

COVID-19 crossteach Risk Assessment (September 2020)

Operations/Work Activities covered by this assessment:	COVID-19: IMPLEMENTING PROTECTIVE MEASURES IN EDUCATION SETTINGS AND OTHER EXTERNAL VENUES CROSSTEACH STAFF AND VOLUNTEERS MAY BE REQUIRED TO VISIT		
Site Address/Location:	Any venue visited by a crossteach employee or volunteer, to deliver a crossteach activity	Department/Service/Team:	All employees and volunteers
Note: A person specific assessment MUST be carried out for pregnant women and nursing mothers			

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crossteach failure to follow National Government Guidelines.	Employees, volunteers, school staff, school pupils, Church staff and Church congregations may be exposed to COVID-19.	Regular checks are made with the Government online guidance. Up to date guidance is distributed and communicated to all relevant people, including; Trustees, Staff and volunteers. via email and/or the Director's News and Intranet.	L	M	L	Increase frequency of checking govt guidance updates to daily https://www.gov.uk/coronavirus Government guidance may be issued overnight, checks must be made prior to opening each day. <i>Government guidance relating to schools and other educational settings is available via;</i> https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings	WH	daily		L	M	L
Staff or volunteer identified as at increased risk and exposed to COVID-19.	Employees, volunteers, school staff, school pupils, Church staff and Church congregations may be exposed to COVID-19.	From 1 st August 2020 employees who are deemed extremely clinically vulnerable can return to the workplace. Employees who are extremely clinically vulnerable must take extra	H	H	H	If an employee or volunteer is deemed vulnerable and requires additional risk controls, then a specific individual risk assessment MUST be completed. Individual vulnerabilities must also be considered and appropriate controls implemented. Such vulnerabilities to COVID-19 may include: <ul style="list-style-type: none"> Age 				L	H	M

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		<p>care to maintain social distancing and maintain good hand hygiene.</p> <p>Identify staff who are clinically extremely vulnerable and clinically vulnerable.</p> <p>Line Managers to discuss medical needs disclosed by staff and support mechanisms implemented.</p> <p>Consider if vulnerable employees can be exempt from tasks that require them to attend a venue other than their home.</p> <p>Regular communication with staff working from home. Staff must not be disadvantaged by not being present on site.</p>				<ul style="list-style-type: none"> • Ethnicity • Sex • Underlying health conditions • Pregnancy* <p>* As a general principle, pregnant women are advised to follow the clinically-vulnerable people guidance.</p> <p>Trustees, The National Director and Team Leaders/Regional Managers MUST consider and comply with relevant employment legislation, including the disability requirements within the Equality Act.</p> <p>Consider and, where appropriate, make reasonable adjustments to reduce the risk of exposure to the virus.</p> <p>Arrangements implemented to support additional needs of staff attending external venues, or that exempt from such venues MUST be documented within an individual risk assessment.</p> <p>Any individual risk assessments for staff or volunteer MUST be completed in conjunction with the employee/volunteer and manager. Regular communication for both parties to discuss concerns and additional / reduced control measures. The risk assessment MUST be reviewed by both the employee/volunteer and manager regularly and updated to reflect any changes to arrangements.</p> <p><i>Government guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 is available via:</i> https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-</p>						

