Covid-19 Workplace Risk Assessment

**Premises: Multiple locations**

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| **Task:** | Carrying out routine activities in various hired venues |  | **Assessment Number:** | 001 |
| **Assessor(s):** | Adam Guest |  | **Assessment Date:** | 05.08.2020 |
|  |  |  | **Assessment Review Date:** | 01.09.2020 |
| **Signed:** | 1. GUEST
 |  |  |  |

| **Item** | **Risks** | **Persons at Risk** | **Existing Control Measures** | **Level of Risk** | **Further Action Required** |
| --- | --- | --- | --- | --- | --- |
|  | **Step 1** | **Step 2** | **Step 3** | **High** | **Med** | **Low** | **Step 4** |
| 01 | Transmission of Covid-19 at various venues | All employees; volunteers;parents and children | Hygiene at venues* Wash hands before and after breaks and at regularly intervals and the 20-second hand wash guidance.
* Dry hands with paper towels
* Hand sanitiser to be used before entering the washroom areas and after leaving.
* 1 person at a time in the toilets.
* Social Distancing when moving in the venues and on journeys to work
* Parents to wait outside of venues with children until collected
* Ensure one-way flow in place at entrance and exit points to the building
* ‘Spots’, first aid kits, folders and any other equipment to be sanitised before and after sessions
* Face masks to be worn by all adults on entering the building. Once they are in their group room they can be removed, subject to the group leader agreeing.
* Where possible, maintain social distancing within sessions
* All classes to remain in their set ‘bubbles’ – no changes to times/groups for any child
* No sharing of stationery, pens, pencils etc.
* Equipment not to be shared outside of bubble.
* Remain in allocated rooms during session time
* Staff not to take cash from parents and to advise on BACS transfers
* Pre-registered tasters only admitted

Emergency Situations* During a genuine emergency , i.e. accident or fire, staff do not have to remain at a 2m distance in response if it would be unsafe to do so.
* Staff involved in the provision of assistance to others in an emergency ensure they sanitise hands immediately afterwards.
* Direct contact i.e. staff passing items to each other has been minimised

First Aid* Mask and gloves to be worn when dealing with bodily fluids.
 |  | 10 |  | Daily and weekly Covid-19 compliance checks to be adoptedAG to conduct site visits with venues and staff to inspect and record differing social distancing measuresDesignated member of staff to collect children together and return to parents at the end of sessionsAG to check if venue providing signage, or to be provided to staff for use at multiple venues. Sanitiser to be provided to staffAny staff who are ‘exempt’ from wearing masks must inform AG and JW for contingency arrangements. Face masks to be provided to staff and volunteers for their own useConsider use of tape on floors to mark out distance if permitted by the venue. Ensure ‘spots’ are kept 2m distance. Consider ‘assembly’ setting (sitting in rows facing front towards staff). AG and JW to re-evaluate following staff feedback in Week 1Same spots not to be used by others outside that bubble on the same day. To be cleaned/sanitised at the end of each day.Business cards will be provided to give out which give bank details. No longer take weekly cash, BACS transfers preferred‘Walk-in’ tasters and unregistered siblings not permitted. Must be referred to Sprouts website to officially book in taster session |
| 02 | Staff and volunteers entering the premises with Covid-19 | All Employees and Volunteers | * All employees have been informed of Government guidance and procedure relating to their duty should they have any of the pre-defined symptoms of Covid-19 with regards to testing, staying home, etc.
 |  |  | 5 | In the event of self-isolation, alternative non-isolating members of staff will be asked about covering sessions.Employees won’t be able to work again until they have completed their designated period of self-isolation, or they have been tested negative for COVID-19. |
| 03 | Staff exposed to Covid-19 because of contact with visitors and contractors entering the premises. | Staff and visitors to the site | * Visitors and children must stay at home if they are showing symptoms.
* Ensure social distancing measures are in place to avoid contact with visitors and contractors on site.
 |  |  | 5 | Distribute the companies Covid-19 management plan to all venues. Have available to parents who wish to see it.Any parents or children showing symptoms will not be allowed into sessions |
| 04 | Cleaning of the workplace |  | Before opening sessions* Ensure sufficient ventilation where applicable (e.g. opening windows for sufficient flow-through)
* Ensure all table surfaces you will use are wiped and clean
* Ensure equipment is clean

After sessions* Wipe and clean all tables/equipment/folder covers used
* Ensure attendance register is completed and updated online within 24 hours
 |  | 10 |  | Cleaning regime to be part of risk assessment conducted on arrival at venue for each sessionAny areas which obviously haven’t been cleaned before your use should be reported to AG and JW to report back to the venue contact, if you don’t have a venue contact on siteEnsure adequate time allocation to complete this before next session or at the end of the session.Registers will be used for NHS Track and Trace purposes when required, so will need immediate uploading to ensure all attendance/details up to date |

**Understanding your level of risk**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **LIKELIHOOD** | **SEVERITY** |  | **Likelihood of injury/illness** | **rating** | **Severity of injury/illness** | **rating** |
|  | **5** | **4** | **3** | **2** | **1** |  |  |  |  |  |
| **5** | 25 | 20 | 15 | 10 | 5 |  | Very Likely | 5 | Death/Fatal Illness | 5 |
| **4** | 20 | 16 | 12 | 8 | 4 |  | Likely | 4 | Major Injury/Disability | 4 |
| **3** | 15 | 12 | 9 | 6 | 3 |  | Possible | 3 | Lost Time Injury | 3 |
| **2** | 10 | 8 | 6 | 4 | 2 |  | Unlikely | 2 | First Aid Treatment | 2 |
| **1** | 5 | 4 | 3 | 2 | 1 |  | Very Unlikely | 1 | Non-Treatment Injury | 1 |

The level of risk is decided by looking at the likelihood of injury/illness and the severity of the resulting consequences. The table below is used to determine each perceived risk and the severity of any consequences that may occur.

It is advised that risks identified will require an action appropriate to the risk. Guidance is noted below for reference;

**High Risk** Action immediately

**Medium Risk** Action within 2 months

**Low Risk** Re-assess at next review