

Health & Safety Policy
Felixstowe Youth Development Group



Policy Number 24

HEALTH AND SAFETY POLICY

(Issue 12 – Revised February 2021)

Approved by Trustees _____16th February 2021_____

Registered Charity Number: 1102380

Registered Address: 2nd Floor, 54 Cobbold Road, Felixstowe IP11 7EL



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Objective - To ensure the health, safety & welfare of employees, volunteers, trustees and all who access the Level Two premises.

In order to achieve this, we will: -

- Ensure that an annual audit of health and safety is carried out (**Appendix A**).
- Ensure any issues of concern regarding health, safety and welfare be notified to the Project Manager using the Notification of Unsafe or Unhealthy Workplace Conditions form (**Appendix B**).
- Display fire safety and evacuation procedures. Fire drills will be carried out annually and recorded in the session recordings. Fire alarm will be tested routinely by Tesco and fire extinguishers serviced annually. The assembly point is under the canopy on the triangle (**Appendix C**).
- Undertake risk assessments in writing for all activities and sessions (**Appendix D**). Also, further documentation is available from the Project Manager (Health & Safety Executive (HSE) Slips & Trips Hazard Spotting Checklist & other HSE documents).
- Keep a portable first aid box with contents list and check list up to date and stored behind the coffee bar. We ensure that at least one trained first aider is present at all times.
- Undertake a fire risk assessment and monthly fire extinguisher checks (**Appendix E**).
- Report accidents in accident folder, including near misses (**Appendix F**).
- Not allow smoking on the premises.
- Not allow young people to bring alcohol or illegal substances onto our premises.
- Not expect staff to lift over 25kgs without assistance (see HSE manual handling guidance).
- Ensure all electrical equipment is PAT tested annually.
- Carry out a risk assessment for any worker notifying us of her pregnancy (**Appendix G**). Also, further documentation available from Project Manager (Guidance notes for new & expectant mothers).
- If staff present with stress, work related or other, Project Manager or Deputy Project Manager to carry out a stress self-awareness assessment (**Appendix H**).
- Ensure workstation conditions are adequate for computer users and that any concerns are reported to the Project Manager.
- Staff to be given Mobile Working Guide to read and asked to complete the display screen equipment assessment. These assessments are to be emailed back to the Project Manager & filed (**Appendix I**).
- Ensure all staff are working in accordance with our Covid-19 Risk Assessment (**Appendix J**).

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- Ensure that staff using private vehicle on Level Two business have business use included in their personal insurance policy. All persons to wear seatbelts and mobile phones not to be used by driver whilst driving. In addition, minibus drivers must be approved by the Project Manager and undertake the DVLA license check.
- Ensure outside users of the premises are briefed about safety issues.
- Restrict the use of hazardous substances to the cleaner; these will be stored in their locked cupboard.
- Ensure adequate staffing ratios for all sessions and close activity if insufficient staff/volunteers available.
- Ensure detached youth workers never work alone and follow the risk assessment and safe working procedures detailed within the risk assessment.
- Ensure all young people complete session sign-in sheets, and visitors use the visitor's book.
- When working alone ensure entrance door is closed and secure. Staff will not admit any caller not known to them or without a prior appointment.
- Staff will ensure any meetings with young people only take place when more than one adult is on the premises. Any meeting with young people outside the premises should be in a public place. If travelling to meetings, ensure that other staff know of your whereabouts. For more detailed guidance on Personal Safety see Policy No. 13.
- Ensure that health and safety is an agenda item for all staff meetings.

Staff Responsibilities

All staff

- All staff will read the Staff Handbook, which includes this policy as part of their induction process and be alerted to any updates if and when the policy is revised. Staff have a duty to care for the health, safety & welfare of themselves and other persons who may be affected by their work.
- Staff must report any accidents or near misses to the Project Manager and complete any necessary paperwork (**Appendix F**).
- Staff should report any issues of concern regarding health and safety to the Project Manager using the notification of unsafe or unhealthy workplace conditions sheet (**Appendix B**).
- Staff must note on the session recording sheet if contents from the first aid box are used to enable the Project Manager or Deputy Project Manager to replace.
- Staff must act upon immediate concerns and rectify if safe to do so, then notify the Project Manager of any outstanding unsafe or unhealthy workplace condition (**Appendix B**).

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- Staff must suspend the activity if health and safety cannot be ensured.

The Project Manager

- Ensure staff, volunteers and visitors act in accordance with the Health and Safety Policy and that outside contractors (who should adhere to their own safety policies) also comply with our need for a safe place for young people.
- Respond promptly to any health and safety concerns raised. Any issue which cannot be rectified due to shortfalls in resources should be reported to the Chair of the Management Board.
- Ensure poster on health and safety law is prominently displayed.
- Report any accidents that are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- Monitor the operation of the Health and Safety Policy.
- Ensure risk assessments are written, regularly reviewed and shared with staff concerned.
- Ensure no obligation is imposed on staff or volunteers which is inconsistent with their responsibilities.
- Ensure documentation and guidance is up to date.

APPENDIX A ANNUAL HEALTH & SAFETY AUDIT CHECKLIST

This checklist must be carried out annually on the Level Two premises as part of the Health and Safety Policy.

1 Health and Safety Policy

Do you have a current signed Health & Safety Policy?

2 Health and Safety Law

Poster on display: "Health and Safety Law – What you should know".

3 Insurances

Do you have Employer Liability insurance?

Do you have Public Liability Insurance? Maximum liability certificate displayed?

4 Notifications to enforcing authority.

Have you reported any accidents that are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

5 Risk Assessments

Are workplace risk assessments undertaken and significant risks recorded with action plan?

6 First Aid Arrangements

Is there a clearly signed first aid box with contents meeting legal requirements?

Is there a list of trained first aiders displayed?

7 Accidents and Diseases

Are all accidents entered into the accident book and near misses on the session recording sheets?

Are you aware of your duties under the RIDDOR regulations (F2508)?

8 Emergency Arrangements

Has the fire risk assessment been reviewed (and revised if required)?

Is fire-fighting equipment checked regularly and records kept on the equipment?

Do you carry out Fire Alarm tests and keep records?

Are emergency fire procedures displayed and Fire Exits and escapes clearly signed?

Are evacuation drills carried out and records kept?

APPENDIX B

**NOTIFICATION OF UNSAFE OR
UNHEALTHY WORKPLACE CONDITIONS**

Name of person reporting hazard:

.....
.....

Location of hazard:

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Details:

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Signed: Date:

.....

Date seen by Project

Manager:.....

