus and follow NHS guidelines.	Use track and trace App.	JB/CH	3/3/21	





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<p>Spread of Covid-19 Coronavirus Hand washing</p>	<p>Staff, learners and public</p>	<p><b>Hand Washing</b> Hand washing facilities with soap and water in place. Stringent hand washing taking place. See hand washing guidance. <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a> Drying of hands with disposable paper towels. <a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-1515/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-1515/</a> Staff encouraged to protect the skin by applying emollient cream regularly <a href="https://www.nhs.uk/conditions/emollients/">https://www.nhs.uk/conditions/emollients/</a> Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme <a href="https://www.hse.gov.uk/skin/professional/health-surveillance.htm">https://www.hse.gov.uk/skin/professional/health-surveillance.htm</a> To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a> Staff to be reminded daily of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.</p>	<p>Checking procedures to ensure that it is carried out everyday using a check list</p>	<p>JB/CH</p>	<p>3/3/21</p>	
<p>Spread of Covid-19 Coronavirus Lunch times</p>	<p>Staff, learners and public</p>	<p>Lunch to be eaten maintaining 2 metres distance. Ensure food debris is disposed of. PPE to be resumed after lunch.</p>	<p>Checking procedures to ensure that it is carried out everyday using a check list</p>	<p>JB/CH</p>	<p>3/3/21</p>	



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Spread of Covid-19 Cleaning after each service when practising skills	Staff, learners and public	After each service, all equipment including chairs/ couches must be sprayed with disinfectant and appropriate PPE disposed of in the bin securely. All surfaces need to be disinfected	Checking procedures to ensure that it is carried out everyday using a check list	JB/CH	3/3/21	
Spread of Covid-19 Appointments for learning	Staff, learners and public	Appointments must be planned, and high-risk learners given a specific time slot (mornings) to ensure they are not at risk. Appointments for one to one on <b>Fresha system</b> so that office staff are aware of who is in the building	Checking procedures to ensure that it is carried out everyday using a check list	JB/CH	3/3/21	
Spread of Covid-19 HBT Opening	Staff, learners and public	Staff to arrange a shift pattern to consider numbers and safe working practises. Accommodating learners and risk factors Blended learning with alternating practical with theory for off job.	Checking procedures to ensure that it is carried out everyday using a check list	JB/CH	3/3/21	
Spread of Covid-19 Ventilation	Staff, learners and public	Ensure plenty of ventilation in all teaching areas by opening appropriate windows and doors for circulation of air Windows open during sessions to circulate air. Fans in each room to allow circulation of air.	Checking procedures to ensure that it is carried out everyday using a check list	JB/CH	3/3/21	

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<p>Spread of Covid-19 Coronavirus</p> <p>Learners</p>	<p>Staff, learners and public</p>	<p>All learners must wear a mask and gloves for their learning appointment. Appointment made by phone or appropriate method with the Training Consultant.</p> <p>Support to be given to meets needs remotely or face to face. Carry out reviews in the requirements of WB contract. Offer flexibility and reassure learners. Report any concerns to the Directors. Reduce travel on public transport where possible</p>	<p>Checking procedures to ensure that it is carried out everyday using a check list</p>	<p>JB/CH</p>	<p>3/3/21</p>	
<p>Spread of Covid-19 Coronavirus</p> <p>All teaching and office areas</p>	<p>Staff, learners and public</p>	<p><b><u>Cleaning</u></b> <b><u>HBT will need to have a deep clean everyday.</u></b> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches and reception area using appropriate cleaning products and methods. Random checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <ul style="list-style-type: none"> <li>• Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.</li> </ul> <p>Observe 2 metre rule, mental health, wearing PPE and symptoms</p> <p>Use disposable cloths where possible to clean</p>	<p>Checking procedures to ensure that it is carried out everyday using a check list</p>	<p>JB/CH</p>	<p>3/3/21</p>	



