

ERA Course - Coronavirus (COVID-19): update for 2021 ERA course participants

The update below is current and supersedes all previous updates. It is published on the ERA Course web site. If you have accessed this notice previously, your computer may not display the latest version; to see the latest version, refresh your browser (usually Ctrl-F5 on a Windows PC) or clear your browser data.

Update 17/04/2021:

The 2021 ERA course will be held on 17-21 May at Cedar Court Hotel in Harrogate, subject to no change in advice and restrictions from the UK government. Although there is no requirement for participants to have been vaccinated against Covid-19, it is anticipated that most will have been.

This course has been restricted to a total of 28 UK-only residents.

Conditions of attendance:

- You are required to observe whatever Covid-19 precautions are suggested by the course organisers or hotel staff. We will endeavour to provide a low-risk environment; this may include social distancing from others, wearing a face covering whilst moving in public areas of the hotel and regular hand sanitising.
- If you display symptoms associated with Covid-19 you must not attend the course.
- If you become symptomatic during the course or if your temperature is over 37.8C you must immediately leave the course and self-isolate at the hotel or elsewhere at your expense.

COVID risk assessment relating to the ERA course, 17-21 May 2021 at the Cedar Court Hotel, Harrogate.

This risk assessment reflects the Covid-19 statistics on 15 April 2021 and the UK government guidance anticipated being in force at the time of the course.

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

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

Assessment date: 15th April 2021

Review date: 20th September 2021

Assessment by: Guy Lightfoot, ERA Training & Consultancy Ltd

Note: this assessment relies in part on information provided the course venue

Version: 1.0

Hazard	Risk	Control measures	RR	Persons at risk
Risk of COVID 19 transmission – course participants and lecturers travelling to and from work	3 x 4 = 12	<ol style="list-style-type: none"> 1) Commuting to work via walking, cycling or private transport where possible 2) Public transport to be used as last resort and face covering recommended when travelling 3) Free parking available 	3 x 1 = 3	Course participants and lecturers
Social distance when using the premises	3 x 4 = 12	<ol style="list-style-type: none"> 1) All hotel guests have their temperature measured (IR contactless) on arrival by hotel staff 2) All course participants asked to immediately report any symptoms of Covid-19 to the hotel staff or course organiser 3) Maintain social distancing wherever possible 4) Course members sit at individual tables, >2m apart in a ventilated room 5) Drinkers at the bar shall not be permitted 6) Table service provided using available technology where possible 7) Setting up 2m signage and one way systems where the premises design permits 8) Regulating use of high traffic areas including corridors, lifts and staircases to maintain social distancing, with the requirement to wear face covering in public areas 	3 x 2 = 6	Course participants and lecturers
Welfare & hygiene - handwashing, sanitation facilities and toilets	3 x 4 = 12	<ol style="list-style-type: none"> 1) Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS 2) Providing handwashing facilities, or hand sanitiser where not possible, at entry and exit points 3) Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin 4) Increase cleaning rota / schedule in your work area 5) Enhance the cleaning regimes for toilet facilities particularly touch points such as door handles, locks and the toilet flush 6) Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal 7) Ensure sufficient supplies of soap, hand sanitiser and paper towels remain in place 8) Requesting staff change into work uniforms on site using appropriate facilities/changing 	3 x 1 = 3	All persons using the premises

		<p>areas, where social distancing and hygiene guidelines can be met</p> <p>9) Washing uniforms on site rather than by individual staff members at home</p> <p>10) Payments should be taken by contactless card and the use of disposable crockery, eating utensils is encouraged</p>		
Food safety	$3 \times 2 = 6$	<ol style="list-style-type: none"> 1) Revise the food safety management system (FSMS) including Hazard Analysis and Critical Control Point (HACCP) processes 2) Use the food standards agency (FSA) guidance and available checklists to ensure food safety remains through COVID secure measures 3) Allowing kitchen access to as few people as possible 4) Minimising interaction between kitchen staff and other workers, including when on breaks 5) Minimising access to walk-in pantries, fridges and freezers, for example, with only one person being able to access these areas at one point in time 6) Adjusting put-away and replenishment rules to create space for social distancing 	$3 \times 1 = 3$	All persons using preparing, serving and consuming food and drink on the premises
Infection control	$3 \times 4 = 12$	<ol style="list-style-type: none"> 1) Any infection control policies used are to be reviewed to ensure they remain valid 2) Putting teams into shifts to restrict the number of workers interacting with each other 3) Minimising contact at 'handover' points with other staff, such as when presenting food to serving staff and delivery drivers 4) Using safe outside areas for breaks 5) Opening windows and doors frequently to encourage ventilation, where possible 6) Wedging doors open, where appropriate, to reduce touchpoints. This does not apply to fire doors 7) Providing only disposable condiments or cleaning non disposable condiment containers after each use 8) Where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should continue to do so 9) Unless you are in a situation where the risk of COVID-19 transmission is very high, your risk assessment should reflect the fact that the role of PPE in providing additional protection is extremely limited 10) While food packaging is not known to present a specific risk, efforts should be made to ensure it is cleaned and handled in line with usual food safety practices 	$3 \times 1 = 3$	All persons using the premises
Emergency incident - accident or fire within	5	<ol style="list-style-type: none"> 1) In an emergency, for example, a fire or break-in, people do not have to stay 2m 	5	All persons using the premises

the premises	x 2 = 10	apart if it would be unsafe 2) People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands 3) First aider cover to be reviewed to ensure it remains suitable and that first aiders are aware of additional COVID precautions to take if attending to a casualty	x 1 = 5	
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