

Risk Assessment for Learner's returning to the Training Academy – Working Document

Current Process	Infection Risk	New Process to Mitigate Risk
--	<p>-Risk from Learners not knowing or understanding what is expected of them regarding infection control and how to keep themselves and others safe.</p> <p>-Risk from staff not knowing or understanding what is expected of them regarding infection control and how to keep themselves and others safe.</p>	<p>-Before attending the academy Learners will be emailed a letter outlining how the academy is managing the situation to be Covid-19 safe.</p> <p>-The expectations of the Learners will be outlined and a Learner/Training Academy agreement will be attached for them to read and sign.</p> <p>-The letter will provide the links to complete an on-line Covid-19 Barbicide course and PPE course (safe use of PPE course to be identified).</p> <p>-Learners to email the certificate to a designated email address? What is the provision for Learners without access to appropriate equipment to complete this?</p> <p>-Staff to be briefed and consulted via zoom meetings and telephone calls regarding the new systems in place.</p> <p>-Staff to complete online Covid-19 Barbicide and PPE Training.</p>
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		-If staff or Learners have been into the academy but then show symptoms of Covid-19 they need to call and inform Billy Moore (details made available in letter and around building) so all people who have been in contact with them can be traced and informed immediately.
Learners currently start at 10am and attend for a full day. Learners congregate in the reception/first area of the academy upon arrival.	-If Learners are entering together they may not maintain the 2m distance from each other. -If they congregate in the same area they will not be maintaining correct distance.	-Learners to queue outside of the building, observing two metres from designated markings. -The new start time is 9.15am and Learners will attend for half a day. The earlier start will ensure they have time to complete their clients. An afternoon session will then take place from 2pm -5.45pm. -Learners to enter one at a time, when called by their tutor. They will be marked present on the register at this time.
Learners enter the academy together and collect their portfolios and head blocks.	-Learners will be unable to maintain 2m distance and will potentially be touching folders and blocks that are not theirs.	-Learner to go straight to the sink to wash their hands and then antibacterial gel them. -They then collect their PPE which will be stored in the display cabinets next to the basins, PPE required to be confirmed as per government guidelines -Learners then go straight to their workstation where their block and portfolio will be already placed there by tutor. Tutor to use gloves when handling these. -Where will coats be placed?
Learners to work on clients at their work station.	-Current class sizes are too big to maintain social distance.	Only 6 Learners will attend per class, compared to the normal 12, so there is adequate spacing. Revised timetable will be formulated to ensure all Learners are accommodated.

<p>Clients attending the academy.</p>	<p>-Bringing in infection into the Training Academy.</p> <p>-Clients attending at the same time, so social distancing cannot be maintained.</p>	<p>-Clients to be called the day before with Covid-19 questions, in line with latest government advice. ie. Have you had a persistent cough, temperature etc in last 14 days. If yes to any of these then they will be told not to attend.</p> <p>-Clients to line up outside and wait to be called in one at a time by tutor/receptionist.</p> <p>-Where do their coats go?</p> <p>-Payment policy to be agreed with salon, contactless where possible.</p>
<p>Learners working on clients.</p>	<p>-Passing on infection and/or becoming infected.</p> <p>-Social distancing when retrieving colours for clients.</p>	<p>-Correct PPE to be worn as per guidelines, but likely minimum facemask, apron, gloves, (faceguard?) PPE needs to be used safely to ensure it works, ie. Having clean hands when putting on mask etc.</p> <p>-PPE clients required to wear to be confirmed as more information is available.</p> <p>-Washing and process with gowns to be confirmed.</p> <p>-Learners to bring and use their own tools. Tools to be sterilised at their workstation with Barbicide spray. Tutor to oversee and support.</p>
<p>Learners not following social distancing and hygiene rules.</p>	<p>-Potentially spreading infection putting themselves and others at risk</p>	<p>-There will be a zero tolerance policy to deliberate misbehaviour which will be outlined in the Learners' letter and reinforced within training.</p> <p>-Due to the potential risks, Learners will be immediately sent home if they do not behave in a safe manner.</p> <p>-Government posters and specific bespoke posters will be displayed around the centre to support Learners to remind them of what they need to do and why.</p>

