



Risk Assessment

Written: 29th June 2020
 Resp Person: Jude Williams, CEO
 Review date: 9th Sept 2020

Person at risk includes Employed, Vulnerable Persons such as new or temporary staff, young persons, lone staff, disabled persons or new/expectant mothers, Contractors, Public and Visitors. 'Volunteers' here is used to mean volunteers for Session **and** children and their families; Visitors means service maintenance personal as well as other visitors, Staff as paid employees.

Activity/Task Assessed: Opening the Hackney and Haringey sites to staff, volunteers and Young Pirates.

Government guidelines: "Businesses and workplaces should make every reasonable effort to enable working from home as a first option. Where this is not possible, workplaces should make every reasonable effort to comply with social distancing guidelines set out by the government"

Hazards	*Person at risk	Severity 3,2,1	Likelihood 3,2,1	Score Level	Control Measures / Comments	Re-score	Further action required
Unnecessary travel and movement outside of the home increasing the likelihood of contamination and spread of Covid 19	Staff Volunteers Young Pirates YP Families	3	3	9	<p>Staff should work from home if at all possible.</p> <p>Staff whose role can be performed remotely, but who are unable to work remotely due to home circumstances, are allowed to the offices for part of the week.</p> <p>Planning for the minimum number of people needed on site to operate safely and effectively.</p> <p>Keeping in touch with off-site staff on their working arrangements including their welfare, mental and physical health and personal security.</p> <p>Providing equipment for people to work at home safely and effectively, for example, remote access to work systems.</p>	3	Stay up to date with Government guidelines, and adjust procedures accordingly
Staff or volunteer is in a clinically vulnerable group and at high risk of developing life threatening symptoms	Staff Volunteers Young Pirates YP Families	3	3	9	<p>Providing support for staff around mental health and wellbeing, through line manager support and EAP.</p> <p>Ask staff and volunteers to notify CEO if they are in clinically vulnerable group, in order to put a personal plan in place.</p>	3	CEO to be notified of those in vulnerable

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Score level is severity x likelihood. Score level of 9 is very high risk, 1 is very low risk. Scores of 6-9 are "unacceptable". Scores of 4 need "further action". Scores of 1-3 usually "acceptable"

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							group for further action
Ensuring equality in the workplace	Staff Volunteers Young Pirates	3	3	9	<p>Involving and communicating appropriately with staff whose protected characteristics might either expose them to a different degree of risk, or might make any steps you are thinking about inappropriate or challenging for them.</p> <p>Making reasonable adjustments to avoid disabled staff being put at a disadvantage, and assessing the health and safety risks for new or expectant mothers.</p> <p>Making sure that the steps we take do not have an unjustifiable negative impact on some groups compared to others, for example, those with caring responsibilities or those with religious commitments.</p>	3	SLT to review and consider monthly
Ensuring staff maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable) while in work and when travelling between sites.	Staff Volunteers Young Pirates YP Families	3	3	9	<p>Staff, Young Pirates and volunteers are asked to maintain social distancing in the workplace and follow hygiene rules while on the premises.</p> <p>This includes in entrances and exit, kitchen, breakout rooms, Deck and similar settings.</p> <p>Activities that cannot maintain social distancing will be evaluated and maybe cancelled, or we may take further mitigating actions to reduce the risk of transmission.</p> <p>Mitigating actions include: Further increasing the frequency of hand washing and surface cleaning and keeping the activity time involved as short as possible.</p> <p>Add signage around the building, and ensure new procedures for moving Young Pirates around the building is written and shared.</p> <p>Keep Young Pirates in school bubbles where possible to do so.</p> <p>Office equipment will be arranged so that staff sit back-to-back or side-to-side while working (rather than face-to-face) whenever possible.</p> <p>Session equipment to be arranged so children and volunteers sit 1m apart as far as possible.</p>	3	

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					<p>Reduced number of additional people on site, limited switching or movement between sites of staff.</p> <p>Use educational spaces instead of office for some staff to reduce number of people in a small office space.</p> <p>Tramperry site staff to read and follow specific Tramperry rules and share those with visitors.</p>		
To maintain social distancing wherever possible, on arrival and departure and to ensure handwashing upon arrival.	Staff Volunteers Young Pirates YP Families	3	3	9	<p>Signage to remind staff and visitors of the hygiene protocol.</p> <p>Staff, volunteers and families are encouraged to walk, run, or cycle to work where possible.</p> <p>For volunteers and families separate arrangements are being made to reducing congestion at the start and end of Session.</p> <p>Consideration is being made of marking the floor coverings to and introducing one-way flow through the building.</p> <p>Handwashing facilities, or hand sanitiser are provided at entry/exit points and a number in Session.</p> <p>Maintaining use of security access devices and doors that have to be kept shut, will be mitigated with more regular cleaning and availability of wipes and hand sanitiser next to them to reduce risk of transmission.</p>	3	
To reduce transmission due to face-to-face meetings and maintain social distancing in meetings.	Staff Volunteers Young Pirates YP Families	3	3	9	<p>Remote working tools will replace all in person meetings, even when staff members are onsite.</p> <p>Only participation in Session or meeting families will be allowed in person. And these will include maintaining social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable).</p> <p>Reducing the risk of transmission during Session is dealt with in the Learning Programme Risk Assessments.</p> <p>Holding meetings online and if necessary outdoors in the garden area might be possible, though the area is shared with Circle Collective.</p>	3	

