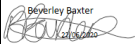



# Risk Assessment Template

Area/Department:	COVID-19	Assessment No:	C19-3	Assessment Date:	14/05/2020
		Assessment Type <small>(Delete as appropriate; see Note 1)</small>			
		Specific	Generic	Dynamic	
<b>Activity/Process:</b> Managing Visitors & Contractors					
<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:	14/05/2020			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		
Unnecessary visits to The Way	Staff, Volunteers, Visitors, Contractors Young People	Increased risk of transmission of COVID-19  Contracting COVID-19, showing symptoms, becoming unwell	Wherever possible, remote connection / working should be undertaken	2	5	10	Disposable surgical face masks can be provided and a face shield will also be given out and must be worn for the duration of the visit.				Host	As required
			Where site visits are required, all visitors and contractors will be informed on social distancing measures and hygiene requirements								Host	As required
			Site visits can only be undertaken when young people are not in the building due to differing guidance for under 18's and over 18's.								Host	As required
			External visits to be scheduled to ensure correct supervision and compliance with onsite rules								Host	As required
			Maintain an accurate								Host	As required

# 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>record of all visitors</p> <p>Review visitor arrangements to ensure social distancing and hygiene (no shared equipment e.g. pens)</p> <p>No external visits without a prior appointment Meetings will only be hosted by members of ELT &amp; Alex (Tier 4 No Meetings other than essential internal purposes that cannot be undertaken remotely and only by express permission of the CEO)</p> <p>Meetings involving external organisations are only permissible</p>			<p>Signin App at reception <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>Host</p> <p>Host</p> <p>ELT/Alex</p> <p>All staff</p>	<p>As required</p> <p>As required</p> <p>As required</p> <p>As required</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>where online alternatives cannot be used or it is not appropriate (Tier 1-3)</p> <p>Where any physical materials need to exchange hands, the items should be place in a handover zone ensuring people do not meet, where possible items should be sanitised before use/picking up</p>									
External visitors not following health and Safety arrangements	Staff, Volunteers, Visitors, Contractors Young People	<p>Increased risk of transmission of COVID-19</p> <p>Contracting COVID-19, showing symptoms, becoming unwell</p>	<p>Clear guidance on entry/exit, social distancing and hygiene to all on arrival via signage / visual aids and before arrival by email and on the website</p> <p>Reception / Meeting host MUST explain health &amp; safety</p>	3	5	15	<p>Visitors asked to leave if procedures not being followed</p> <p>Contact with parent organisation to inform of non-compliance</p>	2	5	10	<p>website / email Reception / meeting host as required</p> <p>Meeting</p>	<p>Prior to re-opening, Date, TBC</p> <p>On booking of appointment</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		
			requirements  Only designated people to host meetings and they will receive training on how to brief visitors – no other staff member should deliver this (Tier 1-3)							host  YWM / CEO to identify meeting hosts and provide training	As required  Prior to re-opening – date, TBC	

**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:	08/03/2021	Review Date:		Review Date:		Review Date:	
Name:	Bev Baxter	Name:		Name:		Name:	
Qualified:	IOSH & Covid-19 officer	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
<b>are</b>	This will probably never happen	1
<b>Unlikely</b>	Do not expect it to happen but it is possible it may do so	2
<b>Possible</b>	May happen occasionally	3
<b>Likely</b>	Will probably happen but it is not a persisting issue	4
<b>Almost Certain</b>	Will undoubtedly happen, possibly frequently	5

Consequence (C)	Harm	Score
<b>Negligible</b>	Minimal injury requiring no / minimal intervention or treatment	1
<b>Minor</b>	Minor injury or illness, requiring minor intervention	2
<b>Moderate</b>	Moderate injury requiring professional intervention	3
<b>Major</b>	Major Injury leading to long term incapacity / disability	4
<b>Catastrophic</b>	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.