

Risk assessment Face to face course delivery COVID safely

Company name: Prospect

Assessment carried out by: Martin Roberts

Date of next review: In line HMG

Date assessment was carried out: 8/9/21, revised 13/9/21

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
If an attendee who is infectious with COVID-19 attends they may pass the virus to other course attendees	Tutors, Attendees, Venue staff	To run face to face training when infection levels are low in the area of the venue	<ol style="list-style-type: none"> Contact attendees on confirmation of course to not attend if they have tested positive for COVID-19 or have symptoms on the day. Advise attendees to use the NHS COVID-19 app Include link to local Government/Nation guidance 	Course organiser	<ol style="list-style-type: none"> On place allocation On place allocation On place allocation 	

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Infection from travelling to the venue	Tutors, Attendees	Choice of venue should be easy for attendees to reach without having to use public transport	<ol style="list-style-type: none"> 1. Ensure adequate parking at venue 2. No need for attendees to stay overnight 3. Advise attendees using public transport to wear a mask where possible 	Course organiser	<ol style="list-style-type: none"> 1. Before advertising the course 2. When course is being advertised 3. On booking confirmation 	
Infection at the venue	Tutors, Attendees	Prospect offices not used for face-to-face training.	<ol style="list-style-type: none"> 1. Check venue has adequate room and facilities to be able to do social distancing 2. Check the venue has adequate ventilation 3. Can the venue be exclusive for your booking 4. If other courses are 	Course organiser	<ol style="list-style-type: none"> 1. Prior to booking the venue 2. Prior to booking the venue 3. Prior to booking the venue 4. Prior to sending out course 	

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			being run at the same time, can breaks be staggered 5. Can facilities such as entrance and exits and toilets be exclusive to attendees 6. Ask for the Covid precautions the venue has in place 7. Make trainees aware of precautions prior to course		details 5. Prior to booking the venue 6. Prior to booking the venue 7. Prior to sending out course details	
Infection during the course	Tutors & Trainees	Follow Prospect main risk assessment measures	1. Set rooms up to keep 2m social distancing 2. Route to breakout rooms should be reduced and be exclusive to trainees	Venue staff in co-ordination with tutor	1. Prior to arriving at venue or on arrival at venue 2. Prior to booking	

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			<ol style="list-style-type: none"> 3. Pens and workbooks for every individual, not shared, trainee collects on arrival from central point in room to reduce contact with others. 4. Have hand sanitiser available during course. 5. Face masks to worn in communal areas 6. Extra face masks to be available to trainees 7. Only non-contact greetings to be used 		<ol style="list-style-type: none"> 3. Prior to course 4. During course 5. During course 6. Prior to course starting 7. Notified before course 	
Infection through catering and refreshments	Tutors and trainees	Default position no catering provided	<ol style="list-style-type: none"> 1. Check with venue if COVID safe catering and refreshments can be 	Course organiser	<ol style="list-style-type: none"> 1. Prior to booking venue 	

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			provided			

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/ Published by the Health and Safety Executive 10/19