Recommended action by Project Manager:

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Date of completion of remedial work:

.....

APPENDIX C

**LEVEL TWO 'YOUTH HUB'
FIRE SAFETY & EVACUATION PROCEDURE**

In the event of a fire, staff will alert the emergency services immediately.

The use of a fire extinguisher will be at the discretion of staff. Staff should not put themselves or anybody else at any risk.

The FIRE ALARM will sound and everyone should leave the building by the stairwell and main door and assemble under the 'canopy' on the Triangle. In the event of the stairwell being inaccessible due to a fire, then everyone should leave via the stairs leading to the roof-top exit and down to the rear of Tesco, and assembly under the canopy.

A staff member on duty will get the high vis vest & evacuation card, taking lead responsibility to check that all rooms are clear before leaving. All doors will be left closed. A worker will take the sign-in sheet with them and call the register under the canopy.

The lead worker will declare 'all clear' when advised by the emergency services that it is safe to re-enter the building.

APPENDIX D

GENERIC RISK ASSESSMENTS

ALL TRIPS/VISITS

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Illness/Injury	Illness Injury	Young People/ Staff	<ul style="list-style-type: none"> ● First Aider ● Staff ratios correct and additional member of staff. ● Contact information up to date. ● Know about any health issues. ● Mobile phone (trip) to give number to y/p. ● Research medical facilities before trip 		LOW
Young People lost or separated.	Approach Separation	Young People	<ul style="list-style-type: none"> ● L2 mobile number to be given to all y/p. ● Staff hold pre-trip meetings and allocate y/p. ● Wrist bands. ● Agreed meeting point (place and time). ● Educate on personal safety. 		LOW
Weather	Cold/Hot Sun Exposure	Young People/ staff	<ul style="list-style-type: none"> ● Drinking water taken. ● Sun cream taken and encouraged to apply before trip. ● Information on appropriate dress. 		LOW
Special Needs of specific young people	Illness/Injury	Young People	<ul style="list-style-type: none"> ● Allocated worker (one to one when required). ● Understand needs before trip (discuss with y/p and parent.) ● Pre-trip meeting for staff. ● Assess forms from parents and follow up as required. 		LOW

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Remote supervision (y/p on own)	Illness Injury Lost approaches	Young People	<ul style="list-style-type: none"> ● Agreed meeting point (time and place). ● Mobile number given. ● Assess young people and venue as to whether young people can go off. ● Responsible worker for each y/p. 		LOW
Child Protection	Accusation/ not complying Child Protection Policy	Young People Staff	<ul style="list-style-type: none"> ● Allocated person back in Felixstowe. ● Child protection policy. ● Staff & volunteers DBS checked. ● Staff SAFE trained. ● Reminders at staff meetings. ● Avoid lone working. 		LOW
Photography	Child Protection/ photographs displayed with permission	Young People	<ul style="list-style-type: none"> ● Only use Level Two equipment. ● Young people can opt out of photos. 		LOW
Behaviour	Injury/upset of young people/ isolation	Staff/Young People	<ul style="list-style-type: none"> ● Educate on respect (not tolerate bad behaviour or discriminate). ● Risk assess individuals and speak to young people/person. ● High staff ratio. ● Good planning. 		MEDIUM
Staff Ratios/ Sickness on Day	Lack of supervision	Staff/Young People	<ul style="list-style-type: none"> ● Staff inform lead worker asap. ● Cancel if not enough staff unless we can find reserves. 		MEDIUM
Food/Drink	Illness/not eating dehydration	Young People	<ul style="list-style-type: none"> ● Staff monitor y/p to ensure eating/drinking. ● Encourage healthy eating. ● Staff have access to funds to buy food & drink if necessary. ● Water/snack available. 	Money in first aid kit	LOW

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GENERIC RISK ASSESSMENT – DETACHED

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Weather	Cold/Hot	Staff	<ul style="list-style-type: none"> ● Staff provided with clothing. ● Staff advised on footwear. ● Staff bring drink 		LOW
Young People	Safeguarding Drink Drugs	Staff	<ul style="list-style-type: none"> ● Trained staff. ● Staff stay together. ● Personal alarm. 		MEDIUM
Illness/Injury Being attacked	Illness/ Risks	Staff Young People	<ul style="list-style-type: none"> ● Take first aid kit. ● Torch/light provided. ● Know locality. ● Staff back at base. 		LOW
Own Transport	Injury Breakdown	Staff	<ul style="list-style-type: none"> ● Check business user insurance – copy required. ● Staff to ensure fit to drive/car roadworthy. 		LOW
Drinks Provided	Spillage/ Hot drink	Staff/ Young People	<ul style="list-style-type: none"> ● Drinks in sealed flask. ● Given in polystyrene cups. 		LOW
Safeguarding	Identification Accusation	Young People	<ul style="list-style-type: none"> ● Trained staff. 		LOW
Visibility	Accident/ Injury	Staff	<ul style="list-style-type: none"> ● Trained staff. 		LOW
Other People	Drug dealers/ drunks	Staff	<ul style="list-style-type: none"> ● Trained staff. 		

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GENERIC RISK ASSESSMENT – OFFICE

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES		PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Slips/Trips	Injury		Staff	<ul style="list-style-type: none"> ● Tidy. ● Good housekeeping. ● Good maintenance. 		LOW
Fire	Injury/Death		Staff	<ul style="list-style-type: none"> ● Fire procedures. ● Fire blanket near kitchen. ● Safe place. ● Fire drills. 		LOW
Lone Working	Injury/Fear		Staff	<ul style="list-style-type: none"> ● Secure door. ● Door not opened to any public if on own. ● Inform someone when working. 		LOW
Building Security	Breach Security		Staff	<ul style="list-style-type: none"> ● Secure door. ● CCTV. ● Alarm. ● Key register & checklist for locking up. 		LOW
Data Security	Breach Data Security		Staff	<ul style="list-style-type: none"> ● Policy/Procedures. 		LOW
Computers	Injury		Staff	<ul style="list-style-type: none"> ● Computer assessment. ● Equipment provided as necessary. 	DSE need to undertake.	LOW