		-Signs, one way traffic arrows on stairs and measured strips to help them to maintain correct distances will be in place.
Toilet use.	-Spread of infection. -Social distancing when washing hands.	-Posters to be displayed in toilets to remind about hand washing. Antibacterial gel to be available together with soap and hot water. -Toilet door handles and sinks to be cleaned every hour - antibacterial wiped over and times completed recorded. Responsibility of tutor or shared between Learners – associated risks?
Refreshments.	-Potential spread of infection through preparing drinks for clients. -Having to wash up used cups which potentially are infected.	-Learners to bring own drinks and snacks. -Clients advised to bring own drinks. -If necessary water in a disposable cup is available.

Risks to Learners' Achievement of Qualification

Identified Risk	Actions to Overcome this
Learners not attending the training academy due to fear of infection.	The letter emailed to them detailing all the measures in place to
Less Learners can attend the centre at one time, however all Learners need the opportunity to complete practical training.	The half days will ensure all Learners have the opportunity to complete their practical training.
Learners not completing theory work at home.	There will be regular tutor contact to encourage and support learners so they know what they are doing and are clear on deadlines. Tutor to be available to speak with Learners within academy working hours to help with their theory.
Learners needing to isolate as family member or colleague is infected/or has been in contact with an infected person	If they are well and isolating they can complete theory at home to continue to progress with their qualification. (Potential of having head blocks at home and tutorial videos to ensure progression?)
<p>Lack of staff</p> <ul style="list-style-type: none"> -if they need to self-isolate -if they are concerned/unable to attend work due to underlying health issues 	<p>-Using the methods outlined in the risk assessment should minimise the risk of infection entering the academy. Outside risks from other family members etc are outside of academy's control. A timetable will be completed where there is scope to cope with a sudden loss of staff member for 14 days and theory work will be ready to provide to learners that day so they still receive a level of training.</p> <p>Staff not needing to be in the academy to work from home to minimise the amount of staff sickness from potential exposure to infection.</p> <p>As part of the staff timetable the aim will be to always have a</p>

	tutor working from home each day on 'standby' to cover if needed.
Learners not having the right equipment to complete theory work at home	Can funding be sought to provide the learners with this?
Lack of PPE equipment	Regular supplier to be used. Back up supplier to be identified.

New Structure to Academy Days to mitigate risk to Learners and Staff

The day will be broken into two halves to accommodate all Learners receiving practical training.

Morning session Learners attend from 9.15am – 1pm

Afternoon session Learners attend from 2pm – 5.45pm

Timetable to be completed with emergency staff cover.

The upstairs theory room to form another practical room where head blocks are used?

New system for interviewing School Leavers:

-Initial Facetime interview with Billy Moore.

-If they are interested and suitable they attend the centre on a Thursday or Friday.

-Maximum group size now 3.

-They will complete the Covid-19 Barbicide course and PPE course at the same time as their induction.

-Upstairs room to be used with laptops, appropriately spaced.

Areas for discussion/to be confirmed:

Will the beauty rooms located behind the reception and between academy and salon re-open and what risks/impact will this have?

The kitchen will still be in use for washing machines and tumble dryers – when will these be used and who is responsible?

Investment in technology to provide meaningful distant learning so Learners can achieve their qualification.

One way system on stairs and walking to kitchen.

Arrangement of offices upstairs to ensure distance for people to walk through especially when need access to files.

Learners not allowed access to upstairs unless permission from their tutor and in a controlled manner.

Process to be agreed of tracking and tracing if someone displays symptoms of Covid-19 and have to self-isolate. Named responsible person, Billy Moore, to be immediately contacted. All Learner details and client details must be up to date at all times.