

<b>Compiled by:</b>	Dave Bell, Regional Quality & EHS Manager		
<b>UKSTC</b>	UKSTC Charlton House Site Cheltenham		
<b>Persons Affected</b>	Spirax Sarco Employees, Visitors, Contractors and Delegates		
<b>Other Persons Affected:</b>	General Public ,Family Members		
<b>Created:</b>	20/7/2020		
<b>Review Date:</b>	21/9/2020	Next Review	21/1/2020
<b>Reference</b>	UK Covid RA4		
<b>Rev</b>	4.2		
Risk Assessment is under constant review as guidance over working safely during COVID-19 changes			

Spirax Sarco has put measures in place to ensure that its business is compliant with HM Government COVID Secure Guidelines.

Risk Rating Scores						
	Likelihood	Remote	Unlikely	Likely	Very Likely	Certain
Consequence		1	2	3	4	5
Trivial	1	1	2	3	4	5
Minor	2	2	4	6	8	10
Moderate	3	3	6	9	12	15
Major	4	4	8	12	16	20
Fatal	5	5	10	15	20	25
Very Low Risk		Low Risk		Moderate Risk		High Risk
Unacceptable Risk						
COVID -19. The Hazard						
<p>Coronaviruses are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as MERS –CoV and SARS (CoV). The official name for this new disease, not previously seen in humans, is COVID – 19. On March the 11<sup>th</sup> the World Health Organisation, (WHO) categorised it as a Pandemic, which in WHO terms is the world wide spread of a disease.</p> <p>This risk assessment recognises the virus as a Hazard and the transmission of the virus through minute water droplets that are expelled when coughing, sneezing, talking and breathing and through contact by hand with surfaces that have been contaminated.</p>						
PPE Requirements	Delegates must bring their own			Signage- Similar signage in place at CH		
Symptoms – There are numerous symptoms of COVID-19, however research indicates that the following symptoms are present in over 95% of cases						
<ul style="list-style-type: none"> <li>• A new and continuous cough</li> <li>• A high Temperature</li> <li>• A loss of or change in, your normal sense of taste or smell (Anosmia)</li> </ul>						

Identified Hazard / Activity	Nature of Harm	Who Might be harmed	Consequence	Likelihood	Risk	COVID Control Measures	Consequence	Likelihood	Risk
Spirax Sarco Employees working in UKSTC	Increased risk of contracting or spreading COVID-19	Staff Visitors Delegates	4	4	16	<p>Spirax Sarco employees have been briefed on COVID Secure</p> <p>Number of employees restricted to minimum required for delivering courses</p> <p>Employees who develop symptoms of Covid 19, must self-isolate as per HM Government Guidance.</p> <p>Employees who have family members that have developed symptoms of Covid 19 must self-isolate as per HM Government Guidance</p> <p>Employees must report to their manager if they or family members have developed symptoms of COVID 19 with 24 hours so that work area can be isolated for cleaning</p> <p>Spirax Sarco employees will follow guidance of NHS Test and Trace or local equivalents in rest of UK and ROI</p> <p>UKSTC will be out of bounds to Spirax Sarco employees whilst courses are in progress, unless engaged in delivering training or logistics</p> <p>Access to reception office is restricted to Spirax Sarco employees only. Screens will be put in place at reception</p>	4	1	4