GENERIC RISK ASSESSMENT – OPEN SESSIONS

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HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Young People	Young People/ Staff fights	Young People Staff	<ul style="list-style-type: none"> ● Staff ratio. ● Respect policy. ● Staff briefed/capability of staff reviewed. 		MEDIUM
Illness/Injury Attack Accidents	Illness Injury	Young People Staff	<ul style="list-style-type: none"> ● First aiders. ● Check room for hazards. ● Staff ratio to deal with injury/illness. ● Contact details of parents/person to call and staff contact details. ● Near miss forms. ● Accident forms. 		LOW
Behaviour	Injury Disruption	Young People	<ul style="list-style-type: none"> ● Respect policy/warning system. ● Education. ● Staff ratio. ● Non tolerate to bad behaviour/discrimination. 		MEDIUM
Staff Ratio/ Ill on the day	Safeguarding	Staff	<ul style="list-style-type: none"> ● Would cancel if not sufficient staff that are qualified. 		LOW
Equipment/ Building	Accidents	Young People Staff	<ul style="list-style-type: none"> ● Maintain equipment. ● Staff supervision. ● Check room for hazards. ● Only open side room if enough staff. ● Offices locked. ● Keep outer windows locked. 		LOW
Safeguarding	Breach of safeguarding Young people at risk	Young People	<ul style="list-style-type: none"> ● Safeguarding policy. ● Safe trained & referral process. ● Safe ratios/visibility. ● Safeguarding Officer. ● Register. ● Safeguarding log/session recording. 		LOW

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Cooking	Injury Food poisoning Allergies	Young People	<ul style="list-style-type: none"> ● Staff supervise. ● Food hygiene trained (lead staff member). ● Check if young people have food allergies. 		
Computers	E-Safety Access to unsuitable material	Young People	<ul style="list-style-type: none"> ● Education of E-Safety. ● Computer use policy. ● Computers in open area. ● No food or drink on computers. ● Safety controls on computers. ● Staff observing. 		LOW
Fire/ Emergency	Injury	Young People Staff	<ul style="list-style-type: none"> ● Key to girl's toilet window – fire point in girl's toilet. ● Fire drill annually to all groups. ● Fire procedures/plan. ● Fire service risk assessed. ● Contact Tesco to get them to contact us if emergency. ● Staff trained. ● Fire safety procedures. 		LOW
Stair Lift/ Stairwell	Slips/ Trips/Injury	Young People Staff	<ul style="list-style-type: none"> ● Sign in place ● Staff to mop if necessary. ● Mat available. ● Staff lift maintained annually. ● Will not work without key. ● Stairlift supervised. ● Checked visually before use. ● CCTV. ● Grip tape stairs. 		LOW

GENERIC RISK ASSESSMENT – CLEANING

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HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Chemicals	Injury/ Illness	Staff	<ul style="list-style-type: none"> ● COSHH assessments. ● Locked cupboard. ● PPE training. 		LOW
Lone Working	Injury	Staff	<ul style="list-style-type: none"> ● Mobile phone carried. ● Staff arrive shortly after their finish time. 		LOW
Manual Handling	Injury	Staff	<ul style="list-style-type: none"> ● Training. ● Not lift heavy equipment. 		LOW
Slips/Trips/ Accidents	Injury	Staff	<ul style="list-style-type: none"> ● Mobile phone carried. ● Staff arrive shortly after their finish time. ● Training. 		LOW
Equipment	Injury	Staff	<ul style="list-style-type: none"> ● Annual PAT testing. ● Equipment maintained. 		LOW

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GENERIC RISK ASSESSMENT – TRAVEL

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	COMMENTS ACTIONS	RESIDUAL RISK RATING
Accident	Injury, death, separation	Young People Staff	<ul style="list-style-type: none"> • Qualified experienced driver. • First aider. • Lead worker. • Worker back at base to contact parents. 		LOW
Minibus travel	Illness/delays	Young People Staff	<ul style="list-style-type: none"> • Seat belts must be worn by all. • Minibus well maintained. • Experienced drivers • Rest breaks. • Long trips 2 drivers. • Ensure young people behave and do not distract driver. 	Over 50 miles 2 drivers	LOW
Train/ Underground Travel	Separated Delays	Young People Staff	<ul style="list-style-type: none"> • Follow train staff instructions. • Have contact details. • Pre-book tickets. • Know train times. • Have timetables and underground maps. 		LOW
Transfers at station or bus stops	Separation Injury Approaches	Young People Staff	<ul style="list-style-type: none"> • Staff must stay with y/p on underground (one at front, one at back). • Avoid rush hours if possible. • Know where y/p are when transferring. 		LOW
Own Transport	Child Protection Injury	Young People Staff	<ul style="list-style-type: none"> • Safeguarding policy. • Check business user insurance – copy required. • Know what time picked up and by who. • Parental consent. • Staff to do safety check. 		LOW

FIRE RISK ASSESSMENT

APPENDIX E

Date of Assessment: Monday 6th January 2020

Signed:

Hazard	Acceptable Y/N	Risk H/M/L	Detail / location	Action required	Urgency H/M/L
<u>Electrical Installation</u> <ul style="list-style-type: none"> ● PAT (Portable Appliance Testing) ● Wiring etc ● Cooking facilities ● Main intake 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>L</p> <p>L</p> <p>L</p> <p>L</p>		<p>Continue PAT testing on an annual basis – Next due April 2020</p>	
<u>Gas Installation</u> <ul style="list-style-type: none"> ● Test certificate ● Pipework/appliances ● Cooking facilities ● LPG 			<p>No gas on premises</p>		
<u>Smoking</u> <ul style="list-style-type: none"> ● No smoking ● Designated areas ● Disposal facilities ● Emptying of above ● Social functions held by hirers 			<p>No smoking policy for entire premises applies to all users</p>		
<u>Combustibles</u> <ul style="list-style-type: none"> ● Housekeeping ● Appropriate storage ● Waste disposal ● Fixtures & fittings ● Vehicles 	<p>L</p> <p>L</p> <p>L</p> <p>L</p> <p>L</p>		<p>Cleaner employed for 10 hrs per week.</p> <p>Rubbish disposal arrangements managed by Project Manager.</p> <p>Level Two minibuses managed by Project Manager</p>		

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<p><u>Arson</u></p> <ul style="list-style-type: none"> ● Premises secure. ● Arson history ● Ignition sources 	<p>L L L</p>		<p>No history of arson on premises or in immediate locality.</p>		
<p><u>Exits & Travel Distance</u></p> <ul style="list-style-type: none"> ● Exits sufficient. ● Readily available ● Fire doors ● Routes clear ● Signage ● Evacuation time 	<p>L L L L L L</p>		<p>Fire risk assessment reviewed annually. Escape routes checked regularly.</p>		
<p><u>Signs & Notices</u></p> <ul style="list-style-type: none"> ● Current standard ● Visible ● Relevant 	<p>L L L</p>				
<p><u>Fire Alarm/Secondary Lighting</u></p> <ul style="list-style-type: none"> ● Risk appropriate ● High risk areas ● Lighting failure ● Audibility of alarm ● System test 	<p>L L L L L</p>				
<p><u>Occupancy</u></p> <ul style="list-style-type: none"> ● L2 staff ● Visitors/regular centre users/contractors ● Training & fire drills ● Disabled persons 	<p>L L L L</p>		<p>Staff aware of responsibility towards young people with additional needs</p>		

