

Risk Assessment Name: Pure Innovations **STEP TEAM** during Covid-19

People involved in completing RA: Fiona Harradine, (H&S Manager), Amanda Noon (Development and Operations Manager)

Original date of completion: 23.06.20

OVERVIEW OF RISK ASSESSMENT

The STEP Programme works in partnership with Manchester Adult Education Service to support young adults (learners) with learning difficulties, disabilities and/or Social, Emotional and Mental Health needs. MAES deliver classroom and virtual provision across Manchester whilst Pure deliver provision within community settings such as within the home, local supermarkets, libraries and work placements with local employers. Due to Government advice re: Covid-19 Pandemic the STEPS Provision ceased delivering community-based learning on 24th March and moved to remote, distance contact and wellbeing calls.

Government and any other related guidance have been followed to devise this risk assessment, which will be reviewed and amended as guidance changes.

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>

<https://www.gov.uk/government/publications/covid-19-supporting-adults-with-learning-disabilities-and-autistic-adults/coronavirus-covid-19-guidance-for-care-staff-supporting-adults-with-learning-disabilities-and-autistic-adults>

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

<https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators/coronavirus-covid-19-safer-transport-guidance-for-operators>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf?utm_source=govdelivery&utm_medium=email&utm_campaign=coronavirus&utm_term=working-safely-5&utm_content=general-15-may-20

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

What are the hazards?	Who might be harmed and how?	What are you already doing? (Control measures already in place)	Risk level	Do you need to do anything else to control/reduce this risk?	Action by who?	Action by when?	Done
<p>Clinically Extremely Vulnerable 'Shielded Group'</p>	<p>Learners, staff and members of the public Risk of serious illness/death due to Covid-19 Risk of enforcement action due to not adhering to Government guidance</p>	<ul style="list-style-type: none"> Pure are following current government guidelines to safeguard both staff and learners. Learners that have informed us they are identified as being in the Governments clinically extremely vulnerable group, ("shielded") will not access any of Pure services without additional consideration to minimise further risk and provide safe access to services. If required an individual risk assessment will be completed. Learners in this group will continue to receive virtual support, welfare calls, shopping/prescription drop off and pick up where relevant <p>EXCEPTION</p> <ul style="list-style-type: none"> New Government guidance, (from 5th June 2020):- <i>"People who are shielding remain vulnerable and should continue to take precautions but can now leave their home if they wish, as long as they are able to maintain strict social distancing. If you choose to spend time outdoors, this can be with members of your own household. If you live alone, you can spend time outdoors with one person from another household. Ideally, this should be the same person each time. If you do go out, you should take extra care to minimise contact with others by keeping 2 metres apart."</i> 	<p>Med 3 <i>(if undertaking socially distance walk)</i></p>	<p>No further action required, continue with existing control measures</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>

		<ul style="list-style-type: none"> If following the social distance walk this will be authorised by the team manager 					
Clinically Vulnerable Group, (includes, underlying health condition, age, pregnancy, BAME)	Learners, staff and members of the public Risk of illness due to Covid-19 transmission and spread	<ul style="list-style-type: none"> Learners that have informed us they are identified as being in the Governments clinically vulnerable group, will be given additional consideration to minimise further risk and provide safe access to services. If required an individual risk assessment will be completed. 	Low 2	No further action required, continue with existing control measures	N/A	N/A	N/A
Pure Innovations staff returning to work and/or adhering to new ways of working	Learners, staff and members of the public Risk of illness due to Covid-19 transmission and spread Risk of enforcement action due to not adhering to Government guidance	<ul style="list-style-type: none"> Information has been gathered from staff prior to them returning to highlight any areas of concern If required an adjustment/return to work from will be completed, to look at ways of further minimising risk. This may lead to an individual staff risk assessment Staff are to continue to work from home where they can, although it is recognised in a learning coach role this cannot always be done Staff will have been instructed into 'New Ways of Working' along with any relevant guidance for their teams which will be recorded on My Learning Cloud 	Low 2	'New Ways of Working' to be finalised and added on My LC	Fi H & Amanda N	30/06/20	✓
Travel	Learners, staff and members of the public Risk of illness due to Covid-19 transmission and spread Risk of enforcement action due to not adhering	<ul style="list-style-type: none"> Ideally staff will travel to/from, (and during), work in their own vehicle, walking or cycling Pure Innovations staff will travel alone during working hours, they will not car share with colleagues An exercise has been undertaken pre-return to work/new ways of working to identify staff having to travel using public transport, where possible adjustments will be made If public transport is essential by staff then 	Low 2	No further action required, continue with existing control measures	N/A	N/A	N/A

