

# Risk Assessment Form - 5 steps

Site reopening – Covid-19



Step 1 What are the hazards?	Step 2 Who might be harmed and how?	Step 3 What are you already doing?	Risk rating	Step 4 Is anything further needed?	Step 5 Action & review
Spot hazards by: <ul style="list-style-type: none"> <li>walking around your workplace</li> <li>asking those doing the task what they think</li> <li>checking manufacturers' instructions</li> <li>considering health hazards</li> </ul>	Identify groups of people, consider: <ul style="list-style-type: none"> <li>employees</li> <li>temporary / agency staff</li> <li>contractors</li> <li>volunteers</li> <li>members of the public</li> <li>children (including work experience)</li> <li>lone workers</li> <li>pupils</li> <li>service users</li> </ul>	List what is already in place to reduce the likelihood of harm or make any harm less serious, examples include: <ul style="list-style-type: none"> <li>guarding</li> <li>training</li> <li>procedures, safe systems of work</li> <li>personal protective equipment (PPE)</li> </ul>	Trivial, low, medium, high or stop (please see matrix below)	You need to make sure that you have reduced risks 'so far as is reasonably practicable'.  An easy way of doing this is to compare what you are already doing with good practice. If there is a difference, list what needs to be done.	Remember to prioritise Deal with those hazards that are high-risk and have serious consequences first.  List: <ul style="list-style-type: none"> <li>actions required</li> <li>who needs to do them</li> <li>by when</li> <li>check actions completed</li> </ul>

## Risk rating

	Slightly harmful	Harmful	Extremely harmful
Highly unlikely	Trivial risk	Low risk	Medium risk
Unlikely	Low risk	Medium risk	High risk
Likely	Medium risk	High risk	STOP

Risk level	Action and timescale
Trivial	No action required and no documentary record needs to be kept.
<b>Low</b>	No additional physical control measures are required, however monitoring is necessary to ensure that the controls are maintained.
<b>Medium</b>	Efforts should be made to reduce the risk and the reduction measures should be implemented within a defined period. Where the medium risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
<b>High</b>	Work should not be started until the risk has been reduced to an acceptable level. Considerable resources may be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.
<b>Stop</b>	Work should not be started or continued until the risk has been reduced. If it is not possible to reduce risk even with unlimited resources, work has to remain prohibited.

<b>Activity / operation/ event: Opening Facilities in light of COVID19</b>					<b>Assessment date: 01/07/2020</b>		
<b>Establishment: Lower Grange Farm</b>					<b>Review date: 01/07/2021</b>		
<b>Step 1 Identify the hazards as per Gov guidance – headings</b>	<b>Step 2 Who might be harmed &amp; how?</b>	<b>Step 3 What are you already doing?</b>	<b>Risk rating trivial/ low / medium / high / stop</b>	<b>Step 4 Is anything further needed?</b>	<b>Step 5 Action &amp;</b>		
					<b>Action required</b>	<b>Responsible person</b>	<b>Date completed</b>
Exposure to Coronavirus Covid-19 from other Persons attending Lower Grange Farm	All staff & users	a) All volunteers attending site must in advance be given copy of Covid-19 protocols	Medium	Ensure that all volunteers complete and return form before entering site	Ask volunteer leads to disseminate amongst their groups	Site Warden  Office & Finance Manager  Activity Manager	
		b) All visitors & contractors (except where making deliveries) complete Covid-19 Questionnaire which is kept locked in a cabinet in the back office and is overseen by Office & Finance Manager	Medium	Ensure all visitors & contractors complete 'Volunteering at LGF Covid-19' form before entering site			
		c) Wherever possible employees should be	Medium	No – all staff (except 3) are furloughed	No		

