

Sample Risk Assessment for End-point Assessments

The purpose of this document is to support training providers, employers and apprentices and to provide guidance of how to complete a risk assessment during the COVID-19 pandemic for an End-point Assessment (EPA).

What is Coronavirus disease?

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered Coronavirus. Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment.

What are the hazards?	Who may be harmed and how?	What controls are already in place?	What further action is required?	Action by whom	Action by when	Complete
Transmission of COVID-19 Coronavirus	<ul style="list-style-type: none"> Apprentice Client Apprenticeship Assessor Exam Assistant Vulnerable groups – Elderly, those with existing underlying health conditions and those who are pregnant 	Hand washing facilities	Hand sanitisers and tissues to be provided within the exam environment. Provide further training for apprentices and staff following Government guidelines	All apprentices, clients and staff	All apprentices, clients and staff	13/05/2020
		Sterilisation methods for different tools and equipment	Provide further training to all staff and apprentices regarding the correct use of sterilisation methods available	Apprentice	Apprentice	Apprentice
		Personal Protective Equipment (PPE)	Further training for all apprentices and staff for PPE requirements following Government guidelines on COVID-19 and the use and disposal of PPE	Representative of training provider/employer	Representative of training provider/employer	10/05/2020
		Hand towels	Replace hand towels with disposable paper towels	Representative of training provider/employer	Representative of training provider/employer	18/05/2020

What are the hazards?	Who may be harmed and how?	What controls are already in place?	What further action is required?	Action by whom	Action by when	Complete
Transmission of COVID-19 Coronavirus	<ul style="list-style-type: none"> Apprentice Client Apprenticeship Assessor Exam Assistant Vulnerable groups – Elderly, those with existing underlying health conditions and those who are pregnant 	Cleaning of work stations/area	All work stations/area are required to be disinfected between each client	Apprentice/Exam Assistant	Apprentice/Exam Assistant	Date of EPA
		Waste bins	All waste bins within the exam environment are covered and should be emptied regularly	Exam Assistant	Exam Assistant	Date of EPA
		Working areas	High touch areas such as; door handles, light switches, telephones, screens and keyboards areas are cleaned and disinfected constantly	Exam Assistant	Exam Assistant	Date of EPA
		General salon/barbershop hygiene	General hygiene and sterilising procedures must be maintained throughout EPA	Apprentice/Exam Assistant	Apprentice/Exam Assistant	Date of EPA
		RIDDOR training	Further training for all apprentices and staff to update the symptoms of COVID-19	Representative of training provider/employer	Representative of training provider/employer	20/05/2020
		Social distancing	Apprentices and staff to be reminded on a daily basis of the importance of social distancing with the exam environment. Management checks to ensure this is adhered to	All apprentices, clients and staff	All apprentices, clients and staff	Date of EPA