



RISK ASSESSMENT

SEVERITY RATING	
Fatality	5
Major Injury, disabling illness, major damage	4
Lost time injury, illness, damage	3
Minor injury, mirror damage	2
Delay only	1

LIKELYHOOD RATING	
Certain or Imminent	5
Very likely	4
May happen	3
Unlikely	2
Very unlikely	1

Brief Details	Community based delivery		
Business Area	All staff	Person completing assessment (assessor)	Archie Morrell
Assessment Date	24/01/2022	Review date	24/03/2022

Likelihood (L)	Severity (S)	Initial Rating (IR)	Residual Rating (RR)	Likelihood x Severity = IR or RR
Key to risk level	Low 1 – 7 <i>(Acceptable risk)</i>	Moderate 8 – 11 <i>(Keep under regular review and investigate further measures to reduce the risk)</i>	High Risk 12 – 19 <i>(Urgent action required, as soon as practicable and within two weeks at the latest)</i>	VERY HIGH Risk 20 – 25 <i>(Immediate action required. Stop the activity or reduce the risk)</i>

What are the hazards?	Who might be harmed and how?	What are you already doing?	L	S	IR	Do you need to do anything else to manage this risk?	L	S	R	Person responsible
Contact with persons suffering from coronavirus	Employees Contractors Visitors Children and young people Families	All members of staff instructed to follow government guidance on self-isolating and adhere to advice given. The same advice is to be applied to all visitors, cyp, families and contractors. Employees are strongly recommended to take part in the Rapid Lateral Flow testing twice weekly for COVID-19. If the test results reveal that the individual has contracted COVID-19, a decision will be made on when they can return to work in line with government guidance. Once symptomatic, all surfaces that the person has come into	5	5	25	Guidance and recommended risk control measures will be sourced directly from the GOV.UK and NHS.UK websites wherever possible. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19 https://www.nhs.uk/conditions/coronavirus-covid-19/	4	5	20	All staff



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		<p>contact with must be cleaned, including:</p> <ul style="list-style-type: none"> All surfaces and objects which are visibly contaminated with body fluids; and All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc. <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.</p> <p>If a symptomatic person comes into sessions, they will be asked to leave immediately. In the event of isolation required this will be in in an appropriate isolation space with use of a separate toilet where available, therefore minimising the likelihood of contact with anyone else. 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a person displaying symptoms who needs to be supervised before being picked up:</p>								
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		<ul style="list-style-type: none"> Supervising staff will wear a fluid-resistant surgical mask If contact is necessary, supervising staff will also wear disposable gloves If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection <p>Supervising staff will wash their hands thoroughly for 20 seconds after the person has been picked up.</p> <p>Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> Use of a vehicle with a bulkhead (i.e. the driver is in a separate compartment to any passengers); or The driver and passenger will maintain a distance of 2m from each other; or The driver will use PPE (the same PPE as when supervising a symptomatic person, as explained above) and the passenger will wear a face mask if they are old enough and able to do so <p>A deep clean will take place in the areas that the symptomatic</p>								
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		person has been in, and PPE will be disposed of properly, following decontamination guidance .								
Contact with persons who may have been exposed to coronavirus	Employees Contractors Visitors Children and young people Families	<p>Anyone who has been in contact with someone that has a confirmed positive case must test regularly and follow government guidance.</p> <p>Employees who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be assessed and provisions made accordingly.</p> <p>People involved in the provision of assistance to others will pay attention to sanitation measures immediately afterwards, including washing hands.</p> <p>The business will provide handwashing facilities, or hand sanitiser at entry and exit points.</p> <p>The business will open windows and doors frequently to encourage ventilation, where possible.</p>	5	5	25	<p>Guidance and recommended risk control measures will be sourced directly from the NYA.org.UK, GOV.UK and NHS.UK websites wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>https://nya.org.uk/guidance/</p>	5	4	20	All staff