		<p>encouraged to work at home</p> <p>d) Any person who has or shows symptoms of the virus to not attend site. To also include those who have had contact with someone with or showing symptoms of the virus</p> <p>e) Near miss form to be completed if the site has been attended by someone who has felt the need to self-isolate within 14 days of attending site or tests positive for Covid 19. Implement track and trace if a positive test is reported.</p>	<p>Medium</p> <p>High</p> <p>High</p>	<p>Ensure government guidelines are followed</p> <p>Ensure all visitors to site (staff, volunteers, contractors etc) are logged so action can be taken to trace</p> <p>Is someone has had symptoms and has been tested negative they will need to provide the test result before being allowed back. If they follow government guidelines to sel-isolate for 14 days they will be fine to return after this</p>	<p>Follow government guidelines</p> <p>Log of all visitors to site</p> <p>Near miss form</p>		
Minimising the spread of the virus	All staff & users	a) All persons attending centre to be given copy of safety guidance	Medium	Ensure Safety guidance covers all areas required	Regular updates on government advice to be included	Office & Finance Manager	

		b) Ensure compliance on site to safety guidance	Medium	Ensure all follow safety signs, respect social distancing, maintain good personal hygiene, areas are sanitized as they are used and correct clothing & PPE is worn and used where applicable.			
Absence of key staff	Key staff	All staff are furloughed except Office & Finance Manager, Activity Manager and 1 Activity Instructor	High	Devise plan to separate key staff when they all return – options to include home working or spread over site and limit physical contact where able to	Follow government guidance for safe working	Activity Manager Office & Finance Manager County Chairman County Commissioner	
Statutory checks on Asbestos/legionella and fire not carried out	All staff & users – risk to life	Statutory checks carried out as per guidance	low	No	All checks to be continued – daily/weekly/ monthly checks	Site Warden Overseen by Management	
Cleaning of premises not carried out	All staff & users – increased spread of	Daily cleaning in place Stock takes to be carried out	medium	To communicate that compliance by all stakeholders is required – it is everyones	Regular updates on advice by gov if	Site Warden/Cleaner	

	virus transmission	<p>New product purchased which is safe to use and kills COVID19 on 5 min contact time 99.9%</p> <p>New H&amp;S coronavirus checklist in place to ensure all areas are cleaned – see appendix</p>		responsibility to ensure safety for all our staff and users.	<p>change of practice is needed</p> <p>Replenishment of stock where needed</p> <p>Possible or confirmed cases – PHE / LA /Gov guidance will be followed</p>	<p>Activity Manager</p> <p>Office &amp; Finance Manager</p>	
PPE use	All staff & users – possible transmission of virus	PPE purchased – will be used following gov guidance and personal choice	low	Staff to be made aware of the guidance from gov and given instruction on what PPE is required for which tasks and how to wear the PPE correctly and how to dispose of safely. Records of PPE usage kept for all staff.	Stock levels to be checked and replenished where necessary	<p>Site Warden</p> <p>Office &amp; Finance Manager</p> <p>H&amp;S Committee</p>	
Normal group sizes too large	All staff & users – increased spread of transmission of virus	<p>Organise small groups to current guidance from Government and NGB</p> <p><i>(Rule of 6 effective 14<sup>th</sup> September 2020)</i></p>	High	Reduce to guidance, review as guidance changes.	All stakeholders informed.	Activity Manager	

Organise offices and meeting rooms maintaining space between seats and desks where possible	All staff & users – increased spread of transmission of virus	Reduced number in offices and meeting rooms to meet government guidance.  Use of barn if required.	Medium	Rearrange when in use if required	Monitor and adjust accordingly as government guidance changes.	Office & Finance Manager	
Decide which activities can be delivered safely.	All staff & users– increased spread of transmission of virus	Activities to be opened in line with gov guidance and NGB this will then limit the use of resources. Reducing the risk of cross contamination.	Medium – low	The activities will need to be reviewed on a daily basis and planned weekly in line with needs and well being	Finalisation of the guidance	Activity Manager	
Consider which activities could take place outdoors	All staff & users – increased spread of transmission of virus	Use of outside areas to be used whenever possible.	Low	The rota will need to be reviewed in line with outcome of delivered activity. Plus the realistic timescale of cleaning the areas between user groups.	July	Activity Manager	
Reduce movement around the site	All staff & users – increased spread of transmission of virus	Groups moved around in individual bubbles.	low	Staff to prepare resources in advance of group coming in so all learning materials located in the building is contained to the one area.	Staff to decide resources to be used in line with activity delivery	Activity Manager	