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<p>Fire Fighting</p> <ul style="list-style-type: none"> ● Risk appropriate firefighting equipment ● Available & signed. ● Training ● Maintenance 		<p>Fire extinguishers inspected monthly by Project Manager. Equipment maintained by professional contractor</p>		
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Monthly Fire Extinguisher checks 2020 (7 Extinguishers)

	Date	Initials		Date	Initials
January	05/01/21	Shez	July		
February	01/02/21	Shez	August		
March	01/03/21	Shez	September		
April	28/04/2021	Shez	October		
May	01/06/2021	Shez	November		
June			December		

APPENDIX F

ACCIDENT / NEAR-MISS RECORD SHEET

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Date & time of incident		
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Name & D of B of person involved in accident / near-miss	
Home Address	
Emergency Contact number	

Name of person filling in this record	
Position within Level Two Youth Project	

Where did the accident / near-miss occur? (State which room)	
State what happened & if possible, give a cause	
State the injury or potential injury	
Treatment / Advice given	

Staff Signature _____

Date _____ **Time** _____

Please copy and give to the person involved with the incident. The original should be passed to the Project Manager.

APPENDIX G

RISK ASSESSMENT FOR NEW AND EXPECTANT MOTHERS

Name of New/Expectant Mother

Team

Is there any advice provided by the woman's health professional? (Med 3 Form) (remember the need for confidentiality)

Identified Hazards and risks (Some suggestions below)	Applies Yes/No	Information about controls (Some examples below to help you consider the issues)	Action to be taken/by whom/date	Date for review/by whom (initials)
<p>Manual handling Lifting files to and from shelves at various heights requiring stretching and bending. Increasing susceptibility to injury and postural problems as pregnancy increases and ligament damage due to hormonal changes. After birth (a temporary limitation to lifting and handling) Breastfeeding mothers may experience discomfort and sensitivity</p>		<p>Reduce the amount of physical work or provide aids to reduce the risk. Change work so that others moving files. List the manual handling operations which should be avoided, e.g. lifting boxes of paper. Alter the nature of the task to reduce risks from manual handling mothers.</p> <p>Note: Manual handling regulations require employers to avoid the need for hazardous manual handling so far as is reasonably practicable</p>		
<p>Mental and physical fatigue and working hours.</p>		<p>Adjust working hours temporarily as well as other working conditions including timing and frequency of rest breaks.</p>		

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<p>Increased tiredness, reduced well-being, headaches, slow recovery after birth, blood pressure, health of unborn child and stress</p>		<p>If working at night, consider changing to day work or reducing hours of work (may need to discuss with HR) and may receive notification from her doctor or midwife of need to change. See also Stress section below</p>		
<p>Movements and postures Increasing susceptibility to injury and postural problems as pregnancy increases and ligament damage due to hormonal changes before and after birth. Continuous Standing may lead to dizziness, faintness, backache, varicose veins and fatigue as well as increased risk of premature childbirth and miscarriage. Continuous Sitting increases risk of varicose veins, thrombosis, or blood clot and in the later stages of pregnancy backache when remaining in a specific position for a long time. Poor working posture and excessive movements may cause backache. Confined Space may not take account of increased abnormal size leading to strain or sprain injuries as well as the increased risk of accidents through impaired mobility, reach and balance.</p>		<p>Avoid spending long periods handling loads or standing/sitting without regular exercise/movement to maintain circulation. Provide the opportunity to alternate between standing and sitting. If this is not possible, you should provide for breaks. Consider making more space to enable her to interact with others as she changes in size and the ways in which she can move, especially look at work in awkward spaces. Ensure not working in slippery, wet surfaces or where likely to lose balance. If no lift available, consider arranging for working on the ground floor to avoid breathlessness</p>		

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<p>Excessive Climbing up Stairs may cause breathlessness and other health problems</p>				
<p>Working at height In ability to climb on to steps or 'elephant foot' as increasing susceptibility to injury due to increased size, and balance issues</p>		<p>Stop work at height altogether as her increasing abnormal size will not enable safe balance for climbing on to steps or 'elephant foot'. Consider other alternative ways to remove the need for any work at height</p>		
<p>Working with display screen equipment Increasing susceptibility to injury due to increased size, ability to be comfortable at desk, etc.</p>		<p>Undertake a workstation risk assessment – you may need to do this regularly as the time goes on and the body shape changes.</p> <p>Note: Pregnant women do not need to stop working with display screen. However, the opportunity to discuss concerns like birth defects or miscarriage over using this type of equipment should be given to her to avoid potential problems caused by stress and anxiety over these issues</p>		
<p>Working alone Visits on to various sites. Could need urgent medical attention</p>		<p>Review and revise access to communications with others. Levels of supervision (remote) involved to ensure support available when required. Revisit emergency procedures taking into account her needs and any additional risk due to her condition</p>		
<p>Occupational Stress Increased vulnerability due to: hormonal, physiological and psychological changes during and after pregnancy as well as anxiety or post-natal depression</p>		<p>Adjust working conditions and hours. Ensure that necessary understanding, support and recognition is available (Remember to consider this when she returns to work as well). Take account of known organisational stress factors (shift patterns, job insecurity, workloads</p>		

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<p>financial, emotional and job insecurity difficulty to organise work and private life. anxiety over the pregnancy e.g. previous miscarriage etc.</p>		<p>etc) and the particular medical and personal factors affecting the individual. Provide understanding, support and recognition when returning to work, especially if there have been problems with the pregnancy etc.</p>		
<p>Travelling either inside or outside workplace Travelling by car to meetings, homes etc. via own car or ability to use public transport. May cause fatigue, stress, static posture, discomfort and accidents</p>		<p>See also the specific sections for information on fatigue, stress, static postures etc. Consider the issues of discomfort and restricted areas and vision while driving. Consider the need for travelling and look at alternatives like working from home</p>		
<p>Work equipment and personal protective equipment (including clothing) Clothing not normally designed for use by pregnant or breastfeeding women so could be uncomfortable or unsafe to use restricting the operational mobility, dexterity or co-ordination of the woman</p>		<p>Wherever possible, the risk should be avoided by adaptations or substitution, e.g. providing suitable alternative equipment to allow the work to be conducted safely and without risk to health. You must not allow unsafe working. Carry out a risk assessment which takes into account the changes as pregnancy progresses.</p>		
<p>Extremes of cold or heat In hot environments greater risk of suffering from heat stress and breastfeeding may be impaired by heat dehydration Cold conditions hazardous to mother and unborn child as are sudden changes in temperature</p>		<p>Ensure adequate rest and refreshment breaks alongside unrestricted access to drinking water for both cold and hot environments. Thirst is not an early warning sign of heat stress and they need to drink water before they get thirsty. For cold environments ensure adequate warm clothing provided</p>		

