

COVID-19 Risk Assessment The Rainbow Project

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.

To keep up to date with [HSE](#), [NHS](#) and [Government](#) advice to workplaces in this fast changing situation visit.

All actions identified must also comply to the YMCA Worcestershire Covid 19 Risk Assessment document (14/5/2020)

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<p>Staff</p> <p>Visitors to our premises</p> <p>Cleaners</p> <p>Contractors</p> <p>Drivers</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions.</p> <p>Anyone else who physically comes in contact with you in relation to YMCA Worcestershire</p>	<p>Hand Washing</p> <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>Cleaning</p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in</p>	<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 display. HSE Poster to display Latest YMCA Poster</p>	All	Immediate	



	organisation	<p>areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>Social Distancing 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</p> <p>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.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to in canteens area and or smoking areas</p> <p>Wearing of Gloves</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>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will 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>-</p> <p>.</p> <p>Symptoms of Covid-19 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.</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</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</p>			
--	--	--	---	--	--	--



		<p>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><u>Drivers</u></p> <p>Procedures in place for Drivers to ensure adequate welfare facilities available during their work - Driving for work.</p> <p>Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p> <p><u>Mental Health</u></p> <p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever</p>	<p>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>			
--	--	--	--	--	--	--



		<p>support they can to help</p> <p>Coronavirus and your wellbeing</p> <p>Westfield Health Resource Centre</p>	<p>Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities.</p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p>			
--	--	---	--	--	--	--

Specific risk assessment for HMP Hewell sites

Covid 19 cross contamination	Visitors (adults/children visiting prison) Staff	Visitor's Reception Centre (VRC) Social distancing in place both inside and outside Visitors Reception Centre	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. Seating - social-distancing rules. Cleaned after each usage. Regular use of sanitiser, available throughout VRC	All	Immediately	
Covid 19 cross contamination	Visitors (adults/children visiting prison) Staff	Play area (VRC) Temporarily closed off to avoid contamination from visiting legal visitors/prison staff/released prisoners still frequenting visitors centre. Once Visits are reinstated pushchairs issued outside where possible.	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. Personal belongings/pushchairs secured in cars where possible and not held in VRC during visit.	NH Family Intervention Coordinator Play Workers (PWs)	Immediately/ ongoing 2 weeks prior to visits being reinstated	
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/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	Visitors	Office (VRC)	Visitors seen in main VRC space not office due to	VRC staff	Immediately/ ongoing	

contamination	(adults/children visiting prison) Staff	Staff recognising 2 metre rule re. social-distancing. Contamination of office resources.	close confinement of office space. Telephone/computer keyboard/mouse/pen etc. regularly sanitised after each use.			
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	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.	Make sure any drinks left after visitors have left are cleared away. Paper cups to be used for visitors.	All	Immediately/ ongoing	
Trips and falls	Visitors (adults/children	All areas		All	Immediately/	

YMCA WORCESTERSHIRE

REDDITCH / WORCESTER / BROMSGROVE / WYRE FOREST
WYCHAVON / MALVERN HILLS



	visiting prison) Staff	Ensure all chairs/equipment are placed safely to avoid trips and falls. Play area cleared and stored safely.	Any spare seating /toys etc stored 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.	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		House Blocks	Discuss with Chaplaincy staff regarding any current behaviour on house block and individual	NH	Immediately/ ngoing	

<p>Safeguarding</p> <p>Emergencies and personal safety</p>	<p>Staff</p>	<p>Permission sought from house block /check with chaplaincy prior to entering and confirmation of an office space available.</p> <p>Only go on HB if absolutely necessary.</p>	<p>offenders (who require 1:1 contact) state of mind.</p> <p>Check on NOMIS system – re up to date information about individual offender.</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.</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</p>	<p>Visitors (adults/children)</p>	<p>Main Visits Room</p>	<p>Visits tables spaced out and toys placed in tray for each individual family to use.</p>	<p>Awaiting directive from</p>	<p>Prepared 2</p>	

April 1st 2020. These risk assessments are to be enforced with immediate effect and will be revisited once visits from public are reinstated

Visitors Reception Centre (outside the prison)

Risk	Low/medium/High	Action
------	-----------------	--------

contamination	visiting prison) Staff	Socially distancing- fewer visits taking place/space either side of each visiting tables. Staggered to adhere to social distancing. Play Area cordoned off to avoid children mingling. No sharing of resources/toys between families visiting.	Staff to place on table for visitor to collect. Returned back to spare table and collected before cleaning. All toys/resources cleaned thoroughly with steamer before returning them to the play area. Staff to complete registration forms/lists.	Government/ prison NH/FIC to set up PWs to implement	weeks prior to visits being reinstated.	
Covid 19 cross contamination	Visitors (adults/children visiting prison) Staff	All Areas Ensure all correct information is available for visitors and staff regarding new regime. Add to protocols/policies and procedures for Children and Families team under Hewell Rainbow Project.	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.	NH/FIC	Prepared 2 weeks prior to visits being reinstated.	