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					L	<u>shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</u> Government guidance for staying alert and safe (social distancing) is available via: <u>https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july</u>						L
Individuals within the same household as staff or volunteers symptomatic or confirmed case of COVID-19.	Employees, volunteers, school staff, school pupils, Church staff and Church congregations may be exposed to COVID-19.	Individuals to seek advice from NHS 111, self-isolate and then contact local testing and arrange tests for self and family. National Director to monitor staff absence related to COVID-19. Seek advice from our HR provision if required for staff absences.	L	M	L	NHS guidelines outline action to take if someone in a household has symptoms of COVID-19, this can be accessed via; <u>https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/</u>				L	M	L
Staff displays symptoms of COVID-19 whilst at work.	Employees, volunteers, school staff, school pupils, Church staff and Church congregations may be exposed to COVID-19.	Staff able to recognise key COVID-19 symptoms in themselves and colleagues. The Government stay at home guidance MUST be followed if staff become unwell with; <ul style="list-style-type: none"> • A new continuous cough, • A high temperature, or; • A loss of or change in their normal sense of taste or smell (anosmia). If staff feel unwell with the above symptoms during the work-day they MUST go home (if they are at an	L	M	L	NHS guidance relating to coronavirus symptoms is available at: <u>https://www.nhs.uk/conditions/coronavirus-covid-19/</u> <i>Symptomatic individuals must self-isolate for at least 7 days and should arrange a test to determine if they have COVID-19. Other members of their household should self-isolate for 14 days from when the symptomatic individual first had symptoms. The government stay at home guidance is available at:</i> <u>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</u> Staff who have supported colleagues / other individuals (with a new, continuous cough or high temperature) do not need to go home unless they develop symptoms (in which case, they should				L	M	L

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		<p>external venue) and inform their Line Manager.</p> <p>999 will be called in an emergency, if anyone is seriously ill, injured or their life is at risk.</p> <p>If employees have specific concerns about their or others health, they should be directed to the Public Health England advice or ring NHS 111. The GP, pharmacy, urgent care centres or hospitals will be avoided.</p> <p>Follow NHS Test and Trace process.</p> <p>If symptoms develop in an external venue, the venue staff MUST be notified at the earliest opportunity.</p> <p>Line Managers will maintain regular contact with staff members during periods of absence and seek further advice from HR where required.</p> <p>The individual's Line Manager and National Director should be notified if a member of staff or volunteer displays symptoms of COVID-19, including if</p>				<p>arrange a test) or the other individual subsequently tests positive or they have been requested to by NHS Test and Trace.</p> <p><i>Government guidance relating to cleaning and waste management in non-healthcare setting will be followed. This is available via:</i> https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>If symptoms develop in a crossteach managed venue, the area around the person with symptoms MUST be cleaned with disinfectant after they have left to reduce the risk of passing the infection on to other people. The Government guidance for cleaning non-healthcare settings MUST be followed.</p> <p>Everyone MUST wash their hands thoroughly for 20 seconds with soap and running water after any contact with someone who is unwell.</p> <p>Waste (i.e. used tissues, disposable cloths, disposable gloves) used during suspected COVID-19 cases MUST be managed by:</p> <ul style="list-style-type: none"> • Placing in a plastic rubbish bag – tied when full. • Plastic bag placed in a second bin bag and tied. • Bins MUST be emptied regularly throughout the day • Placed in a suitable and secure place and marked for storage until the individual test results are known. • Waste can be disposed of when a negative test results are known or after the waste has been stored for 72 hours. 						

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		they had to leave an external venue.				<p>If storing waste, prior to disposal due to confirmed or suspected COVID-19 ensure this does not create any additional hazards:</p> <ul style="list-style-type: none"> • Fire risk • Impede emergency exit routes • Trip hazard • Away from other individuals <p>The individual's Line Manager MUST notify any external venues attended within the last 14 days.</p>						
Management of confirmed cases of COVID-19 within crossteach staff and volunteers.	Employees, volunteers, school staff, school pupils, Church staff and Church congregations may be exposed to COVID-19.	<p>Trustees, National Director and Team Leaders must ensure they understand the NHS Test and Trace process.</p> <p>Request staff and volunteers to inform crossteach immediately of the results of a test and take action accordingly.</p> <p>Individuals who have been in close contact with the person testing positive, should be sent home (if at an external venue) advising them to self-isolate for 14 days.</p> <p>The names or details of people with COVID-19 MUST not be shared unless <u>essential</u> to protect others.</p> <p>Evidence of negative test results or other medical evidence MUST not be requested before welcoming</p>	M	H	H	<p>Trustees and National Director know how to contact the local Public Health England health protection team.</p> <p><i>Contact information for local Public Health England health protection teams are available via:</i> https://www.gov.uk/guidance/contacts-phe-health-protection-teams</p> <p>Take immediate action to contact the local health protection team once aware of someone who has attended an external venue has tested positive for COVID-19.</p> <p>Crossteach will inform external venues (e.g. schools and/or churches) that have been visited within the last 7 days by a member of staff or volunteer who has tested positive for COVID-19. [Teams must ensure school contact information is kept up to date]</p> <p>If two or more confirmed cases are received within 14 days, or an overall rise in sickness absence where COVID-19 is suspected, then work must continue with the local health protection team to act to reduce a possible outbreak.</p>				L	H	M

