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Issue Date: 01.06.2021

Site: All TCE sites excluding CHP (covered by Eon RA)

Review Date: 01.12.2021 or subject to UK Gov revisions to policy or increase in R rate to 1

Area: All

Risk Assessment COVID 19 TCE General RA Rev 4
No:

Authorised by: Karen Lounds - Director Business Services
Phil Davies - General Counsel

: This Risk Assessment has been updated to include updated Government Guidance issued and in force on or before 01 June 2021.
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/961289/Stay_at_home_Easy_Read_February_2021.pdf

No.	Hazard	Who might be harmed?	How could the Hazard be realised?	Likelihood (L)	Severity (S)	Risk Level (LxS)	Control Measures Implemented	Likelihood (L)	Severity (S)	Risk Level (LxS)
	Attending Work									
1	Occupational transmission	Colleagues, visitors and contractors	Lack of control of UK Gov guidance requirements. Lack of response to symptomatic colleague or visitor Failure to recognise common symptoms of Covid-19 infection	2	5	10	<p>The UK Government and PHE have publicised that people presenting with the common symptoms associated with Covid-19 infection should not attend the workplace and instead stay at home. The common symptoms associated with a positive Covid test, as published by the Office of National Statistics (ONS) April 2021 are listed below in decreasing frequency of prevalence:</p> <ol style="list-style-type: none"> 1. Cough 2. Fatigue 3. Headache 4. Muscle ache 5. Sore throat 6. Fever 7. Loss of smell 8. Loss of taste 9. Shortness of breath 10. Nausea 11. Diarrhoea 12. Abnormal pain <p>Guidelines have been issued via Mail Desk and Workplace, throughout the pandemic, to communicate the common symptoms and the requirement that any colleague who is concerned, that they are presenting with a common symptom should self isolate at home and arrange for a Polymerase Chain Reaction (PCR) test to be performed. The self isolation period in this case is 10 days, unless the PCR result is negative in which case the colleague may return to work once the results are communicated</p> <p>This self isolation period also applies to member of the household who shares the residence with any person presenting with symptoms or who returns a positive PCR test result. The self isolation period in this case is 10 days .</p> <p>Note: PCR tests are for colleagues and their household members should one present with symptoms.</p> <p>An HR Covid-19 dedicated helpline (internal 4999) is manned during normal working hours, Monday through Friday, for employees suspecting they are presenting with common symptoms or who have tested positive on a Lateral Flow Device (LFD) self test, when no symptoms are present.</p> <p>A dedicated Covid-19 portal has been created to capture all relevant information such as the business Covid-19 Risk Assessment, Covid secure certificates and all previously issued communications. There is a Government test and trace system to identify those that have been in close contact with people who have returned a positive test result. TCE HR will use these guidelines to identify any colleagues at higher risk of an occupational transmission. if there are concerns about possible cases at TCE - whether the case originated within the company or from elsewhere. Individuals are expected to communicate with the HR hotline if they have reason to believe they have been in contact with somebody testing positive.</p> <p>HR will inform Public Health England (PHE) & Cheshire West and Chester (CWAC) of any Covid clusters affecting colleagues within the workplace and manage the investigation of any cluster.</p> <p>Note: NHS track and trace should be disabled when cell phones are secured in lockers or when personnel are at their work stations to prevent inaccurate positioning data being gathered by the app.</p>	1	5	5
2	Occupational transmission	Colleagues, visitors and contractors	Failure to ensure adequate isolation period enacted	2	5	10	<p>The self-isolation period for colleagues who test positive for or have symptoms of Covid-19 is currently 10 days. Before any individual who has been ill is able to return to work an assessment form needs to be completed with HR to determine if they have isolated for sufficient time.</p> <p>Line managers shall maintain contact with their reports who are self isolating.</p>	1	5	5
3	Occupational transmission to medically vulnerable	Colleagues, visitors and contractors	Exposure to symptomatic or asymptomatic persons by vulnerable colleagues	2	5	10	<p>Restrictions on medically vulnerable colleagues have been lifted by UK Gov however HR shall maintain a record of all previously affected colleagues, so that should additional measures affecting medically vulnerable colleagues be reinstated, the business can act with haste to protect those colleagues.</p> <p>Line managers shall retain, review and update when required, the personal risk assessments related to medically vulnerable employees.</p> <p>Colleagues previously identified as medically vulnerable shall still ensure that they take additional precautionary measures including hand cleansing, maintaining >2m separation from other colleagues, and the wearing of a face covering when transiently (<2m) from other colleagues.</p>	1	5	5

