

**Risk Assessment for sessions**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | **Date Completed** | 10/8/2020 | **By:** | Kelly West  |
|  |  | **Does it include the latest COVID advice from Government:** | YES | **If No why not/when will this be completed:** |  |

|  |  |
| --- | --- |
| **Session Title** | **Understanding your community Now**  |
| **Detail Risk/Hazard:** Please look at the icebreaker and all activities in this section | **Who could be harmed?** * Participants, NCS Facilitators, Venue Staff

**What could go wrong?**Slips & Trips* Trip over other seated people, or desks or chairs, wires, others’ belongings, or uneven floor
* Slip in spilt paint or water from water bottles
* Cut on scissors
* Participants could put their bodies in a challenging position as part of their presentation e.g freezeframes

Falls (from Height)n/aFurniture & Fixtures* Screws in chairs or tables could come lose
* Any broken edges could snap off
* Low lighting could impede exit in an emergency

Manual Handling* Tables may need to be moved
* Chairs may need to be moved

Computers and Similar Equipmentn/aElectrical Equipment & Servicesn/aFire* A participant could have brought matches/lighter onto programme for smoking and start a fire

Ventilation & Heating* Heating/Room could get to hot

Covid-19* Person to person transmission through coughing, sneezing, loud speaking/singing
* Surface to person transmission through touching surfaces and then touching eyes, nose or mouth
* Surface to person transmission through touching pens and surfaces- when mapping community

Threat* Sensitive topics causing physical arguments

**How could they be harmed?**Slips & Trips* Injury to body from trip/fall/position e.g cut, sprain, break

Falls (from Height)n/aFurniture & Fixtures* Screws in desks could come lose
* Any broken edges could snap off

Manual Handling* Injuries could occur from incorrect lifting/moving of tables/chairs e.g back sprains, grazes etc

Computers and Similar Equipmentn/aElectrical Equipment & Servicesn/aFire* Damaged equipment or venue
* Injury to individuals via burns or smoke inhalation

Ventilation & Heating* Individuals could feel faint from over-heating

Covid-19* Catching the virus could cause respiratory illness and can be fatal in some cases. Asymptomatic individuals can be carriers of the virus to more vulnerable individuals outside of the session

Threat* Physical injury e.g cut, bruise, break
 |
| **Control Measure** | **What measures are in place?**Slips & Trips* Ensure any walkways are clear of any equipment
* Ensure any wires are separated and stored neatly
* Monitor correct way to use scissors, holding them the correct way, scissors face down towards the wrist when walking.
* Have equipment to clean up any spills available e.g paper towels/cloths
* Have first aid box available & first aid trained staff
* Remind participants to warm up & stretch if they are to do anything physical as part of Presentation

Falls (from Height)n/aFurniture & Fixtures* View venues risk assessment for space used
* Do dynamic risk assessment of space used prior to session - change equipment if necessary

Manual Handling* Review manual handling training
* Prior to session move any tables into necessary space with other trained facilitator
* Remind participants to only lift their chairs if they are able and to lift from the knees with a straight back.

Computers and Similar Equipmentn/aElectrical Equipment & ServicesFire* Participants to receive fire-safety notifications at beginning of NCS Programme
* General code of conduct set at beginning of NCS Programme
* Vigilant facilitator
* Fire Extinguisher available in room
* Lighting for good visibility

Ventilation & Heating* Open windows where available
* Monitor thermostat if available – remind participants to notify facilitator if they feel too hot

Covid-19* Social Distancing rules are implemented into all sessions, at ALL times
* Appropriate time is given for participants to move around safely distanced where necessary
* Facilitator is to advise that only 1 person use the scissors where possible – wipes available to wipe down if sharing equipment is necessary
* Clear, socially distanced walkways pointed out by facilitator
* PPE & sanitising stations available
* Any music at low volume

