

RISK ASSESSMENT

Company Name: YMCA Sutton Coldfield	Date: 02/06/20	Review Date: 02/06/21	Assessment No:
Assessor: Lauren Lander	Task: Detached Youth Work (COVID-19)		

Haz No.	Significant Hazards Look only for hazards which you could reasonably expect to result in significant harm e.g. slips/trips, work at height, falling objects, vehicles, electricity etc. (STEP 1)	People Affected List groups of people who may be at risk e.g. maintenance staff, contractors, cleaners, public etc. (STEP 2)	Existing Controls List controls that are already in place to control the risk e.g. physical safeguards, training, personal protective equipment etc-. (STEP 3)	Level of Risk Decide on the level of risk remaining. (Likelihood x Severity)			Further Action Required List further action required to control significant risks. If there is lots to do, make an action list. (STEP 4)
				High	Med	Low	
	ENVIRONMENT						
01	Uneven pavements/floors, narrow paths, debris, loose or slippery steps, edges of stairways/ramps	Staff	<ul style="list-style-type: none"> - Visual risk assessment training - Use safest route possible - Torches & first aid kit provided - Staff to wear correct footwear - Assessing area during daylight 			X	Continued assessment of area. Report any incidents or concerns to Project Manager
02	Alley ways, concealed entrances, driveways, bridges, railways, overhanging bushes etc.	Staff	<ul style="list-style-type: none"> - Visual risk assessment training - Area adequately known and mapped in daylight - Stick to planned routes 		X		Continued assessment of area. Report any incidents or concerns to Project Manager.
03	Weather conditions	Staff	<ul style="list-style-type: none"> - Adequate uniform provided and to be worn at all times. - Staff to have access to weather reports (via internet) - Detached to be carried out at discretion of Project Manager. Should conditions be considered too hazardous, street work will be called off and office/centre-based work to 			X	Communication with Project Manager

			follow.				
04	Building Sites/construction works, loose debris/derelict buildings	Staff/Young people	- Training (not to enter!) - Torches - Area Mapped - Knowledge of area			X	Report any incidents or open building sites to Project Manager
05	Disgarded sharps, broken glass etc	Staff and young people	- Full Training given to staff - Staff to report any sharps/excess litter spotted to the police/environmental health -First Aid Kit to be provided			X	Any major concerns to be reported to Project Manager
06	Traffic/Traffic lights/Crossing the road etc	Staff and young people	- Training - Staff to use crossings (where available) and to encourage young people to do the same.			X	
07	Areas of bad/no street lighting	Staff and young people	- Visual risk assessment training - Torches provided			X	Any major concerns to be reported to Project Manager
08	Large areas of water, open spaces, areas of uncertain layout	Staff and young people	- Visual risk assessment training - Torches provided - Keep alert and avoid meeting young people in unknown places - Avoid engaging in activities/ messing around near open water			X	
	COMMUNITY / PEOPLE						
09	Behaviour of Young People (i.e. they have been drinking, carrying a weapon etc.)	Staff, Young People, Community	-Initial training of all staff members, ongoing training and assessment -Mobile Phones to be carried at all times -Project Manager on call when needed -Acceptable boundaries set in briefings and meetings with YP - Do not engage with young people who are high, drunk etc.			X	If staff feel threatened to report to Police or avoid contact with specific young people in the future.

10	Entering shops/restaurants/unknown building interiors	Staff	-Initial training and visual risk assessment -Stay alert and open – use training on communication skills when engaging with community members.			X	Continued assessment of area During COVID-19 this should be avoided where possible
11	Staff being unrecognised by people in the community/family members (including those under the influence of drink or drugs)	Staff	- Uniforms and ID provided - Leave a difficult situation as soon as possible and contact Project Manager			X	Report any problems to Project Manager
12	Animals	Staff and young people	- Take care when passing dogs being walked - Do not pet unknown animals and avoid contact where possible			X	
13	Soliciting/drug dealing/gang warfare/grooming and other serious anti-social behaviour	Staff and young people	- Training given where possible - Staff to report any behaviour if concerned - Report to Project Manager		X		
	TEAM/EQUIPMENT						
14	Awareness whilst on detached, affected by tiredness, distraction, other issue	Staff	- Team briefing to include considerations of each team member - Visual risk assessments & keeping alert			X	
15	Group split up	Staff	- Constant awareness and visual risk assessment - keep in sight if not close physical proximity - Mobile with team phone numbers - Have a planned meet up point/time - Lone worker training – don't do it!			X	Staff should walk at 2 meter difference whilst COVID-19 is still a danger
16	Getting to and from workplace and driving during shifts	Staff	- Staff encouraged to have clear entry and exit planned from an area, to know safe places and routes. - If staff to use their own vehicles during shifts, encouraged to park away from young people.		X		Staff to travel alone to and from workplace where possible

			- Staff to contact project manager if any issues and when they return home safely				
17	Loss or damage of mobile phones, torch, uniform or other equipment	Staff	- Team to check all equipment taken out in working order, and returned the same. - Replacements available at Project Manager's discretion		X		
18	Threats to staff or young people from members of the public	Staff	- Constant visual risk assessment - Listening and Communication, and Conflict management training - Mobile phones, with credit, to be taken out every shift - Uniform and ID cards to be worn at all times on shift			X	Contact Police Contact Project Manager
	COVID-19						
19	Awareness of public during lockdown	Staff & Young People	- Social distancing to be adhered to at all time (2 meter distance) - Staff to avoid members of the public where possible			X	PPE to be worn at all times
20	Staff travelling together in the same vehicle	Staff	- Staff are only permitted to travel together when using the minibus in order to maintain social distancing - PPE should be worn whilst travelling and the minibus should be cleaned after every use - Staff are not permitted to travel together in the same car			X	
21	Staff travelling on public transport to and from sessions	Staff	- Where staff cannot drive or are unable to they may need to use public transport. In this case PPE should be worn at all times and social distancing must be adhered to			X	
22	Busy/enclosed spaces	Everyone	- Staff to avoid enclosed spaces (e.g.			X	

			shops, community centres etc) - Social distancing to be adhered to at all times				
23	Home visits	Everyone	- All home visits suspended until further notice			X	Staff may conduct doorstep checks where needed, but PPE should be worn at all times and social distancing must be followed
24	PPE	Everyone	- PPE should be replaced every session (Never reuse the same equipment) - PPE should be disposed of safely after each session			X	PPE is available at main site Project manager will hand out PPE where needed

Action Timescale Guidelines

High Risk – Action Immediately

Medium Risk – Action within 2 months

Low Risk – Re-assess after any changes & review