4	Occupational transmission to higher risk cohorts	Colleagues, visitors and contractors	Failure to enact UK Gov and TCE Covid secure precautions	4	5	20	PHE report "Disparities in the risk and outcomes of Covid-19" shows that some groups of people may be more at risk of being infected and/or an adverse outcome if infected. The higher risk groups include those who: are older males, have a high (above 25) Body Mass Index (BMI) or low (below 18) BMI, have pre-existing health conditions such as diabetes, or are from BAME backgrounds. The measures applied through the TCE RA provide adequate protection to all at higher-risk groups	1	5	5
5	Working From Home	Colleagues	Musculoskeletal disorders (MSD. Work related stress (WRS)	2	3	6	UK Gov has relaxed the guidance on working from home where possible. Colleagues have now been advised to work from their normal site of work. Where colleagues make a request to continue to work from home as part of a flexible working option, then the authorising line manager is required to ensure that a working from home Risk Assessment is undertaken to assure the business that the working environment and ergonomics of the environment are suitable. The relaxation on working from home risk assessments was only valid during the special measures of the pandemic.	1	3	3
6	Change in Work Patterns	Colleagues, visitors and contractors	Failure to reduce occupancy loadings of rooms or facilities	2	3	6	Work and shift patterns were developed which ensured that the correct number of colleagues were on shift at the correct times to ensure business continuity without over loading any facility (mess, ablution or workspace) and to ensure that >2m segregation could be maintained. The business shall continue to enact the measures required to ensure >2m segregation can be maintained. All meeting rooms shall have a maximum occupancy displayed to ensure >2m segregation. Mess breaks shall be organised (staggered) by the responsible managers to ensure that the mess room safe occupancy can be maintained. Start times shall be organised (staggered) by the responsible managers to ensure that changing facilities and shared spaces (corridors) are not compromised with regards to the number of personnel present.	1	3	3
7	Business Travel	Employees	Increased exposure risk due to higher viral load risk environments	4	5	20	UK Gov will continue to issue updated lists of countries deemed to be at higher risk of Covid-19 transmission, and to which travel should be avoided or where additional restrictions may apply upon entry to the country or upon return to the UK. This may include requirements for negative LFD or PCR testing prior to departure and following arrival, quarantine etc. Any request for International business travel must be subject to "an essential travel" test and be subsequently approved by the Director Business Services. The request shall include all details of quarantine requirements required in country and upon return. National travel shall be on a "business needs" basis and shall only be approved where the receiving organisation can confirm that they have Covid-secure measures in place. Colleagues on national travel shall reserve the right to refuse to remain or enter any premises where the Covid-secure measures are not adequately enacted. Colleagues who require overnight accommodation shall ensure that any booked can demonstrate Covid-Secure measures. Domestic travel shall not be authorised to any location where a new variant of concern has been established or where the R rate of existing variants is above 0.9 Colleagues attending the same location shall not car share. Transport to national locations shall be undertaken in private transport	1	5	5
	Travelling To The Workplace									
8	Use of public transport	Colleagues, visitors and contractors	Increased exposure risk due to higher viral load risk environments	4	5	20	Avoid public transport where possible. It is mandatory to wear a face covering when using public transport. Always wash hands when arriving at work or home. Use soap and water for at least 20 seconds or hand sanitiser gel (>70% alcohol) if soap and water not available.	1	5	5
9	Shared use of vehicles	Colleagues, visitors and contractors	Increased exposure risk due to higher viral load risk environments	3	5	15	Car sharing should not be used to travel to work unless with other members of the same household.	1	5	5
10	Use of Company Vehicles	Colleagues, visitors and contractors	Increased exposure risk due to higher viral load risk environments	3	5	15	SHE Alert issued on use of shared company vehicles. This includes the need to have single user per vehicle, wash hands, wipe down all regular contact points with sanitiser or soapy water. The vehicle should be kept clean and a vehicle cleansing and sanitising check list should be completed prior to use as part of the pre-operational checks. Vehicle windows should be opened wherever possible to ensure circulation of air.	1	5	5
	Activities in the Workplace									
11	Use of Company Vehicles including shared vans, FLTs, front loading shovels, backstone wagons	Colleagues, visitors and contractors	Increased exposure risk due to higher viral load risk environments	3	5	15	SHE Alert issued on use of shared company vehicles. This includes the need to have single user per vehicle, wash hands, wipe down all regular contact points with sanitiser or soapy water. The vehicle should be kept clean and a vehicle cleansing and sanitising check list should be completed prior to use as part of the pre-operational checks. Vehicle windows should be opened wherever possible to ensure circulation of air. Where sharing vehicles is essential a risk assessment should be undertaken and additional control measures considered such as opening windows, optimising seating location and use of face coverings.	1	5	5
12	Arrival at Work	Colleagues, visitors and contractors	Increased exposure risk due to higher viral load risk environments	3	5	15	Colleagues have been advised NOT to attend work if they present any of the symptoms of Covid 19 or any member of their household presents these symptoms. All personnel must wash their hands on arrival at work. Sanitisers have been placed at entry points. Offices shall have floor operated hand sanitiser stations at the entry to the building, on each floor and in each meeting room. Hands should be washed frequently throughout the day with soap and water for 20 seconds or hand sanitiser. Signs with reminders about Social Distancing at entry doors and gates to sites.	1	5	5

