

CURRENT CORONAVIRUS ALERT LEVEL - TIER 1 – MEDIUM							
RISK ASSESSMENT TO BE REVIEWED AND REVISED IF TIER LEVEL CHANGES							
Location/Dept: Family Services			Date Assessed: 20 March 2020, Reviewed 16 April 2020, Reviewed 19 May 2020 in line with COVID Secure guidance, updated 19 June 2020, updated 1 September 2020, updated 20 October 2020			Assessed by: Carol Dixon	
Task/ Activity: SENDIASS Advisers and PCF Coordinators (Coronavirus)			Review Date: Every Day After 2pm			Reference Number:	
Activity/ Task	Hazard/Risk	Persons at Risk	Controls in Place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional Controls Required
			<p>Emergency Action Plan (EAP) in place and communicated to all employees and visitors, including what symptoms to look out for and what action to take. EAP to be displayed in visible areas around the workplace.</p> <p>All employees instructed to follow government guidance on self-isolating and adhere to advice given.</p> <p>Employees are strongly recommended to take part in the government's testing programme for COVID-19 and ensure that the results are communicated to senior management. If the test results reveal that the individual has contracted COVID-19, action will be taken as prescribed in the Emergency Action Plan and a decision will be made on when they can return to work.</p> <p>Return to Work Form to be completed when an employee returns from self-isolating or has been diagnosed with COVID-19.</p>	5	2	10	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England and the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p>

			<p>Once symptomatic, all surfaces that the person has come into contact with must be cleaned, including:</p> <ul style="list-style-type: none"> • All surfaces and objects which are visibly contaminated with body fluids; and • All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc. <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.</p> <p>If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p>				
Providing Information Advice and Support	Contact with persons suffering from coronavirus or displaying symptoms of it	Employees Service-users	<p>Home visits should not take place. Use video meetings, phone calls and email support as necessary.</p> <p>When working in the office, a distance of at least 1m should be maintained, alongside other measures such as facing away from the other person.</p> <p>Cleaning spray and blue towel are available to clean down work surfaces and phones. Phones should be wiped down at the end of each day.</p>	5	2	10	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England and the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

Attending Multi-agency meetings	Contact with persons displaying symptoms of coronavirus	Employees Service-users Professionals	<p>Employees who are taken unwell with a new continuous cough, a high temperature or a change of taste or smell, or live with someone with these symptoms are to self-isolate in accordance with the government guidance.</p> <p>Face to face meetings should be done via video link or telephone conference.</p> <p>If there is a reason why the meeting must take place in person, this must be risk assessed by a manager and agreed before attending. The risk assessment will cover all relevant guidance (governmental, organisational and local).</p>	5	2	10	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England and the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated daily when the latest government guidance is released.</p>
Providing Information Advice and Support at essential meetings	Contracting and spreading of infection	Workers Service-users Families	<p>Meetings should be carried out virtually wherever possible.</p> <p>If there is a reason why the meeting must take place in person, this must be risk assessed by a manager and agreed before attending. The risk assessment will cover all relevant guidance (governmental, organisational and local).</p>	5	2	10	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England and the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p>

Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

