

Working for Health CIC HQ Risk Assessment

Severity	Likelihood					Residual Risk Rating Level	High	Medium	Low
	Remote	Occasional	Probable	Significant	Frequent	Control status	Do not proceed	Caution required	Adequate
Insignificant	1	2	3	4	5	Scope of assessment This Risk Assessment will identify the hazards that require control measures to be in place to effectively conform to the current government guidance when supporting members through the Covid 19 pandemic. Site location – Cottingham Railway Station Team size - Varied Shift duration 8 Hours (9AM – 5PM Monday – Friday)			
Minor	2	4	6	8	10				
Moderate	3	6	9	12	15				
Major	4	8	12	16	20				
Catastrophic	5	10	15	20	25				

Task/Activity/Sequence	Significant hazards	People at risk	Initial Risk Rating			Control Measures	Residual Risk Rating		
			Likelihood	severity	rating		Likelihood	severity	rating
The Covid – 19 virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).	Staff, Volunteers, guardians and family members exhibiting COVID 19 symptoms.	Staff Volunteers Members External visitors	3	4	12	Identify all staff who can work from home – if they can, they should. Team manager to ensure that equipment needed for employees to work safely and effectively at home such as laptops, mobile phones, etc are provided. Step 3 of lockdown roadmap (12 April) to ensure no more than 4 staff in the office at any one time ensuring each in a separate office. Shared facilities to adhere to social distancing, wearing of facemasks & hand sanitation.	1	4	4

<p>Health status screening/virtual signing in prior to the visiting Working for Health HQ</p>	<p>Staff, Volunteers, guardians and family members exhibiting COVID 19 symptoms</p>	<p>Staff Volunteers Members External visitors</p>	<p>2</p>	<p>4</p>	<p>8</p>	<p>All staff, volunteers, members and visitors will complete a health status screening questionnaire that will confirm no symptoms have been exhibited by themselves and family members they have been in contact with prior to visiting the facility.</p> <p>The online form is available for all to complete. Failure to complete the form will result in not gaining access.</p>	<p>1</p>	<p>4</p>	<p>4</p>
<p>Health and Wellbeing screening for all learners. Physical, emotional and psychological assessment</p>	<p>General presentation and observation, low mood, unkempt, selfcare and or neglect.</p>	<p>Staff Volunteers Members External visitors</p>	<p>2</p>	<p>4</p>	<p>8</p>	<p>As part of our assessment or re-assessment process all learners will complete a health status screening questionnaire that will assist in confirming any challenges with all aspects of health & wellbeing.</p>	<p>1</p>	<p>4</p>	<p>4</p>
<p>Staff, Volunteers, members and visitors entering the facility</p>	<p>Proximity movement Social Interaction Infection</p>	<p>Staff Volunteers Members External visitors</p>	<p>3</p>	<p>4</p>	<p>12</p>	<p>The organisation has implemented a staff rotation and traffic management plan that will include staggered start and finish time for all staff and visitors to ensure access and egress to the facility can be maintained by all, whilst maintaining a 2m social distance.</p> <p>Masks or face visors to be worn when working directly with members via a 1:1 appointment system – should exemption not apply.</p> <p>Step 4 of lockdown roadmap (17 May) would mean groups of 6 can be</p>	<p>1</p>	<p>4</p>	<p>4</p>

						<p>welcomed into the Workplace. This to include completion of track & trace, wearing of facemasks, sanitation & seating with 2m distance</p> <p>Social interaction must be in accordance with the current government restrictions.</p> <p>Hand sanitisation points will be positioned at access points, clearly signed and managed.</p> <p>Social distancing will always be maintained including use of shared facilities, standing & seating.</p>			
Chaperones supporting members.	Social Interaction	Staff Volunteers Members External visitors	3	4	12	<p>Strictly 1 parent/ guardian per member/visitor and this contributes to groups of 6</p> <p>All will sanitise hands as coming through the entrance to the building. The entrance point is restrictive so multiple sanitation points will be implemented to aid social distancing and movement flow.</p> <p>Social distancing, as per the government guidance will always be maintained.</p>	1	4	4
Use of communal areas including workspace, kitchen and bathroom facilities.	Virus transfer through touching of surfaces. Virus transfer through non-conforming hand washing.	Staff Volunteers Members External visitors	3	4	12	<p>All communal areas will be sanitised before and after use – antibacterial wipes and spray will be made available by the company for people to do this.</p> <p>Work surfaces, desks, tables, chairs and</p>	1	4	4

						<p>equipment will be cleaned and multiple occupancy use will be kept to a minimum in a 24 hour period.</p> <p>Kitchen surfaces, appliances and communal seating area will be cleaned before and after use.</p> <p>Bathroom facilities will be available to use if necessary, at the company discretion and will be wiped down before and after use by the individual, including door handles, locks and light switches.</p> <p>Personal hand washing must be maintained in line with government guidance. The company will provide hand soap and disposable paper towels.</p>			
Office Ventilation	Poor ventilation leading to risks of coronavirus spreading.	Staff Volunteers Members External visitors	3	4	12	Fresh air is the preferred way of ventilating the office. Windows and any doors which are not identified as fire or emergency exit doors can be opened if required.	1	4	4
Administering First Aid	Proximity of staff to staff and or member Bodily contact Transfer of bodily fluid Virus transfer through contact	Staff Volunteers Members External visitors	3	4	12	<p>First aid will be administered by any qualified staff member. In the event of someone needing first aid attention in-session, the following protocol will be followed:</p> <p>If the situation is a non-emergency, the staff member will call the emergency contact provided on file.</p> <p>If the situation is deemed to be an emergency, the qualified staff member</p>	1	4	4