13	Arrival at Work	Colleagues, visitors and contractors	Introduction of asymptomatic or symptomatic persons from outside of the local community and potentially a higher viral load risk environment	4	5	20	Contractors shall be appointed to attend the works (Winnington, Lostock, Middlewich, Natrium House, New Lostock House) on a business needs basis to ensure business continuity and to maintain safe operation. Virtual meetings should be used for visitors where possible. Any person who is not a TCE employee attending any TCE site is required to complete a Covid 19 google questionnaire to ascertain that they do not have any symptoms, and that they will alert their supervisor or TCE representative if this situation changes and must leave site. For Major Construction projects eg Quartz, signing in sheets for contractors will be separated by company, the sheets will also state that by signing the sheet that they do not have any symptoms of Covid-19 before entering site.	3	5	15
14	Arrival at Work - Hauliers and Deliver Drivers	Colleagues, visitors and contractors	Introduction of asymptomatic or symptomatic persons from outside of the local community and potentially a higher viral load risk environment	4	5	20	Covid - 19 protection details have been sought from key suppliers. Multi-lingual signs have been installed at gatehouses advising not to enter site if they have any symptoms along with additional hand sanitiser dispensers. Entry has been limited to gatehouses where possible and screens have been installed within gatehouses. Haulier toilet facilities have also been subject to additional cleaning regimes. Separate ablution and toilet facilities for visiting drivers. Reducing the available time for visiting drivers to be in a shared enclosed environment (for document issue etc) Loading vehicles within outside areas (where possible)	3	5	15
15	Social Distancing within offices	Colleagues, visitors and contractors	Increased exposure risk due to higher viral load risk environments	4	5	20	Within shared office areas, desks have been relocated to provide >2m segregation where possible and where not, desk mounted perspex screens have been installed. Walkways have been identified through common spaces with floor signs to achieve the required separation, or personnel have been relocated to separate office spaces. Colleagues should ideally be side by side or back to back rather than facing each other. SHE Alerts on Covid-secure measures have been communicated to all colleagues.	2	5	10
16	Social Distancing at PTW issue locations	Colleagues, visitors and contractors	Increased exposure risk due to higher viral load risk environments	4	5	20	Controls have been implemented at Permit To Work Locations. Where possible hatches have been created to limit access to key essential operational staff only or additional barriers / screens used where feasible.	2	5	10
17	Social Distancing - scheduled meetings	Colleagues, visitors and contractors	Increased exposure risk due to higher viral load risk environments	4	5	20	Meetings only held in rooms where the occupancy limit has been determined to permit >2m between colleagues. The use of Google Hangouts should be utilised where possible by colleagues who are flexible working from home, working at other sites or within the same site where more colleagues need to participate can be safely accommodated within the meeting room. Meeting rooms have been marked up with occupancy limits and chairs removed or taped off. Surface cleaner and hand sanitiser stations should be provided in meeting rooms. Windows should be opened where possible. Briefings with plant personnel should be held outside whilst maintaining Social Distancing whenever possible.	2	5	10
18	Social Distancing - Lifts and staircases	Colleagues, visitors and contractors	Increased exposure risk due to higher viral load risk environments	4	5	20	Staircases should be used in preference to lifts where possible for able bodied colleagues, visitors and contractors. Where feasible staircases have been made one way or have additional controls indicated by signage such as limiting the number using them at the same time with no passing. Where the use of lifts cannot be avoided, the number of colleagues must be limited to maintain the 2m Social Distancing requirement - generally this means a maximum of 2 people per lift. Colleagues should not face each other in lifts. Lift controls are disinfected on a frequent basis.	2	5	10
19	Social Distancing - compliance with general measures	Colleagues, visitors and contractors	Control measures not complied with resulting in higher viral risk	3	5	15	Audits have been carried out at all sites against the TCE Covid 19 RA when revisions are made. Actions / improvement areas identified by these have been compiled and are tracked to ensure completion. WSOL is used to capture issues / near misses for Covid along with other SHE inputs. SHEQ Audits are being carried out using Social Distancing where possible placing the emphasis on housekeeping etc rather than the usual examination of paper documents. Teams have been encouraged to conduct audits and identify proactive near miss issues as part of their essential visits on site rather than making as many dedicated visits. Cleaning sheets are audited by a site representative.	1	5	5
20	Work requiring being less than 2m Social Distancing - TCE Employees	Colleagues, visitors and contractors		5	5	25	A SHE Alert has been issued on <2m working. Every work activity should be reviewed and assessed using a dynamic risk assessment specifically covering Covid 19 aspects. Where possible any work requiring working at a distance of less than 2m should be avoided. Where this is not possible, and the work activity is required, the work team / supervisor should consider other ways to undertake the task safely. If a job can be done an alternative way, even if it takes longer, to achieve the 2m distancing guidelines then this should be done. If no other alternative can be proposed then the following options have been provided: • Working side by side or facing away from one another. • Where face to face contact is essential, this should be kept to 15 minutes or less wherever possible. • Keep teams of workers together (cohorting) • Keep teams as small as possible. Hands should be washed frequently throughout the day with soap and water for 20 seconds.	3	5	15

