

Risk Assessment Template

Area/Department:	COVID-19	Assessment No:	C19-2	Assessment Date:	11/05/2020
		Assessment Type <i>(Delete as appropriate; see Note 1)</i>			
		Specific	Generic	Dynamic	

Activity/Process:

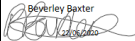

Social Distancing at The Way –

(Ensuring staff maintain social distancing guidelines, 2m, or 1m with risk mitigation where 2m is not viable, wherever possible, including while arriving at and departing from work and while in work.)

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.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19>
<https://nya.org.uk/wp-content/uploads/2020/12/T4-RED-Readiness-Guidance-v1.pdf>
<https://nya.org.uk/wp-content/uploads/2020/12/0972-NYA-UPDATE-COVID-19-V4.2.pdf>

To be reviewed in line with tier change, guidance changes or government request (i.e. lockdown)

	Assessor	Line Manager Acceptance <i>(See Note 2)</i>	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		
Social distancing: Coming to The Way and leaving The Way	Staff, Visitors, Volunteers	Increased risk of transmission of COVID-19	<p>Clear programmes / staff schedules to stagger arrival & departure of all known people entering the building.</p> <p>Markings and entry and exit to be facilitated by duty manager and/or reception staff</p> <p>Hand sanitiser at entry and exit points as well as around the building</p> <p>Not using touch-based security devices – fob to be dangled over pad, no physical contact</p> <p>Microsoft teams to be used for clocking in and out via personal phones</p> <p>Signin App to be used for Test & Trace purposes should be accessed via personal phones wherever possible.</p> <p>**Amendment** When signing in all must have</p>	2	5	10	<p>If personal phones cannot be used for the Signin App the reception iPad can be used cleaning before and after use with cleaning solution provided, hand washing/gel should be used before and after use</p> <p>Programmes (website/social media) / staff schedules (Microsoft Teams)</p> <p>Clear guidance on arriving / departing noncompliance will result in review of use of facility / working on site (website / Microsoft teams)</p> <p>**Amendment 19/02/2021** All staff attending the building will now have to provide evidence of a negative COVID-19 lateral flow test result, twice per week.</p>	2	5	10	<p>YWM / line Managers</p> <p>Facilities Manager</p> <p>Facilities Manager</p> <p>All staff</p> <p>All staff</p> <p>All staff, visitors, volunteers, young people</p>	Ongoing – Daily

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				L	C	R		L	C	R		
			<p>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.</p> <p>Face coverings must be worn at all times, unless exempt</p>							Head of Ops Duty Manager	Weekly check On sessions	
Social distancing: Moving around the facility	Staff, Visitors, Volunteers	Increased risk of transmission of COVID-19	<p>Reducing movement – no non-essential trips</p> <p>Use of office phones (not during delivery with young people) and radios – regular cleaning between use</p> <p>Restricted access to areas of the building – areas out of use will be clearly highlighted</p> <p>Clear programmes / staff schedules to ensure areas are</p>	2	5	10	<p>Only phones on own desks should be used, they should be cleaned thoroughly daily.</p> <p>Reception should use a designated phone and only they should use this. Anyone using a reception phone must clean thoroughly after use.</p>				<p>ALL</p> <p>All after use. Cleaners daily</p> <p>Facilities Lead</p> <p>YWM / line</p>	Ongoing - Daily

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				L	C	R		L	C	R		
			not overpopulated Room occupancy clearly displayed Lift occupancy – one person per use (Signs), hand sanitiser available, USE STAIRS WHEREVER POSSIBLE. Barrier at the bottom of stairs from reception dividing wall to prevent collision				Radios should be allocated, and they must be thoroughly cleaned by the user at the end of each session before replacing back on charging unit				managers YWM Facilities Lead Facilities Lead	
Social distancing: workplaces and workstations	Staff, Visitors, Volunteers	Increased risk of transmission of COVID-19	Designated work times to ensure maintenance of social distance between workstations and compliance with occupancy levels Workstations will be assigned – NO HOT DESKING will be allowable Floor markings to ensure safe distance and correct flow of travel	2	5	10					Line Managers YWM Facilities Lead	