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		<p>staff or volunteers back after a period of self-isolation.</p> <p>Develop contingency plans for possible restricted access to schools.</p> <p>Develop contingency plans for possible closure of schools.</p>				<p>Staff and Volunteers provided with information about NHS Test and Trace process and their responsibilities to follow requirements via written guidance and agreement.</p> <p>The NHS Test and Trace process includes:</p> <ul style="list-style-type: none"> Staff MUST not attend any external venue if they have symptoms and must be sent home to self-isolate if they develop them in an external venue. Book a test if displaying symptoms via: https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested. Provide details of anyone they have been in close contact with if they were to test positive for COVID-19 or if asked by NHS Test and Trace. Self-isolate if they have been in close contact with someone who develops COVID-19 symptoms or someone who tests positive for COVID-19. <p>A record of activities at external venues MUST be maintained to support the NHS Test and Trace initiative. Staff should use the shared calendar system and include – venue name, contact details, workers and volunteers attending, any other group who will also be present (e.g. class name)</p> <p>COVID-19 tests can be booked via the links below:</p> <ul style="list-style-type: none"> https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested Ordered by phone NHS 119 (for those without access to the internet). 							

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						<p>On receiving test results the following action must be taken:</p> <ul style="list-style-type: none"> A negative test result – if they feel well and no longer have COVID-19 symptoms they can stop self-isolating. Other members of their household can stop self-isolating. A positive test result – follow the stay at home guidance and MUST continue to self-isolate for at least 7 days from the onset of their symptoms and then return to external venues only if they do not have symptoms other than cough or loss of sense of smell/taste. Continue to self-isolate if they have a high temperature – until it returns to normal. Other members of their household should continue self-isolating for the full 14 days. <p>To assist with the NHS Test and Trace Process, close contact means:</p> <ul style="list-style-type: none"> Direct close contacts – face to face contact with an infected individual for any length of time, within 1m, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin). Proximity contacts – extended close contact (within 1 – 2 metres for more than 15 minutes) with an infected individual. Travelling in a small vehicle with an infected person. <p>In some instances, a positive case of COVID-19 may require reporting to the Health and Safety Executive (HSE) under the RIDDOR Regulations 2013:</p> <ul style="list-style-type: none"> An unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence. 							

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					H	<ul style="list-style-type: none"> A worker has been diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease, or; A worker dies as a result of occupational exposure to coronavirus. <p>Before submitting the RIDDOR report please contact the National Director and Trustees for further advice and support.</p> <p>Develop contingency plans for possible local outbreaks.</p>							H
Staff or volunteers will transmit COVID-19.	Employees, volunteers, school staff, school pupils, Church staff and Church congregations may be exposed to COVID-19.	<p>Individuals (including staff and volunteers) MUST not attend external venues if they have COVID-19 symptoms or have tested positive in the last 7 days.</p> <p>All staff and volunteers MUST follow current advice and the COVID-19 procedures at any external venue they attend.</p> <p>All staff and volunteers are required to wash or sanitise their hands at regular intervals throughout the day, unless working at home for the entire day (it is still recommended).</p> <p>Where a sink is not nearby, hand gel (of at least 60% alcohol content) should be used in external venues.</p>	M	H	H	<p>All staff and volunteers will be required to wash their hands for 20 seconds with soap and water, remembering the importance of proper drying, or sanitise them with alcohol hand sanitiser;</p> <ul style="list-style-type: none"> Before leaving home to travel to an external venue On arrival at an external venue After using the toilet When changing rooms Before and after eating any food (inc. snacks) within an external venue Before leaving the external venue <p>All staff and volunteers should also comply with any additional hand washing procedures required at the external venue.</p> <p>Staff should carry tissues with them whenever they visit an external venue.</p> <p>Staff and volunteers should carry hand gel (of at least 60% alcohol content) with them whenever they visit an external venue.</p> <p>Staff and volunteers should ensure they have sufficient amounts of tissues and hand gel and</p>				L	H	M	

