

COVID 19 BUSINESS ACTION PLAN DEPARTMENTAL RISK ASSESSMENT

<p>Date: 23/07/20</p>	<p>Assessed by: Katy Stockdale</p> <p>Checked by: Lisa Darwin</p>	<p>Review Date: 17/08/20</p>	<p>*Or sooner if: There are reasons to believe the assessment is no longer valid. There are significant changes in the matters to which it relates following an accident or incident.</p>
<p>Location and Task:</p> <p>Huddersfield Giants Community Trust- Keep Doing Good program</p> <p>Huddersfield Giants Community Trust</p> <p>ST Andrews Road</p> <p>Huddersfield</p> <p>HD1 6PT</p>		<p>Relevant Standards:</p> <p>Health and Safety at Work Act 1974 and supporting regulations including The Management of Health and Safety at Work Regulations 1999.</p> <p>Equality Act 2010.</p> <p>Safeguarding statutory guidance 2015 and supporting guidance from Kirklees Council.</p> <p>HGCT and Prime Contractor Policies.</p> <p>HGCT Huddersfield Health and Safety policy 2019</p> <p>HGCT Huddersfield Safeguarding for all policy 2019</p> <p>Huddersfield Giants Community Trust Policies.</p>	
<p>Scope of Risk Assessment:</p> <p>This risk assessment covers the buildings and activities undertaken by Huddersfield Giants Community Trust, The National Citizen Service Keep Doing Good Program. the aim of this risk assessment is to provide a specific risk management accordance to carrying out the KDG program safely under COVID- 19 government guidelines and NYA Policies and Procedures.</p>			

--

<p>Number and description of employees involved in the activities covered by this assessment:</p> <p>Maximum of 10</p>
--

<p>Description of non-employees potentially at risk from the hazards identified within the assessment:</p> <p>60 young people</p> <p>3 members of external representatives</p> <p>10 members of staff</p>

Risk Rating System

Risks are rated (a) with existing control measures in place and (b) once additional recommendations are implemented. Severity and likelihood of harm are estimated.

Severity of harm most likely to arise from the hazard

1= Minor or no injury 2= Time lost injury 3= Major injury or worse

Likelihood of the potential incident:

1= Unlikely/Infrequent 2= Possible/Occasional 3=Likely/Frequent

Risk Rating- Severity x Likelihood (as shown in the table on the right)

The priority of actions arising from the assessment depends on the overall risk rating.

		Likelihood		
		1	2	3
Severity	1	1	2	3
	2	2	4	6
	3	3	6	9

Risk rating of:
 6 or 9 = High priority
 3 or 4 = Medium priority
 1 or 2 = Low priority

Hazard	Person (s) at risk	Existing measures to control risk	Risk Rating Severity x Likelihood	Additional risk control measures required
Workplace safety and becoming COVID secure	Employees Participants Visitors	<ul style="list-style-type: none"> - Planning and executing our COVID secure business plan - Training all workforce on the mandatory requirements to ensure safety. - Communication and information sharing of practice to all participants, parents/guardians and visitors. 		
Handwashing, sanitizing	Employees Participants Visitors	<ul style="list-style-type: none"> - Hand sanitizer stations will be available at several pit stops throughout the building and outdoor venue spaces. - Signage will instruct and remind all to actively use this throughout points in the day, but ensure everyone has washed their hands or used hand sanitizer when entering and exiting the building. - Staff will ensure to remind young people frequently to increase hand washing and sanitization. 		
Facility cleaning and disinfectant	Employees Participants Visitors	<ul style="list-style-type: none"> - HGCT will ensure cleaning staff are trained to deliver frequent cleaning duties under the government guidance. - HGCT will invest in anti-viral fogging and training for all. - staff to ensure the building is cleaned to the highest standard to reduce risk. 		