Stagger activity groups	All staff & users – increased spread of transmission of virus	No two groups to be mixed during activities. Activities to take place in individual bubbles and allocated areas.	low	All staff informed of planning of activities, information to be delivered daily.	Planning information to be given to staff	County Office Activity Manager Office & Finance Manager	
Stagger break times (including lunch), so that all groups are not moving around the site at the same time	All staff & users – increased spread of transmission of virus	Site divided in to areas weather permitting. Allocated times to be communicated to individual groups.	Medium	Expand use of allocated fields.	To be allocated on arrival  <i>*1 group at a time initially*</i>	Activity Manager	
Stagger drop-off and collection times	All staff & users– increased spread of transmission of virus	Drop offs and collections to be planned in advance and communicated to all groups attending the site.  To reduce the flow of children and parents and prevent cross over of groups.	Medium due to increased amount of parents	Communicate with teachers, leaders and parents the new arrangements that are required to be adhered to.	Review and adjust accordingly.  Set up car park to have a one way system in and out.	County Office Activity manager Office & Finance Manager	
a) plan parents' drop-off and pick-up protocols that minimise adult to adult contact	All staff & users – increased spread of transmission of virus	Varies per client  Drop off & Drive  (If group leader has not arrived parents to wait with child in car)	Medium	Induction for group leaders, teachers.	Review and adjust accordingly as numbers increase  Share system with parents – put		

<p>b) consider how children and young people arrive at the site</p> <p>c) use a tissue/ elbow to cough or sneeze into and use bins for tissue waste ('catch it, bin it, kill it')</p>	<p>All staff &amp; users – increased spread of transmission of virus</p> <p>All staff &amp; users – increased spread of transmission of virus</p>	<p>One way system to be in place via car park and entrance to be identified</p> <p>1+ metre distance in place</p> <p>Consider parents waiting outside in the car park.</p> <p>Tissues are readily available</p> <p>Bins are easily accessible</p> <p>Sanitiser is easily accessible in all areas</p>	<p>Medium</p> <p>Medium</p>	<p>Visual Reminders (posters)</p>	<p>social distancing signs on the fence around site to remind and promote 1+ metre.</p>	<p>County Office</p> <p>Activity Manager</p> <p>Office &amp; Finance Manager</p>	
<p>Consider how to keep small groups of children together throughout the day and to avoid larger groups of children mixing</p>	<p>All staff &amp; users – increased spread of transmission of virus</p>	<p>One area assigned to each group.</p> <p>Lunch in allocated area only.</p> <p>Rotated break times made known to groups.</p>	<p>Medium</p>	<p>Walkie talkies in place for staff to report movement if needed.</p>	<p>Walkie talkies charged and enough for everyone – order more if needed.</p>	<p>Activity Manager</p>	



		Toilet allocated to individual groups.					
Consider how equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously	All staff & users – increased spread of transmission of virus	Equipment and resources not shared between groups during sessions and cleaned after use/at end of day as appropriate if not used during the rest of the day.  Outside resources sectioned into groups and children rotate around per day rather than during the day so equipment can be washed.	Medium	Set up washing buckets/areas in each area for easy access for staff. PPE to be used by cleaners and cleaners to receive appropriate instructions and guidelines.	Review detergents for washing resources and ensure enough in place.	Activity Team  Activity Manager	
Remove unnecessary items from activity areas, offices, meeting rooms and other learning environments where there is space to store it elsewhere	All staff & users – increased spread of transmission of virus	Clear Desk policy for all office areas.	Medium	Tidy up & remove unnecessary items from meeting rooms, activity areas & climbing barn	End of July – areas to be reviewed and all materials removed as appropriate	Activity Manager  Office & Finance Manager	
Remove soft furnishings/activity equipment that are hard to clean (such as those with intricate parts)	All staff & users – increased spread of transmission of virus	Office cleared and protective coverings (i.e: computer screens) bought and in use.	Medium	Chairs to be changed in Range area and put in storage  Conference Room chairs & tables to be put in small room and allocated for each booking	End of July – areas to be reviewed and all materials removed as appropriate	Site Warden  Activity Manager  Office & Finance Manager	