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<p>Workplace Facilities Rest facilities to prevent mental and physical fatigue during pregnancy and after birth as well as arrangement to check she is ok Private area after birth to encourage breastfeeding to reduce the likelihood of cancer in the mother and prevent certain diseases in infancy to the baby. This needs to include facilities for washing, sterilising and storing receptacles</p>		<p>Adjust working hours temporarily, as well as other working conditions, including the timing and frequency of rest breaks. The need for physical rest may increase. As appropriate, allow access to somewhere to sit or lie down comfortably in private and without disturbance. Ensure easy access to clean drinking water, toilets and associated hygiene facilities. Provide appropriate facilities for breastfeeding and for mothers to express and store breast milk as well as washing, sterilising and storing receptacles. Give details of the rest facilities/arrangements for use as required (at the same time agree arrangements for checking that she is ok)</p>		
<p>Work related violence. Increased vulnerability and lack of mobility etc causing miscarriage, premature delivery, underweight birth and the ability to breastfeed</p>		<p>Change the design of the job i.e., avoiding lone working where likelihood of receiving abuse, maintaining contact with worker regularly when away from the base. Improve the design or layout of the workplace. Provide adequate training and information. Provide a suitable alternative work if unable to significantly reduce the risk.</p>		
<p>Hazardous substances Like those labelled with the following risk phrases: R40, R45, R46, R49, R61, R63, R64, R 68 May cause harm to an; unborn child, baby, cancer or possibly irreversible effects</p>		<p>Carry out a COSHH assessment for women who are pregnant, have recently given birth or who are breastfeeding to assess the risk and where possible prevent or if not control the risks. Only use PPE if all other methods have failed and be aware of the need for the PPE to be suitable and to be fit correctly.</p>		

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		Note: there is a requirement not to allow a woman of childbearing age to be exposed to substances which could affect her unborn child		
Infectious Diseases – Biological agents of hazard groups 2, 3 and 4, e.g., infections which are transmitted from animals and birds to humans through work activities like hepatitis B.		Look at the nature of the biological agent, how infection is spread, the likelihood of contact and the control measures in place. Carry out a COSHH assessment for women who are pregnant, have recently given birth or who are breastfeeding. If a vaccination is recommended you must provide information including perceived benefits and drawbacks to allow the individual to make an informed choice		
Rubella (German Measles)/Chickenpox/ Shingles/Influenza Harm to unborn child and mother		Pregnant women who have been in contact with these or other know agents that could affect the unborn child must contact their GP promptly for advice. Consider where you send or could put the person at risk while working for you		
Noise Prolonged noise my lead to increased blood pressure and tiredness		Ensure noise levels to not reach above the Noise at Work Regulations		
Hazards as a result of inappropriate nutrition Hormonal and physiological changes resulting in ‘morning’ sickness, position of unborn child in womb, the nutritional needs of mother and unborn child or breastfeeding child. Inability to tolerate food at normal mealtimes requiring little and often		Establish the particular needs concerning rest, meal and refreshment breaks by consulting the individual concerned, making changes as the pregnancy progresses. You must take protective measures to deal with these constraints, particularly with regard to the need for rest, meal and refreshment breaks as well as maintaining appropriate hygiene standards		

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etc due to 'morning' sickness, discomfort or other problems during pregnancy			
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If you identify any further hazards give details below:		
Hazard	Controls	Review Date
Other aspects of the pregnancy which may be affected by work. e.g. exposure to smells affecting nausea, breast discomfort due to increased size and sensitivity (The impact will vary during the course of the pregnancy and you will want to keep their effects under review)		Yes / No
Aspect/work issue	Controls	Review Date
If any of the following apply to the work carried out, please contact your H & S Advisor: Shocks and vibration, ionising and non-ionising electromagnetic radiation, confined spaces, mercury and mercury derivatives, lead and lead derivatives, carbon monoxide, pesticides.		
Hazard	Controls	Review Date

The persons below should sign to show that the assessment is a correct and reasonable reflection of the hazards and of the control measures and actions required.		
New/Expectant Mother's name (please print):	New/Expectant Mother's signature:	Date:
Line Manager's name (please print):	Line Managers signature:	Date:

Reviews Carried out	Signatures of both from above to confirm agreement of the review actions
Date:	
Date:	
Date:	

Please note. Where a significant risk still remains, i.e. the task cannot be avoided/carried out by someone else or further controls cannot be implemented, you must liaise with the Health and Safety Advisor and the HR Team.

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Keep this risk assessment in the personal file (with Line Manager or HR). A copy should be given to the employee for her own use. Review this assessment on a regular basis to ensure that it is kept up to date.

Note: The information you have supplied is being collected in accordance with health and safety legislation and will be used for undertaking the risk assessment to ensure your safety and that of those affected by your activities

Your information will not be used for any other purpose and will not be shared with any other third parties, unless permitted by law.

Your information will be retained for the maximum time of 7 years or until the assessment is updated and therefore no longer applicable.

Data will be processed and held securely and in accordance with the General Data Protection Regulation and the Data Protection Act 2018 (and any updates).

APPENDIX H

STRESS SELF-AWARENESS ASSESSMENT



The Health and Safety Executive defines work-related stress as **‘the adverse reaction people have to excessive pressures or other types of demand placed on them’**

This form is for use when an employee has been identified with stress related symptoms or is returning to work following a period of stress-related absence. This assessment will help to assess the need for any changes that might help you undertake your job more effectively. Your manager will complete a similar form to gain a complete picture and will review the findings with you. If you feel you need support in this process, please contact your line manager.

