



		Likelihood				
		Very Unlikely	Unlikely	Possible	Likely	Very Likely
		1	2	3	4	5
Severity	Negligible	1	2	3	4	5
	Minor	2	4	6	8	10
	Moderate	3	6	9	12	15
	Major	4	8	12	16	20
	Extreme	5	10	15	20	25

*Risk matrix used in risk assessment below
RR = residual risk*

Use guidance from Department of Health & Social Care NI, Health & Safety Executive NI and NHS to ensure the risk assessment is following the latest advice.

5 STEPS TO WORKING SAFELY:

CARRY OUT A COVID-19 RISK ASSESSMENT
DEVELOP CLEANING, HANDWASHING AND HYGIENE PROCEDURES
HELP PEOPLE TO WORK FROM HOME
MAINTAIN 2M SOCIAL DISTANCING WHERE POSSIBLE
MANAGE TRANSMISSION RISK

Coronavirus (COVID-19) Mobile Training Unit Risk Assessment (Training)

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Assessment date: 31st August 2022 (Version 25)

Review date: 30th September 2022

Hazard	Risk	Control measures	RR	Persons at risk
Travelling to CITB NI - risk of COVID infection from others	4 x 3 = 12	<ul style="list-style-type: none"> Personal vehicle, bike or walking to be conducted where possible to complete your commute to and from CITB NI Aim to minimise the frequency and amount of time using public transport If using public transport, face covering is strongly recommended 	4 x 1 = 4	CITB NI staff, Instructor, Driver
Travelling to training venue	4 x 3 = 12	<ul style="list-style-type: none"> If members of staff or trainer are travelling with the MTU driver, it is strongly recommended that face coverings are worn It is recommended that frequent ventilation of the cabin occurs Face masks are available at CITB NI 	4 x 1 = 4	CITB NI staff, Instructor, Driver
Suspected case whilst carrying out training on the MTU	4 x 4 = 16	<p>If anyone develops Covid 19 symptoms, however mild, they should:</p> <ol style="list-style-type: none"> 1) Return home immediately (reporting to line manager before leaving) 2) Avoid touching anything and minimise all contact with others 3) Take a lateral flow test and follow current guidelines if test is positive, negative results do not require isolation, but caution is recommended 4) Routine contact tracing of close contacts has stopped. Members of the same household who are close contacts to a positive case do not need to take a lateral flow test or isolate unless symptoms develop 5) Ensure all confirmed cases are escalated to H&S competent person so the employer can follow their own policy 6) Individuals should follow the current guidance on isolation following a positive result. Please refer to indirect website for details. 	4 x 1 = 4	CITB NI staff, Instructor, Driver, Trainees
Access / egress to the MTU	4 x 4 = 16	<ul style="list-style-type: none"> Where possible, you should continue to maintain two metres between people. Where two metres is not viable, one metre is recommended. Risk mitigations should be detailed in employer's own risk assessments Face coverings are recommended whilst on the MTU and in communal areas Face coverings to be available for staff and trainees upon request One-way systems are not possible for access/egress onto the MTU, persons should give way to others 	4 x 1 = 4	CITB NI staff, Instructor, Driver, Trainees

Welfare & hygiene	$ \begin{array}{r} 4 \\ \times \\ 4 \\ = \\ \mathbf{16} \end{array} $	<ul style="list-style-type: none"> Wash hands thoroughly and regularly. Use soap and water for at least 20 seconds if you can. Use alcohol-based hand sanitiser if soap and water are not available and hand washing technique to be adopted as directed by NHS Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough in your elbow or sneeze with a tissue then throw in the bin. Hand sanitiser will be available on the MTU for personal use. Antibacterial wipes will be available for sanitising contact surfaces. Increase cleaning rota / schedule Regularly clean common contact surfaces e.g. door handles, seating, all unit surfaces, handrails particularly during peak flow times Provide suitable and sufficient rubbish bins with regular removal and disposal Increase ventilation by opening windows and doors to ensure a good flow of fresh air 	$ \begin{array}{r} 4 \\ \times \\ 1 \\ = \\ \mathbf{4} \end{array} $	CITB NI staff, Instructor, Driver, Trainees
Use of display Screen Equipment (TV) and laptop	$ \begin{array}{r} 3 \\ \times \\ 3 \\ = \\ \mathbf{9} \end{array} $	<ul style="list-style-type: none"> DSE assessment in the MTU to be reviewed to ensure controls in place remain effective and social distancing recommendations remain in place Regular breaks away from the screen are encouraged with regular stretching Equipment to be checked to ensure ongoing operation and to report concerns to line management Employers should have a DSE risk assessment for employees 	$ \begin{array}{r} 3 \\ \times \\ 1 \\ = \\ \mathbf{3} \end{array} $	CITB NI staff, Instructor, Trainees
Stress - including mental health	$ \begin{array}{r} 4 \\ \times \\ 4 \\ = \\ \mathbf{16} \end{array} $	<ul style="list-style-type: none"> Advise staff of technology apps that can assist with stress management and / or mental health Where enrolled, advise employees about occupational health advice available, including any confidential employee assistance programme (EAP) Stress assessments available from H&S / HR specialists Offer flexible working arrangements where possible Review any mental health first aider support 	$ \begin{array}{r} 3 \\ \times \\ 1 \\ = \\ \mathbf{3} \end{array} $	CITB NI staff, Instructor, Driver
Statutory compliance - risk of breaching requirements	$ \begin{array}{r} 4 \\ \times \\ 4 \\ = \\ \mathbf{16} \end{array} $	<ul style="list-style-type: none"> Ensure documentation is available to prove that equipment requiring statutory examination has taken place Speak to your specialist contractor regarding advice on using equipment again and to follow manufacturer instructions Where equipment has exceeded the date, place equipment out of use until testing completed and equipment deemed operational again Outsourced driver(s) and instructor(s) should report issues to CITB NI staff 	$ \begin{array}{r} 4 \\ \times \\ 2 \\ = \\ \mathbf{8} \end{array} $	CITB NI staff, Instructor, Driver