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		Social distancing will be maintained wherever possible in any external venue.			H	<p>the cost of these items can be reclaimed as a work expense.</p> <p>Government guidance for full opening: schools is available via: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Staff and volunteers MUST comply with any social distancing procedures within an external venue.</p>							M
Increased risk of transmission due to increased working in close proximity.	Employees, volunteers, school staff, school pupils, Church staff and Church congregations may be exposed to COVID-19.	<p>Social distancing MUST be maintained wherever possible.</p> <p>Staff and volunteers should remain 2m away from other individuals wherever possible.</p> <p>Staff and volunteers can operate across different 'bubbles' in order to facilitate the delivery of crossteach activities at external venues.</p> <p>Where staff and volunteers need to move between 'bubbles' in an external venue, they should try and keep their distance from others as much as they can, ideally 2m from other individuals.</p>	M	H	H	<p>The hierarchy of measures will be followed to minimise risk:</p> <ul style="list-style-type: none"> • Avoid contact with anyone with symptoms • Frequent hand cleaning and good respiratory hygiene practices • Minimising contact and mixing <p>Staff and volunteers should maintain a 2m distance from other individuals wherever possible. This will not always be feasible, however, staff and volunteers MUST do this <u>when circumstances allow</u>.</p> <p>Staff and volunteers to avoid close face to face contact and minimise the time spent within 1m of anyone.</p> <p>Wherever possible staff and volunteers should stay at the front of the class to deliver activities.</p> <p>Activities should be adapted to maintain social distancing, where required.</p> <p>Government guidance for full opening: schools is available via: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>				L	H	M	

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					M	If moving furniture to deliver an activity, ensure that this does not create any additional hazards: <ul style="list-style-type: none"> • Fire risk • Impede emergency exit routes • Trip hazard. 						M
COVID-19 transmission via the physical environment.	Employees, volunteers, school staff, school pupils, Church staff and Church congregations may be exposed to COVID-19.	Prop doors open, where safe to do so (considering fire safety and safeguarding), to limit use of door handles and aid ventilation. Fire doors MUST not be propped open.	M	M	M	In a crossteach managed location, the cleaning regime should be reviewed to provide extra attention to hand contact points, surfaces, shared areas used by different groups and toilet spaces are cleaned throughout the work day. <i>Government guidance relating to cleaning and waste management in non-healthcare setting will be followed. This is available via:</i> https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings Remove soft furnishings, soft resources and any resources that are hard to clean (such as those with intricate parts). Bins for tissues to be emptied throughout the day. Interim cleaning during the work day of hand contact points. If storing waste, prior to disposal due to confirmed or suspected COVID-19 ensure this does not create any additional hazards: <ul style="list-style-type: none"> • Fire risk • Impede emergency exit routes • Trip hazard. 				L	M	L
Risk of transmission due to contact activities. A specific hazard for crossteach staff and volunteers is staff and/or volunteers move	Employees, volunteers, school staff, school pupils, Church staff and Church congregations	Staff and volunteers should avoid contact with other individuals during the course of delivering activities. Staff and volunteers should work with school staff to	M	H	H	Staff should liaise with school staff to see if activities can take place outdoors. Staff should liaise with school staff to see if remote teaching would deliver the same educational outcomes.				L	H	M

