

COVID 19 Location Risk Assessment – Colaiste Iascaigh

Date: June 2020.

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Covid-19	Y	Illness/spread of virus.	H	All employees at the training centre will complete a pre-return to work form. Employees have been instructed on the actions that need to be taken in the event of a suspected case/confirmed case which forms part of the COVID 19 response plan and employee induction.	Y			
Covid-19	Y	Spread of virus through lack of physical distancing.	H	All workstations within the training centre will be separated in conformance with social distancing guidelines. Perspex screens have been installed at workstations were required. There are a number of self-contained offices at the training centre.	Y			

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				<p>There are floor markings on the floor at the reception area and a rope separator to ensure visitors maintain physical distancing.</p> <p>Additional markings can be put down outside the building if required.</p> <p>There is a perspex screen at reception.</p> <p>Some of the seating has been removed from the reception area and signage will be placed on the seats that can be used if needed.</p> <p>A one-way system is being implemented around the corridors in the building.</p> <p>In the event that canteen services resume self service facilities/areas will not be permitted all food will be served.</p>				

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				<p>In the canteen facilities tables and chairs will be separated and staggering break and lunch times for employees and floor markings on canteen floor.</p> <p>Employees will work and take breaks and lunch in groups and consideration will be given to reducing time spent in the office to reduce the need to use canteen.</p> <p>Employees have been instructed to contact other staff by phone or e-mail rather than going into other employee's office if possible.</p> <p>MSLETB have implemented a no handshake policy.</p> <p>Meetings at the training centre should be held virtually, if meetings have to take place at the training centre this should be with as few employees as possible and for as short a time as possible.</p>				

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				<p>Tables and chairs within meeting rooms will be moved to ensure that they comply with physical distancing guidelines and hand sanitising will be provided at the entrance to the meeting room.</p> <p>There will be a sign placed on the door of the meeting rooms indicating the maximum capacity.</p> <p>Consideration to mark out of use on the cubicles and cisterns in the toilets – e.g. if there is a row of three cubicles/cisterns the middle one will not be used.</p> <p>In relation to the training rooms – documents are due to be developed in relation to apprenticeships which will be reviewed by the training centre and applied to the training rooms in relation to physical distancing and maximum occupancy.</p>				

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				A return to learning protocol is being developed by DES. This risk assessment will be updated to facilitate the safe return of learners to the training centre.				
Covid-19	Y	Spread of virus through lack of information/communication.	M	<p>All employees will receive an induction on the control measures that have been implemented in relation to Covid 19.</p> <p>The risk assessment will be available for employees to access if requested.</p> <p>Colaiste lascaigh have appointed lead worker representatives (LWR's).</p> <p>The lead worker representatives are involved in communicating the health advice around COVID-19 in the workplace and all employees at the aware of the names of the LWR's and their identity via green bibs.</p>	Y			

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				<p>Should any control measures/new processes be implemented employees will be communicated the relevant changes.</p> <p>If employees have any questions or queries at any time, they have been instructed to speak to management.</p> <p>COVID-19 posters/signage have been displayed throughout the training centre.</p>				
Covid-19	Y	Employees individual risk factors/medically vulnerable employees.	H	<p>Colaiste lascaigh have identified medical vulnerable employees.</p> <p>Medical vulnerable employees who can do their job at home are working from home.</p> <p>There are no medically vulnerable employees at the training centre who have workstations within 2 meters of any other employees and perspex screens have also been installed, self- contained offices for employees in place.</p>	Y			

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Covid-19	Y	Spread of virus through lack of hand washing procedures.	H	<p>Anyone entering the training centre including all employees and visitors must sanitise their hands.</p> <p>The location will complete regular checks to ensure that there is sufficient stock of hand sanister/paper towels/soap. Hand washing facilities with soap and hot water available in the toilets.</p> <p>Paper towels for drying of hands are available and are placed in a bin which is removed on a regular basis using correct hygiene measures and all air hand dryers have been disconnected.</p> <p>Employees are encouraged on a regular basis to wash their hands on a regular basis and the importance of proper drying and there are posters displayed regarding the importance hand washing which is re-enforced through the induction.</p>	Y			

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				Employees have been instructed not to share objects that touch their mouth, for example, bottles or cups.				
Covid-19	Y	Spread of virus through high touch areas/ lack of cleaning.	H	<p>The location uses the services of a cleaning company who clean the location and they have been instructed on any enhanced cleaning regimes.</p> <p>The location will be subject to cleaning at least twice daily.</p> <p>Examples of the high touch areas that are required to be cleaned twice daily cleaning:</p> <ul style="list-style-type: none"> • Taps and washing facilities • Toilets - flush and seat • Doors, door handles and push plates. • Handrails • Light switches 	Y			

