

## Coronavirus Risk Assessment – Face to face training (client site or external venue)

**Company name: Revolution Learning & Development    Assessment carried out by: David Lumley**

**Date of next review: 25/06/20**

**Date assessment was carried out: 16/06/20**

The following information covers the Coronavirus Risk Assessment for Revolution Learning & Development Ltd.

Highlighted information covers new actions take to address COVID risks

Where trainers need to ensure an action has been taken or situation exists on a client site or venue, the trainers training information and materials includes these instructions and specific checks are captured in online risk assessments that will be completed for each work assignment.

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
COVID 19 and	Associates	Updated Terms and Conditions to ensure venues				04.07.20

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<p><b>spread of infection – working with clients and venues</b></p>	<p>Employees Other venue or client staff</p>	<p>and clients confirm they are working safely and will provide all necessary information for training events to take place in a COVID Secure way.</p> <p>Include request for up to date details / procedures etc upon contract signing for venues and 7 days ahead of training for in-house clients.</p>				
<p><b>COVID 19 and spread of infection – face to face training assignments</b></p>	<p>Employees Associates</p>	<p>Office staff working from home.</p> <p>Ensuring all hotels and venues booked by the company are working safely and have declared risk assessments up to date and procedures provided up front to pass to associates.</p> <p>Advice for travel to venues and guidance for good practice for over-night stays.</p>	<p>Associate Trainers training to be provided to each associate before post-lockdown work assignments are given</p>	<p>DL</p>	<p>Prior to post-lockdown face to face work assignments for associates</p>	<p>23.03.20 02.07.20</p>

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<b>Vulnerable workers or customers</b>	<p>People with under-lying health conditions, pregnant person, elderly, young person. Those with higher risk of poorer outcomes.</p> <p>Higher risk of serious illness from infection.</p>	<p>Question included on health declaration to identify clinically vulnerable and higher risk persons.</p> <p>Where vulnerable / higher risk person is identified, contact will be made to discuss and manage risks on an individual basis.</p> <p>Communicate actions and/or recommendations to trainer and venue following contact with vulnerable/higher risk person.</p>	<p>Actions and/or recommendations provided necessary to control risks identified at individual level.</p>	<p>DL Employees Associates</p>	<p>Further action on ad hoc basis when vulnerable person identified</p>	<p>14.07.20</p>
<b>Cross-infection from kitchen or canteen - lunch</b>	<p>Delegates / trainers / client or venue staff</p> <p>Risk of</p>	<p>Dietary requirements requested at booking stage for open courses.</p> <p>Take food orders as part of induction</p>	<p>Update client email to ask for lunch arrangements – if pre-ordering / individual packaged</p>	<p>DL</p>	<p>25.07.20</p>	<p>02.07.20</p>

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	infection	Ensure venues we use all use pre-ordering facility and grab-n-go / personal food packages.	<p>lunches, provide veg request if required – information provided to trainer in Trainer Instructions for lunch arrangements or to take own packed lunch.</p> <p>Update Associate Agreement for trainer to make arrangements to take own packed lunch where client not providing COVID secure option.</p>			
<b>Pre-ordered food</b>	Delegates / trainers / client	Confirm all venues we use have a process in place (eat lunch in meeting room for example).	.			02.07.20

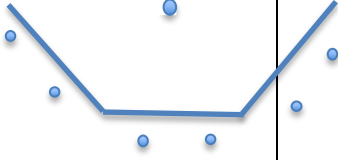
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<b>collection / delivery and maintaining social distancing</b>	or venue staff  Risk of infection	<p>Confirm clients have a process in place (eat lunch in meeting room for example or outdoor space or socially distanced eating area.).</p> <p>We request confirmation that they have up to date risk assessments and training in place for all.</p>				
<b>Maintaining social distancing during break times</b>	Delegates / trainers / client or venue staff.  Risk of infection	<p>Agree specific set breaks with client for each event.</p> <p>Trainer to ensure that all breaks are taken precisely to schedule where required by client and aware of issues related to location of room and one-systems / smoking arrangements.</p> <p>Where other staff members do not conform to social distancing they are to be reported to the client contact and Rev RA updated as 'near-miss reporting'.</p>				02.07.20