		<ul style="list-style-type: none"> - Touch points will be a focus and all staff will take an active lead in wiping surfaces, and specific areas they have used. - Communal areas such as banisters, door handles will be regularly cleaned and wiped down. - Departments will be responsible for cleaning down of used areas ready for the next. - HGCT will uphold a regular cleaning rota and implement spot checks. 		
Information sharing and communication	<p>Employees Participants</p> <p>Visitors</p>	<ul style="list-style-type: none"> - NCS have provided young people, parent and guardians with a welcome back and information sharing evening prior to program activity, to support in messaging around GDPR and information sharing. By signing up to the KDG program it automatically consents to information being shared should the need arise, however participants have had the opportunity to withdraw from this should they wish to. 		
Monitoring meeting areas such as common areas and stairwells	<p>Employees Participants</p> <p>Visitors</p>	<ul style="list-style-type: none"> - HGCT will be using The Zone premises for the whole of KDG programs and activity. - YP and staff will receive a clear health and safety briefing prior to employment and during the first morning of delivery, to indicate clear usage of the building in relation to reducing the amount of time areas are commonly used. 		

		<ul style="list-style-type: none"> - The building has been arranged to allow each bubble their own space, and to maintain 2m distancing. - We have a work space, and a common space to allow young people the opportunity for comfortable lunch and break times. - Passengers have been mapped out to reduce the movement around the building to get to destinations. 		
Maintaining social distancing measures	<p>Employees Participants</p> <p>Visitors</p>	<ul style="list-style-type: none"> - HGCT, NCS will ensure that measures are in place for all staff and young people using the building to remain within 2 metres of another, and will provide clear signage and communications to adopt the following practice. - Where social distancing cannot be met within 2M, additional measures will be put in place, such as increased hand washing and isolating personal belongings. 		
Access and moving around the building	<p>Employees Participants</p> <p>Visitors</p>	<ul style="list-style-type: none"> - The car park will be visibly marked out with a drop off and pick up coned area, and young people will queue 2m apart upon arrival. - They will be staggered 2 by 2 to move through the hallways into the situated spaces, and at no point will the whole group be dismissed at the same time. - Toilet access, and breakout communal spaces are within close proximity to reduce movement around the building. 		

		<ul style="list-style-type: none"> - And prior and post breaks, touch points will be wiped down to minimise any risk. 		
Layout of used rooms, tables and chairs	<p>Employees Participants</p> <p>Visitors</p>	<ul style="list-style-type: none"> - Marked out areas for leaders and facilitators will be identified. - Each YP will get their own desk that is comfortably 2m apart from the next. - YP will have clear instructions about not using any other space. - Breakout space, has a sofa area for a maximum of 10 people to keep with 2m distance, and lunch will be staggered to ensure the risk is reduce of breached social distancing measures. 		
Use of the toilet and hand washing facilities	<p>Employees Participants</p> <p>Visitors</p>	<ul style="list-style-type: none"> - Young people will be able to access the downstairs toilets, and we also have an accessible disabled toilet. - Staff will be able to use the upstairs toilets accommodated next door to the assigned working area. - Staff will monitor toilets and usage, have a maximum of 2 at any given time. - Hand washing facilities inside the toilets will always be observed and replenished, along with clear signs to remind people to wash their hands before and after use. 		
Waste storage and disposal	<p>Employees Participants</p>	<ul style="list-style-type: none"> - Bin bags will be frequently positioned around key points of use, to reduce movement of bodies in a given space. 		

	Visitors	<ul style="list-style-type: none"> - Waste will be disposed at key stages in the day, and multiple bin bags will help us to not store waste for large amounts of time. - Young people will be informed, how to dispose waste safely, and all will be stocked with individual bin bags, where teams' leaders will ensure they are disposed of in moderation. - The waste will be directly placed in the outside bins, to reduce the amount of time it is kept within the building. 		
Clear signage, markers and direction on walkways.	Employees Participants Visitors	<ul style="list-style-type: none"> - HGCT NCS, will ensure the COVID- Secure process is clearly sign posted, with outside entry signs, floor markings for 2M, clear reference to hand sanitizer stations, and frequent reminder of company expectations and cleanliness. - Parents/guardians and young people will have all received a welcome pack outlining our expectations and requirements to keep everyone safe, and a copy of this will be issued on arrival. 		
Accidents and incidents on site	Employees Participants Visitors	<ul style="list-style-type: none"> - HGCT NCS, will ensure the same procedures applies to any incident, accidents on site. First Aid Officers will be established and administered under the government guidance, along with reporting and recording. 		