							Face coverings and face visors are available if this is deemed to support the work activity. Face coverings should be replaced regularly (at least daily or if they become damp) and every effort should be made not to touch them. Hands should be washed regularly and as a minimum before and after use. If gloves are deemed to be helpful then these must be taken on and off as per the guidelines issued and disposed of in a sealed bag prior to disposal along with any disposable face covering. ANY INSTANCE WHERE A MEMBER OF STAFF OR CONTRACTOR ON SITE FEELS UNSAFE THEY ARE ENCOURAGED TO STOP WORK IMMEDIATELY AND REPORT THE INCIDENT			
21	Work requiring being less than 2m Social Distancing - Contractors	Colleagues, visitors and contractors	Introduction of contractors to the TCE environment who may not demonstrate Covid secure measures compliant with UK Gov and TCE	3	5	15	Site Hazard Guides have been updated to include Covid 19 as a hazard and also the Pre-job Assessment Books to ensure discussion prior to work. Site inductions have also been updated to incorporate the risk of Covid 19. Any contractors intending to work on site are required to have a Covid 19 risk assessment as part of their normal provision of risk assessment for activities. This must be reviewed along with their normal RAMS by the responsible Supervisor or Contractor Manager. All visitors are required to complete a Covid-19 google questionnaire prior to attending site. Dedicated Covid 19 audits have been carried out on major projects involving large numbers of contractors such as LSEP, Winnington demolition and Quartz.	2	5	10
22	Expulsion of viral load into the breathing zone of others	Colleagues, visitors and contractors	Failure to contain viral load contaminated aerosol during coughing or sneezing	4	5	20	Observe Social Distancing. If you sneeze, sneeze into a tissue or else sneeze into your armpit. Ensure frequent handwashing with soap and water or use hand sanitiser for a minimum of 20 seconds. Perspex screens have been provided for desks and workstations.	2	5	10
23	Viral load on frequently used touch points	Colleagues, visitors and contractors	Ineffective touch point cleansing and/or ineffective hand cleansing.	4	5	20	Hands should be washed frequently throughout the day with soap and water for 20 seconds. Additional hand sanitising dispensers have been placed around all sites. There are routines in place to replenish these on a frequent basis and additional supplies have been procured as well as being made within site laboratories. Door openers have been provided to employees. Increased cleansing of touch points. Hand sanitising stations in proximity to touch points. Frequent communication on requirement for hand cleansing	2	5	10
24	Viral load on infrequently used touch points	Colleagues, visitors and contractors	Ineffective touch point cleansing and/or ineffective hand cleansing.	4	5	20	Cleaning regimes have been increased across sites. Additional cleaners have been engaged to cover longer and more frequent cleaning of touch points such as door handles, handrails, lift buttons and shared spaces using cleaning materials that are effective against Covid 19. Anti bacterial wipes and spray bottles have been provided to all work areas for use by employees whenever deemed necessary. Additional employee routines are also in place for their work spaces. Cleaning sheet checklists have been produced to specify cleaning areas and provide audit trails to show that they have been completed.	3	5	15
25	Viral load on delivered goods packaging and mail	Colleagues, visitors and contractors	Contact with viral load	3	5	15	WHO guidance advises that; the likelihood of an infected person contaminating commercial goods is low and the risk of catching the virus that causes Covid-19 from a package that has been moved, travelled, and exposed to different conditions and temperature is also low. Parcels have been delivered to dedicated areas where feasible.	1	5	5
26	Viral load on shared desks & shared tools or equipment	Colleagues, visitors and contractors	Ineffective cleansing between use of shared resources	4	5	20	Use of shared hot desks has been discouraged unless they can be thoroughly cleaned. Shared desks / work areas including laboratories should be cleaned before use. Shared equipment such as shift mobile phones, radios, tools, laboratory equipment etc should be thoroughly cleaned prior to use after handover. Shared pens should be avoided but if necessary wiped prior to handover.	3	5	15
27	Viral load within breathing zones	Colleagues, visitors and contractors	Distribution of viral load through air handling and temperature control units	2	5	10	Opening doors, where not a fire door, and windows should be encouraged to improve ventilation, where possible. HSE have issued guidance that use of air conditioning with respect to Covid-19 is a low risk, especially for small standalone recirculation units in individual rooms. Air conditioning across all sites is maintained with service contracts in place. Units which do not introduce fresh air should be used on a high speed where possible with windows / doors open to allow air replacement and reduce areas of stagnant air. Units installed in switch rooms and sub-stations where there may not be windows present a low risk as there will be limited personnel present for short periods of time.	1	5	5
28	Viral load on workplace clothing	Colleagues, visitors and contractors	Transmission when handling viral load contaminated clothing	2	5	10	Workwear laundering company has introduced additional measures which include using soluble bags to collect the overalls and these are placed directly into the wash. Clothing is washed at 65 degrees for 10 minutes or 71 degrees for 3 minutes.	1	5	5
29	Viral load on Personal Protective Equipment (PPE) and Respiratory Protective Equipment (RPE)	Colleagues, visitors and contractors	Transmission when handling viral load PPE & RPE	5	5	25	Access to RPE rooms has been limited and meticulous cleaning has been observed. Requests have been made to return used masks to outside the RPE room. Disposable PPE used must be disposed of in a sealed bag prior to disposal. Gas monitor calibration at sites other than Lostock has been coordinated directly with external specialist providers to limit cross site exchanges. Specific procedures (with regards to cleaning) and protocols have been put in place to enable face fit testing in a Covid secure manner.	3	5	15
30	Viral load on waste bins	Colleagues, visitors and contractors	Transmission when transferring waste into bins	3	5	16	Waste bin lids should be foot operated. Waste bins should be emptied more regularly, particularly those in communal areas such as canteens, toilets.	1	5	5