Threat* Trained and vigilant facilitator

**What needs to be included to minimise/remove the risk?*** Strict social distancing
* Additional time for safe movement to groups
* Open windows for airflow
* Face masks (Optional but encouraged)
* Hand sanitising stations including anti-bacterial wipes
* Venue risk assessment
* Fire extinguisher
* First Aid box
* Paper Towels/Cloths
* Good lighting
 |
| **Risk Level after control measures are in place** | **Levels:****High** – strong likelihood of an incident occurring. Impact of harm is life changing/threatening**Medium** – possibility of an incident occurring. Impact of harm is serious, but not life changing/threatening**Low** – incident is unlikely to occur. Impact of harm is minorSlips & Trips* **Low** Trip over other seated people, or desks or chairs, wires, others’ belongings or uneven floor
* **Low** Slip in spilt paint
* **Low** Cut on scissors

Falls (from Height)n/aFurniture & Fixtures* **Low** Screws in chairs or tables could come lose
* **Low** Any broken edges could snap off
* **Low** Low lighting could impede exit in an emergency

Manual Handling* **Low** Tables may need to be moved
* **Low** Chairs may need to be moved

Computers and Similar Equipmentn/aElectrical Equipment & Servicesn/aFire* **Low** A participant could have brought matches/lighter onto programme for smoking and start a fire

Ventilation & Heating* **Low** Heating/Room could get to hot

Covid-19* **Medium** Person to person transmission through coughing, sneezing, loud speaking/singing
* **Medium** Surface to person transmission through touching surfaces and then touching eyes, nose or mouth
* **Medium** Surface to person transmission through touching pens and surfaces- when mapping community
 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | **Date Completed** | 25/8/20 | **By:** | Kelly West and Nicola McCavana |
|  |  | **Does it include the latest COVID advice from Government:** | YES | **If No why not/when will this be completed:** |  |

|  |  |
| --- | --- |
| **Session Title** | **Community Spirit** |
| **Detail Risk/Hazard:** Please look at the icebreaker and all activities in this section | **Who could be harmed?** * Participants, NCS Facilitators, Venue Staff

**What could go wrong?**Slips & Trips* Trip over other seated people, or desks or chairs, wires, others’ belongings, or uneven floor
* Water bottles could spill water

Falls (from Height)n/aFurniture & Fixtures* Screws in chairs or tables could come loose
* Any broken edges could snap off
* Low lighting could impede exit in an emergency

Manual Handling* Tables may need to be moved
* Chairs may need to be moved

Computers and Similar Equipmentn/aElectrical Equipment & Services* Speaker/audio equipment could be too loud

Fire* A participant could have brought matches/lighter onto programme for smoking and start a fire

Ventilation & Heating* Heating/Room could get to hot

Covid-19* Person to person transmission through coughing, sneezing, loud speaking
* Surface to person transmission through touching surfaces e.g desks/chairs/handouts/pens and then touching eyes, nose or mouth
* Speaker/audio equipment could be too loud causing participants to raise their voices

Threat* Sensitive topics causing physical arguments

Disclosures* Sensitive topic triggering mental health issues e.g panic attacks or disclosures

**How could they be harmed?**Slips & Trips* Injury to body from trip/fall e.g cut, sprain, break

Falls (from Height)n/aFurniture & Fixtures* Screws in desks could come loose
* Any broken edges could snap off

Manual Handling* Injuries could occur from incorrect lifting/moving of tables/chairs e.g back sprains, grazes etc

Computers and Similar Equipmentn/aElectrical Equipment & Services* Personal injury
* Loud music/audio equipment could damage hearing

Fire* Damaged equipment or venue
* Injury to individuals via burns or smoke inhalation

Ventilation & Heating* Individuals could feel faint from overheating

Covid-19* Catching the virus could cause respiratory illness and can be fatal in some cases. Asymptomatic individuals can be carriers of the virus to more vulnerable individuals outside of the session
* Loud music/ audio equipment could cause participants to raise their voices and increase risk of Covid-19 transmission through droplets travelling further

Threat* Physical injury e.g cut, bruise, break

Disclosures* Participant could go into a panic attack or feel they may want to self harm
 |
| **Control Measure** | **What measures are in place?**Slips & Trips* Ensure any walkways are clear of any equipment
* Ensure any wires are separated and stored neatly
* Have equipment to clean up any spills available e.g paper towels/cloths
* Have first aid box available & first aid trained staff

Falls (from Height)n/aFurniture & Fixtures* View venues risk assessment for space used
* Do dynamic risk assessment of space used prior to session - change equipment if necessary

Manual Handling* Review manual handling training
* Prior to session move any tables into necessary space with other trained facilitator
* Remind participants to only lift their chairs if they are able and to lift from the knees with a straight back.

