

## **OAL Covid-19 Risk Assessment Policy for Workplace Assessments**

### **Associated Risk Assessments:**

Covid- 19 Independent Assessor Work Place Risk Assessment

Covid- 19 Employer/ Provider Work Place Risk Assessment

### **Policy Overview**

Due to the recent Covid-19 Pandemic, OAL have had to take measures to ensure we are abiding with Government guidelines, in order to protect our contracted workforce and meet the needs and safety requirements of our Providers, Employers and Apprentices.

During this current situation, OAL's policy is to complete End Point Assessment remotely unless the Employer and/or Provider request a face to face EPA.

If a face to face Assessment is requested, it is imperative that before any Assessments are booked or conducted, that the Independent Assessor and Provider/Employer complete the required risk assessments and send these to OAL.

The Risk Assessments will be maintained and stored appropriately by OAL and will be uploaded by the Provider to the EPA Live system as part of the required gateway declaration and other evidence section.

### **Independent Assessors**

All contracted Independent Assessors must complete a risk assessment if they are agreeing to do a face to face assessment visit.

Independent Assessors are required to carry their own Personal Protective Equipment (PPE). This includes gloves, face mask and hand sanitiser where appropriate. They must also follow all government guidance on social distancing of maintaining a minimum of 2 meters apart at all times.

Independent Assessors are also required to follow safeguarding processes put in place by the Employer/Provider in terms of the sites that they visit. This includes, following their social distancing guidelines, following floor markings that are in place for maintaining distance and following any other relevant procedures that the employer requires for their company.

As part of Risk Assessments that are in place, Independent Assessors must confirm that they have no underlying medical conditions and do not present Covid-19 signs and symptoms.

Any Safeguarding and Health and Safety issues that the Independent Assessor may experience whilst visiting the site, will be reported directly to the Head of EPA Operations, who will then inform the Employer/Provider.

Independent Assessors can halt Assessments, if they feel that the site is in breach of the minimum Government requirements in place.

If any Covid-19 signs or symptoms are identified post assessment, this will be reported and the Independent Assessor will follow the Government guidelines in relation to the Track and Trace process.

## **Employers/Providers**

Employers/Providers are required to complete a risk assessment per site, if they are booking and confirming a face to face assessment visit.

It is the Employers responsibility to ensure that the Apprentice, the site and any visitors follow Government guidelines and procedures that are in place. This includes, ensuring that social distancing is adhered to and briefing visitors (Independent Assessors) on any specific requirements for that site upon arrival.

Employers should also have their own risk assessment and policies in place to ensure all are Safeguarded and to minimise the risk of Covid-19 as much as possible.

Other measures should be, clear 2 metre floor markings and the provision of hand washing facilities, and where appropriate, any additional Personal Protective Equipment (PPE) that goes beyond gloves, masks and hand sanitiser need to be provided to the Independent Assessor.

Employers must ensure, that any areas that have been adapted to the Apprentices work areas/spaces where they are performing their duties are safe and that other colleagues are aware of the End Point Assessments that are taking place.

The Provider must effectively liaise with the Employer to make sure all the above measures are in place. They also need to make sure that Independent Assessors have all instructions for that Apprentice and workplace/site. These also need to be communicated to the OAL Head of EPA Operations prior to the assessment.

Any Safeguarding and Health and Safety issues that the Employer may experience whilst the Independent Assessor is visiting the site, needs to be reported directly to the Head of EPA Operations via the Provider.

Employers can halt Assessments if they feel that there is any breach of the Government requirements.

If any Covid-19 signs or symptoms are identified post assessment, these need to be reported by all parties and all agree to follow the Track and Trace process.