

<b><u>IDENTIFY THE HAZZARD</u></b>	<b><u>CONTROL MEASURE</u></b>	<b><u>WHOS AT RISK</u></b>	<b><u>ACTION</u></b>	<b><u>RISK</u></b>
<b>Delegate Health Declaration</b>	Customers and Staff will have to complete a Health Document everyday they are on site. Customer declaration must be witnessed by a member of staff.	Customers & Staff	If the health declaration is not completed or if symptoms are declared any bookings will be postponed and rescheduled.	Low
<b>Social distancing measures in training centres</b>	Social distancing within the cabs is not possible, so where possible students will be paired with the same instructor known as 'fixed team' or 'partnering'. Social distancing around the site can be maintained at all times.	Customers & Staff	Signs have been placed around each site and joining instructions remind social distancing measures.	Medium
<b>Enhanced hygiene and sanitation regime</b>	We have implemented cleaning stations around the site, these include extra hand washing facilities and sanitiser stations. Every staff member has their own personal cleaning kit.	Customers & Staff	Signs have been placed around the site. Sanitising stations are easily accessible and staff cleaning kits and schedule implemented.	Low

Dulson Training Ltd COVID-19 Risk Assessment

<p><b>Additional PPE for employees and delegates</b></p>	<p>PPE is provided for both staff and customers. Disposable face masks and gloves will be available for everyone. You can provide your own PPE.</p>	<p>Customers &amp; Staff</p>	<p>Customers are prompted to bring their own PPE. Stock will be available for them. It is recommend every member of staff refreshes their PPE for each new customer.</p>	<p>Low</p>
<p><b>Reduced class size and amended layout to support social distancing</b></p>	<p>Classroom training is currently suspended with the implementation of Virtual Online Training to replace all of our classroom courses. On commencement of classroom training the layout of the classroom will be laid out to adhere to social distancing.</p>	<p>Customers &amp; Staff</p>	<p>Ongoing review of government guidelines to ensure best practice. Increased space between learners and strict cleaning procedure in place. Safety screens will be added where appropriate. There will be no refreshments or lunch provided. Customers are advised to bring their own.</p>	<p>Low</p>
<p><b>Refreshments during training</b></p>	<p>We have temporally removed refreshments and have asked all delegates to bring their own lunch and refreshments. Refreshments will be provided again once it is safe to do so.</p>	<p>Customers &amp; Staff</p>	<p>We will not supply any refreshments or lunch. Customers are advised to bring their own including drinking water.</p>	<p>Low</p>
<p><b>Reduce F2F time – promote Virtual Learning for theory elements</b></p>	<p>Virtual learning is available for all of our classroom based training courses. Theory tests can be revised for at home with online theory revision supplied by us.</p>	<p>Customers &amp; Staff</p>	<p>Remote learning will be implemented where possible. Any F2F learning will follow government guidelines.</p>	<p>Low</p>

Dulson Training Ltd COVID-19 Risk Assessment

<b>Visuals to remind people of Social Distancing</b>	Posters and signage are available throughout reminding delegates about social distancing measures.	Customers & Staff	Signs around every site and notification in all customer joining instructions.	Low
<b>Hand sanitiser</b>	Hand sanitiser stations are available throughout the site.	Customers & Staff	These are easily accessible at points around each site.	Low
<b>Restrictions with lift usage</b>	No lifts are at any of our sites.	Customers & Staff	N/A	Low
<b>Reduction in material handouts</b>	Learning material will be emailed to each delegate where needed before course commencement.	Customers & Staff	Course aids will be emailed to each delegate.	Low
<b>Paperwork not to be shared – registers, evaluations etc.</b>	The course instructor will keep all of the paperwork and no signatures from the delegates will be required.	Customers & Staff	Instructor to keep the customer sign in sheet until the course is complete. Any instructor changes will result in a new customer sign in sheet.	Low
<b>Cleaning of areas after each course</b>	All areas and vehicles will be cleaned before and after contact.	Customers & Staff	Staff have a cleaning kit and schedule to clean contact points and vehicle interior before and after every customer.	Low
<b>Site Cleaning</b>	The site will be cleaned using a check list and signed on completion to ensure a complete clean has been achieved.	Customers & Staff	Strict cleaning will be implemented throughout each site.	Low

Dulson Training Ltd COVID-19 Risk Assessment

<b>Disposal of PPE</b>	At the end of interaction staff PPE will be turned inside out and resealed into its bag and disposed into the site PPE bin.	Customers & Staff	. Customers encouraged to dispose of their own PPE appropriately.	Low
<b>PPE Bin</b>	The site PPE specific bin will be filled with sealed bags of used PPE. The PPE bin has signs explaining risk. The contents is bagged and is removed by a member of staff.	Customers & Staff	The site PPE bin will be emptied and cleaned following the 72 hour holding period guidelines	Low
<b>Times</b>	Staff and customers will receive staggered start and break times. This will reduce the number of people on any site at one time.	Customers & Staff	These start and break times must be adhered to and you must not be on site for any unnecessary reason outside of your start and finish times.	Low
<b>Cleaning Kits</b>	Every staff member has a cleaning kit, it is the staff members responsibility to make sure their cleaning kit is complete. It contains spare PPE, hand sanitiser and disinfectant wipes.	Customers & Staff	When replacement cleaning materials are required these must be requested promptly to the office.	Low
<b>Seat Covers</b>	Disposable seat covers are available for staff or customers.	Customers & Staff	These will be disposed in the site PPE bins.	Low