				Allowance to be made for wedding chairs  Everything to have regular fogging			
Ensure that the same instructor(s) assigned to each group and, as far as possible, these stay the same during the day	All staff & users – increased spread of transmission of virus	One instructor per group.	Medium	Match instructor to groups set for well being and needs of the group.	Discuss with staff the appropriate group to have	Activity Manager	
Ensure that wherever possible children and young people use the same area throughout the day, with a thorough cleaning of the rooms at the end of the day.	All staff & users – increased spread of transmission of virus	Cleaning of desks/handles and high touch points during lunch.  Thorough clean after activity.  All staff responsible for ensuring cleaning is undertaken.	Medium		Discuss with staff	Activity Team  Activity Manager	
Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in activity area and offices	All staff & users – increased spread of transmission of virus	Sanitiser is provided in the activity areas, by the main entrance, in offices and other communal areas.	Low if in place	Stock levels to be checked  Issue if supplier unable to provide product	Review and monitor stock	Site Warden  Office & Finance Manager	

Clean surfaces that young people are touching, such as, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal	All staff & users – increased spread of transmission of virus	Following the coronavirus cleaning regime that has been implemented.	Medium	Stock levels to be in place Staff to be made aware	Communication increased of standards expected	Site Warden Activity Manager Office & Finance Manager	
All staff & users frequently wash their hands with soap and water for 20 seconds and dry thoroughly	All staff & users– increased spread of transmission of virus	Staff are all aware of the need for frequent handwashing and have a copy of the risk assessment.  Paper towels to be used and disposed of in the specified bin.	Low	Stock levels to be in place Staff to be made aware	Reminders to be issued	Staff briefings  Young people and visitor reminder	
Visitors clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing	All staff & users – increased spread of transmission of virus	Entry controls in place and made known to all visitors on arrival.  Entry via car park, met by staff with sanitser and directed to activity area	Mediun	Maintain practice	Review sanitser stock on a weekly basis	Activity Team Office Staff  Activity Manager  Office & Finance Manager	
Children are encouraged not to touch their mouth, eyes and nose	All staff & users – increased spread of	Reminders to young people and staff	High	Visual reminders (posters)		All staff	

	transmission of virus						
Ensure that help is available for children and young people who have trouble cleaning their hands independently	All staff & users – increased spread of transmission of virus	Gloves and face masks are available for staff to help children wash hands if verbal direction does not work or assistance is required.	Medium	Reminders throughout the day	Reminders through out the day	All staff  Booking to advise beforehand if support is needed	
a) ensure that bins for tissues are emptied throughout the day  b) ensure that litter is cleared throughout the day	All staff & users – increased spread of transmission of virus	Bins are emptied at break times/lunchtimes and after activities – disposed of correctly in a sealed waste bag for 72 hours if unsure if contaminated then disposed of in the general waste  All litter is removed and disposed of regularly using appropriate PPE	Low  Low	Follow guidance from PHE	Review and check	Site Warden  Office & Finance Manager	
Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units	All staff & users – increased spread of transmission of virus	Windows opened at beginning of each day  Office doors kept open to allow ventilation	Medium	No visitors unless prior appointment  Office signing visitors in and out only	Monitor and adjust where necessary ie weather	All staff	