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<p>Disposal of waste that may be contaminated by a coronavirus sufferer/member of the public, i.e. public waste bins, personal protective equipment (PPE), etc.</p>	<p>Employees Contractors Visitors Children and young people Families</p>	<p>All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied and disposed of as hazardous waste in line with normal infection prevention control policies and procedures.</p>	5	5	25	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK and NHS.UK websites wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p>	4	4	16	All staff
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<p>Contact with persons suffering from coronavirus – common areas</p>	<p>Employees Contractors Visitors Children and young people Families</p>	<p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with changes to how the delivery space is being used.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised. Delivery in the open air/outside to be the preferred option.</p> <p>Lidded bins will be provided in key locations to dispose of tissues and any other waste.</p>	5	5	25	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK and NHS.UK websites wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p>	5	4	20	All staff
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<p>Contact with persons suffering from coronavirus – visitors and contractors</p>	<p>Employees Contractors Visitors Children and young people Families</p>	<p>The business will look to reduce contact with others by:</p> <ul style="list-style-type: none"> • Encouraging visits via remote connection/working where this is an option; • Limiting the number of visitors at any one time; • Limiting visitor times to a specific time window and restricting access to required visitors only; • Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example carrying out services at night or the weekend; • Maintaining a record of all visitors, if this is practical; • Revising visitor arrangements to ensure hygiene, for example where someone physically signs in with the same pen in receptions; • Providing clear guidance on hygiene to people on arrival (for example, signage or visual aids) and before arrival (for example, by 	5	5	25	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK and NHS.UK websites wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p>	5	4	20	All staff
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		<p>phone, on the website or by email);</p> <ul style="list-style-type: none"> Establishing host responsibilities relating to COVID-19 and providing any necessary training for people who act as hosts for visitors; Coordinating and working collaboratively with landlords and other tenants in multi-tenant sites, for example shared working spaces. 								
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<p>Contact with persons suffering from coronavirus – contact with objects that come into the workplace and vehicles at the worksite</p>	<p>Operatives, other contractors and visitors</p>	<p>The business will introduce:</p> <ul style="list-style-type: none"> Greater handwashing and handwashing facilities for workers handling goods and merchandise and provide hand sanitiser where this is not practical; 	5	5	25	<p>Guidance and recommended risk control measures will be sourced directly from the NYA.org.UK, GOV.UK and NHS.UK websites wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>https://nya.org.uk/guidance/</p>	5	4	20	All staff
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<p>Contact with persons suffering from coronavirus- wearing of PPE</p>	<p>Employees Contractors Visitors Families</p>	<p>Wearing a face covering is required by law in indoor communal areas unless exempt until the 27th of January 2022. Following this date, it is an individual's choice whether to wear a face covering or not.</p> <p>Employees using face coverings will be encouraged to:</p> <ul style="list-style-type: none"> Wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it. When wearing a face covering, avoid touching their face or face covering, as it could contaminate them with germs from their hands. Change their face covering if it becomes damp or if they have touched it. Continue to wash their hands regularly. Change and wash face coverings daily. If the material is washable, wash in line with manufacturer's instructions. If it is not washable, dispose of it carefully in your usual waste. 	5	5	25	<p>Guidance and recommended risk control measures will be sourced directly from the NYA.org.UK, GOV.UK and NHS.UK websites wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>https://nya.org.uk/guidance/</p>	5	4	20	All staff
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<p>Contact with persons suffering from coronavirus – shift patterns and travel to work</p>	<p>Employees Contractors Visitors</p>	<p>The business will:</p> <ul style="list-style-type: none"> Where feasible minimise the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation where possible and avoiding sitting face-to-face. Where workers are required to stay away from their home, centrally log the stay and make sure any overnight accommodation meets guidelines. 	5	5	25	<p>Guidance and recommended risk control measures will be sourced directly from the NYA.org.UK, GOV.UK and NHS.UK websites wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>https://nya.org.uk/guidance/</p>	5	4	20	All staff
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Contracting and spreading of infection	Employees Contractors Visitors	<p>Basic infection controls should be followed as recommended by the government:</p> <ul style="list-style-type: none"> • Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. • Put used tissues in the bin straightaway. • Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. • Try to avoid close contact with people who are unwell. • Clean and disinfect frequently-touched objects and surfaces. • Do not touch your eyes, nose or mouth if your hands are not clean. <p>Persons worried about symptoms should seek advice from their line manager, HR or use the NHS 111 number. The three website links are also a recommended portal for support/guidance.</p>	5	5	25	<p>Guidance and recommended risk control measures will be sourced directly from the NYA.org.UK, GOV.UK and NHS.UK websites wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>https://nya.org.uk/guidance/</p>	5	4	20	All staff
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<p>Contact with persons who may have been exposed to coronavirus – foreign travel</p>	<p>Employees Contractors Visitors Children and young people Families</p>	<p>Anyone confirmed to have coronavirus are to self-isolate in accordance with government guidance.</p>	5	5	25	<p>Guidance and recommended risk control measures will be sourced directly from the NYA.org.UK, GOV.UK and NHS.UK websites wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>https://nya.org.uk/guidance/</p>	3	5	15	All staff
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