***Pathway Pilot Training Limited [path2pilot.com (P2P)]***

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ROSYTH BUSINESS CENTRE LECTURES - RISK ASSESSMENT (RA)

**Lecture Period From 7 September 2020 for prevention of spread of Covid 19 Infection**

For the safe conduct of

**ATPL Theoretical Knowledge Training**

Pathway Pilot Training Limited (P2P)

Rosyth Business Centre (RBC)

16 Cromarty Campus

Rosyth Europarc

Scotland

UK: KY11 2 WX

**www.path2pilot.com**

**Pathway Pilot Training (P2P) : Risk Assessment For Classroom Training - Period from 7 Sept 2020 for prevention of spread of Coronavirus.**

Risk owner/ controller: Duty TKI Risk Review Date:- 27 Oct 20 (v2)

**Risk Assessment Number: P2P.4Sep20.RBC Lectures/Covid**

Activity:- P2P Module Lectures from 7 Sep 20 Location:- Rosyth Business Centre (RBC), Rosyth Europarc, KY11 2WX

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| --- | --- | --- | --- | --- | --- | --- |
| *Ref No* |  *ACTIVITY*  | *Persons at Risk* | *Hazards* | *Without Controls**S x L = R* | *Applied Controls & Mitigation* | *Mitigated Risk**S x L = R* |
| 1 | Entering the building | Students, P2P staff,RBC users | Unintentional spread of Covid 19 Infection | 6 | All will be asked to enter the building by the main or rear door. The hand sanitiser provided by LBC at both entrances should be used. 2m distancing from all other RBC users to be maintained in the building and face coverings needed. | 4 |
| 2 | Screening - Covid | All class candidates and P2P staff | Unintentional spread of Covid 19 Infection | 12 | On first arrival or after any travel away, all will be asked to sign a declaration form confirming they are currently symptom free and have had no contact with anyone suffering from Covid 19 infection or recently returned from a restricted country within the last 14 days. Temperature will be taken by P2P staff. Anyone failing these tests will be asked to leave the building, not be allowed to attend lectures and asked to self-isolate at home. | 4 |
| 3 | Contact Tracing | P2P staff & students, RBC users  | In the event of any RBC user displaying symptoms, all affected RBC users need to be contacted and may need to self-isolate. | 16 | P2P to make a list of all staff & students using the building, their email and contact telephone numbers that will apply for contract tracing. Inform the RBC Management Team immediately if Covid symptoms are being displayed by any staff or student using RBC. Affected individuals to self-isolate at home and apply for test. P2P Management must be informed immediately. | 12 |
| 4 | Car parking management | P2P staff & students, RBC users | Injury or property damage | 4 | Car park management will be in place. P2P residential students and staff have Car Parking permits and the registration numbers of visitors’ car will be noted on arrival and RBC staff informed. | 2 |
| *Ref No* |  *ACTIVITY*  | *Persons at Risk* | *Hazards* | *Without Controls**S x L = R* | *Applied Controls & Mitigation* | *Mitigated Risk**S x L = R* |
| 5 | Use of break-out areas and movement around RBC | P2P staff & students, RBC users  | Unintentional spread of Covid 19 Infection  | 9 | Furniture will be arranged in communal areas to observe 2m social distancing regulations.Door handles and surfaces regularly sanitised.Any RBC restrictions to be observed and the 2m distancing respected with other Centre users at all times and face coverings to be used while moving around the Business Centre. For P2P students, the Hubspace can be used as a break-out and self-study area with a maximum of 4 groups of up to 3 people in designated areas. Other RBC Hubspace users may occupy one or more of the 4 designated areas. | 4 |
| 6 | Visits to WC | P2P staff & students, RBC users  | Unintentional spread of Covid 19 Infection | 9 | Regular cleaning and sanitising by Rosyth Business Centre cleaners and staff & students after use.Maintain 2m distancing in the larger toilet facilities if more than one person visiting at any one time. Wash hands and sanitise sinks after use. | 4 |
| 7 | Breach of 2m or hygiene rules | P2P staff & students, RBC users | Unintentional spread of Covid 19 Infection | 9 | Maintain 2m distancing at all time where possible.Wash / sanitise hands frequently. Hand sanitisers are available at the entrances to RBC, the reception desk and in the classroom. No sharing of equipment or desks unless fully sanitised before and after use. | 4 |
| 8 | Lecture periods in class | P2P staff & students, | Unintentional spread of Covid 19 Infection | 9 | Students will use the same desk every day where possible. Desks and equipment to be cleaned and sanitised before and after lectures each day. All must observe the 2m distancing available in the classroom, particularly with the more vulnerable instructors. Hand sanitiser desk will be available in the classroom with wipes and disinfectant sprays. | 4 |
| *Ref No* |  *ACTIVITY*  | *Persons at Risk* | *Hazards* | *Without Controls**S x L = R* | *Applied Controls & Mitigation* | *Mitigated Risk**S x L = R* |
| 9 | Leaving the class at the end of each day | P2P staff & students, | Unintentional spread of Covid 19 Infection | 9 | Staff & students will be requested to sanitise their desk before leaving. Students will be organised into groups of up to 3 to leave the room and premises adhering to social distancing rules. Staff & students should not congregate in groups in RBC after the lectures. The Hubspace can be used as a rest/study area with a maximum of 4 groups of up to 3 in designated areas. Other RBC Hubspace users may occupy one or more of the 4 designated areas. | 4 |
| 10 | Outbreak Management Procedures | P2P staff & students, RBC users,General Public | Unintentional spread of Covid 19 Infection. If 2 or more linked cases within 14 days or more than two with symptoms in self isolation at the same time. | 16 | Immediately inform the local NHS Board Health Protection Team and RBC Management. Implement immediately any further measures as required by Public Health. | 12 |
| 11 | Centre Evacuation | P2P staff & students, | Unintentional spread of Covid 19 Infection/ fire risk | 6 | All to observe 2m distancing during the evacuation and subsequent roll call in the gravel car park. Equipment and hands to be sanitised before re-entry to building once safe to do so. | 2 |

S- Severity (1-5); L – Likelihood (1-5); R – Risk

**(R = S x L)**

* Uncontrolled Risk less than 6 then awareness raising and to be covered by briefing or induction training.
* Uncontrolled Risk 6-12 specific management controls required – as specified in above table.
* Uncontrolled Risk greater than 12 then consider stopping activity.

## ANNEX Risk Tolerability and Matrix

Risk Severity (S) and Likelihood (L) is assessed. A score of 1 to 5 is allocated to each, with 1 being the lowest and 5 the highest, and the multiplied total represents the overall risk (R). So R = S x L. Control measures are then described and a revised risk assessment score awarded.

All activities or hazards with a controlled risk assessment greater than 12 are considered dangerous and very tight control measures are applied if the activity is allowed to proceed.

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| ***Severity (S)***Very High 5 |  |  | Tight control measures are applied if the activity is allowed to proceed |  |  |
| High4 |  |  |  |  |  |
| Medium3 |  | Risk Tolerance Control Measures Required |  |  |  |
| Low2 |  |  |  |  |  |
| Very Low1 |  |  |  |  |  |
|  ***Likelihood(L).***  | Very Low1 | Low2 | Medium3 | High4 | Very High5 |