

Covid-19 Risk Assessment for CBT Face to Face Training

This document outlines the risks identified for face to face training and how CBT will seek to mitigate these risks

Risk Topics	Control Measures	Impact/Outcome
<p>General Principles:</p>	<p>Continue to follow advice for self isolation: If you have symptoms of coronavirus, self-isolate for 7 days. After 7 days:</p> <ul style="list-style-type: none"> • if you do not have a high temperature, you can stop self-isolating • if you still have a high temperature, keep self-isolating until your temperature returns to normal <p style="padding-left: 40px;">You do not need to keep self-isolating if you just have a cough after 7 days. A cough can last for weeks after the infection has gone.</p> <p>If you live with someone who has symptoms If you live with someone who has symptoms, self-isolate for 14 days from the day their symptoms started. This is because it can take 14 days for symptoms to appear. If more than 1 person at home has symptoms, self-isolate for 14 days from the day the first person started having symptoms.</p> <ul style="list-style-type: none"> • If you get symptoms while self-isolating – you should self-isolate for 7 days from when your symptoms started, even if it means you're self-isolating for longer than 14 days. • If you do not get symptoms while self-isolating – you can stop self-isolating after 14 days. 	<p>Delegates should NOT attend training if displaying (or suspect they are displaying) symptoms. Delegates to let us know as soon as possible via info@cb-training.com</p> <p>Trainers should NOT attend to deliver the training if displaying (or suspect they are displaying) symptoms. Trainer to let Mandy Day-Calder know immediately on 07824 448916 even if out of hours to give as much notice as possible for us to take action. If Mandy cannot be reached Trainers phone 0330 3210 228.</p> <p>Trainers What'sApp group to be established so communication can be quick and easy.</p>



<p>Arrival, Parking and Getting Around Premises Organisation of Traffic Routes Etc</p>	<ul style="list-style-type: none"> • Training start and finish times will be designed to avoid travel at peak times • Online Business Manager (OBM) to liaise with venue regarding signage and 'traffic routes' – and about the location/availability of hand sanitiser on entrance/exits of building • Venue to provide 'movement and touch map' of premises and process to calculate pedestrian routes, designated entry and exit points and high-risk areas, including queuing areas and emergency evac muster points 	<p>Movement and touch map to be added to venue checklist</p>
<p>Hand Sanitiser/ Hand Washing</p>	<ul style="list-style-type: none"> • Trainers will be issued with hand sanitiser • OBM to liaise with venue to locate additional hand washing stations/ sanitisers around the premises and near high touch areas – and check these are clearly identifiable • OBM to check with venue that hand washing signage is displayed prominently • Venue to provide 'touch map' of process/ equipment to calculate pedestrian routes, designated entry and exit points and high-risk areas 	<p>Touch map to be added to venue checklist</p>
<p>Reducing Contact and Paperwork Transactions</p>	<ul style="list-style-type: none"> • Contactless registration process – delegates to bring ID and Trainer to sign them in (no sharing of pens or need for sign in sheet to be touched by all) • Trainer to be positioned behind a screen or wear a face guard 	<p>Control of infection ethos followed</p> <p>Delegate guidance to be produced so they know to bring ID</p>
<p>Social Distancing, Room Dimensions, Space & Work area</p>	<ul style="list-style-type: none"> • Venues to advise on maximum occupancy allowing for persons to maintain social distancing • Venue to set room out to adhere to social distancing requirements • No formal break times – delegates to take comfort breaks if required • Venue to display prominent signage • Trainers to be issued with rollup banners regarding social distancing. These are to be taken to and displayed at all sessions. 	<p>We will continue to monitor government guidelines on social distancing and ensure we adhere to it.</p> <p>Venue checklist to be created so we can be assured they have taken all requirements into consideration</p>
<p>Minimising Face to Face Working & Where Social Distancing is not Possible</p>	<ul style="list-style-type: none"> • Minimise face to face working wherever possible • Where sessions require delegates to demonstrate their practical / clinical skills, the frequency and duration of direct contact will be limited. • Where demonstrations are necessary trainer will wear a visor or procedure will be performed behind a screen • No sharing of workspace – delegates to remain in their assigned seat throughout the training. 	<p>The trainer guidance document will detail overriding protocol in line with current government guidance.</p>



Cleaning/ Washing/ Changing	<ul style="list-style-type: none"> Workspaces to be cleaned between sessions if more than one session in a day – venue to do this 	This will be added to the venue checklist
Venue Ventilation/ Temperature, Lighting	<ul style="list-style-type: none"> Only the Trainer should adjust any in room controls and should wear gloves to do so. Lights should remain on, doors and windows should be open etc (bearing in mind balance of fire safety and other risks) The use of air con should be avoided 	Add item to venue checklist – to confirm that natural ventilation is possible in training room
Cross Contamination/ Control of Infection (discreet), including Toilets and Wash Rooms	<ul style="list-style-type: none"> Venues to use touch/ movement map to identify areas where enhanced cleaning procedures may be needed Venues to confirm what procedures are in place and the operation of these (e.g. are toilet facilities one in, one out?) Trainers will be issued with hand sanitiser Comfort breaks to be staggered 	<p>This will be added to the venue checklist</p> <p>Trainers to monitor their levels of sanitiser and advise when they need more</p>
Waste Materials:	<ul style="list-style-type: none"> Trainers and delegates should avoid touching any bins Venues to provide foot operated or 'open' bins 	This will be added to the venue checklist
Handling Materials	<ul style="list-style-type: none"> Employees handling materials, components or other items must use the appropriate PPE gloves and wash/ sanitise hands regularly Trainers to be supplied with surface cleaners and wipes Clean equipment regularly using appropriate cleaner Reduce potential contact points, e.g. delegates will not be required to sign a register Delegates to bring their own equipment for use during sessions so sharing is not required Guidance document for delegates to be drafted and circulated prior to events detailing what they need to bring with them 	<p>Trainers to monitor their PPE kits and advise if supplies need replenishing</p> <p>Guidance document for clients and delegates to be drafted and issued</p> <p>Guidance document for Trainers to be drafted and issued</p>
First aid	<ul style="list-style-type: none"> Venue to ensure number of first aiders is adequate to meet number of personnel returns to the premises - this is no different to normal circumstances but section included in the risk assessment for completeness 	This will be added to the venue checklist
Fire Safety	<ul style="list-style-type: none"> Evacuation procedure reviewed to ensure sufficient fire wardens and that muster points will allow safe social distancing Venue to ensure muster points have been considered and social distancing can be maintained in case of fire or evacuation 	This will be added to the venue checklist



Catering	<ul style="list-style-type: none">• We will not be providing any catering facilities at this time• Trainers and delegates to bring their own refreshments• Cold drinks only will be permitted in the training room• Food to be consumed before or after (not during) sessions	This will be added to the guidance documents for Trainers and delegates
Mental Health and Wellbeing	<ul style="list-style-type: none">• Have very open and regular communication to help Trainers understand and feel comfortable with how their safety is being looked after• WhatsApp group created• Regular team meetings	Trainers to raise any concerns with MD
Personal Protective Equipment	<ul style="list-style-type: none">• Appropriate PPE should be worn, in line with current government advice• Gloves and coveralls should be worn when having to touch lots of surfaces• Trainers should change gloves and wash hands regularly• Trainers will be provided with an itemised PPE kit• Trainers to ensure they maintain and clean their PPE and take the kits to sessions with them	Government guidelines will continue to be monitored and any updates will be implemented Info re: Trainer PPE kits will be added to the Trainer guidance document

If you have any questions please do not hesitate to contact us

Last updated 26 June 2020