<p>Delegates attending Training at Charlton House UKSTC</p>	<p>Increased risk of contracting or spreading COVID-19</p>	<p>Staff Visitors Delegates</p>	<p>4</p>	<p>3</p>	<p>12</p>	<p>Delegates will be briefed on Covid arrangements at the start of each course.</p> <p>Delegates may be subject to a temperature test on arrival each morning.</p> <p>To reduce risk of Covid transmission through shared items, PPE required for boiler house and practical areas will no longer be provided, Delegates must bring safety shoes, safety glasses and long sleeved Lab coat or overalls</p> <p>Delegates will not be asked to sign in but will be asked to give their name to receptionist when entering and leaving the building</p> <p>Hand Sanitizers will be distributed throughout the building</p> <p>Enhanced cleaning schedules to be maintained paying particular attention to hard surfaces</p> <p>Entrance doors to and patio doors to classrooms to be kept open to aid ventilation and reduce touch points</p> <p>Disposable masks will be available.</p>	<p>4</p>	<p>1</p>	<p>4</p>
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Delegates travel to and from UK STC	Increased risk of contracting or spreading COVID-19	Staff Visitors Delegates	4	2	8	<p>We recommend that delegates avoid using public transport where possible and that delegates travel to Cheltenham in their own vehicles.</p> <p>Avoid car sharing where possible. If car sharing cannot be avoided, suggest travelling with maximum two with passenger sat in rear diagonally behind driver with windows open.</p> <p>Where public transport cannot be avoided Try to maintain 2m gap between yourself and other passengers</p> <ul style="list-style-type: none"> <li>• Wear a face mask</li> <li>• Wash hands in line with WHO guidance</li> </ul>	4	1	4
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At Training Centre	Increased risk of contracting or spreading COVID-19	Staff Visitors Delegates	4	3	12	<p>Delegates will be asked to observe social distancing when attending the training centre.</p> <p>Signage, indicating rules around social distancing, 2 m.</p> <p>Signing in will be completed by delegates giving name to Receptionist, no need to sign or share pens</p> <p>Face coverings must be worn when moving around the building and when touring the boiler house</p> <p>One way systems may be in place for training rooms and practical areas</p> <p>Hand Sanitizer dispensers and sanitizing wipes / sprays are available.</p> <p>Additional cleaning of hard surfaces and touchpoints introduced.</p> <p>Delegates on different courses will be kept to different parts of the training Centre</p>	4	1	4
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Using Toilets	Increased risk of contracting or spreading COVID-19	Staff Visitors Delegates	4	3	12	<p>Toilets restricted to max occupancy indicated on outer door with social distancing measures in place.</p> <p>Wash hands before and after using toilets</p> <p>When two courses are taking place simultaneously, Ladies will use Disabled toilets. Course in Severn Room will use existing Ladies toilet and courses in Wye &amp; Avon will use The existing Male Toilet.</p>	4	1	4
Training Rooms	Increased risk of contracting or spreading COVID-19	Staff Visitors Delegates	4	3	12	<p>Two courses will be run simultaneously.</p> <p>Delegates for different courses will be separated, using different refreshment areas, Staggered start and finish times, staggered use of demo, boiler house and practical areas.</p> <p>Desks arranged to provide 2 m social distancing between delegates.</p> <p>Number of delegates is restricted to 9 per course as a maximum</p> <p>One way system introduced for training room to separate delegates and provide social distancing capability</p> <p>Materials will not be passed between lecturer and delegates.</p> <p>Cut sections and exhibition models have been removed.</p> <p>Face coverings to be worn when entering or leaving the room but are not required when seated at desk</p> <p>Delegates are asked to wipe down desk with sanitizing wipes or spray provided. This is in addition to nightly cleaning</p>	4	1	4