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				L	C	R		L	C	R		
			Clear desk policy – end of day all desks should be clear of non-essential equipment to allow for cleaning and sanitising			5				All		
Social distancing: Meetings	Staff, Visitors, Volunteers	Increased risk of transmission of COVID-19	<p>Use remote working tools to avoid in-person meetings – Microsoft Teams / Zoom</p> <p>In-person meeting only when absolutely necessary participants should attend; room occupancy and 2m separation must be adhered to and face coverings & face shields (provided) should be worn, unless exempt.</p> <p>Avoid transmission in meetings – no shared equipment</p> <p>Hand sanitiser provided in meeting room</p>	1	5	5				Meeting Organiser	As required	

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				L	C	R		L	C	R		
			<p>Where possible, meet outdoors or in well-ventilated room, windows should be opened to increase fresh air flow</p> <p>Agree on how to leave meetings to avoid bottleneck and breaking of social distancing in doorways</p>			10						
Social distancing: Common areas	Staff, Visitors, Volunteers	Increased risk of transmission of COVID-19	<p>Staggered break times.</p> <p>Staff and young person kitchen – sanitise any equipment/bench/table/chair after use.</p> <p>NO communal or shared equipment / refreshments – staff to provide own refreshment/food and equipment to eat.</p> <p>Should staff need to eat / have refreshments this should be done at staff desk or in café area downstairs – maintaining social distancing.</p>	2	5	10				Line managers	Ongoing	
										All		
										All		
										All		

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			<p>Have breaks outside where possible.</p> <p>While staff are working, they should remain on-site as much as possible, when not possible, maintain social distancing while off site and wear face coverings, unless exempt.</p> <p>Staff lockers to be cleaned daily</p> <p>Member lockers – out of use</p> <p>Designated toilets to be used – clearly highlighted</p> <p>No personal items to be left in public areas – taken home or locked in drawer / locker.</p>				<p>When using staff lockers, if you are using the NHS COVID-19 app the contact tracing function should be disabled while in the locker, to avoid a close proximity alert that is not accurate.</p>				<p>All Monitored by line manager</p> <p>All Staff</p> <p>Facilities Lead</p> <p>Facilities Lead</p> <p>All</p> <p>All</p>	

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				L	C	R		L	C	R		
Social distancing: accidents, security, and other incidents	Staff, Visitors, Volunteers	Increased risk of harm / injury due to emergency / lack of assistance	<p>In an emergency (e.g. accident or fire), if unsafe people do not have to stay 2m apart</p> <p>Staff aiding others MUST pay attention to sanitation measures immediately afterwards including washing hands</p>	2	5	10	<p>If providing first aid: PPE provision and social distancing not possible – gloves, apron, face covering, eye protection (emergency packs behind reception)</p> <p>Where possible provision of first aid equipment and advice to person requiring treatment – physical contact only in most urgent cases where lack of intervention would result in increased harm.</p> <p>In the event of cardiac arrest:</p> <ul style="list-style-type: none"> • Use a towel or piece of clothing and lay it over the mouth and nose of patient • Mouth to mouth / rescue breaths to under 18's only • CHEST 	1	5	5	YWM / Duty Managers	Ongoing

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				L	C	R		L	C	R		
							COMPRESSIONS ONLY - ADULTS					
Tier 4: Social distancing and other precautions	Staff, Visitors, Volunteers	Increased risk of transmission of COVID-19	<p>If working onsite and Tier 4 is in effect, all those who can wear a face covering, should, in addition to maintaining 2m social distancing, to mitigate risk of transmission further given risk presented by new variant (December 2020)</p> <p>Additionally, all building users must sign into the building, using the Signin app on the iPad at reception or via the Signin Companion app on their personal phones, ensuring temperature is taken and all questions are answered.</p>	3	5	15	<p>Should staff members be required to interact with a member of the public (i.e. answer the door) or deliver to members face shields should be worn in addition to face coverings.</p> <p>Staff in Youth Centres must wear face coverings, unless they have an exemption. A close contact is someone:</p> <p>you have had face to face contact (within 1 metre for any length of time) or skin to skin contact with or someone you coughed on or, has been within 1 metre of you for 1 minute or longer</p> <p>or, has been within 2</p>	2	5	10	All Staff	Daily

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				L	C	R		L	C	R		
						15	metres of you on one or more occasions during a single day for at least 15 minutes in total (when all times added up together) or, has travelled with you in a small vehicle.			15		

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)

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

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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.