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<p>Spread of Covid-19 Coronavirus</p> <p>Wearing gloves, face visor and mask</p>	<p>Staff, learners and public</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing. Staff to wear gloves and masks in the teaching and office areas.</p> <p>Wash hands first, put on gloves and then put masks on.</p> <p>Learners need to bring in their own masks.</p> <ul style="list-style-type: none"> <li>▪ Masks should fit properly, completely covering the face from bridge of nose to chin.</li> <li>▪ Clean hands properly before putting the face mask on or taking it off.</li> <li>▪ Only touch the cord or elastic at the back of the face mask when removing it, not the front.</li> <li>▪ If the face mask is disposable, be sure to do so safely in a proper container.</li> <li>▪ Wear face visors for extra protection and practical</li> </ul>	<p>Checking procedures to ensure that it is carried out everyday using a check list</p>	<p>JB/CH</p>	<p>3/3/21</p>	
<p>Spread of Covid-19 Coronavirus Symptoms of Covid-19</p>	<p>Staff, learners and public</p>	<p>If anyone becomes unwell with a new continuous cough or a high temperature or any other Covid symptoms in the workplace, they will be sent home and advised to follow the stay-at-home guidance.</p> <p>Managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any</p>	<p>Checking procedures to ensure that it is carried out everyday using a check list</p>	<p>JB/CH</p>	<p>3/3/21</p>	

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		actions or precautions that should be taken – also following guidelines of the track and trace.				
Spread of Covid-19 Coronavirus Mental Health	Staff, learners and public	Management will promote mental health & wellbeing awareness to staff and learners during the Coronavirus outbreak and will offer whatever support they can to help Reference - <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a> <a href="http://www.hseni.gov.uk/stress">www.hseni.gov.uk/stress</a>  B-wbl consortium access to counsellors	Checking procedures to ensure that it is carried out everyday using a check list	JB/CH	3/3/21	
Spread of Covid-19 Coronavirus Social Distancing	Staff, learners and public	<b>Social Distancing</b> Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a> <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a>	Checking procedures to ensure that it is carried out everyday using a check list	JB/CH	3/3/21	
Spread of Covid-19 Coronavirus Driving to work	Staff, learners and public	Staff to carry a box of masks, gloves, and sanitizing wipes/spray/gel in the cars/bag always for emergencies. Wipe over steering wheel	Checking procedures to ensure that it is carried out everyday using a check list	JB/CH	3/3/21	
Spread of Covid-19 Coronavirus	Staff, learners and public	<b>Vulnerable learners</b> It is the responsibility of the provider to identify which learners should attend due to their vulnerability, and to		JB/CH	3/3/21	

