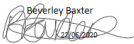



# Risk Assessment Template

Area/Department:	COVID-19	Assessment No:	C19-1	Assessment Date:	11/05/2020
		Assessment Type <small>(Delete as appropriate; see Note 1)</small>			
		Specific	Generic	Dynamic	
<b>Activity/Process:</b> Return to / continuation of onsite working – General risk and who should go to work					
<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> ; <a href="https://nya.org.uk/wp-content/uploads/2020/12/T4-RED-Readiness-Guidance-v1.pdf">https://nya.org.uk/wp-content/uploads/2020/12/T4-RED-Readiness-Guidance-v1.pdf</a> <a href="https://nya.org.uk/wp-content/uploads/2020/12/0972-NYA-UPDATE-COVID-19-V4.2.pdf">https://nya.org.uk/wp-content/uploads/2020/12/0972-NYA-UPDATE-COVID-19-V4.2.pdf</a>					
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:	11/05/2020			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		
<b>Who should go to work:</b> Face to Face contact in the workplace	Staff, Visitors, Volunteers	Contracting COVID-19, showing symptoms, becoming unwell	Job Evaluation: Any role which can, should remain working from home	0	0	0	Line Managers must undertake an evaluation to see if staff are able to undertake work from home. If not working from home individual risk assessments should be undertaken to ensure safety of team member and that the correct support is in place to minimise individual risk.  Before approving work from home ELT should discuss appropriateness given we are providing a service to young people and we require support services to be functioning should guidance.	0	0	0	Line Managers	Review monthly or on changes to guidance
			Self isolation: any staff member / young person	3	5	15	Everyone entering the building will be asked if	2	5	10	Line managers	Ongoing - daily

# 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>showing symptoms, or living with someone who has symptoms of COVID-19 must not physically attend the building and MUST follow current self isolation guidance.</p> <p>Staff isolating will be encouraged to work from home where appropriate.</p> <p>Any staff member showing symptoms – they should be advised to apply for a test as soon as symptoms are displayed ideally conducted within 8 days of showing symptoms  <a href="https://www.gov.uk/apply-coronavirus-test">https://www.gov.uk/apply-coronavirus-test</a></p> <p>Close contacts (staff/young people/volunteers) of any individual testing positive must self isolate for 10 days (from the day after contact)</p>			High	<p>they or anyone in their household is currently displaying symptoms of COVID-19 or if they have been asked to self isolate – positive answers will result in access not being granted.</p> <p><b>**Amendment**</b>  <b>When signing in all must have temperature check (temperatures of 38 degrees or higher will not be granted access) and add in to sign in when prompted, a declaration of no symptoms and request for self-isolation must also be responded to prior to sign in being accepted.</b></p> <p><b>**Amendment 19/02/2021**</b>  <b>All staff attending the building will now have to provide evidence of a</b></p>			High	to monitor	

# 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		
			Anyone living with someone that has symptoms/positive test result should follow current government guidance on self isolation.				<b>negative COVID-19 lateral flow test result, twice per week.</b>  Members will be asked if they are currently in school and if they have been asked to isolate - - positive answers will mean they cannot attend until isolation period is over.					
<b>Who should go to work:</b> Clinically Extremely Vulnerable individuals	Staff, Visitors, Volunteers	Contracting COVID-19, showing symptoms, becoming unwell  Increasing transmission to someone extremely vulnerable in their household	Completion of return to work evaluation with staff member; discussing individual needs and circumstances  Attendance at work should be in line with current government guidance.	2	5	10	Complete an individual risk assessment for every staff member, decision for working in the building informed by this. Green – work allowed Amber – seek guidance Red – no work in the building	1	5	5	Line Manager	Review monthly or on changes to guidance
<b>Who should go to work:</b> Discrimination	Staff, Visitors, Volunteers	Being disadvantaged by new procedures	Undertaking Job evaluation with staff members, considering individual needs in designing of	1	1	1	Complete an individual risk assessment for every staff member, decision for working in	1	1	1	Line Manager	Review monthly or on changes to guidance

# 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		
			return to work practice				the building informed by this. Green – work allowed Amber – seek guidance Red – no work in the building					
<b>Risk Management:</b> Keeping risk of transmission / contracting COVID-19 as low as possible within practical means	Staff Visitors Volunteers Young People	People accessing premises unclear on Health & Safety requirements to keep self and others healthy (COVID-19 Free)	Specific risk assessments for all work areas as required  Sharing risk assessments (Website) with all relevant people who will access the facility, members will be briefed in age-appropriate manner  Display COVID-19 secure poster	1	1	1	External visitors will be kept to a minimum or none at all depending on current guidance, those having to attend will be briefed on entry. Face shields and disposable surgical masks will be provided as required.  Parents/Carers will not be granted access unless in the event of an emergency				CEO / YWM	Review monthly or on changes to guidance

Line Manager Assessment Review (See Notes 2 and 6)							
Review Date:	17/06/2020	Review Date:	09/12/2020	Review Date:	03/01/2021	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)							

# Risk Assessment Template

Review Date:	19/02/2021	Review Date:	08/03/2021	Review Date:		Review Date:	
Name:	Bev Baxter	Name:	Bev Baxter	Name:		Name:	
Qualified:	IOSH & Covid-19 officer	Qualified:	IOSH & Covid-19 officer	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.