

Children and Families team- Hewell Rainbow Project' at the end of this YMCA risk assessment. 14-05-20

COVID-19 Risk Assessment

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

This is a draft copy of a **generic Risk Assessment** for dealing with the current Covid-19 situation in the workplace. It is not likely to cover all scenarios in all departments and each department/line manager should consider their own unique circumstances. Much more specific assessments, such as that those with housing support workers and childcare settings, may look quite different although many of the principles would still be relevant. To keep up to date with [HSE](#), [NHS](#) and [Government](#) advice to workplaces in this fast changing situation visit.

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when ?	Done
Spread of Covid-19 Coronavirus	Staff Visitors to our premises Cleaners Contractors Drivers Vulnerable groups – Elderly, Pregnant workers, those with existing underlying	Hand Washing <ul style="list-style-type: none"> <input type="checkbox"/> Hand washing facilities with soap and water in place. <input type="checkbox"/> Stringent hand washing taking place. <input type="checkbox"/> See hand washing guidance. <input type="checkbox"/> Drying of hands with disposable paper towels. <input type="checkbox"/> Staff encouraged to protect the skin by applying emollient cream regularly <input type="checkbox"/> Gel sanitisers in any area where washing facilities not readily available 	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice HSE guidance</p> <p>Posters, leaflets and other materials are available for</p>	All	Immediate	






	<p>health conditions.</p> <p>Anyone else who physically comes in contact with you in relation to YMCA Worcestershire organisation</p>	<p><u>Cleaning</u> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p><u>Social Distancing</u> Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks. Redesigning processes to ensure social distancing in place. Conference calls to be used instead of face to face meetings. Ensuring sufficient rest breaks for staff. Social distancing also to be adhered to in canteens area and or smoking areas</p> <p><u>Wearing of Gloves</u> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will</p>	<p>display. HSE Poster to display Latest YMCA Poster</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>			
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		<p>be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p>PPE <i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</i></p> <p><u>Symptoms of Covid-19</u> If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. Insert Link to reportable diseases HSE</p>	<p>To minimise the risk of transmission of COVID-19 during pandemic departments to consider duties undertaken and where appropriate PPE should be sources and used by personnel carrying out task Staff should ensure that they was hands before using PPE dispose of in double bags where worn and wash hands again after use with safe disposal of PPE taken out. Referenced here.</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>			
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Specific risk assessment for HMP Hewell sites						
What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Programme delivery impacted by local or national lockdowns		Prison visits will be suspended until it is safe to recommence face to face delivery	Limited 'lockdown' delivery will continue with staff confined to Chapel. PPE and Social distancing will be in operation together with routine Covid tests for frontline staff in line with HMP Hewell practice	NH	Immediately / ongoing	
Covid 19 cross contamination	Visitors	Visitors and staff have their temperature taken before entering VRC. Track and trace is in operation.	If a visitor has a high temperature (after 3 attempts with a cooling off period in between) they will not be allowed entry to the prison and therefore their visit will be cancelled. All visitors leave their contact information when visiting enabling track and trace to be adhered to.	Uniform staff on duty in VRC.	Immediately / ongoing	
	Staff	* As above under 'Symptoms of Covid'	If a member of staff has a high temperature (after 3 attempts with a cooling off period in between) they are to go home immediately and go for a Covid test isolating until test result is given. Other staff remain on duty unless they have any symptoms. All staff are notified of the result of the test.	All staff on duty.		