		<ul style="list-style-type: none"> - Where social distancing measures are breached due to supporting someone who has had an accident, additional measures will be communicated such as additional personal equipment, (Gloves, masks, and aprons) and washing of hands and area immediately when it is safe to do so. 		
Transport to and from program and activity	<p>Employees Participants</p> <p>Visitors</p>	<ul style="list-style-type: none"> - HGCT NCS, understand that were an activity would need transport assistance such as coaches and mini buses, then we should consider this activity not taking place. - Parents/guardians will be advised to bring and collect their Child where possible, and only 1 representative will be required. - Car park areas will be clearly marked out, in terms of cars being spaced out in accordance, and car park management will be in attendance to support. - If a child/ YP is needing to use public transport then our company will advise them on mandatory precautions such as face coverings, and thorough cleanliness checks will be obtained on arrival. 		
Equality and diversity	<p>Employees Participants</p> <p>Visitors</p>	<ul style="list-style-type: none"> - HGCT NCS will ensure equality and diversity is a key factor in all provision under the original policy that stands in the company. - NCS will ensure as part of the sign up and enrolment process we have identified young people who may need additional 		

		support to participate in our program, and an assessment of needs form will be completed along with a risk assessment and all information shared with families.		
Supporting young people with additional needs	Employees Participants Visitors	<ul style="list-style-type: none"> - As part of the sign-up process to NCS KDG Young People will have communicated whether they have any additional needs that we must consider prior to delivery. This is in accordance to our assessment of needs process, and needs are rated in terms of implications and severity. - Our safeguarding lead has the overall responsibility to monitor the medical records of a young person, and work with them and their families prior to ensure foundations are in place for the best experience possible. 		
Young person wellbeing	Employees Participants Visitors	<ul style="list-style-type: none"> - HGCT will ensure the welfare of participants is paramount, all workers and procedures will be adhered to in the correct ways, to reduce the risk of transmission. - Communication and expectation will support families prior to participation. - Daily check in's with young people and parents/ guardians to ensure, no observational changes will be paramount to carrying out safe practice. - Robust safeguarding procedures and experienced staff to support young 		

		<p>people who may be vulnerable to mental health conditions, disclosures or several forms of abuse.</p> <ul style="list-style-type: none"> - Signposting organisations and being transparent with addressing issues and offering support throughout the program. 		
Safeguarding	<p>Employees Participants Visitors</p>	<ul style="list-style-type: none"> - HGCT NCS will maintain all Safeguarding practice and welfare for all participants and staff when required under the HGCT NCS safeguarding for all Policy. - HGCT NCS, will consider additional welfare options and support, considering the age range of some of our participants it may mean additional welfare needs to be put in place. - All safeguarding concerns or disclosures will need to be reported directly to Senior Safeguarding Lead, who will work with Kirklees Safeguarding Team. 		
First Aid	<p>Employees Participants Visitors</p>	<ul style="list-style-type: none"> - HGCT will ensure a First Aid Officer is placed in every bubble and within ratio. That they have received the correct training in accordance to administering First Aid. - First Aiders will be briefed by HGCT NCS in regards to the revised legislation when handling First Aid under COVID-19 measures as part of the HSE guidance. - First Aid boxes and equipment will be reviewed and assessed in accordance to regulation and where cleanliness is 		

		<p>required equipment will be ordered to ensure workers in such circumstances can keep themselves and others as safe as possible.</p> <ul style="list-style-type: none"> - In addition to this risk assessment DH will be responsible for carrying out specific First Aid risk assessment in accordance to their variable activities. 		
<p>Selection and suitability of employees running the NCS programme and activities</p>	<p>Employees Participants Visitors</p>	<ul style="list-style-type: none"> - HGCT NCS, aim to keep employment of the KDG program, to representatives of the core team, who have full time roles with HGCT and having been working alongside the NCS Manager on legislations and logistics of developing and safe but rewarding experience. - Should HGCT, NCS need to enrol any additional staff then the opportunity will be handed to returning seasonal staff with in date mandatory training certs and DBS check. - We will carry out a course of training for staff, and ensure they have signed a self-declaration document prior to employment. - We are supported by EFLT to ensure safer recruitment and staffing compliance is of quality and safety so if the need arises we will follow their guidelines. 		