<p>Shielding Clients extremely vulnerable</p> <p>–</p>		<p>make the necessary arrangements for those learners to attend provider premises.</p> <p>In identifying vulnerable learners, the provider should take account of the following principle:</p> <ul style="list-style-type: none"> <li>• all children and young people must be safe, seen, heard, nurtured and developing the decision of identifying vulnerable learners should:</li> <li>• consider the impact of any restrictions on the learner’s emotional, mental and physical health, and educational development</li> <li>• consider how risks of not attending face-to-face learning could be mitigated through the most appropriate support for the learner</li> <li>• consider those who may have difficulty engaging with remote education at home (for example due to a lack of devices or quiet space to study)</li> <li>• take account of the views of the learner, so their needs can be understood and delivered through the most appropriate support</li> <li>• learners should be prioritised for support according to decisions about their risks and benefits, and these risks should be regularly reviewed and monitored on a multi-agency basis Learning provider should ensure that they have arrangements in place to monitor attendance by vulnerable learners, and that teaching and support staff know who is allowed to attend for this reason (with appropriate consideration for the learner’s privacy). Attendance can be for learning support or wellbeing check-ins as well as formal learning delivery.</li> </ul>				
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		<p><b>WHAT DO WE MEAN BY 'EXTREMELY VULNERABLE'?</b></p> <p>Extremely vulnerable refers to people in Wales who have one of a very specific list of pre-existing and long-term serious health conditions.</p> <p>Based on what we know so far the impact of their pre-existing, long-term health condition on their immune system puts them at high risk of serious illness if they are exposed to coronavirus.</p> <p>People in the extremely vulnerable group include:</p> <ol style="list-style-type: none"> <li>1. Solid organ transplant recipients</li> <li>2. People with specific cancers:             <ul style="list-style-type: none"> <li>○ People with cancer who are undergoing active chemotherapy or radical radiotherapy for lung cancer</li> <li>○ People with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment</li> <li>○ People having immunotherapy or other continuing antibody treatments for cancer</li> <li>○ People having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors</li> </ul> </li> </ol>				
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		<ul style="list-style-type: none"> <li>○ People who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs</li> </ul> <ol style="list-style-type: none"> <li>3. People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe Chronic Obstructive Pulmonary Disease (COPD)</li> <li>4. People with severe single organ disease (e.g. Liver, Cardio, Renal, Neurological).</li> <li>5. People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as Severe Combined Immunodeficiency (SCID), homozygous sickle cell).</li> <li>6. People on immunosuppression therapies sufficient to significantly increase risk of infection.</li> <li>7. Adults with Down's syndrome.</li> <li>8. Pregnant women with significant heart disease, congenital or acquired.</li> </ol>				
BAME	Staff, learners and public	Staff to be aware of the impact on BAME who are classed as vulnerable	Checking procedures.	JB/CH	3/3/21	
Spread of Covid-19 Coronavirus Clients – vulnerable	Staff, learners and public	<a href="#">Vulnerable individuals</a> are at greater than average risk from Covid-19. This category includes people aged over 70, those who are pregnant and those who have a range of chronic health conditions. They have not been directed to shield but should stay at home as much as possible and should minimise contact with those outside their	Checking procedures to ensure that it is carried out everyday	JB/CH	3/3/21	

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		<p>households. Pregnant women are specifically advised to work from home after 28 weeks' gestation.</p> <p>Follow government guidelines and must have seek permission from GP or Public Health</p> <p><b><i>Schedule appointments slot where there is less risk – first thing in the morning</i></b></p>				
Spread of Covid-19 Coronavirus Taping Signage	Staff, learners and public	Use taping / signage in the teaching areas to remind staff and learners of the 2-metre rule. Notice to learners reassuring them of hygiene procedures	Checking procedures to ensure that it is carried out everyday	JB/CH	3/3/21	
One to one contact during observational assessment	Staff, learners and public	<p>PPE for learner, client, and assessor – face masks and gloves to be worn. Washing hands frequently. Hand sanitiser in car and in bag.</p> <p>2m distancing where possible.</p> <p>Avoid face to face discussions wherever possible and work side by side or face away from each other as per government advice.</p> <p>Reinforcement of staying at home if unwell, informing all parties.</p> <p>All learners, clients, and TC to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, kill it and to avoid touching face, eyes, nose, or mouth with unclean hands. Tissues will be made available throughout the workplace.</p>	Checking procedures to ensure that it is carried out everyday using a check list	JB/CH	3/3/21	




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		<p>Regularly wipe over phone, laptop IPADS and stationary after each session.</p> <p>Dispose of PPE responsibly and ethically.</p> <p>Learners use own stationary where possible</p>				
One to one contact during salon visits to undertaken progress review.	Staff, learners and public	<p>Conduct progress review at 2 metre distance.</p> <p>Reinforcement of staying at home if unwell, informing all parties. Wear mask and gloves where appropriate</p>	Checking procedures to ensure that it is carried out everyday using a check list	JB/CH	3/3/21	
One to one learning	Staff, learners and public	<p>Reinforcement of staying at home if unwell, informing all parties.</p> <p>Use of PPE Client /Learner/Assessor.</p> <p>Regularly wipe over phone, laptop and IPADS, stationary after each session</p> <p>Limit time at salon where possible. Frequent hand washing when possible / sanitising hands where facilities are not available.</p> <p>Learners use own stationary where possible</p>	Checking procedures to ensure that it is carried out everyday using a check list	JB/CH	3/3/21	
Conducting knowledge assessment via evolve	Staff, learners and public	<p>Distance of 2 metres where possible, mask, gloves to be used when necessary.</p> <p>Laptop to be disinfected before and after use with compatible anti-bacterial wipes.</p> <p>Anti-bacterial products to be available to staff out in the field, to enable reduction of cross infection to themselves and others. Risk is raised when TC is visiting numerous placements and equipment is shared.</p> <p>Regularly wipe over phone, laptop IPADS and stationary after each session</p>	Checking procedures to ensure that it is carried out everyday using a check list	JB/CH	3/3/21	

