Covid -19 Risk Assessment

January 2021

Hazard	Those at risk	Control measures	Actioned by?	Actioned when?
Spread of Covid-19 during physical training	Trainer & attendee, plus any observers Anyone else the above parties come in to contact with.	Mandatory personal protective equipment (PPE) to be worn by trainer during any training session (including but not limited to face mask/face covering) Recommended PPE is as follows: Face Covering, Goggles or Face Shield, long sleeved clothing, long leggings Additional PPE (optional) to include disposable aprons, overalls or covering clothing, Disposable or washable steering wheel cover, disposable vehicle seat cover.	Trainer	Before each session
		Personal protective equipment (PPE) to be worn by attendee during lesson (including but not limited to and face mask/face covering).	Trainee	For duration of each session
		Hands must be cleaned thoroughly by both trainer and attendees before and after every practical session with an anti-bacterial cleaner or alcohol-based gel.	Trainer & Attendee	Before and after each session
		To reduce cross contamination fresh PPE should be stored away from course attendees. Used PPE should be stored ideally in a zip lock bag and disposed of at the end of the day. Zip lock bag and/or used PPE should not be stored close to fresh PPE.	Trainer & Attendee	Before and after each session
		Contact points cleaned before and after every theory or practical in vehicle session with an anti-bacterial cleaner or alcohol based gel (Contact points include all theory/classroom contact points, practical vehicle exterior door handles, interior door handles, window controls, seat adjuster, steering wheel, steering wheel position adjuster, parking brake, gear leaver, indicator stalks, wiper stalks, light controls, interior mirror, door mirror controls, vehicle keys and seat belt	Trainer and / or Attendee	Ongoing
		Windows must always be open to ensure a flow of fresh air into the vehicle during practical sessions	Trainer	For duration of each session
		Any trainer or attendee displaying symptoms, or in contact with anyone displaying symptoms of COVID-19 are to self-isolate as per government guidance and to inform Head Office immediately.	Trainer & Attendee	
		Trainer to bring own packed lunch rather than purchasing lunches or taking advantage of clients, to reduce contact with others.	Trainer	For each session
Spread of Covid-19 through handling of paperwork	Trainer & attendee, plus any observers and administration staff	Attendee paperwork will be sent to the client for printing off so it can be brought to the course.	UKGRS administration team	Before each session
		Attendee certificates can be signed without contact by the attendee, use of own pens to avoid contamination. Certificates taken back by UKGRS team member.	Trainer & Attendee	Ongoing
		Any other paperwork completed by the attendees required by UKGRS administration team will be collected by the client and posted back to UKGRS.	Attendee(s) / Client	End of session
		Received paperwork from clients will remain unopened for 72 hours at UKGRS office.	UKGRS office	Received at UKGRS office