Date of Assessment:	
Name of Individual:	
Job Title:	
Line Manager:	
Brief description of duties:	

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No	Question	Yes	No	N/a
1	Is the work environment free of extreme aspects, such as excessive noise, extremes of temperature or lighting, work outdoors in all weathers, workspace limitations?			
2	Do you have a job description?			
3	Does your job description reflect your current duties and responsibilities?			
4	Do you have clearly defined performance objectives and targets?			
5	Do you receive regular feedback regarding performance against objectives?			
6	Are you involved to an adequate extent in decision making which impacts on working practices and priorities?			
7	Are you congratulated for a job well done?			
8	Have you received sufficient training for your job?			
9	Are your training needs regularly assessed and reviewed?			
10	Did you have a relevant team/service area induction programme?			
11	Are you clear about your role in your team and as part of the service area?			
12	Is there a culture of regular good communications and consultation within your team?			
13	Are regular team meetings held which provide a forum where staff can raise and resolve issues with managers and peers?			
14	Do you have regular meetings with your manager where workload is discussed?			
15	Do you feel your manager is accessible and approachable?			

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16	Do you receive sufficient information regarding new developments in a timely manner?			
17	Are you given the opportunity to comment and ask questions at times of change, in good time to make a difference?			
18	Do you feel you have scope for career progression?			
19	Can you work flexibly in times of workload pressure?			
20	Do you think the work demands on you are reasonable within timescales and resources available?			
21	Do you have enough time in your regular working hours to do all you have to do, including managing information?			
22	Do you take a lunch break of at least 20 minutes every day?			
23	Do you have enough to do, during your regular working hours?			
24	Is there sufficient variety in the work you do?			
25	Is your environment free of bullying and harassment?			
26	Is your environment free of discrimination on the grounds of sex, race, disability, religion or any other protected attribute?			
27	Is anything else that you feel is contributing to your work-related stress. If YES, please describe them here: (Please continue on a separate sheet if necessary)			

The questions to which you have answered NO are potential stressors. The extent to which they affect you depends on your perceptions and views at the time of completion. Please transfer the stressors you have identified to the left-hand column of the following sheet, which will help you to highlight the things that make you feel stressed. You need to discuss these issues, and your ideas for resolving them with your Line Manager (or the person helping you and your Manager work through this process) so that you can agree an action plan.

Your Manager should also contribute some ideas to include in the action plan based on his/her experiences and views, particularly regarding organisational issues such as workload, training, communication and change.

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Stress Management – Employee self-assessment

Stressor (Transferred from Self-Assessment)	Please give specific examples to show how this stressor affects you – how it makes you feel and why	What do you think could realistically be done about this situation?	Is this something you could do or is it an action for the organisation?

APPENDIX I

LEVEL TWO - DISPLAY SCREEN EQUIPMENT ASSESSMENT.

- | | | |
|---|-----|----|
| 1. I have read the Mobile Working Guide | Yes | No |
| 2. For each screen that you use are the characters clear and readable? | Yes | No |
| 3. Is the text size comfortable to read? | Yes | No |
| 4. Is the image stable, i.e. free of flicker and jitter? | Yes | No |
| 5. Is the screen's specification suitable for its intended use? | Yes | No |
| 6. Are the brightness and/or contrast of the screen(s) adjusted so that you can read the screen(s) easily? | Yes | No |
| 7. Is (Are) the screen(s) adjustable to enable you to work in a comfortable position e.g., can you tilt it to the correct position for you? | Yes | No |
| 8. Is (Are) the screen(s) free from glare and reflections? | Yes | No |
| 9. Do you use dual monitors, including using your laptop as a second screen? | Yes | No |
| 10. Are your eyes at a comfortable distance from the display screen(s) and the top of the screen is approximately eye height? | Yes | No |
| 11. Is the keyboard separate from the screen? | Yes | No |
| 12. Is the keyboard directly in front of you? | Yes | No |
| 13. Does the keyboard tilt? | Yes | No |
| 14. Is it possible to find a comfortable keying position? | Yes | No |
| 15. Are the characters on the keys easily readable? | Yes | No |
| 16. Is the device suitable for the tasks it is used for? | Yes | No |
| 17. Is the device positioned close to you (as in the picture below)? | Yes | No |



and forearm supported to enable you to rest them at your workstation? Yes No

be able to work smoothly at a speed that suits you? Yes No

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20. Can you easily adjust software settings for speed and accuracy of pointer? Yes No

Software

21. Is the software suitable for the task? Yes No

22. Is the work surface large enough for all the necessary equipment, papers, etc? Yes No

23. Is the desk at the correct height for you? Ensure the chair/footrest if required is used. Yes No

24. Can you comfortably reach all the equipment and papers you need to use? Yes No

25. Are surfaces free from glare and reflection?
No Yes

26. Do you regularly type whilst using the telephone? Yes No

27. Is the chair suitable, stable and has a working: Yes No

- seat back height and tilt adjustment
- seat height adjustment
- swivel mechanism
- castors or glides

28. Do you know how to operate and adjust your chair? Yes No

29. Is the chair adjusted correctly to allow you to sit correctly? (see picture below) Yes No



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30. Is the small of the back supported by the chair's backrest? Yes
 No
31. Are forearms horizontal to the desk and eyes at roughly the same height as the top of the screen or in a comfortable position for your head to view the screen? Yes No
32. Are your elbows at your sides and at right angles? Yes No
33. Are feet flat on the floor/footrest, without too much pressure from the seat on the backs of the legs? Yes No
34. Are your thighs supported by your chair? Yes No
35. Is there enough room to change position and vary movement? Yes No
36. Is the lighting suitable, e.g. not too bright or dim to work comfortably? Yes No
37. Does the air feel comfortable? Yes No
38. Are levels of heat comfortable? Yes No
39. Are levels of noise comfortable? Yes No
40. Are you carrying a mobile laptop around with you or using appliances like tablets, smart phones for work purposes? Yes No
41. Please select all appliances you use for work.
- | | | | |
|--------|-------------|--------|-------|
| Laptop | Smart phone | Tablet | Other |
|--------|-------------|--------|-------|
42. How long are you using these appliances for at any one time?
- | | | | |
|---------------|--------------|---------------|--------|
| 15 mins a day | 1 hour a day | 3 hours a day | Longer |
|---------------|--------------|---------------|--------|
43. Do you ensure that you position the appliance(s) so that your body is kept in a good posture and not putting extra strain on fingers, arms, etc over a period of more than 15 minutes at a time? Yes No
44. Have you discussed with your line manager on any equipment that would assist with safe working? Yes No

Please give details.