		Security of site – everyone is on high alert to these new procedures	High				
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation	All staff & users – increased spread of transmission of virus	See above	See above	See above	See above	See above	
Ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time	All staff & users – increased spread of transmission of virus	Children go 1 at a time  Showers – 1 per block at a time	Low	Children to be directed by group leader  Cleaners to clean toilets more frequently  Adult supervising to ensure toilets are flushed and clear of bodily waste and if not to report immediately for cleaner to address	Share routine and procedure with staff.  Sign the toilets as to these limits.  Sign the showers as to these limits.	Activity Team  Activity Manager	
Noting that some children and young people will need additional support to follow these measures	All staff & users – increased spread of transmission of virus	Verbal and visual support in place at the moment in line with children’s needs. PPE available to use as required.	Low	PPE available to staff.  .	Staff training	Activity Team  Activity Manager	

Stagger the use of staff rooms and offices to limit occupancy	All staff & users – increased spread of transmission of virus	Staff assigned an area to use	Low	Share assigned areas with staff.	N/A	All staff	
In the case of a bubble member reported to be poorly with corona virus symptoms	People in bubble at risk	Staff to be notified and 14 day guidance to be followed, track and trace procedure to be implemented if confirmed positive.  If on site member of group to be isolated and arrangements made to remove from site.	High	All staff to be on alert for any signs. Remind staff of the main symptoms.		All staff	
Reduce the use of shared resources:  a) by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be	All staff & users – increased	Avoid sharing of resources where possible	Medium	Ensure enough of each equipment so sharing is not required	Check of stock, purchase more if required.	Site Warden  Activity Manager	

<p>cleaned and disinfected more frequently</p> <p>b) reduce use of site keys and tools</p>	<p>spread of transmission of virus</p> <p>All staff &amp; volunteers – increased transmission of virus</p>	<p>Use own tools where possible, keys to only be used by management &amp; Site Warden</p> <p>Tools used to be sanitised before and after use</p>	<p>Medium</p>	<p>Ask for advance notification if rooms need to be opened or tools need to be used (for example SAS).</p>	<p>Advise volunteer teams</p>	<p>Office &amp; Finance Manager</p> <p>SAS Lead Person</p>	
<p>Public footpath</p>	<p>All staff &amp; users</p>	<p>Sign reminding public to stay on footpath and that this is a covid-secure site</p>	<p>Low</p>	<p>Ensure that public remain on footpath only</p>	<p>Ensure signs are visible at entry points to public footpath</p>	<p>Site Warden</p> <p>Office &amp; Finance Manager</p>	
<p>Prevent use of handdryers</p>	<p>All staff &amp; users – increased spread of transmission of virus</p>	<p>Provide paper hand towels for people to dry their hands with</p>	<p>Medium</p>	<p>Disable handdryers</p>	<p>Turn off handdryers and prevent use of them</p> <p>Ensure stock of paper hand towels is adequate</p>	<p>Site Warden</p> <p>Office &amp; Finance Manager</p>	
<p>Regular hirers</p>	<p>All staff &amp; users – increased spread of transmission of virus</p>	<p>Require hirers to send in their own risk assessments which are then shared with and approved by LGF management</p>	<p>Medium</p>	<p>Ensure that hirer risk assessments are approved before using site</p>	<p>Communicate to all hirers this new requirement</p>	<p>Office &amp; Finance Manager</p> <p>LGF Management</p>	

Wedding Days	Wedding couple, guests, staff members & registrars – increased spread of transmission of virus	<p>Hand sanitizer dispensers are located at various locations around the site</p> <p>6 separate rooms are available for interviewing the couple and adhere to social distancing guidelines</p> <p>All weddings will only be attended by the number of people allowed under current government guidelines</p> <p>The barn provides 2m social distancing for the ceremony to take place</p> <p>Our outdoor space allows 2m social distancing</p> <p>The barn allows a safe and secure entry and exit for the registrars with there being two large doorways</p>	Medium	Ensure that each booking is advised of the rules that currently govern weddings taking place	Ensure that the guidelines and procedures are always communicated to each booking	Office & Finance Manager Site Warden	
<b>Assessor name(s): Dean Harding</b>				<b>Job title: County Commissioner</b>			
<b>Signature: <i>D.Harding</i></b>				<b>Review date: 15<sup>th</sup> March 2021</b>			