<p>Competence of permanent employees running NCS</p>	<p>Employees Participants Visitors</p>	<ul style="list-style-type: none"> - Employees chosen to carry out KDG activity have been working on NCS programs for several years. - The highest level of employment has been sustained throughout COVID-19 and therefore strong, well experienced staff will be directly delivering the program, including the NCS Manager. 		
<p>Competence of seasonal employees running NCS</p>	<p>Employees Participants Visitors</p>	<ul style="list-style-type: none"> - HGCT NCS, do not aim to utilise seasonal staff, but if there is any change then we have strong experienced seasonal staff members who have expressed an interest to carry out duties. 		
<p>Supervision of seasonal employees</p>	<p>Employees Participants Visitors</p>	<ul style="list-style-type: none"> - NCS Manager aims to be working closely alongside this program, and will observe all sessions and ensuring health and safety and delivery is up to a high standard, whilst being a direct point of call for staff and young people with any concerns and queries. 		
<p>Health and Safety Risk Management</p>	<p>Employees Participants Visitors</p>	<ul style="list-style-type: none"> - HGCT NCS, have a compliant business action plan and a Health and Safety policy active, staff members will be issued a copy in accordance to the duties they are being asked by the company to carry out. - Employees with risk assessment responsibilities have been appropriately trained and those signing off. 		

		<ul style="list-style-type: none"> - Staff have received copies and training around the risk assessments, and have a clear understanding of what their role is for carrying out safe practice and recording. - Staff will also receive training on PHAROS critical incident guidelines and will clearly understand the process of reporting and recording incident and incident management. 		
External visitors	<p>Employees Participants Visitors</p>	<ul style="list-style-type: none"> - HGCT NCS, aim to work alongside Kirklees Council to provide face to face training for participants, but have thoroughly considered the risks around this. - External partners will form part of the bubbling, and will not cross over bubbles for delivery. - In the event that a bubble is breached for the cause of the activity a member of staff will step out and work in another location, to ensure the maximum of 15 people is not breached. - Walk ways, entrances and exits and toileting facilities will be accommodated separately for an external rep. - Floor signs and marked out areas in the classroom environment will be displayed. 		

		<ul style="list-style-type: none"> - Check ins to check for symptoms and changes to symptoms, will be monitored by the NCS Manager. - And external reps will have signed a volunteer's agreement to ensure they follow our guidelines in accordance to COVID-19. - We have limited the program to having one organisational face to face session, and all other external services will be carrying out delivery over Zoom. 		
<p>Young person 'bubbling' and staff ratios</p>	<p>Employees Participants Visitors</p>	<ul style="list-style-type: none"> - HGCT NCS, will ensure they follow the advice and guidance issued on the NYA website and in accordance to the readiness status for the youth sector. - We understand that young people need to be placed in a bubble of no more than 15, when working with staff and external services they also need to form part of this bubble. - Per bubble, HGCT will ensure that there are 2 members of staff working at all times, and where possible the NCS Manager will act as a W/L and be on hand at all times in an external space for staff members to contact. 		

		<ul style="list-style-type: none"> - In the event of sickness and absence we have staff internally available to support any staff absences. 		
Use of equipment and resources	<p>Employees Participants</p> <p>Visitors</p>	<p>HGCT NCS, will ensure where possible that equipment is not shared.</p> <p>Young people upon arrival will be handed a clear plastic box with 2 purposes, inside the box will have everything they require to carry out project delivery safely, and will be instructed to use this equipment only. The box will also be used as an isolated space for them to store outdoor bags, lunch and clothing to reduce the risk of the virus entering the building.</p>		
Participation of games and activities	<p>Employees Participants</p> <p>Visitors</p>	<ul style="list-style-type: none"> - Games and activities will be chosen based on the environment we wish to run in, and the ability of the group. - Staff will ensure the space is safe before delivery, and that basic risk management has been outlined prior to participation. - Such as running on the gravelled car park area etc. 		
Young person behaviour	<p>Employees Participants</p> <p>Visitors</p>	<ul style="list-style-type: none"> - HGCT NCS, operate a red, yellow and green card warning system in relation to behaviour management on all projects. - Part of this is the assurance that young people and parents have visibly seen and 		