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- | | | |
|---|-----|----|
| 45. Do you have a suitable case/bag to carry your appliance(s) and equipment? | Yes | No |
| 46. Do you ensure that you keep the load in your case/bag to an acceptable level for lifting and moving and not carry unacceptable loads? | Yes | No |
| 47. Are there any other issues that need to be addressed from the mobile working guide you read? | Yes | No |
| 48. Is your work area at a comfortable temperature, tidy and has sufficient space in your home/ work area to work efficiently and safely | Yes | No |
| 49. Are arrangements made for likely visitors, unwanted visitors or other occupiers of the home who might be affected by the work you are doing or might prevent you from doing your work safely, without distraction and without them having access to any sensitive information and that will not breach the General Data Protection Regulations. | Yes | No |
| 50. Are arrangements in place for making or receiving contact with your colleagues/line manager to keep you informed and able to obtain advice, deal with your work issues and to ensure your safety while at work? | Yes | No |
| 51. Are you able to and aware of how to report any incidents or accidents while working at home? | Yes | No |
| 52. Is all your IT Work equipment in a safe condition and do you regularly complete visual checks of power leads and battery pack? | Yes | No |

No matter how well the workstation is designed, problems may arise where work organisation is poor or disrupted. Working at a computer often involves few changes in body position. This lack of movement can lead to muscular aches and pains.

Recommendations by the HSE to reduce aches and pains are:

- Regularly vary work tasks, looking at organisation of the working day.
- Break up 'on-screen' activities with micro-breaks - tasks which involve movement, stretching and changes to body position.
- Trying to stand during some tasks and moving away from the workstation, for short periods, where possible.

- | | | |
|--|-----|----|
| 53. Do you stretch and vary your position every 20 minutes? | Yes | No |
| 54. After long periods of work at the computer do you feel any of the following: pain, tingling (pins and needles), coldness, numbness, stiffness or burning in your fingers, hands, wrists or arms? | Yes | No |
| 55. Do you get pain in your upper back, shoulders or neck after using the computer for a while? | Yes | No |

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- | | | |
|---|-----|----|
| 56. Do you suffer from eye strain during or after display screen equipment use? | Yes | No |
| 57. Do you wear glasses to use the display screen equipment? | Yes | No |
| 58. Have you ever been diagnosed with RSI? | Yes | No |

Information supplied is being collected in accordance with health and safety legislation & will be used for undertaking the risk assessment to ensure your safety.

Your information will not be used for any other purpose & will not be shared with any other third parties, unless permitted by law. Your information will be retained for the maximum time of 7 years or until the assessment is updated & therefore no longer applicable. Data will be processed and held securely and in accordance with the General Data Protection Regulation and the Data Protection Act 2018 (and any updates).

APPENDIX J

COVID-19 RISK ASSESSMENT



COVID-19 RISK ASSESSMENT

Location: Level Two Youth Hub, 54 Cobbold Rd, Felixstowe, IP11 7EL

Assessment Date: 9th June 2020

Most recent Review Date: 19th January 2021

Review Frequency: as required as the pandemic progresses and National guidance changes.

Activity: All Hub based activities

Individuals involved: employees, contractors, members and volunteers

Assessed by: Shez Hopkins

Position: Project Manager

Consultees:

- Trustee who leads on Health & Safety, Christine Walker

Policies and Procedures already in place: Health and safety policy, generic risk assessments & use of The Hub procedures

Health & Safety Policy

Hazards	Who might be harmed and how	What are you already doing to control the risk	How will the actions required be monitored?
<p>Exposure to Coronavirus from the workplace via person to person spread or via environmental contamination</p>	<ul style="list-style-type: none"> ● Employees ● Volunteers ● Contractors ● Young People 	<p><u>General principles</u> All Level Two staff who are able to work from home will carry on doing so. Staff who need to work in the Hub can do so, providing they follow the use of the hub procedures & comply with social distancing requirements.</p> <p>The following factors will be considered by the Project & Deputy Project Managers to establish the need to work in the Hub:</p> <ul style="list-style-type: none"> ● staff physically need to be in the Hub to be able to work effectively ● staff need to access IT systems or specialist equipment that they can't access at home ● staff have IT/Broadband issues when working from home <p>And/or</p> <ul style="list-style-type: none"> ● they have domestic arrangements at home that make effective homeworking consistently difficult ● they have mental wellbeing pressures which are being seriously impacted on while working from home. <p><u>Cleaning</u> The cleaning regime will follow government advice.</p> <ul style="list-style-type: none"> ● Hand hygiene ● Hand gel dispensers in all entrances, including at the main entrance downstairs and communal areas with a supply of hand gel containing >60% alcohol ● Hand washing signs by all sinks. <p><u>Enhanced cleaning</u></p> <ul style="list-style-type: none"> ● Our cleaners will clean all hand contact points 	

Health & Safety Policy

		<ul style="list-style-type: none">● Staff to clean their desks, IT accessories/phone before and after use.● Cleaning wipes will be placed adjacent to printers and any other items of equipment in common communal use.● Some Hub areas will be closed in order to minimise cleaning regimes. <p><u>Social distancing</u></p> <ul style="list-style-type: none">● Ensure that there is 2m (or 1m with risk mitigation * where 2m is not viable) between anyone using the Hub. Members of staff need to take personal responsibility to ensure that they are maintaining social distancing.● Desk spacing will allow for 2m distance.● Staff to only use their own desk.● Only two people in an office / room at any one time.● Only one person to occupy the kitchen area at any one time.● Staff to take all rubbish downstairs to the bins, bagged, each person's responsibility, as they leave.● Staff will be encouraged to ensure only use the staff toilet, and use anti-bacterial wipes to clean taps, flush & door handle.● Emergency evacuation procedures will remain unchanged and short periods of time within 1m+ of someone when evacuating the building in an emergency will be acceptable. Social distancing will be implemented once clear of the danger. <p><u>Employee behaviour</u></p> <ul style="list-style-type: none">● <u>Everyone must sign in and out when they enter/leave the Hub.</u>● <u>Everyone must use the track & trace app</u>● All staff will be reminded that they must follow this risk assessment to minimise transmission.● Staff will be responsible for cleaning their own desk and for following the COVID-19 USE OF Hub procedures.● Staff will be encouraged to point out where others are not following guidelines.● A totally clear desk policy will be implemented.● Signage will be provided in the Hub to remind people of control measures.● People will be encouraged to keep their time spent in the hub to a minimum and not spend a whole day there; still following the principle of reducing the numbers of people that need to interact with each other.	
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		<ul style="list-style-type: none"> Staff are asked not to bring their children into the hub. <p>Public Access</p> <ul style="list-style-type: none"> Public access will be limited where it is possible. Staff to check with Project or Deputy Project Manager before any member of the public is permitted to enter the building. For example, Telecommunications tradespeople who need to get on the roof. All visitors must sign in and out, they must wear face coverings and be advised of the COVID-19 controls (social distancing and hygiene). Unless they use their own pen it should be sanitised/quarantined. Everyone must use the Track & Trace app if they have it downloaded. The default position will be that those services that can be delivered remotely should continue. When it is unavoidable that young people need to meet with staff social distancing will be observed. <p>Ventilation</p> <ul style="list-style-type: none"> Where possible, office space will be ventilated with windows open Signage will be displayed instructing that toilets must only be flushed with the lid, where there is one, in a closed position. Desk fans will not be permitted. 	
Employee, volunteers or contractors displaying the symptoms of or being in a household contact of someone displaying symptoms of Covid-19 or testing positive for Covid-19 must self-isolate	<ul style="list-style-type: none"> Employees Volunteers Contractors Young People 	<ul style="list-style-type: none"> Anyone using The Hub will be advised to be vigilant to any signs that they may have contracted coronavirus and to follow current Government advice to self-isolate. Anyone showing symptoms of Covid-19 and anyone in a household with someone showing symptoms will be instructed to self-isolate, not come to The Hub, and follow the Government's Test and Trace procedures. 	Project & Deputy Project Manager to monitor via sickness absence reporting
Vulnerable persons' exposure to Coronavirus through being required to	<ul style="list-style-type: none"> Staff 	<ul style="list-style-type: none"> Vulnerable staff will liaise with their line manager and arrange the most appropriate way of working to enable self-isolation. 	