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<b>Maintaining social distancing and good hygiene – toilet visits</b>	Delegates / trainers / client or venue staff.  Risk of infection	Trainer to check group aware of on-site arrangements and, where staff are not usually located in the building provide (reminder) instructions during orientation of on-site approach and reminder of personal hygiene.  Check with client about availability of hand sanitisers in training room. Trainer to carry hand sanitiser – make a general rule for anyone leaving the training room to sanitise on return				02.07.20
<b>Maintaining social distancing and good hygiene – self-service arrangements</b>	Delegates / trainers / client or venue staff.  Risk of infection	Provide instructions for any delegates who are not familiar with site rules.	Update pre-course client email to request arrangements.	DL	25.07.20	



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			aware of any site rules.			
<b>Touchpoints</b>	Delegates / trainers / client or venue staff.  Risk of infection	Trainers to have cleaning wipes to BS Standards and adopt a wipe round routine at beginning, middle and end of day in addition to venue provision including wiping any cables used to connect, chair-backs, tables, flipchart edges.  Trainer to use own flipchart pens.  Trainer to use door-opener / push button device where possible to minimise touchpoints.  Trainer to ensure door is left open during orientation and breaks and discuss with client if door can be left open for the full course if possible as well as windows.				02.07.20
<b>Maintaining</b>	Delegates /	Update Letter of Engagement to include	Add additional	DL	Upon each	03.07.20



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<p><b>social distancing – during training</b></p>	<p>trainers / venue or client staff</p> <p>Risk of infection</p>	<p>declaration that room and delegate numbers are appropriate for social distancing measures</p> <p>Ensure venues provide seating plans or information for rooms. Confirm maximum numbers for each room and limit bookings in line with that.</p> <p>Request venue to confirm specific room booking and relevant details for numbers and other arrangements.</p>	<p>protection where possible by asking client /venue to adopt an open trapezium desk plan where possible dependent upon final numbers and room space.</p>  <p>Cluster delegates from same departments / work areas.</p> <p>Cluster delegates from same companies.</p>	<p>Associate</p>	<p>new venue-based /client site training assignment</p>	

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<b>Client staff carrying infection - asymptomatic</b>	Delegates / trainers / other staff  Risk of infection	Request confirmation of up to date (updated since returning to work after lockdown) Staff Health Declarations for all staff to be present at event.  Confirm process for track and trace in place for venue/site.	Confirm if venue will be using temperature triggered devices and face-covering requirements	DL	Upon each new venue-based /client site training assignment	03.07.20
<b>Trainers carrying infection - asymptomatic</b>	Delegates / client or venue staff  Risk of infection	Update Associate Agreements and have them re-signed including Health Declaration. Include instructions and advice if become symptomatic before, during or after an event. Travel and overnight accommodation information provided.  Training in place for Track and Trace awareness. Training for trainers includes what to do if become symptomatic so that track and trace can be supported (contacting to delegates / clients / venues)	Trainer to carry temperature triggered device and record daily temp checks on delivery days.  Provide training to individual associate trainers ahead of	Associate DL  DL	Confirm latest advice on efficacy of temp checks when on-site venue training scheduled.  Ahead of first training assignment	03.07.20

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			work assignments		post-lockdown	
<b>Delegates carrying infection - asymptomatic</b>	Trainers / venue or client staff.  Risk of infection	Update Terms and Conditions and JI's to include instructions about contact with others, previous symptoms/contact, requirement to follow SD rules and venue/trainer instructions. To limit the amount of materials brought to the session. Delegates to confirm receipt of JI's to include health declaration and declaration of virus-free situation.	Trainer or venue to conduct temp checks with triggered device.	DL	Confirm latest advice on efficacy of temp checks when on-site venue training scheduled	04.07.20
<b>Someone becomes symptomatic</b>	Delegates / trainers / venue or client staff.  Risk of serious illness Risk of infection	Update Associate Agreements to include requirement to complete infection awareness training and sign up to terms.  Training updated to include what instructions to give ill delegate and other delegates respectively in terms of isolation / Track and Trace.	Trainer to ensure they know where the isolation area is. Ensure trainers aware of Track and Trace procedures and instigate proactive contact	Associate  DL	Upon each new venue-based /client site training assignment	02.07.20

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		<p>Instructions for trainer to carry mask.</p> <p>Include in delegate orientation reminder of the need to speak up if they feel unwell or believe someone else may be ill.</p>	<p>process for our customers and other venues. Ensure NHS Track and Trace are aware.</p> <p>Confirm training completed to each client.</p> <p>Ensure venues provide us with their process for managing someone who becomes symptomatic</p> <p>Ensure venues provide confirmation of staff training.</p>	<p>DL</p> <p>DL Associate</p> <p>DL</p>		

