

## HETA RISK ASSESSMENT FORM

School recruitment interview @ HETA



Site/ Location	Reference No	Date	Assessor	Signature
All	Ge007	12/10/2020	Ian Hemmingway	

Health and Safety Manager Assessment Review							
Date		Date		Date		Date	
Name		Name		Name		Name	

Hazard	Hazardous Event	Risk Factor			Control Measures	Residual Risk			Additional Control Measures (if Required)
		P	S	R		P	S	R	
Transmission of Coronavirus between persons on HETA premises.	There is a risk that persons attending a HETA site could inadvertently spread the virus.	4	4	16	HETA will implement and strictly follow safety measures to mitigate against transmission of the virus by regularly reviewing and following the British Governments Directives and Guidelines.	3	4	12	At this moment in time there is no way of reducing the effects of the virus. Symptoms may range from asymptomatic to fatal. HETA will implement a variety of control measures to reduce the risk, these will be included within this assessment.
Learner and parents attending the HETA site.	Risk of HETA staff coming into close contact with learner and parents whilst taking a tour of the site.	3	4	12	Reception staff will greet the visitors and ask them to scan the NHS Test and Trace QR code. If they do not have the NHS Test and Trace app then health questionnaire will be completed in paper format. Temperature of the visitors will be taken by the reception staff. If any of the individual's temperatures are above 37.5 they will be asked to leave site. Learner and parents will wear a face mask / covering at all times whilst having a tour of the training centre. (HETA Staff do not need a face mask / covering)	2	4	8	HETA will continue to review the guidance issued by the government in relation to staying safe during the Covid-19 pandemic.  HETA will continue to monitor the guidance given by local councils and public health England on safety within educational settings.

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					HETA staff will meet the learner parents and brief them on the Covid rules at site. HETA staff must stay 2m away from the learner parent at all times (Learner and parents have no need to distance from each other) Hand sanitiser should be used regularly when in the training centre.				
Close contact of the learner and HETA staff during the interview.	Close conduct of the learner and a member on HETA staff whilst conducting the one to one interview.	3	4	12	During the one to one interview a room with suitable space should be selected. HETA staff member and learner must be 2 metres plus apart. Learner can remove their face mask / covering during the interview process. If the learner has brought in certificates etc... HETA staff must ensure regular hand sanitising when handling.	2	4	8	
Contracting the virus from surfaces.	Poor hygiene may increase the chance that the virus could be present on surfaces.	3	4	12	The HETA sites will be cleaned daily by contracted cleaning companies.  Regular daily cleaning of handrails, door handles, canteen tables, welfare facilities (fridges, water machine, water boilers etc..) must take place.  Sanitising stations will be situated around the sites at convenient locations. Disinfectant spray, hand sanitiser and paper wipes will be available.  Regular checks to ensure there is soap and paper towels within the toilets.  After use of classroom, all surfaces touched ie. Whiteboards, desks, computers must be wiped down with appropriate wipes or spray.  Canteen desks must be cleaned down after use by the 'user'.	2	4	8	A regular supply of cleaning products and sanitisers will be needed. Monitored on a weekly basis to ensure the orders are accurate.  Storage of alcohol-based hand sanitiser needs to be away from flammable sources.  Safe use information will be beside the sanitising stations as well as the MSDS sheets.

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		Risk Matrix				
Probability	5 Almost Certain	5	10	15	20	25
	4 Likely	4	8	12	16	20
	3 Possible	3	6	9	12	15
	2 Unlikely	2	4	6	8	10
	1 Rare	1	3	3	4	5
Severity		1 Insignificant	2 Significant	3 Serious	4 Major	5 Catastrophic