<p>Covid 19 cross contamination</p>	<p>Visitors (adults/children visiting prison)</p> <p>Staff</p>	<p>Visitor's Reception Centre (VRC)</p> <p>Social distancing in place both inside and outside Visitors Reception Centre</p>	<p>VRC marked throughout with clear in/out arrows on floor and ground outside VRC. Doors propped open where possible to avoid door handle contamination. Reducing numbers of people within the VRC at any one time to allow social distancing rules. All staff and visitors wear masks over mouth and nose from entering VRC through to main room /during visit and do not remove them until they leave VRC after visit. Seating - social-distancing rules. Cleaned after each usage. Regular use of sanitiser, available throughout VRC.</p> <p>Visitors can now wear their own masks. (following 22nd Sept EDM)</p>	<p>All</p>	<p>Immediately</p>	
<p>Covid 19 cross contamination</p>	<p>Visitors (adults/children visiting prison)</p> <p>Staff</p>	<p>Play area (VRC)</p> <p>Temporarily closed off to avoid contamination. Visiting legal visitors/prison staff/released prisoners still frequenting visitors centre.(no longer allowed to come into VRC)</p> <p>Pushchairs issued outside where possible (issued from inside the VRC)</p> <p>Children not currently allowed toys/resources whatsoever during visits. To be reviewed.</p> <p>Staff follow Covid script when working in VRC or main room. Full PPE to be worn until further notice.</p>	<p>Children still unable to have any toys/resources until further notice.</p> <p>When restrictions allow, soft toys packed away in sealed bags. Toys with small pieces and difficult to clean packed away. Easily cleaned and maintained toys available for children. Given on separate tray for personal use and cleaned on return.</p> <p>Personal belongings/pushchairs secured in cars where possible and not held in VRC during visit. Occasionally personal pushchairs may be held in VRC if visitor has arrived on public transport.</p>	<p>NH Family Intervention Coordinator</p> <p>Play Workers (PWs)</p>	<p>Immediately / ongoing</p> <p>Immediately /ongoing</p>	

Covid 19 cross contamination	Visitors (adults/children visiting prison) Staff	Toilets/toilet area (VRC) Social distancing in place.	Clearly marked with directional arrows ladies/Gents still closed/disabled and kept in a clean condition/checked regularly whilst wearing appropriate gloves/apron. Keep cleaning products safely locked away when not in use.	VRC staff Cleaner	Immediately / ongoing	
Covid 19 cross contamination	Visitors (adults/children visiting prison) Staff	Office (VRC) Staff recognising 2 metre rule re. social-distancing. No more than 2 staff in the office at any one time. Contamination of office resources.	Visitors seen in main VRC space not office due to close confinement of office space. Telephone/computer keyboard/mouse/pen etc. regularly sanitised after each use.	VRC staff	Immediately / ongoing	
Covid 19 cross contamination	Staff	Canteen/kitchen (VRC) Only one person in the kitchen at any one time.	Staff to thoroughly clean own cup for drinks Play workers have been given a 'Rainbow' cup for use when at work.	All	Immediately / ongoing	
Burns/Scalds	Visitors (adults/children visiting prison) Staff	All areas Staff /Visitors to place hot drinks safely where they are less likely to be spilt. No drinks available for visitors.	Make sure any drinks left after visitors have left are cleared away. Paper cups to be used for visitors. No drinks whatsoever available for visitors.	All	Immediately / ongoing	
Trips and falls	Visitors (adults/children visiting prison)	All areas	Any spare seating /toys etc stored safely No toys or play area available during visits. All	All	Immediately / ongoing	



	Staff	Ensure all chairs/equipment are placed safely to avoid trips and falls. Play area cleared and stored safely.	cordoned off safely.	Rainbow Team	ongoing	
Covid 19 cross contamination	Visitors (adults/children visiting prison) Staff	Main prison Gate/Front Search -Entering prison Follow directional arrows and abide by social-distancing when going through front search. Follow directional arrows and abide by social-distancing when going through gate after showing ID.	Encourage visitors to use sanitizer and follow arrows-maintaining social distancing. Wash hands thoroughly at newly installed basins. Collect keys and use sanitiser after connecting keys to chain. Clean keys with available wipes after use at the end of shift. N.B. Staff. Be mindful when storing sanitizer in your car where it may overheat.	Front search staff All	Immediately / ongoing	
Covid 19 cross contamination	Staff	Walkways Be mindful of social-distancing when entering the prison	Pay particular attention when passing through locked gates around prison when other staff are around. Avoiding any prisoner movement times.	All	Immediately / ongoing	
Offenders behaviour during 1:1 meeting Safeguarding	Staff	House Blocks Permission sought from house block (HB) /check with chaplaincy prior to entering and confirmation of an office space available. Only go on HBs only if absolutely necessary.	Discuss with Chaplaincy staff regarding any current behaviour on house block and individual offenders (who require 1:1 contact) state of mind. Check on NOMIS system – re up to date information about individual offender.	NH	Immediately / ongoing	



