



		Likelihood				
		Very Unlikely	Unlikely	Possible	Likely	Very Likely
		1	2	3	4	5
Severity	Negligible	1	2	3	4	5
	Minor	2	4	6	8	10
	Moderate	3	6	9	12	15
	Major	4	8	12	16	20
	Extreme	5	10	15	20	25

*Risk matrix used in risk assessment below
RR = residual risk*

Use guidance from the government Plan to Rebuild strategy, Public Health England (PHE), Department of Health & Social Care (DHSC), Health & Safety Executive (HSE) and NHS to ensure the risk assessment is following the latest advice.

Coronavirus (COVID-19) – CYP - Risk Assessment

Contents:

- Exposure risk
- Travel
- Access & egress
- Welfare / Hygiene
- Social distancing (2m and working within 2m of workers)
- Manual Handling
- First aid

Assessment date: 29th June 2020

Review date:

Version: 1.0

Hazard	Risk	Control measures	RR	Persons at risk
Exposure from others due to: 1) Living with someone with a confirmed case of COVID-19. 2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19. 3) Being advised by a public health agency	4 x 3 = 12	<ul style="list-style-type: none"> • Continue following government action of self isolation for fourteen days, and only to leave house on the following circumstances: for medical reasons; to shop for necessary food supplies; and for exercise. • Maintain contact with line management and follow company policy / guidance. • To continue following ongoing government guidance • Stay at home and only attend hospital in an emergency. Do not attend GP surgery and phone NHS line (111) if further advice is required 	4 x 1 = 4	Individual workers

that contact with a diagnosed case has occurred.		<ul style="list-style-type: none"> Follow good NHS hygiene measures at all times Avoid all visitors to your home unless they are providing a medical requirement Do not approach delivery staff, allow packages to be left on the doorstep Do not take any antibiotics as they do not work against viruses. 		
Suspected case on site	$4 \times 4 = 16$	<p>If a worker or young person develops a high temperature or a persistent cough while at CYP, they should:</p> <ol style="list-style-type: none"> Return home immediately Avoid touching anything Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. The work area should receive deep cleaning and social distancing maintained 	$4 \times 1 = 4$	Individual workers, CYP members
General travel including foreign travel	$4 \times 4 = 16$	<ul style="list-style-type: none"> Do not travel unless you cannot work from home or deemed an outreach worker. Teleconferencing will be used for meetings Employees working at the CYP office should aim to travel in off-peak hours. Where an individual has recently travelled abroad, they must self isolate for 14 days Please continue to follow any further national government advice provided All persons to limit their use of public transport. Where travel is essential, please use private single occupancy where possible, cycle or walk 	$4 \times 1 = 4$	Individual workers
Access / egress to site	$4 \times 4 = 16$	<p>Where possible, please consider and implement the following practices:</p> <ol style="list-style-type: none"> Ensure all extremely clinically vulnerable persons do not attend site Stop all non-essential visitors Log all visitors to site Introduce staggered start and finish times to reduce congestion and contact at all times Keep all hall way doors open when CYP is open for young people and staff. Require all staff and young people to wash or clean their hands before entering or leaving the site Allow plenty of space (two metres) between people waiting to enter site 	$4 \times 1 = 4$	Individual workers Young people
Inclement weather – cold temperature	$2 \times 2 = 4$	<ul style="list-style-type: none"> All persons to dress appropriately for the weather Maintain good hygiene measures at all times PPE on individual issue basis and not to be shared 	$2 \times 1 = 2$	Individual workers

Poor hygiene	4 x 4 = 16	<ul style="list-style-type: none"> Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin. Regularly clean the hand washing facilities and check soap and sanitiser levels Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored. Regularly clean common contact surfaces in the office and kitchen. Use blue roll or kitchen roll instead of hand towels. Throw away food waste as soon as you leave, and all other rubbish at the end of week. Follow governmental guidelines to clean https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance#guidance-for-non-clinical-settings Only one person can use the toilet at a time. Wash hands before and after using the facilities. Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush. 	4 x 1 = 4	Individual workers
Kitchen	4 x 4 = 16	<ol style="list-style-type: none"> The workforce can stay on site once they have entered it and not use local shops to limit contact with others. The tables in the main youth club will be the dedicated eating area. Break times should be staggered to reduce congestion and contact at all times Hand cleaning facilities or hand sanitiser should be available at the entrance of the kitchen and should be used by workers when entering and leaving the area. The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home Workers should sit 2 metres apart from each other whilst eating and avoid all contact Tables should be cleaned between each use All rubbish should be put straight in the bin and not left for someone else to clear up All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, and cupboard handles. 	4 x 1 = 4	Individual workers
Manual handling - dual lifting	4x4 = 16	<ol style="list-style-type: none"> Always consider if the task can be performed with one person using mechanical aid Ensure the individual(s) are fit for work prior 	1x4 = 4	Workers