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leave their self-isolation to carry out work tasks			
Exposure to Coronavirus when visiting open air sites	<ul style="list-style-type: none"> ● Employees ● Volunteers 	<ul style="list-style-type: none"> ● Avoid any places of service delivery where exposure to and spreading of Coronavirus is present. ● Where possible, travel alone. ● Always maintain 2m (or 1m with risk mitigation * where 2m is not viable) social distancing. ● Promotion of regular hand washing with soap and water for at least 20 seconds and use of hand sanitiser >60% alcohol if no soap and water are available ● Clean and disinfect any equipment used. ● At the end of the visit sanitise hands before touching mobile phone, car keys, door handles etc. 	
Exposure to and spreading of Coronavirus when visiting schools	<ul style="list-style-type: none"> ● Employees ● Volunteers 	<ul style="list-style-type: none"> ● Travel alone. ● On arrival, check your young person is still symptom free/have not tested positive for Covid-19. ● Always maintain 2m (1m with risk mitigation* where 2m is not viable) social distancing. ● Wash hands with soap and water for at least 20 seconds and use hand sanitiser >60% alcohol if no soap and water are available on entering the premises and when leaving. ● Avoid touching anything that cannot be effectively disinfected before leaving. ● Clean and disinfect any equipment used. ● At the end of the visit sanitise hands before touching mobile phone, car keys, door handles etc. 	
Poor posture as a result of inadequate workstation and environment when working from home.	<ul style="list-style-type: none"> ● Employees ● Volunteers 	<ul style="list-style-type: none"> ● A Display Screen Equipment (DSE) self-assessment and guidance are available in our Health & Safety Policy. ● Encourage to staff to share any difficulties that they are experiencing at their next supervision. 	
Poor communication as a result of remote working	<ul style="list-style-type: none"> ● Employees ● Volunteers 	<ul style="list-style-type: none"> ● Use virtual meetings with audio / video options to help maintain social contact. ● Encourage regular checking of emails and Social Media apps, and responses/acknowledgements. 	

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Mental health wellbeing pressures seriously impacted on work during the Covid-19 pandemic	<ul style="list-style-type: none"> ● Employees ● Volunteers 	<ul style="list-style-type: none"> ● Mental health and wellbeing awareness will be promoted to all staff. ● Project/Deputy Project Managers available online or on the phone. ● Regular 1-1's with staff, encouraging them to share how they're looking after their own well-being & given guidance as to how their situation could be improved. 	
Unable to deliver services due to staff self-isolation, contracting Covid-19 or other physical or mental ill health	<ul style="list-style-type: none"> ● Employees ● Volunteers 	<ul style="list-style-type: none"> ● Options of ways of working so individuals can self-isolate if concerned or if advised to do so by NHS but have no symptoms and so can continue to work. 	
Managers are not available due to Covid-19 symptoms	<ul style="list-style-type: none"> ● Employees ● Volunteers 	<ul style="list-style-type: none"> ● Trustees to undertake/delegate responsibilities if the Project & Deputy Project Managers cannot fulfil that function. 	
Lack of knowledge to decide on appropriate controls	<ul style="list-style-type: none"> ● Employees ● Volunteers ● Contractors 	<ul style="list-style-type: none"> ● Refer to National guidance posted on https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19 	
Personal Injury	<ul style="list-style-type: none"> ● Employees ● Volunteers ● Contractors 	<ul style="list-style-type: none"> ● First Aid should be self-administered if possible. If there is a need to assist with first aid, then gloves must be worn. 	
Inappropriate use of Personal Protective Equipment increasing transmission of Coronavirus	<ul style="list-style-type: none"> ● Employees ● Volunteers ● Contractors 	<ul style="list-style-type: none"> ● PPE will only be used in line with National guidance as inappropriate PPE can provide false assurance and lead to greater risks. ● Unnecessary PPE use will exhaust stocks and put other professionals at risk due to stock depletion. ● Level Two does not require staff to wear face coverings in the community but support their choice to wear a face covering if they choose to. Anyone using a face covering should follow the government guidelines about handwashing before and after putting it on and taking it off; about not touching it whilst wearing it; and, about storing it and washing/disposing of it. 	

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		<ul style="list-style-type: none">● Face coverings must be worn in the Hub when having one to one contact with a young person.● (Face covering must be worn in Community centres, youth centres, members clubs and social clubs. The Health Protection (Coronavirus, Wearing of Face Coverings in a Relevant Place) (England) Regulations 2020).	
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Explain below how the above information has or will be shared with staff, volunteers & contractors: Online team meetings & email.

*Further mitigating actions include:

- further increasing the frequency of hand washing and surface cleaning.
- keeping the activity time involved as short as possible.
- using screens or barriers to separate people from each other.
- using back-to-back or side-to-side working (rather than face-to-face) whenever possible
- reducing the number of people each person has contact with by using ‘fixed teams or partnering’ (so each person works with only a few others)