	Breaks and Meal Times										
31	Viral load within toilets and ablutions	Colleagues, visitors and contractors	Transmission when in close proximity to potentially asymptomatic colleagues, visitors or contractors	5	5	25	Frequent cleaning routines in place for toilets and ablutions. Reduced occupancy of toilets and ablution facilities. Toilet block & urinals (individual units) taken out of service to increase social distancing between facility users. Cleaning check lists have been implemented to confirm cleaning of the facilities. Dedicated toilet and ablution facilities provided for contractors, distanced from colleagues facilities.	2	5	10	
32	Viral loads within mess rooms	Colleagues, visitors and contractors	Increased exposure risk due to higher viral load risk environments inc shared water dispensers	5	5	25	Robust cleaning routines in place. Teams have been split into shifts with staggered start times to avoid break times coinciding. Social distancing must be followed with limited numbers allowed in shared kitchen facilities. If dishwashers are available then employees should load their own dishes. Signs have been added to water dispensers, where provided, to prevent personal bottles touching dispensers.	1	5	5	
33	Viral loads on cash at point of payment for food at Middlewich site	Colleagues, visitors and contractors	Transmission exposure during cash handling	4	5	20	The food service at Middlewich has been converted to use contactless payment so that there is no requirement for cash to be exchanged along with additional Social Distancing measures.	1	5	5	
Emergency Response											
34	Ineffective emergency response (evacuation)	Colleagues, visitors and contractors	Ineffective response times to emergency incident (evacuation) or increased viral load exposure	3	5	15	During an incident, the urgent requirement to evacuate employees would clearly take priority over Social Distancing concerns and people should evacuate as fast as possible. Exposure duration is minimal during an evacuation (use of shared stairwells etc) Muster/assembly points are adequately segregated to allow for >2m separation between individuals	1	5	5	
35	Occupational transmission during provision of First Aid to injured person	Colleagues, visitors and contractors	Ineffective protective measures during required close proximity	3	5	15	A SHE Alert has been issued to first aiders. This encourages the use of a dynamic risk assessment of the situation such as initially discussing with the patient from a distance. Additional equipment has been provided with first aid kits to facilitate safe management and disposal where there may be contact with bodily fluids. Grab bags with all the necessary equipment including PPE etc have been provided at several locations on each site. Requesting the casualty to breath to one side, where movement of the head would not exacerbate any potential injury. Provision of life saving or stabilising treatment of an injured colleague, visitor or contractor will remain a priority	1	5	5	
36	Development of covid symptoms within the workplace	Colleagues, visitors and contractors	Transmission risk from symptomatic colleague, contractor or visitor to other person	3	5	15	Colleagues have been regularly advised to immediately leave the workplace and self isolate if they develop symptoms while within the workplace. TCE will implement its own trace protocols coordinated via the HR team, after notification to the 4999 telephone service, to identify if other team members need to leave the workplace and self isolate. A clean down of the work area where the employee has been including amenities and shared spaces should be carried out. Grab bags with suitable supportive equipment are available at locations on sites to help with this.	1	5	5	
Working From Home (Remote Working)											
37	MSD associated with incorrect work station environment during temporary home working	Colleagues	Work related injury due to inadequate assessment of work station and work environment	3	4	12	SHE Alert issued about Home Working covering set up for temporary workstations to optimise DSE issues including simple workstation optimisation, recommending regular breaks. A facility has been set up for occupational health DSE assessment where employees have concerns.	1	4	4	
38	Mental ill Health and reduced Wellbeing	Colleagues	Potential reduction in perception of Wellbeing due to isolation from the workplace and management unrecognised deterioration in mental health	3	4	12	SHE Alert issued about Home Working covering the importance of line managers engaging with remote workers regularly to discuss Wellbeing and mental health. Wellbeing at Home guidance issued to remote workers and line managers. Remote occupational health provider engagement available to all employees. Colleagues on all sites have been trained as Mental Health First Aiders	2	4	8	
Communication and Training											
39	Communicating Covid secure measures	Colleagues, visitors and contractors	Failure to ensure latest TCE and UK Gov requirements are disseminated to the workforce, contractors and visitors to site	4	5	20	Maildesk and SHE Alerts are circulated as guidance is updated. Signage is located in prominent places to communicate Covid secure messages and expectations on the sites. This includes handwashing signs in washrooms and social distancing signs around site. All relevant details have been added to a dedicated Covid-19 portal including all communications issued.	1	5	5	