Food and Refreshments	Increased risk of contracting or spreading COVID-19	Staff Visitors Delegates	4	4	16	<p>Prepacked lunch packs will be delivered to training centre</p> <p>Packs handed to individuals</p> <p>Bowls of Sweets or biscuits will no longer be left on desks in classroom areas</p> <p>Teas / coffees are available. Social distancing signage in kitchen areas</p> <p>Food will be consumed at desk in classroom.</p>	4	1	4
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Breakout Areas	Increased risk of contracting or spreading COVID-19	Staff Visitors Delegates	4	3	12	<p>Use both breakout areas to ensure no mixing when two courses are running</p> <p>Masks to be worn in breakout areas</p> <p>Wash hands before and after making drinks, or eating</p> <p>Social distancing measures to be followed</p> <p>Public PC has been removed</p> <p>Public Telephone has been removed</p> <p>Seating reduced to provide social distancing</p>	4	1	8
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Smoking Areas	Increased risk of contracting or spreading COVID-19	Staff Visitors Delegates	4	3	12	<p>No seating in smoking area</p> <p>Wash hands before and after smoking</p> <p>Observe social distancing rules in smoking area</p> <p>Smoking area is restricted to delegates only to prevent contact with other Spirax Sarco employees on site</p> <p>Smoking breaks to be staggered between courses to prevent contact.</p>	4	1	4
Boiler house tours	Increased risk of contracting or spreading COVID-19	Staff Visitors Delegates	4	4	16	<p>Number of people limited to 4 plus the trainer so as to achieve social distancing</p> <p>Face coverings must be worn whilst moving around the boiler house and demonstration area.</p> <p>Doors to be opened to allow better ventilation and reduce touch points</p> <p>Wash hands before and after tours</p> <p>Avoid touching hard surfaces</p> <p>Staggered times to prevent cross contamination</p>	4	1	4
Course Notes	Increased risk of contracting or spreading COVID-19	Staff Visitors Delegates	4	4	16	<p>Course notes prepared two weeks in advance and stored in clean zone. ( Roller Racking)</p> <p>Delegates must remove Course notes at the end of each day to allow for cleaning</p>	4	1	4

<p>Practical Area</p>	<p>Increased risk of contracting or spreading COVID-19</p>	<p>Staff Visitors Delegates</p>	<p>4</p>	<p>4</p>	<p>16</p>	<p>Staggered times to prevent missing of classes Clean and sanitize tools between use. Working stations have been marked as A and B. to allow for social distancing Face coverings and gloves to be worn when in area Observe social distancing signage Tools allocated for each task, not to be shared Additional cleaning of surfaces and tools following each session Trainers will wear face visors</p>	<p>4</p>	<p>1</p>	<p>4</p>
<p>First Aid</p>	<p>Increased risk of contracting or spreading COVID-19</p>	<p>Staff Visitors Delegates</p>	<p>4</p>	<p>4</p>	<p>16</p>	<p>Our Course lecturers are trained in First Aid at Work Delegates who present with Covid Symptoms must be isolated from other delegates until arrangements can be made to send home. If a positive test is returned, We will implement our track and Trace procedures to inform anyone who has been in contact.</p>			

### Actions

1. Screen to be installed across reception [Completed 17/7/2020](#)
- Temperature testing for delegates. [Hand Held tester in place 20/7/2020](#)
2. Source of Masks and disposable gloves for delegates, [Supply of Masks Available](#)
3. Signage for social distancing, one way systems, maximum occupancy and hygiene. [Signage in place 20/7/2020](#)
4. 5 Ensure sufficient suppliers of Sanitizer for dispensers and sanitizing wipes. [Complete 20/7/2020](#)
5. Additional cleaning measures to be implemented. (Daily all desks, communal surfaces and touchpoints) [In Place](#)
6. Remove all display and exhibition type materials from classrooms and breakout areas [Complete](#)
7. How to manage food and refreshments, (Prepacked food, airline style drinks cups etc.) Where will they eat? [Complete 20/7/2020](#)
8. Breakout area seats may need removing or to be marked as out of use [Complete 20/7/2020](#)



9. Restrict access to Delegates only to smoking area (Or Ban Smoking) [New smoking area being set up near bistro](#)
10. Review numbers for boiler house tours and practical areas. Mark up for social distancing [Complete 20/7/2020](#)
11. Cleaning of surfaces and tools in practical area. How to ensure tools are not shared [Complete 20/7/2020](#)

## **Amendment Actions**

- At Training Centre – Segregation of delegates on different courses -wef 5/10/2020
- Toilets- Separate toilets so that different courses use different toilets-2/10/2020
- Training Rooms. Segregation and staggered start, end and break times-wef 5/10/2020
- Breakout Areas Use both breakout areas to ensure no mixing when two courses are running wef 5/10/2020
- Smoking Areas – Smoking Breaks staggered –wef 5/10/2020
- Boiler house tours- Staggered times wef 5/10/2020
- Practical Areas – Staggered times and cleaning of Tools – wef 5/10/2020
- First Aid- Addition of First Aid advice