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To maintain social distancing while using common areas.	Staff Volunteers Young Pirates YP Families	3	3	9	<p>Staff break times will be staggered to ensure social distancing is maintained.</p> <p>Staff will not be able to eat in kitchen or meeting rooms, and will be encouraged to eat at their desk.</p> <p>It might be possible to use The Deep or Haringey Ship for break times in appropriate size groups and spread across the room; though surfaces will need to be cleaned before and afterwards.</p> <p>Staff will be encouraged to bring prepared food that needs little preparation; and ensure all surfaces are cleaned if they are used, like kettles and microwaves.</p> <p>Encouraging staff to remain on-site and, when not possible, maintaining social distancing while off-site.</p>	3	
To minimise the number of unnecessary visits/visitors to offices.	Staff Volunteers Young Pirates YP Families	3	3	9	<p>Reducing or eliminating movement of staff between sites; and where absolutely necessary minimise person-to-person contact.</p> <p>Encouraging all visits (outside of volunteers and families) to meet via remote connection/working.</p> <p>Limiting BAM and service maintenance visitor times to a specific time window.</p> <p>Restricting access to required/caretaking visitors only.</p> <p>Ask maintenance personnel and staff visitors to wear a mask around the building.</p> <p>Staff to ensure they have contact details for any visitors in order to be able to partake in the Track and Trace programme.</p> <p>Providing clear guidance on social distancing and hygiene to people on arrival, using signage, visual aids and before arrival, for example, by phone, on the website, by email.</p> <p>Consideration of particular needs of those with protected characteristics, such as those who are hearing or visually impaired.</p> <p>Service maintenance visitors greeted at back door and taken directly via fire exit to appropriate floor/space.</p>	3	Create clear comms for external visitors Signage in spaces

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To keep the workplace clean and prevent transmission by touching contaminated surfaces.	Staff Volunteers Young Pirates YP Families	3	3	9	<p>Increase the frequency of cleaning of work areas and equipment between Cleaner and staff to once a day.</p> <p>Frequent cleaning of objects and surfaces that are touched regularly including door handles and keyboards, and making sure there are adequate disposal & cleaning arrangements for cleaning products, by staff.</p> <p>Clearing workspaces and removing waste and belongings from the work area at the end of each day.</p> <p>Limiting or restricting use of high-touch items and equipment, for example, printers or whiteboards.</p> <p>Maintain good ventilation in the work environment by opening windows and doors, where possible.</p> <p>In the case of a known or suspected case of COVID-19, notify the CEO who will seek guidance from Public Health England and use Track and Trace programme.</p>	3	
To help everyone keep good hygiene through the working day.	Staff Volunteers Young Pirates YP Families	3	3	9	<p>Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.</p> <p>Providing hand sanitiser in multiple locations in addition to washrooms.</p> <p>Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.</p> <p>Enhancing cleaning for busy areas by staff and cleaners.</p> <p>Providing more waste facilities and daily rubbish collection by staff.</p> <p>Providing hand drying facilities – either paper towels or electrical dryers.</p>	3	
To reduce transmission through contact with objects that come into the workplace	Staff Volunteers Young Pirates YP Families	3	3	9	<p>Cleaning procedures for goods and merchandise entering the site.</p> <p>Introducing greater handwashing and handwashing facilities for staff handling goods and merchandise and providing hand sanitiser where this is not practical.</p>	3	

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					Separate Risk Assessment fo the Learning Programme covering volunteer, Young Pirates bags and objects.		
Protecting others by wearing a face mask or while traveling on public transport	Staff Volunteers Young Pirates YP Families	3	3	9	<p>The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms.</p> <p>The organisation asks everybody who enters the building to wear a face mask in the public areas, unless they are exempt.</p> <p>During Session, we do not ask for face masks to be worn due to the way that this may restrict effective communication. However, if you wish to wear a face covering is Session, please invest in a transparent 'lip reading face mask'.</p> <p>Wearing a face covering is required by law when travelling as a passenger on public transport in England. Some people don't have to wear a face covering including for health, age or equality reasons.</p> <p>If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and before and after taking them off.</p> <p>We will support staff, volunteers and Young Pirates in using face coverings safely if they choose to wear one.</p>	1	
To make sure all staff understand COVID-19 related safety procedures.	Staff Volunteers YP & Families	3	3	9	<p>CEO will keep abreast of Government guidelines and update the risk assessment as needed.</p> <p>Providing clear, consistent and regular communication to improve understanding and consistency of ways of working.</p> <p>Ensure that all contact details are kept up to date so the organisation can actively and effectively contribute to the gov's Track and Trace system and that that information about how we are sharing this data is shared with visitors, families and volunteers as part of our privacy and GDPR procedures.</p> <p>Engaging with staff to explain and agree any changes in working arrangements.</p> <p>Developing communication and training materials for staff prior to returning to site, especially around new procedures for arrival at work.</p>	1	Regular reminders to staff, volunteers and YP families 121 check ins with Line Manager

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					Awareness and focus on the importance of mental health at times of uncertainty. The government has published guidance on the mental health and wellbeing aspects of coronavirus (COVID-19).		

General guidance for employees during coronavirus (COVID-19)

<https://www.gov.uk/guidance/guidance-and-support-for-employees-duringcoronavirus-covid-19>

Training

<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>

COVID-19

Primary Symptoms

High temperature; and new, continuous cough.

Human Health Risk

Mild to severe illness, and death. Older adults or those with underlying medical conditions seem to be at a higher risk of developing more serious complications from Covid-19 illness.

Transmission

Being a respiratory virus, it is transmitted through respiratory droplets, with person-to-person contact appearing to be the main method of transmission. The virus can also survive on contaminated surfaces, possibly for up to several days.

Both symptomatic and asymptomatic transmission (when a person is displaying no symptoms) occurs.

Vaccination

There are no vaccines available as yet.

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