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				<p>Cleaners have been instructed to ensure reusable cleaning equipment (mop heads/non-disposable clothes) are clean before re-use and buckets are emptied and cleaned before re-use.</p> <p>The location will operate a “clear desk” policy and employees have been issued with cleaning materials and must keep clean their personnel workspace at least twice daily.</p> <p>Doors will be propped open (unless a fire door) and there is an automatic door at reception.</p> <p>Isolation Rooms will be deep cleaned if used for purposes of isolating suspected cases of COVID 19.</p> <p>Employees are asked to ensure they do not leave personal items (e.g. mobile phones/car keys/bags) on communal surfaces.</p>				

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				<p>Generally sharing desks/hot-desking or sharing PCs is not permitted.</p> <p>In common areas where different people operate from the same workstation/desk such as at reception; the workspace and equipment will be cleaned and sanitised before and after use by the employees.</p> <p>The LWR's will ensure cleaning regimes are being implemented and report to management any issues.</p> <p>All soft furnishings in common and public areas have been removed along with any newspapers/magazines/leaflets/brochures.</p> <p>All water dispensers have been disconnected and bottled water is available for employees.</p> <p>Keypad entry on the internal door at reception has been removed.</p>				

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Covid-19	Y	Spread of virus through lack of PPE.	H	<p>PPE should be never be shared.</p> <p>Currently masks, gloves and face visor only need to be worn when dealing with a suspected case or when delivering first aid.</p> <p>Face visors that have been issued to first aiders will be marked with their name and it must not be shared with another first aider.</p> <p>First aiders will disinfect and clean their face visor after use.</p> <p>Gloves are considered a substitute for hand hygiene and hands must be cleaned whenever gloves are removed.</p> <p>Disposable gloves are available if employees request them.</p>	Y			

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				There are bins provided in which employees can place used masks and gloves. These bins will be removed after each shift and replaced using proper hygiene controls.				
Covid-19	Y	Risk from third parties (contractors/visitors)	M	<p>Contractors and visitors will receive an induction in relation to the control measures that have been adopted within the training centre.</p> <p>Anyone entering the location must use the hand sanitising station.</p> <p>Contractors will be requested to provide risk assessments and method statements that cover the risk of COVID 19 associated with their activities.</p> <p>Caretakers should limit the time spent with contractors and ensure physical distancing is maintained at all times.</p>	Y			

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				Contractors are not permitted to use tools/equipment owned by the training centre.				
Covid-19	Y	Shared use of tools and equipment and vehicle (Caretakers)	M	<p>All tools and equipment will be properly cleaned and sanitised to prevent cross contamination.</p> <p>So far as is practical Caretakers will use individual equipment to avoid the need for shared equipment.</p> <p>The vehicle that the caretakers share will be subject to frequent cleaning on objects and surfaces that are touched regularly, including but not limited to:</p> <ul style="list-style-type: none"> • Door handles • Fuel pumps • Keys • Steering wheel • Gearstick • Handbrake • Radio 	Y			

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				<ul style="list-style-type: none"> Steering column (indicators, windscreen wipers) Elbow rests Seat position controls <p>Caretakers have been encouraged to wash hands before getting into vehicles, will have access to hand sanitiser.</p>				
Covid-19	Y	Poor mental health and wellbeing.	M	<p>To help support employees through difficult times, MSL ETB has an Employee Assistance Programme (EAP) which is a confidential employee support service designed to support employees resolve personal or work related concerns, through telephone support, specialist information and telephone or face to face counselling.</p> <p>The EAP is completely confidential and voluntary, and we recommend anyone requiring support to use this worthwhile service.</p> <p>HR Department will send out any updates in relation.</p>	Y			

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Covid-19	Y	Lack of sufficient numbers of fire wardens. Lack of physical distancing at assembly points.	M	There are a suitable number of fire wardens at Colaiste lascaigh. Additional fire assembly points will be designated to ensure physical distancing can be maintained in an emergency evacuation and changes communicated.	Y			
Covid-19	Y	Lack of sufficient numbers of first aiders and fire wardens. Lack of awareness on first aid guidance regarding COVID 19.	H	Colaiste lascaigh have a suitable number of first aiders. First aiders at the training centre have been provided with updated COVID 19 guidance in relation to administering first aid.	Y			
Covid-19	Y	Legionella	M	The water system in the training centre has been subject to regular flushing.	Y			