	to Government guidance	<p>a face covering must be worn, (from 15th June 2020 this is the law). Pure Innovations can supply face masks for working hours</p> <ul style="list-style-type: none"> • Staff are not transporting learners in their own vehicles • Pure Innovations staff can travel train where the route involves walking to and from a work/education related location if a safe walking distance can be adhered to in line with current government guidelines. • Pure Innovations may support travel training on public transport, where it is deemed as essential travel and there are no other alternative means of transport • We would only support Travel Training where a learners wears a suitable face covering as is law. 					
Accessing Rhino Court – head office	<p>Staff Risk of illness due to Covid-19 transmission and spread Risk of enforcement action due to not adhering to Government guidance</p>	<ul style="list-style-type: none"> • Staff only access Rhino Court offices when deemed essential and with authorisation from their line manager • Staff are aware of 'new ways of working' procedures in place for Rhino Court 	Low 2	No further action required, continue with existing control measures	N/A	N/A	N/A
Training Sessions	<p>Learners, staff and members of the public Risk of illness due to Covid 19 transmission</p>	<ul style="list-style-type: none"> • Staff training should be completed remotely where possible, however where not possible and essential to service delivery we can deliver training at a Rhino Court • The Boardroom will be used as the training room and has been set up allowing for 	Low 2	No further action required, continue with existing control measure	N/A	N/A	N/A

	and spread Risk of enforcement action due to not adhering to Government guidance	<p>social distancing in line with current government guidelines, with supplies of hand sanitiser, wipes, tissues etc, made available</p> <ul style="list-style-type: none"> • Windows will be opened to allow for adequate ventilation • There are procedures in place for use of Rhino Court offices, of which staff have been instructed 					
Infection Control	Learners, staff and members of the public Risk of illness due to Covid-19 transmission and spread	<ul style="list-style-type: none"> • All Pure Innovations buildings/sites we are responsible for will be appropriately stocked with liquid soap, paper towels, hand sanitisers, cleaning wipes, tissues, bins • Increased cleaning to take place during day, alongside contract cleaners • Bins will have any lids removed to limit touch contact and hence potential virus transmission. This has been assessed as less risk than foot pedal bins, where some individuals may still touch the lids • System in place for regular re-ordering of stock • Fans will not generally be used; however, this may be required where the risk to individual's health is greater, (e.g. due to epilepsy and/or adverse weather conditions). It is recommended that any fans used have clip off fronts, so that the blades and the grills can be cleaned • When used, consideration will be given to direction and location of fan. Fans will always be used in rooms where windows are open • Fans will NOT be used if anyone is showing symptoms of Covid-19 • Pure Employment staff have been asked to wear clean clothes each day, washing 	Low 2	No further action required, continue with existing control measures	N/A	N/A	N/A

		<p>clothes before re-wearing. Normal washing of clothes will reduce the risk of germs being transmitted. Wash your hands after handling unwashed clothes</p> <ul style="list-style-type: none"> Learners have been advised re: clean clothes prior to any meeting, attending their work/education setting 					
<p>Personal Protective Equipment, (PPE)</p>	<p>Learners, staff and members of the public Risk of illness due to Covid-19 transmission and spread Risk of enforcement action due to not adhering to Government guidance</p>	<ul style="list-style-type: none"> Face masks must be worn, (supplied by Pure Innovations), if travelling on public transport or if supporting a learner where current social distancing government guidelines may not be met <p>When your visit does not require you to touch a learner, but you need to be within the permitted social distance</p> <ul style="list-style-type: none"> Surgical masks can be used continuously while providing support, unless you need to remove the mask from your face (e.g. to drink, eat or take a break from duties). You may wear the same mask between different visits, (if it is safe to do so whilst travelling), so long as you do not need to take the mask off, or lower it from your face You should not touch your face mask The mask is worn to protect the staff member, and can be used whilst seeing a number of different learners You should remove and dispose of the mask if it becomes damaged, soiled, damp, or uncomfortable to use. If removed, you would then need to use a new mask when you start your next visit. <ul style="list-style-type: none"> Hand sanitisers must be carried when working in the community and are supplied by Pure Innovations PPE stock levels and re-ordering procedure 	<p>Low 2</p>	<p>Need to include safe use of face masks in 'New Ways of Working' to be created on My LC</p> <p>If Pure Employment staff feel advice given re: PPE in other community/education and/or work settings are conflicting they should seek advice from Health & Safety Manager</p>	<p>Fi H</p> <p>All</p>	<p>30/06/20</p> <p>On-going</p>	<p>✓</p>

