Site Tasks/Training: close proximity activity
(for an apprentice that is not symptomatic or otherwise Covid19 compromised)

START
Can this activity always be carried out with sufficient social distancing?

NO
Carry out a risk assessment (RA) and consider the available risk mitigation measures for closer proximity working SFARP***
Advise and consult apprentice (and if need be parents/supervisors/training providers) and other relevant employees on the RA findings and on possible mitigating measures

DO NOT PROCEED
Review RA and mitigating measures as necessary

NO
Taking all mitigating measures into account, does RA find that the risk is sufficiently low to allow commencement of the task/training?

NO
Implement the mitigating measures SFARP

YES
Apprentice and others to adopt hand/face hygiene and all other selected mitigating measures

MONITOR APPLICATION OF MITIGATING MEASURES
OK

YES
OK

DO NOT PROCEED
Review RA and mitigating measures as necessary

** Pairing
As far as possible, establish worker pairs – or if that is not possible, teams or shift groups – so that where close proximity activity is unavoidable, it occurs between the same people.

*** SFARP: mitigating measures
SFARP means ‘so far as is reasonably practicable (HSW Act 1974)’
In addition to possible selection and use of face coverings, mitigating measures may include:
• Reduce frequency and duration of the task/training at close proximity, wherever possible
• Minimise the number of people involved
• Ensure, even when within 2m, that the maximum distance possible is maintained
• Enable workers to work side-to-side (not facing) whenever possible
• Ventilation: increase the flow of fresh air (e.g. opening windows)
• Clear screens to separate workers from each other, if possible (e.g. flexible lightweight plastic sheets).
• Increase the frequency of workers’ hand washing and surface/equipment cleaning*
• Reduce number of workers each person has close proximity with by using ‘fixed pairs/teams or partnering’ (so a person works with only one other, or a few others)**
• Introduce ‘permit’ system if need be (authorised safe system of work) – this may include a designated supervisor (e.g. compliance champion)
• Regular reminders to apprentice and others about following all risk reduction mitigation measures.

MASKS AND FACE COVERINGS
Suitable face coverings may be selected and worn whenever social distancing is not possible, unless risk assessment determines that a tight-fitting face mask is required.
For supervisors, the face covering may be a suitable visor (to help communication)
Face masks must be worn if necessary to protect against other respiratory hazards.

NOTES FOR GUIDANCE
*Cleaning surfaces
Clean all work surfaces and equipment that is commonly touched, using hand sanitiser (60% alcohol or usual low hazard cleaning products).
Remove cleaning materials, other waste and single-use PPE and ensure there are suitable waste disposal arrangements.
Ensure hand washing or sanitisation before and after each task, and during if need be.
Do not share equipment.

** Pairing
As far as possible, establish worker pairs – or if that is not possible, teams or shift groups – so that where close proximity activity is unavoidable, it occurs between the same people.

*** SFARP: mitigating measures
SFARP means ‘so far as is reasonably practicable (HSW Act 1974)’
In addition to possible selection and use of face coverings, mitigating measures may include:
• Reduce frequency and duration of the task/training at close proximity, wherever possible
• Minimise the number of people involved
• Ensure, even when within 2m, that the maximum distance possible is maintained
• Enable workers to work side-to-side (not facing) whenever possible
• Ventilation: increase the flow of fresh air (e.g. opening windows)
• Clear screens to separate workers from each other, if possible (e.g. flexible lightweight plastic sheets).
• Increase the frequency of workers’ hand washing and surface/equipment cleaning*
• Reduce number of workers each person has close proximity with by using ‘fixed pairs/teams or partnering’ (so a person works with only one other, or a few others)**
• Introduce ‘permit’ system if need be (authorised safe system of work) – this may include a designated supervisor (e.g. compliance champion)
• Regular reminders to apprentice and others about following all risk reduction mitigation measures.