

Risk Assessment Template

Area/Department:	COVID-19	Assessment No:	C19-5	Assessment Date:	15/05/2020
		Assessment Type <small>(Delete as appropriate; see Note 1)</small>			
		Specific	Generic	Dynamic	
Activity/Process: Provision of PPE in direct response to COVID-19					
To be read & used in conjunction with all other COVID-19 risk assessments					
Guidance: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres ; https://www.gov.uk/government/publications/coronavirus-covid-19-personal-protective-equipment-ppe-plan/covid-19-personal-protective-equipment-ppe-plan https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19					
To be reviewed in line with tier change, guidance changes or government request (i.e. lockdown)					
	Assessor	Line Manager Acceptance <small>(See Note 2)</small>		CEO Acceptance	
Name:	Bev Baxter			Carla Priddon	
Qualified:	IOSH			IOSH	
Signature:					
Date:	15/05/2020			18/06/2020	

Risk Assessment Template

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk Rating L*C=R			Additional controls	New risk rating (Residual) L*C=R			Action/ By who	Action/ By When
				L	C	R		L	C	R		
Insufficient provision of PPE	Staff Visitors Volunteers Young People	Increased risk of transmission of COVID-19 Contracting COVID-19, showing symptoms, becoming unwell	Usual PPE identified for tasks under normal circumstances should be adhered to, all staff to review original risk assessments. Face coverings must be worn indoors, alongside face shields if travelling around the building and it is likely you will come into contact with other people. Most young people and workers aged 11 years and over (from the day of their 11th birthday) are required to wear a face covering indoors, including within community and youth centres (legal requirement 24/09/2020) Any personal face	1	5	5	Staff Briefed – following increased infection rates and placement in high tiers locally, disposable surgical standard face masks are available for staff and visitors in the building should they not have their own face coverings. Additionally, staff and contractors are provided with individual reusable visors for use additional to face coverings when travelling in the building. Staff to be briefed: <ul style="list-style-type: none"> wash your hands thoroughly with soap and water for 20 				Facilities Lead Line Managers Line Managers	As per usual procedures and risk assessment Prior to re-open, repeat regularly Prior to re-open, repeat regularly

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				L	C	R		L	C	R		
			covering being used, should be appropriate for the work place and working with young people, being of similar in shape and style to regular surgical face mask				<ul style="list-style-type: none"> seconds or use hand sanitiser before putting a face covering on, and after removing it when wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands change your face covering if it becomes damp or if you've touched it continue to wash your hands regularly change and wash your face covering daily if the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste practise social distancing wherever possible 					
Performing first aid	Staff Visitors Volunteers Young People	Increased risk of transmission of COVID-19 Contracting COVID-19, showing symptoms, becoming unwell	In an emergency (e.g. accident or fire), if unsafe people do not have to stay 2m apart Staff aiding others MUST pay attention to sanitation measures immediately	2	5	10	<p>If providing first aid: PPE provision as 2m distance not possible – gloves, apron, face covering, eye protection/face shield</p> <p>Where possible provision of first aid equipment and</p>	1	5	5	YWM / Duty Managers	Ongoing

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				L	C	R		L	C	R		
			afterwards including washing hands			5	advice to person requiring treatment – physical contact only in most urgent cases where lack of intervention would result in increased harm. In the event of cardiac arrest: <ul style="list-style-type: none"> • Use a towel or piece of clothing and lay it over the mouth and nose of patient • Do not do mouth to mouth / give rescue breaths • CHEST COMPRESSIONS ONLY Display Resuscitation UK Poster publicly and ensure all staff who are first aid trained are briefed			5		
Disposal of PPE	Staff Visitors Volunteers Young People	Increased risk of transmission of COVID-19 Contracting COVID-19,	If PPE is utilised but social distancing has not been broken this can be disposed of in normal waste.	1	5	5						

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				L	C	R		L	C	R		
		showing symptoms, becoming unwell	<p>If PPE has been used and social distancing was broken, this should be bagged, marked with date and stored for 72 hours</p> <p>If PPE has been used, social distancing was broken and it is a known or suspected case of COVID19 please refer to specific guidance</p>			1	Adherence to COVID-19 cleaning after a known or suspected case.					

Line Manager Assessment Review (See Notes 2 and 6)

Review Date:	17/06/2020	Review Date:	09/12/2020	Review Date:	04/01/2021	Review Date:	12/02/2021
Name:	Bev Baxter	Name:	Bev Baxter	Name:	Bev Baxter	Name:	Bev Baxter
Qualified:	IOSH	Qualified:	IOSH & Covid-19 officer	Qualified:	IOSH & Covid-19 officer	Qualified:	IOSH & Covid-19 officer
Signature:		Signature:		Signature:		Signature:	

Line Manager Assessment Review (See Notes 2 and 6)

Review Date:		Review Date:		Review Date:		Review Date:	
Name:		Name:		Name:		Name:	
Qualified:		Qualified:		Qualified:		Qualified:	
Signature:		Signature:		Signature:		Signature:	

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Notes:

1. If using a 'Generic' risk assessment, Assessors and Line Managers are to satisfy themselves that the assessment is valid for the task and that all significant hazards have been identified and assessed. If additional hazards are identified they are to be recorded and attached to the Generic assessment.
2. Line Managers are to note that they are appropriately qualified, responsible for production of the risk assessment and that they are signing to indicate that the risk assessment is suitable and sufficient, and they consider the risks to be acceptable.
3. When recording the Risk Rating ensure that both the Likelihood and consequence scores are included.

Likelihood (L)	Frequency	Score
are	This will probably never happen	1
Unlikely	Do not expect it to happen but it is possible it may do so	2
Possible	May happen occasionally	3
Likely	Will probably happen but it is not a persisting issue	4
Almost Certain	Will undoubtedly happen, possibly frequently	5

Consequence (C)	Harm	Score
Negligible	Minimal injury requiring no / minimal intervention or treatment	1
Minor	Minor injury or illness, requiring minor intervention	2
Moderate	Moderate injury requiring professional intervention	3
Major	Major Injury leading to long term incapacity / disability	4
Catastrophic	Incident leading to death / life changing injury; an event which impacts many people	5

		Likelihood				
		1	2	3	4	5
		Rare	Unlikely	Possible	Likely	Almost Certain
Consequence	Level 1	1	2	3	4	5
	Level 2	2	4	6	8	10
	Level 3	3	6	9	12	15
	Level 4	4	8	12	16	20
	Level 5	5	10	15	20	25

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4. Ensure appropriate action (described below) is taken once the Risk Rating is calculated

1	-2	No Action	No further action, but ensure controls are maintained and reviewed
3	-6	Monitor	Look to improve at next review or if there is a significant change
8	-12	Action	Improve within specified timescale
15	-16	Urgent Action	Take immediate action and stop activity if necessary, maintain existing controls rigorously
20	-25	Stop	Stop activity and immediate action

5. Record the residual Risk Rating to demonstrate that the risk has been reduced to an acceptable level; record Likelihood and Consequence scores.
6. Risk Assessments are to be reviewed:
- Annually.
 - If there is reason to doubt the effectiveness of the assessment.
 - Following an accident or near miss.
 - Following significant changes to the task, process, procedure, or Line Management.
 - Following the introduction of more vulnerable personnel.
 - If “Generic” prior to use.