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between external venues, having been exposed to Covid-19 and before this has been identified.	may be exposed to COVID-19.	organise classrooms and other learning environments, maintaining space between seats and desks where possible.			High	<p>Cease the use of shared drinking cups. Staff and volunteers should have their own cups for use at external venues.</p> <p>Staff and volunteers should have their own water bottle.</p> <p>Staff should have their own set of equipment for use in external venues, as far as possible. E.g. white board markers, remote PowerPoint controller and pens. If any such equipment is touched by another individual, or is likely to be touched by an individual, it MUST be cleaned thoroughly before it is used again.</p> <p>Avoid shaking hands with other individuals.</p> <p>Staff and volunteers should avoid bringing additional items (e.g. resources required for an activity) from home into an external venue unless absolutely necessary. Such items (if required) to be cleaned before being distributed.</p> <p>Classroom resources (e.g. books, games etc.) can be used and shared within a 'bubble'. These should be cleaned regularly.</p> <p>Resources that are shared between 'bubbles' should be cleaned after each use, or rotated to allow them to be left unused and out of reach for 48 hours (72 hours for plastics) between use by different groups.</p> <p>Teams should consider the costs of having multiple resources compared with the cost and time involved in cleaning resources.</p> <p>Staff should take shared resources home (or return them to where they are stored), although unnecessary sharing should be avoided, especially where this does not contribute to pupil</p>						High

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						<p>education and development. Cleaning and rotation of items to be followed.</p> <p>Activity plans should allow pupils to work in as small groups as possible.</p> <p>Government guidance for full opening: schools is available via: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>						
Risk of transmission whilst travelling to external venues.	Employees, volunteers, school staff, school pupils, Church staff and Church congregations may be exposed to COVID-19.		M	M	M	<p>Follow Government Coronavirus (COVID-19) safer travel guidance for passengers, available via: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>Arrangements for travelling to external venues will be considered, reducing any unnecessary travel on coaches, buses or public transport.</p> <p>Hand sanitiser to be used upon boarding and disembarking any public transport.</p> <p>Follow Government Coronavirus (COVID-19) safer travel guidance for private cars, available via: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#private-cars-and-other-vehicles</p> <p>Staff and volunteers should consider whether or not to share lifts in private cars.</p> <p>Encourage staff and volunteers to walk or cycle to external venue settings where possible.</p>				L	M	L

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Lack of essential supplies, including PPE, cleaning materials and hygiene products may increase the risk of COVID-19 transmission.	Employees, volunteers, school staff, school pupils, Church staff and Church congregations may be exposed to COVID-19.	Discuss with host churches (for e.g. cleaning) to ensure that processes are in place for the supply of materials and provision of service for crossteach offices.	L	H	M	<p>Staff and volunteers should ensure they have sufficient amounts of tissues and hand gel and the cost of these items can be reclaimed as a work expense.</p> <p>Local teams should liaise with the host church regarding who is responsible for checking stocks of PPE, cleaning materials and hygiene products. If crossteach has any responsibility, staff should ensure they adhere to the agreed requirements.</p> <p>Should an external venue not have sufficient PPE, cleaning materials and hygiene products, the Team Leader/Regional Manager should contact the National Director to discuss what action should be taken.</p> <p>Emergency plans in place if there is an unmet urgent need for PPE, cleaning materials and hygiene products to operate safely.</p>				L	H	M
External venues have inadequate management of contractors and / or visitors increasing risk of COVID-19 transmission.	Employees, volunteers, school staff, school pupils, Church staff and Church congregations may be exposed to COVID-19.	<p>Communicate with external venues in advance of attendance to ensure there are sufficient procedures in place to make the venue as Covid-safe as possible.</p> <p>Communicate with external venues in advance of attendance to check if they require any information from us to reassure them and/or to ensure we comply with their procedures.</p> <p>External venues must ensure a member of staff is present for formal activities (e.g. lessons).</p>	L	M	L	<p>Staff should request appropriate documentation from external venues – risk assessments and visitor procedures. These should be shared with all staff and volunteers who will be attending the external venue.</p> <p>Staff and volunteers should comply with the all the requirements of the external venue, as communicated via the documentation.</p> <p>Staff should provide external venues with any relevant crossteach documentation, as requested.</p> <p>Staff and volunteers should also comply with all of the crossteach requirements and procedures.</p> <p>Teams should use the provided shared Google calendar to record ALL activities at external venues (see above).</p>				L	M	L