		<p>in place</p> <ul style="list-style-type: none"> • Pure Employment staff will follow the PPE supply guidance • Staff are inducted into safe use of PPE • Other PPE is currently available, but not essential, for any identified tasks currently within Pure Employment; gloves, aprons & face visors, (where risk of splashes). If staff wish to carry a supply this is currently possible, but may change dependant on supply levels • Learners must follow their employer's guidance on PPE for their job role and have received appropriate training to their needs in how to use safely • When job training or supporting in another setting, (e.g. work place/education), then Pure Employment staff should follow PPE advice given on that site 					
<p>Socially distanced initial meetings/ profiling/ befriending sessions</p>	<p>Learners, staff and members of the public Risk of illness due to Covid 19 transmission and spread Risk of enforcement action due to not adhering to Government guidance</p>	<ul style="list-style-type: none"> • Meetings will ideally be conducted virtually, (e.g. Zoom) • No meetings are carried out in the home environment • Meetings can be conducted in Learner's gardens or suitable outdoor space, in line with current social distance government guidelines. Current Government guidance states <i>"meeting outdoors in a group of up to 6 people with those you do not live with, but you should do this while observing social distancing guidelines"</i> • Staff to make initial contact through phone call to clarify if the learner/family has an outside space where the initial meeting can take place. Outside spaces include gardens with external access to prevent entering the house and risk of infection • Staff to make contact on the day of 	<p>Low 2</p>	<p>No further action required, continue with existing control measures</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>

		<p>meeting to ensure no one in the household is or has displayed symptoms of Covid-19 before meeting goes ahead</p> <ul style="list-style-type: none"> • If Covid-19 symptoms disclosed meeting to be re-arranged at a minimum of 7 days after symptoms appear, (if symptomatic and live alone), or 14 days if a household member has symptoms • Staff carry hand sanitiser, applying frequently and when getting back into own vehicle • Staff to adhere to the current government social distancing guidelines, where there is a possibility this may not happen staff are supplied with a face mask • Staff to take own pen for own use • Ideally no paperwork/equipment should be shared between Pure Innovations staff and learner/family to reduce the risk of infection/spread. Pure Innovations brochure and materials will be emailed to learner/family • Where it is essential to get a signature, the signed paperwork is returned to the Pure staff member and placed straight into an envelope, (only handled by staff), hands should then be sanitised • Essential meetings can take place at another indoor venue authorised by the staff members line manager, (e.g. schools, internship sites etc.) It should be checked that there is a Covid-19 risk assessment and appropriate guidance in place, following the most up to date Government advice • These sites must be authorised by Government as being able to be open 					
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<p>Socially distanced walks</p>	<p>Learners, staff and members of the public Risk of illness due to Covid 19 transmission and spread Risk of enforcement action due to not adhering to Government guidance</p>	<ul style="list-style-type: none"> • Current Government guidance states <i>"meeting outdoors in a group of up to 6 people with those you do not live with, but you should do this while observing social distancing guidelines"</i> • There is different Government advice if a learner is in the Clinically Extremely Vulnerable, 'Shielded Group' – please follow guidance in that section of risk assessment • Staff to make contact on the day of meeting to ensure no one in the household is or has displayed symptoms of Covid-19 as stated in the Government guidance before walk goes ahead • If Covid-19 symptoms disclosed walk to be re-arranged at a minimum of 7 days after symptoms appear, (if symptomatic and live alone), or 14 days if a household member has symptoms • Learners will be met outside of their home by a staff member before the walk. Staff do not enter the home to prevent risk of transmission to household • If meeting learner somewhere away from their address, the learner must make their own way to the location • Staff carry hand sanitiser and administer frequently • Staff to adhere to the current government social distancing guidelines, where there is a possibility this may not happen staff are supplied with a face mask • Staff avoid highly-populated areas and high touch areas. Walks will take place in learner localities in green spaces and parks where possible • Staff supporting will already know the 	<p>Low 2</p>	<p>No further action required, continue with existing control measures</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
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		learners and will have read and signed their personal risk assessment, where applicable					
Completing employer work for work experiences	Learners, staff and members of the public Risk of illness due to Covid-19 transmission and spread Risk of enforcement action due to not adhering to Government guidance	<ul style="list-style-type: none"> Staff will not 'cold call' employers in person Staff should contact employers via phone or email to set up meetings Virtual meetings with employers should be carried out, where possible If essential to visit an employer in person (such as to complete a JA_WHS), Pure Employment staff will complete a Covid-19 Working Safely Checklist Pure Employment staff will follow the guidance of the employer and use any relevant PPE 	Low 2	No further action required at the time, continue with existing control measures	N/A	N/A	N/A
Learners returning to / starting new work experience placements	Learners, staff and members of the public Risk of illness due to Covid-19 transmission and spread Risk of enforcement action due to not adhering to Government guidance	<ul style="list-style-type: none"> Information has been gathered from learners prior to them returning to highlight any areas of concern Any areas of concern will be communicated to the employer, with the suggestion of an individual risk assessment, (or similar depending on workplace protocol), being put in place for any learner where additional hazards/risks have been identified Learners mode of travelling to work will be reviewed to minimise risk, where possible If travelling on public transport consideration will be given to travelling at less busy times and will be advised re: law on wearing a face covering Pure Employment staff will complete a Covid-19 Working Safely Checklist with the employer 	Low 2	No further action required at the time, continue with existing control measures	N/A	N/A	N/A
Providing one to	Learners, staff	<ul style="list-style-type: none"> Where possible 'in work' support will be 	Low 2	No further action	N/A	N/A	N/A

<p>one support on work experience placements</p>	<p>and members of the public Risk of illness due to Covid-19 transmission and spread Risk of enforcement action due to not adhering to Government guidance</p>	<p>provided over the telephone/zoom to eliminate the need to meet</p> <ul style="list-style-type: none"> • Where face to face support is required Pure Innovations will complete the Covid-19 Working Safely Checklist with the employer • Support is given to the employer to complete a personal risk assessment for the learner where underlying health conditions, or related concerns are identified • Follow the Covid-19 safety procedures in place for the site • Providing 1 to 1 job coaching support to learners around the new procedures in place due to Covid-19. • Learning Coach to liaise with the employers around any issues identified around the learner being able to follow the procedures • Keeping social distancing in line with current government guidelines between the learner and learning coach, where possible • Learning Coach and learner to wear appropriate PPE as requested and provided by the employer • Learning Coach will raise any concerns about the safety of the learner/staff member with the employer/line manager 		<p>required at the time, continue with existing control measures</p>			
<p>Someone displaying symptoms of Covid-19</p>	<p>Learners, staff and members of the public Risk of illness due to Covid-19 transmission and spread</p>	<ul style="list-style-type: none"> • If any learners/staff show symptoms of Covid-19, during the working day they will return home and asked to isolate for 7 days • The will be asked to remind family members that they need to self-isolate for 14 days • If anyone displays urgent medical signs 	<p>Med 4</p>	<p>Any reports of someone displaying Covid-19 symptoms whilst being supported by Pure Employment must be reported to both Dave Ferrier, (Operations</p>	<p>All staff</p>	<p>On-going</p>	

Version 0.1 **UPDATE VERSION NUMBERS WHEN REVIEWED AND ADD REVIEW DATE AND COMMENTS TO TABLE AT BOTTOM OF RA**

	Risk of closure to Pure's services	<p>then emergency medical support will be sought, stating that the individual is showing symptoms of Covid-19</p> <ul style="list-style-type: none"> • If a suspected or confirmed case of Covid-19 has been identified cleaning will be undertaken using detergent and disinfectant with 1000 parts per million of available chlorine or a product that is effective against enveloped viruses, (refer to 'Covid-19 Cleaning Guidance' on My Learning Cloud) • External cleaners will be notified • Any cleaning material used will be doubled bagged and left for 72 hours before being put in waste 		Director) and Fiona Harradine, (Health & Safety Manager)			
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Likelihood	Severity		
	Low 1 (Other injuries or illnesses)	Medium 2 (7-day injury or illness defined by RIDDOR)	High 3 (Death or major injury , as defined by RIDDOR)
Low 1 (harm will seldom occur)	Low 1	Low 2	Medium 3
Medium 2 (harm will often occur)	Low 2	Medium 4	High 6
High 3 (harm is near certain)	Medium 3	High 6	High 9

1-2 Low Risk

3-4 Medium Risk – can any further action be taken to minimise risk

6-9 High Risk – take action immediately

RISK ASSESSMENT REVIEWED/UPDATED

Date	Name	Comments



Version 0.1 *UPDATE VERSION NUMBERS WHEN REVIEWED AND ADD REVIEW DATE AND COMMENTS TO TABLE AT BOTTOM OF RA*

I confirm I have read and understood this risk assessment for: Pure Innovations Steps Team during Covid-19

Name	Role	Signature	Date
CAPTURED ON MY LEARNING CLOUD			