Storage and use of hand sanitiser	$ \begin{array}{r} 4 \\ \times \\ 4 \\ = \\ \mathbf{16} \end{array} $	<ul style="list-style-type: none"> • Dispensers are not to be installed above electrical outlets, light switches or other heat or potential ignition sources • Dispensers are to be located in well-ventilated areas, bottles are recommended for use within the MTU • A drip tray to be located under dispensing point and any waste to be disposed of safely and regularly into a fire-resistant waste container • Additional fire extinguishers to be located near dispensing points • Everyone should be made aware, that there exists the possibility that static electricity (generated from various sources including clothing) can ignite the alcohol in the gel and that they must wait until it has evaporated fully before rubbing their hands together or touch hand to metal prior to putting gel on hands • A risk assessment and review of training and fire safety measures to be undertaken prior to installation of any dispensing unit, with specific reference to these units and any hazards 	$ \begin{array}{r} 4 \\ \times \\ 2 \\ = \\ \mathbf{8} \end{array} $	CITB NI staff, Instructor, Trainees, Driver
Vulnerable workers	$ \begin{array}{r} 4 \\ \times \\ 4 \\ = \\ \mathbf{16} \end{array} $	<ul style="list-style-type: none"> • Employers must be especially careful and take extra steps for anyone in their workforce who is in a vulnerable group. Any staff member requiring extra safety steps to contact their line manager • CITB NI request employers inform CITB NI staff and Instructor and Driver where care is required 	$ \begin{array}{r} 4 \\ \times \\ 1 \\ = \\ \mathbf{4} \end{array} $	CITB NI staff, Instructor, Driver
First aiders	$ \begin{array}{r} 4 \\ \times \\ 4 \\ = \\ \mathbf{16} \end{array} $	<ul style="list-style-type: none"> • First aid needs assessment to be reviewed with necessary changes made or additional Covid training given • CITB NI require employers to ensure first aiders are available at site where possible 	$ \begin{array}{r} 4 \\ \times \\ 1 \\ = \\ \mathbf{4} \end{array} $	CITB NI staff, Instructor, Driver
Insufficient PPE	$ \begin{array}{r} 4 \\ \times \\ 4 \\ = \\ \mathbf{16} \end{array} $	<ul style="list-style-type: none"> • Sufficient stock of PPE to be supplied and stored. A weekly inventory to be carried out. • CITB NI requests outsourced drivers and instructors to report issues 	$ \begin{array}{r} 4 \\ \times \\ 1 \\ = \\ \mathbf{4} \end{array} $	CITB NI staff, Instructor, Driver
Waste disposal of PPE	$ \begin{array}{r} 3 \\ \times \\ 3 \\ = \\ \mathbf{9} \end{array} $	<ul style="list-style-type: none"> • Waste bins to be provided for the disposal of used PPE. Bins to be emptied in line with Covid 19 regulations at the end of each day. 	$ \begin{array}{r} 3 \\ \times \\ 1 \\ = \\ \mathbf{3} \end{array} $	CITB NI staff, Instructor, Driver

Training

Please ensure a manager's brief has been completed alerting to company specific process / procedures

<https://www.nidirect.gov.uk/campaigns/coronavirus-covid-19>

<https://www.hseni.gov.uk/topic/covid-19-advice-and-guidance-places-work>

Management

- Please ensure all staff are aware of reporting requirements and that all confirmed cases are escalated to your H&S competent person.
- Information notes are to be sent out and any updates communicated in a timely manner to the workforce.
- This must include letting staff know about symptoms and actions the medical professionals are advising people to take.
- Assessments to be reviewed every month or where significant change has occurred.
- Please remind staff that in order to minimise the risk of spread of infection, we rely on everyone in the industry taking responsibility for their actions and behaviour.
- Please encourage an open and collaborative approach between your teams on site where any issues can be openly discussed and addressed.
- Covid mobile training unit risk assessment to be published on CITB NI website.

In Northern Ireland call the **NHS on 111, your local doctors' surgery or 03002007885** where you will be assessed by an appropriate specialist. NHS guidance is that you do not go directly to your GP surgery, community pharmacy or hospital unless an emergency occurs.