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			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
						<p>Should an external venue not be able to reassure us that they have sufficient procedures, the Team Leader/Regional Manager and the National Director will discuss whether or not it is safe for staff and volunteers to go to the external venue.</p> <p>Staff and volunteers should ensure the external venue has a system for recording their attendance for the purposes of being included in any test and trace process following an outbreak (or suspected outbreak) of Covid-19.</p>						
Inadequate first aid provision in external venues.	In the event of an accident, injury or emergency situation, staff and volunteers may suffer as a result of inadequate first aid provision or incorrect first aid treatment.	<p>Each activity should have a crossteach member of staff in attendance. All crossteach staff have received recent first aid training.</p> <p>Staff should carry with them a first aid kit to external activities that are crossteach managed (e.g. after school club in a church building)</p> <p>Staff and volunteers should know the procedures within an external venue for responding to an accident, injury or emergency;</p> <ul style="list-style-type: none"> • Where are first aid kits located? • Who are the named first aid staff within the external venue? • Does the external venue have a specific procedure? 	L	H	M	<p>HSE guidance is available on the Health and Safety (First Aid) Regulations 1981, accessible via: https://www.hse.gov.uk/pubns/books/l74.htm</p> <p>The Health and Safety Executive (HSE) has issued guidance for first aid during the coronavirus (COVID-19) outbreak, available via: https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</p> <p>Government guidance issued for COVID-19 Personal Protective Equipment is available at: https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe</p> <p>HSE guidance related to COVID-19 and face-fit testing is available at: https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm</p> <p>Teams should have enough first aid kits to ensure staff can take one with them to external venues (for crossteach managed activities) – minimum 1 per activity (what is the maximum number of activities at any one time?) up to a maximum of 1 per member of staff.</p>				L	H	M

Hazards Considered	Who might be harmed and how	Existing Control Measures:	Risk Rating			Further action <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions			Risk Rating (After Further Action)		
			Likelihood	Severity	Risk Rating		Who (Name)	When (Date)	Complete (Date)	Likelihood	Severity	Risk Rating
		<ul style="list-style-type: none"> Does the external venue have a reporting procedure? <p>Staff and volunteers should have an awareness of method for contacting emergency services.</p>				<p>This is a work expense – if staff need to purchase first aid kits, these can be reclaimed via an expenses claim.</p> <p>First aid kits MUST contain appropriate gloves and a face shield.</p>						
Consider if any additional hazards are created and control measures are required if this activity is undertaken in non-routine or emergency conditions							Review Date:					
Assessors Signature:			Date:		Authorised By:				Date:			

Potential Severity of Harm	High (e.g. death or paralysis, long term serious ill health)	Medium	High	High
	Medium (an injury requiring further medical assistance or is a RIDDOR incident)	Low	Medium	High
	Low (minor injuries requiring first aid)	Low	Low	Medium
		Low (The event is unlikely to happen)	Medium (It is fairly likely it will happen)	High (It is likely to happen)
Likelihood of Harm Occurring				

Risk Definitions	
Low	Controls are adequate, no further action required, but ensure controls are monitored and any changes reassessed.
Medium	Consideration should be given as to whether the risks can be reduced using the hierarchy of control measures. Risk reduction measures should be implemented within a defined time periods. Arrangements should be made to ensure that the controls are maintained and monitored for adequacy.
High	Substantial improvements should be made to reduce the level to an acceptable level. Risk reduction measures should be implemented urgently with a defined period. Consider suspending or restricting the activity, or applying interim risks controls. Activities in this category MUST have a written method statement/safe system of work and arrangements MUST be made to ensure that the controls are maintained and monitored for adequacy.