		<p>signed our code of conduct and understand what is acceptable behaviour on program.</p> <ul style="list-style-type: none"> - If we feel that behaviour is a risk of others safety then they will be immediately removed from program, and parents understand they have the direct responsibility to arrange immediate pick up. 		
Miss conduct of a staff member	<p>Employees Participants Visitors</p>	<ul style="list-style-type: none"> - Staff will be observed by the NCS Manager and should she feel the need to intervene and discuss a member of staff's behaviour or actions, then formal one to one meetings and poor performance management will take place, in support of the CEO Lisa Darwin. 		
Catering. Food and drink	<p>Employees Participants Visitors</p>	<ul style="list-style-type: none"> - HGCT NCS, have ensured that communication has been received by participant and parents/guardians to bring their own lunch, this is to reduce the level of movement, entering and exiting the building and outside products coming into the building. - YP will have access to drinking water through the program. - As part of the 'Go Party' incentive NCS team will be providing pizzas and a small celebration. The pizzas will be picked up 		

		<p>by a member of staff, and will be issued in a safe way, there people still remain within social distancing measures and are not contaminated food.</p>		
Slips, trips and falls and marked hazard zones	<p>Employees Participants Visitors</p>	<ul style="list-style-type: none"> - The building has been assessed for safety in reference to slips, trips and falls, any areas that have been identified as hazardous have been clearly marked and young people will be instructed to not use the spaces. - Staff will take an active role in carrying out dynamic risk assessing such as wiping up spillages, and identifying loose laptop wires etc. 		
Fire Safety and Emergency Procedures	<p>Employees Participants Visitors</p>	<ul style="list-style-type: none"> - Fire safety and evacuation procedure in place, with fire Marshalls in place. - As part of the health and safety briefing YP will be told about the fire procedure and the fire assembly point in the event of an alarm. 		
Site Security	<p>Employees Participants Visitors</p>	<ul style="list-style-type: none"> - The site is secure and plenty of staff on hand to provide any security to potential trespassers. - Young people will not be required to leave the site to reduce risk of potential safety breaches. 		

Selection of Providers	Employees Participants Visitors	<ul style="list-style-type: none"> - To ensure that third party providers selected are suitable for NCS programme activities and requirements and competent to deliver the activities- Relevant accreditations checked. - HGCT due diligence policy carried out by all external suppliers. 		
Hospital Visits and Emergency Care	Employees Participants Visitors	<ul style="list-style-type: none"> - In the event of a young person needing to go to hospital, on a non-999 matter. Parents will be informed first to make the decision whether they would prefer to pick up and take them directly themselves. - In the event of a parent not being available a member of staff will arrange necessary arrangement to ensure they are chaperoned and can be transported safely to the nearest hospital. 		
Critical Incident Management	Employees Participants Visitors	<ul style="list-style-type: none"> - Follow the Pharos Critical Incident Management guidelines. 		
Missing young person	Employees Participants Visitors	<ul style="list-style-type: none"> - In the event of a young person going missing staff should follow the missing person policy, and ensure they have contacted the WL/ manager to arrange necessary next steps immediately. 		

Ongoing Monitoring/Management Required:


This document will be monitored on a weekly basis by the NCS Team throughout the duration of KDG programs.


NCS Manager has the overall responsibility to ensure it is updated in accordance to new risks identified in practice and under new guidance issued.

Weekly check in of risk assessment progress:

Annual review of risk assessment:

Action Plan:				
Issue	Further Action Required	Action by Whom	Action by When	Initials & Dates completed

Record of review:			
Assessed by: Katy Stockdale	Signature 	Name:	Date:

Checked by: Lisa Darwin	Signature 	Name:	Date:
Reviewed by:	Signature	Name:	Date: