**Intervention/Activity:** 1:1 sessions during COVID-19 **Date:** UPDATED 20/08/2020 **Practitioners:** ALL STAFF

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| **HAZARD OBSERVED** | **RISK BEFORE CONTROL MEASURES** | **PERSONS AT RISK** | **CONTROL MEASURES** | **COMMENTS**  **ACTIONS** | **RESIDUAL RISK RATING** |
| COVID-19 | Staff could transmit or contract COVID-19 during service delivery | Staff, students, members of the public, staff family members | * Staff to follow the guidance on hand washing and hygiene (see <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/> ). * Staff to carry hand sanitiser with them to use upon entry and exit of any setting they are working within. * Staff should not undertake intervention with more than one service user at any given time. This precludes Staff from delivering any group work or pair work. * Staff to ensure they remain at least 2 metres apart from any other person they encounter in their work setting. * Staff to ensure they only see one Service User at a time in a room which allows for a minimum of 2 metres distance at all times. * If staff develop symptoms of COVID-19 (recent onset of a new continuous cough or a high temperature or a loss of, or change in, normal sense of taste or smell), however mild, or have received a positive coronavirus (COVID-19) test result, then they should immediately self-isolate, stay at home for at least 7 days from when symptoms started. * If staff members live with others, all other household members who remain well must stay at home and not leave the house for 14 days. * If staff have any symptoms of coronavirus (COVID-19), they should arrange a test by visiting NHS.UK, or contact 119 via telephone if they do not have internet access * Staff should inform their Line Manager of any requirement to self-isolate as per Evolve Intervention’s usual sickness and absence procedures. * If possible/appropriate, staff should wear a face covering in enclosed public spaces where social distancing isn’t possible and where they will come into contact with people they do not normally meet. Social distancing, hand washing and covering coughs and sneezes, remain the most important measures to prevent the spread of coronavirus (COVID-19). Face coverings do not replace these. See the staying safe outside your home guidance (<https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home>) , and also guidance on how to wear and make a cloth face covering (<https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering> ) * Staff should wear a face mask if an individual child, young person or other learner becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 metres cannot be maintained * If a staff member has been informed they are a person who is classed as clinically extremely vulnerable, they should shield themselves and NOT participate in any face-to-face work, following guidance should be followed and the staff member’s Line Manager should be made aware as soon as possible:   . <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19> | * Staff can be provided with hand sanitiser on request * Staff can be provided with a face mask upon request * Management to monitor ongoing situation relating to COVID-19 and review this risk assessment as necessary following any changes to government policy and guidance in place. | High |
| Stress / Mental Health Concerns | All staff could be affected by factors such as lack of job control, bullying, not knowing their role, concerns around COVID-19 | Staff | * Staff understand what their duties and responsibilities are. * Staff can talk to supervisors or manager if they are feeling emotionally unwell or concerned about things at work. * Staff to talk to line manager about any concerns relating to COVID-19 * ‘No bullying’ policy amongst staff and supported by management * Staff to make register and make use of ‘Big White Wall’ online resources for help and support if needed <https://www.bigwhitewall.com/> | * Staff wellbeing audits available for use if/when needed to identify any potential areas of support needed. * Staff can be given supervision/counselling if needed and/or signposted to further support * Management to circulate info relating to supporting mental health on regular basis | Low |
| Slips and trips | Staff or students may be injured if they trip over objects or slip on spillages | Staff, students | * Ensure school or public setting adheres to general good housekeeping and keeps work areas clear of trip or slip hazards, acting accordingly to remove the risk if identified by Staff member * All areas staff to access well lit, including stairs. * No trailing leads or cables. * Staff keep work areas clear during service delivery | * Venue risk assessment to be completed where necessary. | Low |
| Lone Working – illness or injury | Staff could suffer injury or ill health while lone working and/or travelling to/from service delivery | Staff | * Staff to ensure their outlook calendar is up-to-date so that management can oversee appointment venues and be aware of whereabouts * If staff become ill or suffer an injury before, during or after service delivery, they should inform their line management straight away. * Staff should ensure they have a contact available within the setting they are working with to alert to any illness or injury In case support or aid is required. * Staff to carry mobile phones with emergency contact details at all time. * Staff to ensure Evolve Intervention have the most up-to-date next of kin emergency contact details on file and update on any changes. * Staff to ensure they take any personal medication as per prescribed instructions and follow all guidelines given in information * Staff to make Line Manager aware of any illness or condition which could affect their capacity to deliver services safely. | Additional risk assessments and/or support given as needed/required. | Low |