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		<p>Frequent hand washing/ sanitising.</p> <p>Reinforcement of staying at home if unwell, informing all parties.</p> <p>Learners use own stationary where possible</p>				
<p>Training officer conducting several calls in one day</p>	<p>Staff, learners and public</p>	<p>Reinforcement of staying at home if unwell, informing all parties.</p> <p>All equipment sanitized between visits. Use of antibacterial gel when hands cannot be washed. Antibacterial wipes to be used in car.</p> <p>PPE</p> <p>Regularly wipe over phone, laptop and IPADS, stationary after each session</p> <p>Possible restriction on number of placements visited in one day.</p>	<p>Checking procedures to ensure that it is carried out everyday using a check list</p>	<p>JB/CH</p>	<p>3/3/21</p>	
<p>Placement not reinforcing government guidelines for reducing risk of spread of Covid 19 in workplace</p>	<p>Staff, learners and public</p>	<p>Contact salon prior to visit to ensure they have sufficient control measures and staff are well.</p> <p>Advise on guidelines to ensure risk is reduced. TC to consider if safe for Visits. Monitor situation.</p> <p>Conduct observation/progress review/knowledge assessment at alternative location.</p> <p>Seek advice on how to go forward and to ensure wellbeing of learner.</p>	<p>Checking procedures to ensure that it is carried out everyday using a check list</p>	<p>JB/CH</p>	<p>3/3/21</p>	
<p>Health &amp; Safety Vetting/Monitors</p>	<p>Staff, learners and public</p>	<p>Observe 2-metre distance were possible.</p> <p>Frequent hand washing.</p> <p>Introduction of new guidelines associated with Covid 19.</p> <p>Ensure all TC have this.</p> <p>PPE where appropriate.</p>		<p>JB/CH</p>	<p>3/3/21</p>	



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<p>Spread of Covid-19 Coronavirus</p> <p>Angry and upset customers / learners or public</p>	<p>Staff and all types of customers</p>	<p>Some members of public could be upset when opening business due to fear and can become incredibly angry and scared. Jackie Bugler has contacted the council and made them aware of the WG guidelines for apprenticeship learning.</p> <p>Staff might face abuse from the public. If angry public are abusive then call emergency services or Directors on premises.</p> <p>Angry customers / learners' strategy</p> <p>Listen to their concerns and try to pacify them if abusive contact the directors to step in and try to pacify the situation.</p>	<p>Monitor public and customers behaviour</p>	<p>JB/CH</p>	<p>3/3/21</p>	
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### Weekly Reviews

	1 <sup>st</sup> Review	2 <sup>nd</sup> Review	3 <sup>rd</sup> Review	4 <sup>th</sup> Review	5 <sup>th</sup> Review
Name:	Caroline Howe / Jackie Bugler	Caroline Howe / Jackie Bugler	Caroline Howe / Jackie Bugler		
Date:	3/7/20	22/2/21	2/3/21		

Notes: Pembrokeshire County Council are aware of HBT opening procedures from 22<sup>nd</sup> February 2021.

## HBT Risk Assessment for Return to Work Covid 19



Disclaimer - This risk assessment is to be used as general guidance only. Government advice is changing all the time. Users of this risk assessment are therefore advised to evaluate its contents thoroughly and adapt the risk assessment to suit the requirements of each individual situation. Check local policies, arrangements and guidance from relevant trade and professional bodies.