40	New starters joining the workforce	Colleagues	New colleagues not adopting Covid secure measures within the workplace	4	5	20	Covid 19 secure measures and business approach to managing Covid-19 added to the induction packages that are delivered to new starters and existing employees every 3 years.	1	5	5
41	Attendance at on site or off site training courses	Colleagues	Increased transmission should training provider have inadequate Covid secure measures in place	4	5	20	<p>Training sessions that are required to ensure maintenance of competency such as First Aid, FLT, etc were put on hold initially in favour of using e-learning where possible.</p> <p>As UK Gov requirements are relaxed, 1-2-1 or group training sessions can recommence with adequate Covid-secure measures in place to protect colleagues.</p> <p>Should the alert level rise and UK Gov proposes stricter control measures, the business will reassess the need for training and potentially postpone events until the alert level drops.</p> <p>No training shall take place in locations where new variants of concern have become established</p> <p>No training shall take place in a location where the R number is in excess of 0.9.</p> <p>Before any training takes place, the Training Department shall ensure they risk assess the training location and provider to ensure the training can be undertaken in a Covid-secure manner, with respect to the number of people attending to allow Social Distancing, cleaning / sanitising capability, training room ventilation, providers measures to ensure their employees do not attend the workplace if they present with common symptoms and finally transport arrangements for colleagues to the training facility, if the training is not undertaken on site.</p> <p>Ring fenced shift training is to be re-started and this is deemed safe as long as the elements contained within this RA are followed.</p>	1	5	5