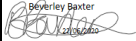



# Risk Assessment Template

Area/Department:	COVID-19	Assessment No:	C19-6	Assessment Date:	19/05/2020
		Assessment Type <a href="#">(Delete as appropriate; see Note 1)</a>			
		Specific	Generic	Dynamic	
<b>Activity/Process:</b> Workforce Management  <b>To be read &amp; used in conjunction with all other COVID-19 risk assessments</b>  Guidance: <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres</a> ;  To be reviewed in line with tier change, guidance changes or government request (i.e. lockdown)					
	Assessor	Line Manager Acceptance <a href="#">(See Note 2)</a>		CEO Acceptance	
Name:	Bev Baxter			Carla Priddon	
Qualified:	IOSH			IOSH	
Signature:					
Date:	19/05/2020			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		
Contact between staff members	Staff, Visitors, Volunteers,	Increased risk of transmission of COVID-19  Contracting COVID-19, showing symptoms, becoming unwell	Clear work schedules published and followed.  Create transfer zones for staff to pass resources / equipment to each other  If any staff member shows symptoms – they should not be physically at work & advised to apply for a test as soon as symptoms displayed <a href="https://www.gov.uk/apply-coronavirus-test">https://www.gov.uk/apply-coronavirus-test</a>  Staff should be briefed on return from furlough, those not furloughed should have regular re-brief and updates on working practices to keep The Way Covid-19 secure.	2	5	10				Line Managers / YWMs / Head of Ops	Prior to commencement of onsite working, maintained and published on Microsoft Teams	
Work Travel	Staff	Increased risk of transmission of COVID-19  Contracting	<b>During Lockdown: No non-essential travel – remote options should be utilised</b>	1	5	5				All staff	As needed	

# 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		
		COVID-19, showing symptoms, becoming unwell	<p><b>If travel is unavoidable:</b> Any travel to be approved by CEO / Head of Operations.</p> <p>Travelling together must only occur in the minibus (see C19-11 risk assessment) where social distancing can be maintained.</p> <p>This will need to be approved by CEO / Head of Ops with at least 72hrs notice given.</p> <p>Subject to guidance change (return to tiers):</p> <p>If travelling and more than one person is travelling in any one vehicle, work teams should be maintained as far as is practical, ventilation should be increased and sitting face-face to be</p>							<p>CEO / Head of Operations</p> <p>Staff travelling / Line Managers</p> <p>Driver / Facilities Lead</p>	<p>As needed</p> <p>As needed</p>	

# 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		
			<p>avoided where possible</p> <p>Cleaning shared vehicles – Minibus between use</p> <p>If there is a requirement to stay away from home overnight the stay should be centrally logged and any overnight accommodation must meet social distancing guidelines (evidence of which must be obtained)</p>			10				Person booking accommodation	As needed	
Misunderstanding of COVID-19 related safety procedures when employees return to work (RTW)	Staff, Volunteers, Visitors, Young People	<p>Increased risk of transmission of COVID-19</p> <p>Contracting COVID-19, showing symptoms, becoming unwell</p>	<p>Clear guidance for arrival at The Way to be communicated prior to onsite attendance</p> <p>RTW interviews MUST be completed prior to first shift back</p> <p>RTW Evaluation &amp; Interview &amp; individual risk assessment from WCC form MUST be completed prior to first shift and forwarded to HR.</p>	2	5	10				<p>SLT / OMT</p> <p>Line Manager</p> <p>Line Manager</p>	<p>As needed, with regular updates and reminders</p> <p>As needed before team members return</p>	

# 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		
			<p>Training &amp; briefing session for <b>all</b> team members before they return to on-site working</p> <p>Clear, consistent, and regular communication of safe ways of working, Duty Managers to brief before each session</p> <p>Clear &amp; simple (images &amp; clear language used) posters &amp; signage to be displayed (updated as required to account for any unforeseen impacts to changes to working environments)</p> <p>Visual communication onsite to explain any changes to schedules, delivery changes, challenges to reduce face-face comms</p>							<p>Head of Ops / OMT</p> <p>YWM / Duty Manager</p> <p>Facilities Lead</p> <p>YWMs / Facilities Lead</p>	<p>As needed before team members return</p> <p>Daily</p> <p>Prior to reopening, then update as required</p> <p>Prior to reopening, then</p>	

# 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		
			<p>Update emails about procedures and any changes to ensure guidelines are met and COVID-19 secure remains in place.</p> <p>Regular check ins with team members to focus on mental health</p> <p>Approaches and operational procedures shared externally. Dedicated area on website to be utilised as well as email of required documents</p>			25				<p>Head of ops</p> <p>Line Managers</p> <p>Head of Ops</p>	<p>update as required</p> <p>When returning from furlough, then weekly</p> <p>As required</p>	
Delivery of goods	Staff, Volunteers, Visitors, Young People	<p>Increased risk of transmission of COVID-19</p> <p>Contracting COVID-19, showing symptoms, becoming unwell</p>	<p>All companies / organisations to be made aware of procedure for delivering goods when order is made</p> <p>Non contact delivery must occur wherever possible</p> <p>Frequency of deliveries</p>	5	5	25	<p>Taking deliveries will be a necessity in terms of operations.</p> <p>Ordering coordinated to reduce number of suppliers &amp; deliveries.</p>	3	5	15	Person making order	Each order / delivery

# 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		
			<p>should be considered and kept minimal</p> <p>Deliveries to be placed in designated drop off point, clearly marked, appropriate signage displayed</p> <p>Delivery checked, person checking to wear gloves to touch outer packaging</p> <p>No physical signing for parcels / alternatives / names, picture of ID badge taken, if delivery device can.</p> <p>If physical signing is necessity, staff member should use own pen.</p> <p>Any deliveries without external packaging must be wiped down with cloth and appropriate cleaning / sanitiser spray</p>			High	<p>In the case of dry goods received for the catering department a clear holding area should be identified and these should be held for 72hrs wherever possible prior to use.</p> <p>Shelving for these goods should have date received stickers and date for use.</p> <p>Strict adherence to procedures in accepting deliveries</p>			Medium	<p>Staff accepting delivery</p> <p>Staff accepting delivery</p> <p>Staff accepting delivery</p>	<p>Each order / delivery</p> <p>Each order / delivery</p> <p>Each order / delivery</p>

# 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		
			<p>External packaging to be removed from building to external waste immediately</p> <p>Once external packaging removed and disposed of hands should be washed</p> <p>Single members of staff to unload delivery if required and only where safe to do so. If two people are required, face coverings and face shields should be worn.</p> <p>If delivery drivers require access to welfare facilities they should be briefed and MUST adhere to H&amp;S procedures, then directed to the visitor's toilet.</p>									



# 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		
Outbreaks of COVID-19 in the workplace	Staff, Volunteers, Visitors, Young People	Increased risk of transmission of COVID-19  Contracting COVID-19, showing symptoms, becoming unwell	Single Point Of Contact: Head of Ops / CEO  Action plan followed (separate document from Government Website)	3	5	15					Head of Ops	As required

Line Manager Assessment Review (See Notes 2 and 6)							
Review Date:	17/06/2020	Review Date:	09/12/2020	Review Date:	13/01/2021	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:	

## Risk Assessment Template

### 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
Rare	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

## Risk Assessment Template

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.