		<p>to commencing task</p> <ol style="list-style-type: none"> 3) Break down the load where possible so that one person can comfortably carry 4) Assess your route so you can maintain 2m social distance whilst moving the load 5) Where PPE is to be used, this is on an individual issue and items should not be shared 		
Taking / accepting deliveries - contact with materials and persons (driver)	4x4 = 16	<ol style="list-style-type: none"> 1) Maintain 2m social distancing when accepting materials 2) Materials to be placed outside of sites to reduce exposure to drivers 3) Hand washing and sanitizer measures available to maintain good hygiene 	4x1 = 4	Individual workers
Working within 2 metres of working team and young people	4 x 4 = 16	<ol style="list-style-type: none"> 1) Always consider if the task can be performed differently without having to breach the 2m social distancing rule 2) Workers are to limit face to face working and work facing away from each other when possible 3) Limit the frequency of working within 2m to an absolute minimum and ensure it is for strictly low intensity, sporadic work where exposure to this distance is less than 15 mins 4) Provide additional supervision to monitor distancing and teams not to be rotated 5) Continue to conduct dynamic risk assessments whilst completing the work and speak up if there is a safer way of completing the task 6) All equipment to be thoroughly cleaned prior and after using it. 7) Increased ventilation will be provided within enclosed spaces 8) Reusable PPE should be thoroughly cleaned after use and not shared between workers. These should be stored in suitable places 9) Single use PPE should be disposed of so that it cannot be reused and to control potential contamination is controlled (waste removed by a responsible, approved contractor). 10) Young people will be separated into "bubbles" of 6-15 people including staff. Youth workers will be allocated to a specific bubble. If one person in the bubble gets COVID symptoms the bubble will have to isolate for 14 days. 	4 x 2 = 8	Individual workers Young people
First aid - including mental health	4x4 = 16	<ol style="list-style-type: none"> 1) First aid contents to be monitored to ensure adequate supplies remain 2) First aid and cover arrangements to be reviewed 3) Emergency plans on site and communicated so all staff understand what action to take in the event of a suspected or confirmed case of COVID 19 4) Line management to regularly 	4x1 = 4	Individual workers

		<p>communicate to their team(s)</p> <p>5) Effective reporting system established on site in order to rectify any raised issues or incidents in a timely manner</p>		
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Training

Please ensure a manager's brief has been completed alerting to company specific process / procedures

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/advice-for-travellers/>

<https://www.gov.uk/government/publications/coronavirus-action-plan>

Management

- Please ensure all staff are aware of reporting requirements and that all confirmed cases are escalated to your H&S competent person .
- Information notes are to be sent out and any updates communicated in a timely manner to the workforce.
- This must include letting staff know about symptoms and actions the medical professionals are advising people to take.
- A colleague who has been isolated for 14 days cannot return to work until the appropriate 'fit note' documentation is provided by their GP/healthcare provider to demonstrate they are now fit to return to work.
- Assessments to be reviewed every 6 months or where significant change has occurred
- Please remind staff that in order to minimise the risk of spread of infection, we rely on everyone in the industry taking responsibility for their actions and behaviours.
- Please encourage an open and collaborative approach between your teams on site where any issues can be openly discussed and addressed.

If in England call **NHS on 111**, if in Scotland call your **GP or NHS 24**, If in Wales call **0845 46 47 or 111** or if in Northern Ireland contact **0300 200 7885** where you will be assessed by an appropriate specialist. NHS guidance is that you do not go directly to your GP surgery, community pharmacy or hospital unless an emergency occurs