Computers and Similar Equipmentn/aElectrical Equipment & Services* Have first aid box available for any cuts/burns
* Speaker/audio equipment must be below 60 dBA (A-Weighted Decibels) - anything above 70dBA can cause hearing loss

Fire* Participants to receive fire-safety notifications at beginning of NCS Programme
* General code of conduct set at beginning of NCS Programme
* Vigilant facilitator
* Fire Extinguisher available in room
* Lighting for good visibility

Ventilation & Heating* Open windows where available
* Monitor thermostat if available

Covid-19* Social Distancing rules are implemented into all sessions, at ALL times
* Appropriate time is given for participants to move around safely distanced where necessary
* Clear, socially distanced walkways pointed out by facilitator
* PPE & sanitising stations available - Participants are instructed to cue (socially distanced) to sanitise their hands at beginning and end of session.
* All handouts/pens/additional equipment for session, is provided in a plastic wallet that has been made up 72hours prior to session, to ensure the contents have been untouched for the estimated life of Covid-19 on hard surfaces. Plastic wallets must be laid out for participants on either their chairs or a table
* All surfaces used by participants are wiped down with antibacterial spray before and after the session e.g tables, chairs, marker pens
* Participants are to take a an antibacterial wipe to wipe down their plastic wallet when sanitising hands before and after the session
* Any music/audio equipment at low volume; must not be higher than 60dBA (the average decibels of a conversation)

Threat* Trained and vigilant facilitator

Disclosures* Disclosure procedure training given to staff prior to delivery

**What needs to be included to minimise/remove the risk?*** Strict social distancing
* Additional time for safe movement to any groups
* Open windows for airflow
* Outside or large hall area (preferable but not essential)
* Face masks (Optional but encouraged) Participants choosing not to wear a mask in the room are encouraged to wear masks if leave room to minimise external risk (unless exempt from wearing one)
* Hand sanitising stations including anti-bacterial wipes
* Venue risk assessment
* Fire extinguisher
* First Aid box
* Paper Towels/Cloths
* Good lighting
* Volume adjustable audio equipment
* Correct training given prior to delivery
 |
| **Risk Level after control measures are in place** | **Levels:****High** – strong likelihood of an incident occurring. Impact of harm is life changing/threatening**Medium** – possibility of an incident occurring. Impact of harm is serious, but not life changing/threatening**Low** – incident is unlikely to occur. Impact of harm is minorSlips & Trips* **Low** Trip over other seated people, or desks or chairs, wires, others’ belongings, or uneven floor
* **Low** Water bottles could spill water

Falls (from Height)n/aFurniture & Fixtures* **Low** Screws in chairs or tables could come loose
* **Low** Any broken edges could snap off
* **Low** Low lighting could impede exit in an emergency

Manual Handling* **Low** Tables may need to be moved
* **Low** Chairs may need to be moved

Computers and Similar Equipmentn/aElectrical Equipment & Services* **Low** Speaker/audio equipment could be too loud

Fire* **Low** A participant could have brought matches/lighter onto programme for smoking and start a fire

Ventilation & Heating* **Low** Heating/Room could get too hot

Covid-19* **Medium** Person to person transmission through coughing, sneezing, loud speaking/singing
* **Medium** Surface to person transmission through touching surfaces e.g desks/chairs/handouts/pens and then touching eyes, nose or mouth
* **Low** Speaker/audio equipment could be too loud causing participants to raise their voices

Threat* **Low** Sensitive topics causing physical arguments

Disclosures* **Low** Sensitive topic triggering mental health issues e.g panic attacks or disclosures
 |