Dulson Training Ltd COVID-19 Risk Assessment

<p><b>Interior Vehicle Cleaning</b></p>	<p>It is the staff members responsibility to use their cleaning kit to ensure any contact points have been cleaned before and after every use of the vehicle. Used wipes to be disposed of into the sealed PPE bags.</p>	<p>Customers &amp; Staff</p>	<p>Interior and exterior vehicle cleaning will be continued with the additional interior cleaning by the instructor before and after each customer.</p>	<p>Low</p>
<p><b>WC</b></p>	<p>Facilities will be cleaned daily but everyone will use the facilities at their own risk and it is advised to clean before and after personal use. A cleaning kit will be provided in the WC.</p>	<p>Customers &amp; Staff</p>	<p>Use should be limited.</p>	<p>Low</p>
<p><b>Shared Kitchen Use</b></p>	<p>Any appliances and cups etc to be used at your own risk, cleaning kits will be available in these areas. It is advised to clean items before and after use. To reduce risk we advise the use of personal flasks and drinks bottles.</p>	<p>Customers &amp; Staff</p>	<p>Use should be limited or avoided where possible.</p>	<p>Low</p>
<p><b>Door Handles / Alarms / Touch Points</b></p>	<p>Any mixed use areas and touch points should be cleaned before and after use. We advise the use of disposable gloves in these areas.</p>	<p>Customers &amp; Staff</p>	<p>PPE should be disposed in PPE bags and bins. Customers should wipe any contact points they have touched. Staff should wipe any contact points they have touched.</p>	<p>Low</p>

Dulson Training Ltd COVID-19 Risk Assessment

<b>PPE Removal</b>	<b>PPE must be worn at all times during a course unless social distancing can be adhered to. Anyone who removes their PPE will have their lesson and course fee forfeited.</b>	<b>Customers &amp; Staff</b>	<b>The instructor will be able to terminate the lesson immediately if PPE is removed within the social distancing zone.</b>	<b>Low</b>
<b>Covid-19 Symptoms during the course Customer</b>	<b>If any signs or symptoms appear, your course will be suspended and no refund given. Your course will be rescheduled to a suitable new date.</b>	<b>Customers &amp; Staff</b>	<b>Staff and customers must report any symptoms immediately.</b>	<b>Low</b>
<b>Covid-19 Symptoms after the course Customer or Staff</b>	<b>If any signs or symptoms appear within 14 days of the course completion, you must contact us so we can follow track and trace guidelines.</b>	<b>Customers &amp; Staff</b>	<b>Staff and customers must report any symptoms immediately.</b>	<b>Low</b>
<b>Communal areas and fire assembly points</b>	<b>Any areas where people can gather social distancing must be adhered. Site fire assembly points have not changed.</b>	<b>Customers &amp; Staff</b>	<b>Staff will have an induction to any site changes.</b>	<b>Low</b>
<b>Customer Joining Instructions</b>	<b>Customers have agreed before arrival to site joining instructions. These include the use of PPE, waiting areas and to remain in their car until a staff member approaches.</b>	<b>Customers &amp; Staff</b>	<b>If we do not receive confirmation of joining instructions and terms the course will not start and the customer fee will be lost.</b>	<b>Low</b>

Dulson Training Ltd COVID-19 Risk Assessment

<b>High Visibility Clothing</b>	Customers will not be given or expected to wear high visibility clothing. They can bring their own.	Customers	No customer will be unattended on site. They have received joining instructions to remain in their car until and instructor approaches.	Low
<b>Waiting Area</b>	Our site waiting rooms will not be available to use.	Customers	Outside seating is available and a smoking point. It is encouraged to limit use or avoid these areas. Social distancing must be adhered to.	Low
<b>Vehicle Keys</b>	Keys will transfer hands from staff to customers. Keys will be sprayed with disinfectant spray and should only be handled with disposable gloves.	Customers & Staff	Keys will be sprayed with disinfectant before and after every use.	Low
<b>Temperature Monitoring</b>	Staff and customers will have their temperature taken with a contactless thermometer every time they arrive on site. This will be inline with government guidelines.	Customers & Staff	The contactless thermometer will be sanitised and used by staff members to record temperature on arrival. This temperature will be recorded on the customer sign in sheet daily. If a temperature is recorded above the recommended range the individual will have to leave the site and any training rescheduled.	Low

Dulson Training Ltd COVID-19 Risk Assessment

<b>Site Contact</b>	<b>Hayley Norgrove</b> <b>Operations Manager</b> <b><u>hayley@dulsontraining.co.uk</u></b> <b>07970 889245</b>	<b>This document will be reviewed and amended as per the government guidelines</b>	<b>Any concerns or symptoms should be reported to Hayley Norgrove. Customers will be advised to contact the office using the usual methods. This will be reported to Hayley Norgrove.</b>	<b>1st July 2020</b>
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