<p>Emergencies and personal safety</p>		<p>HB6 B is a 'shielding wing'. PPE to be worn when visiting wing.</p>	<p>Go directly to empty office space available to ensure social –distancing between self and offender/offenders.</p> <p>Wash hands before/after entering house block and use sanitiser before and on return from house block after unlocking gates etc. Wear face mask.</p> <p>Use de-escalating methods during any emotional outbursts. Ensure there are tissues for emotional conversations. Retain social-distancing. Report any safeguarding information to officers.</p> <p>If offenders are on an ACCT complete ACCT folder date/sign and speak to wing officer /senior officer re content of discussion and any threats of self-harm etc.</p>	<p>(occasionally) FIC/Course Tutors</p>		
<p>Covid 19 cross contamination</p>	<p>Visitors (adults/children visiting prison) Staff</p>	<p>Main Visits Room</p> <p>Socially distancing- fewer visits taking place/space either side of each visiting tables staggered to adhere to social distancing.</p> <p>Play Area cordoned off to avoid children mingling.</p> <p>No sharing of resources/toys between families visiting.</p> <p>Only 15 visiting tables (capacity for 50 pre-covid).</p> <p>Visits hall has been decorated and deep cleaned. Seats no longer attached to floor. Spare chairs/tables stored in Lower medical cells as no longer being used.</p>	<p>Visits tables spaced out and toys placed in tray for each individual family to use.</p> <p>Staff to place on table for visitor to collect.</p> <p>Returned back to spare table and collected before cleaning.</p> <p>All toys/resources/crayons cleaned thoroughly before returning them to the play area.</p> <p>N.B. Crayons and colouring pictures can be kept by the children after usage and taken home in a ziplock bag to reduce possible cross contamination.</p> <p>No toys allowed or resources until further notice.</p> <p>When permitted, new crayons and colouring/puzzle</p>	<p>Awaiting directive from Government/prison</p> <p>NH/FIC to set up</p> <p>PWs to implement they will set</p>	<p>Immediately / ongoing</p>	

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			<p>sheets for children to keep (as above). Children may be given a tray/clipboard (which will require cleaning after each usage) to lean on to prevent them using table and entering the 2 metre zone.</p> <p>Completed pictures will be posted by the children into a purpose - built post box into an individual bin bag as they exit the visits hall. This is to avoid cross contamination of children passing completed pictures directly to their loved ones. Pictures will either be quarantined in each separate bag or photocopied after 72 hrs (any post sent into prison is photocopied at present). Pictures will then be passed onto their loved ones.</p>	<p>up on each table prior to the child/children arriving in visits.</p> <p>Post box emptied by visits/play staff wearing PPE and kept in individual bag until quarantine 72 hrs has passed and either photocopied or given out.</p>		
<p>Covid 19 cross contamination</p>	<p>Visitors (adults/children visiting prison)</p> <p>Staff</p>	<p>All Areas</p> <p>Ensure all correct information is available for visitors and staff regarding new regime.</p> <p>Add to protocols/policies and procedures for Children and Families team under Hewell Rainbow Project.</p>	<p>Wipeable, laminated, information sheets regarding new regime on show in VRC and Main visits room re. social distancing rules and posters in VRC/Main room and thoroughfares.</p>	<p>NH/FIC</p>	<p>Immediately / ongoing</p>	

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