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<p><b>Client actions and/or staff behaviour do not conform to own standards</b></p>	<p>Delegates / trainers / client or venue staff.</p> <p>Risk of infection</p>	<p>Create Rev Risk Assessment online form that trainers complete for every event.</p> <p>Training updated to alert Client Liaison or COVID champion or senior staff member at site immediately and report issues.</p> <p>Training updated to encourage Trainer to address directly with person/s concerned, challenge as appropriate and to report to Revolution in a Risk/Issues Report.</p>				<p>09.07.20</p>
<p><b>Cleaning materials not adequate for virus.</b></p>	<p>Delegates / trainers / venue or client staff.</p> <p>Risk of infection</p>	<p>Check venue / client's equipment meets standards.</p> <p>Training and instructions updated for Trainer to carry cleaning materials meet BS EN 1276 or BS EN 13697 and also BS EN 14476 for virucidal activity and adopt wipe-round routine.</p>				<p>02.07.20</p>

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<p><b>Training delivery and Training materials carrying virus</b></p>	<p>Delegates / trainers / client or venue staff.</p> <p>Risk of infection</p>	<p>Update in-house production processes to remove plastic covers and binders from workbooks.</p> <p>Ensure printing and packaging done minimum three days ahead of scheduled event.</p> <p>Zip-lock bags to be used to provide individually wrapped training materials that are wiped before handing out.</p> <p>'Drop zone' approach adopted – trainer will demonstrably wipes packs clean and slide packs to delegates or leave somewhere in room for individuals to collect.</p> <p>Replace registers with digital format.</p> <p>Redesign work on face to face training exercises to eliminate aspects that break social distancing rules.</p> <p>No loose-leaf handouts</p> <p>All re-useable materials to be deep-cleaned or</p>				<p>08.07.20</p>

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		<p>replaced for each event</p> <p>No handshaking rule in training included in training and instructions.</p> <p>Training updated to give guidance on how to provide personal training support to delegates while maintaining social distance.</p>				
<p><b>Open courses generally operate in Shared Spaces</b></p>	<p>Delegates / trainers / venue staff / staff of other businesses</p> <p>Risk of infection</p>	<p>Confirm with venues that they have procedures and training in place for safe passage, break and lunch rotation and separation of training groups.</p>				<p>03.07.20</p>
<p><b>Travel to venues</b></p>	<p>Trainers</p>	<p>Include car park information in event sheet.</p>				

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	Risk of infection	<p>Update guidance / Associate Agreements to encourage travel in personal transport and ensure rules for public transport are followed.</p> <p>Training updated to encourage changing of clothes after travel when possible (wearing a coat or other top that can be removed for training for example).</p>				08.03.20
<b>Mental health</b>	Associates – general or specific mental health challenges and additionally exposure to different venues and sites, feelings of fear or anxiety over	<p>Regular check-in conversations with associates and employees.</p> <p>Signposting information provided for specific types of support.  <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing">https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing</a></p> <p>Requested employees and associates to bring any issues to attention of Revolution.</p>				14.07.20



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	<p>others' behaviour, being away from home, childcare related challenges.</p> <p>Employees — add feelings of isolation during lockdown periods / balancing of childcare.</p>					
<b>Someone requiring first</b>	Trainers / client or venue staff	Encouraging staff and trainers to be aware of risks to themselves and others.	Trainers will ensure venues and clients	Associates	Upon each new venue-	

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aid treatment	Increased risk of cross-contamination		have first aider on site who is trained in dealing with the additional risk of COVID 19 infection		based /client site training assignment	
<b>Air-conditioning</b>  <b>Lack of air-conditioning</b>	Trainers, client or venue staff, delegates  Air being circulated increases the risk of aerosol infection  No air-conditioning could lead to very warm	Take regular breaks, encourage use of outdoor spaces, train outdoors where possible, leave training room doors open and open windows.  Request that venues/clients provide information on their air-con system and their strategy to manage air flow.  In the winter months, or during any particular cold snaps, ask delegates to bring jumpers that can be left on in training rooms (given that coat removal is likely to be helpful to reduce potential contamination from travel to venue)	Check that venues and clients shut off recirculation air-conditioning in training rooms (unless recirculation is limited to that one space) and public spaces and switch to full outside air mode where possible.	Associates		08.07.20

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	rooms for training.					

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)