

RETURN TO IN-HOUSE TRAINING POLICY

WORKING SAFELY DURING COVID-19

CAME  **BPT**

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RISK ASSESSMENT

What are the hazards?	Who might be harmed	Controls Measures Required	Additional controls	Acceptable?	Action by whom?
Spread of Covid-19 Coronavirus	Staff and Customers	Travel to CAME BPT Offices Staff will travel in own vehicle. customers to travel alone in own vehicles wherever possible or adhering to the latest government guidelines.	Where customers need to share vehicles an additional risk assessment should be carried out by their employer.	Yes, however Current Government Guidelines assume priority	RS/DM KC/DP
		Arrival at CAME BPT Offices All customers to be briefed on current CAME BPT UK procedures on arrival prior to entering the building. They will then be asked to wash their hands. Hands to be sanitised on taking their desks.	Written instructions to be located on each desk customers ID to be placed on the desk to enable Instructor to view at a safe distance	Yes	RS/DM KC/DP
		Symptoms of Covid-19 Any customer feeling any symptoms of COVID-19 prior to attending should not attend. Any customer arriving on the course showing any symptoms of COVID-19 i.e. raised temperature or persistent cough will be sent home on arrival.	Employers are requested to ensure as far as possible the health of employees prior to their attendance.	Yes	"RS/DM KC/DP
		Hand Washing Hand washing facilities with soap and water are in place. Regular stringent hand washing taking place in accordance with hand washing guidance. Drying of hands with disposable paper towels. Gel sanitisers provided on each desk.	Customers to be briefed on arrival and reminded on a regular basis to regularly wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Handwashing advice to be placed in toilets Bins provided for disposable towels and emptied daily	Yes	RS/DM KC/DP
		General Hygiene Sneezing and coughing into tissues & disposing into bins. Bins to be emptied daily	Face coverings will be made available for each customer for use if desired by the individual, Own face coverings are accepted if suitable. Posters, leaflets are on display. All customers 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 learning centre. Each customer is provided with a bottle of hand sanitiser to use whilst at the CAME BPT UK training centre.	Yes	RS/DM KC/DP
		Cleaning Cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use using appropriate cleaning products and methods.; <ul style="list-style-type: none"> • Door Handles • Light Switches • Kitchen Cupboards • Fridge • Urn/Kettle • Water Cooler 	Cleaning to be carried out of touch points prior to and following each course:. Doors to be propped open where appropriate other than for reasons of security / hygiene / privacy Gloves and cleaning materials made available to staff involved in cleaning. Disposal of gloves in bins provided. Guidance on safe removal of gloves.	Yes	"RS/DM KC/DP"
		Toilet Facilities Adequate supplies of handsoap and disposable towels to be provided. Along with bins for disposal of hand towels.	Notices in toilets on handwashing. Bins to be emptied daily.	Yes	RS/DM KC/DP
		Social Distancing Limiting the numbers of customers to 6 to enable social distancing. Social distancing also to be adhered to in kitchen area. Additional care to be taken in narrow corridor areas to maintain social distancing. customers using the smoking area must also observe social distancing.	Desks and chairs to be set out prior to the course to enforce social distancing Rota system to be used in conjunction with floor markings in kitchen area to enforce social distancing. Signage to be provided at corridor location customers to be briefed on procedures at the beginning of the course.	Yes	RS/DM KC/DP
		Kitchen Facilities Kitchen facilities to be restricted to enable minimum possibilities for cross contamination and maintain social distancing. Provide cleaning materials to disinfect kitchen equipment after each use with disposable towels. Provide bins for disposal of environmentally friendly utensils or to be washed following usage if using stainless cutlery Customers may bring their own lunch if they do not want the individual packed lunch provided by CAME BPT UK.	Customers to use kitchen & facilities as allocated and ensure floor markings are adhered to. No more than 1 customer to use kitchen at a time. Where possible a one way entry/exit in to the kitchen/break out room is to be implemented. Lunch to be taken at desks. Posters to be provided instructing on regular cleaning procedures. Bins to be emptied daily.	Yes	RS/DM KC/DP