

COVID-19 Risk Assessment

Risk Assessment for: Mentoring			
Name: Gemma Watson		Organisation: The T.H.I.NK. BIG Project	
Assessment undertaken: covid-19 risk	Signed: Gemma Watson	Date: 06.01.2021	Review Date: ongoing per government guidelines



Hazards	Who is at risk	Control measures	Review Date
1. Catching and spreading Covid-19	Employee and mentee	<ul style="list-style-type: none"> Most work will be carried out remotely Guidance states you can see young people up to 15 <ul style="list-style-type: none"> - Masks will be worn inside, not needed but recommended for outside. Use venue that allows social distancing – 2m Use open spaces such as parks where possible Tissue and Hand scantier provided Contact suspended with mentee suspected to have COVID-19 Employees are reminded to not touch their eyes, nose or mouth if their hands are not clean. A cleaning schedule will be implemented throughout the site, ensuring that worksurfaces, door handles, taps etc. are all thoroughly cleaned with an antibacterial cleaning substance. We will also work towards any cleaning / infection control requirements outlined by the client. Employees will be told to self-isolate for recommended day should they find they any symptoms related to covid-19 	On-going

		<ul style="list-style-type: none"> • Should employees disclose that personnel living with them are self-isolating, they should be encouraged to do the same for 14 days as per Government guidance. • Employee will speak to parents 	
2. Spread/contraction of COVID-19 due to insufficient First aid measures or poor arrangements when handling student's medication. This includes: <ul style="list-style-type: none"> • Dealing with general First aid; • Lack of trained first aiders; • Dealing with a suspected case of Covid-19 	Employee and Mentee	<ul style="list-style-type: none"> • Employees are required to conform with social distancing requirements at all times; • School offices are either reduced in occupation and desks are positioned in order to provide adequate separation or staff are moved to other areas to reduce contact; • Staff rooms are not to be used unless these are large enough to safely accommodate current staff numbers at a safe social distance from each other. • Each staff area has been assessed, a maximum number of staff occupancy per room has been placed on the door. • Staff are encouraged to bring a packed lunch and use staffroom/office, keeping a suitable distance from other occupants. • Mentee will practice social distancing from staff appropriate to their age and as described in additional points of this assessment. • Employees will be provided with and wear <ul style="list-style-type: none"> • PPE when required in accordance with government guidance. • Employees have downloaded the NHS track and trace app 	
3. Lack of suitable premises management	Employee and Mentee	<ul style="list-style-type: none"> • Adequate ratio of staff to children will be maintained and is assessed on a regular basis • Mentee will suitably supervised at all times; 	
4. Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or	Employee and Mentee	<ul style="list-style-type: none"> • If a building is used. Protocols will be shared with both employee and mentees. • Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment. 	

occupants being spread around the building without suitable procedures in place.			
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