

Risk Assessment - COVID-19



Scope:

- Conductive Education - A holistic educational system using repetitive physical activities incorporating rhythm, song and phrases to help young people with neurological conditions and brain injury carry out simple movements.
- Mobility - Mobility sessions to suit those who cannot participate in a full Conductive Education programme but could potentially move more independently.
- Rebound Therapy - The use of a trampoline to facilitate movement, encourage therapeutic exercise and provide recreation for children with physical disabilities.
- Active Movement – 1 hour sessions either one-to-one or in a group developing physical skills and sensory processing.
- Stay and Play - An informal drop-in session which allows families to meet.
- Family Support - A dedicated Parent Support Worker to offer both emotional and practical help. This support can be anything from lending an ear or filling out benefit forms, to finding help with Education and Health Care Plans or going along to medical appointments and school meetings.
- Nursery – early years education for children with diagnosed or emerging SEN
- School – Key Stage 1 and 2 education for children with physical disabilities

Risk (date of assessment)	Who is at risk and how?	Protective and preventative factors - from 9 th February 2023	Assessment of risk
Service Users			
One to one or group sessions with beneficiaries	Beneficiaries Conductors Assistants Parents Volunteers At times social distancing may not be possible.	<ul style="list-style-type: none"> • Staff/volunteers/families/visitors are required to take a lateral flow test if they have symptoms of Covid-19. • If testing positive staff/volunteers/families/visitors should not attend Rainbow Hub until a period of 5 days has elapsed since the positive result. In the case of children, they should not attend Rainbow Hub for a period of 3 days following a positive test. • Portable hand sanitisers available for staff • Paper roll will be available for the physio bench and changing bench. 	Likelihood: Possible (2) Severity: Moderate (3) Overall risk: Low (6)

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		<ul style="list-style-type: none"> • Hand sanitising stations available outside each room. 	
Parents visiting Rainbow Hub	Parents Staff Beneficiaries Volunteers	<ul style="list-style-type: none"> - Early communication with parents advising of new procedures in place and new ways of working to manage expectations - Anyone with symptoms of Covid-19 are required to take a lateral flow test. Those symptoms include:- High temperature (above 38 degrees c.) Persistent cough Loss of sense of taste or smell - If testing positive parents should not attend Rainbow Hub until a period of 5 days has elapsed since the positive result. 	Likelihood: Possible (2) Severity: Moderate (3) Overall risk: Low (6)
Environment			
Rainbow Hub Building Site	Staff Parents Conductors Beneficiaries Volunteers	<ul style="list-style-type: none"> • Antibacterial spray will be made available to encourage users to spray surfaces once finished. 	Likelihood: Unlikely (2) Severity: Moderate (3) Overall Risk: Low (6)
Clear Signage throughout the building		<ul style="list-style-type: none"> • Signage on all hand sanitiser points “Please remember to use this gel regularly” • Signage in toilets: “Please use antibacterial spray provided to spray all surfaces before and after use” 	Likelihood: Unlikely (2) Severity: Moderate (3) Overall Risk: Low (6)
Sensory Room, Active Movement	Children Staff	<ul style="list-style-type: none"> • The Sensory Room, Active Movement Room is open but cleaned at the end of each day. 	Likelihood: Possible (2) Severity: Moderate (3)

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Room and Parent Room	Parents Beneficiaries		Overall risk: Low (6)
Cleaning Regime and PPE	Staff Visitors Beneficiaries Parents	<ul style="list-style-type: none"> At the conclusion of every session RH staff will thoroughly clean all equipment All staff will be responsible for regular cleaning of their own workspace and ensuring the site remains as clean and tidy as possible 	Likelihood: Unlikely (2) Severity: Moderate (3) Overall Risk: Low (6)
Workplace	Staff Beneficiaries Public	<ul style="list-style-type: none"> Hand sanitisers available Communication to all staff and any visitors Use of PPE where necessary 	Likelihood: Unlikely (2) Severity: Moderate (3) Overall Risk: Low (6)
Emergency Fire Evacuation	Staff Visitors Children Parents	<ul style="list-style-type: none"> In the event of an emergency all staff should act in line with the fire procedures and evacuate as quickly as possible. 	Likelihood: Unlikely (2) Severity: Moderate (3) Overall Risk: Low (6)
Visitors	Visitors	<ul style="list-style-type: none"> Hand sanitising stations available outside each room. 	Likelihood: Possible (3) Severity: Moderate (4) Overall risk: Medium (12)
Employees	Employees Visitors	<ul style="list-style-type: none"> Staff are required to take an LFT if feeling unwell with symptoms of Covid-19 LFTs will be provided to staff for as long as stock levels allow. If testing positive staff should not return to work until a period of 5 days has elapsed since the positive result All staff should wash hands regularly and use the hand sanitiser provided Inform staff of NHS information – Do's and Don'ts 20 second hand washing rule 	Likelihood: Possible (3) Severity: Moderate (4) Overall risk: Medium (12)

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		<ul style="list-style-type: none"> • Consideration to those staff considered at risk 	
Someone becomes ill within the workplace	Staff Beneficiaries Public	<ul style="list-style-type: none"> • Individuals sent home in accordance with Infection and Sickness Policy • All staff communicated with and informed, if considered necessary 	Likelihood: Possible (3) Severity: Minor-Significant (2-4) Overall risk: Medium (12)
Travel Abroad and Returning	Staff Beneficiaries Parents Visitors	<ul style="list-style-type: none"> • Foreign and Commonwealth Office (FCO) provides advice where appropriate 	Likelihood: Unlikely (2) Severity: Moderate (3) Overall Risk: Low (6)
Employees who have contracted COVID-19	Staff Beneficiaries Parents Visitors	<ul style="list-style-type: none"> • Treated as off sick as normal if NHS/GP determines they have COVID-19 • The workplace will be cleaned with anti viral/ anti bacterial cleaner • If CEO is away from work ill, the Office Manager will deputise 	Likelihood: Possible (3) Severity: Minor-Significant (2-4) Overall Risk: Medium (12)
Travelling from work and off site activity	Staff Public Beneficiaries	<ul style="list-style-type: none"> • Staff are able to travel to off-site activities together 	Likelihood: Possible (3) Severity: Moderate (3) Overall Risk: Medium (9)
Operational / Business			
Finance and Essential Provisions	Staff Beneficiaries Fundors	<ul style="list-style-type: none"> • Review service delivery in line with funding requirements • Review finance options/operational costs • Review additional costs incurred 	Likelihood: Possible (3) Severity: Minor-Moderate (2-3) Overall Risk: MEDIUM (9)
HR management and new rules	Staff	<ul style="list-style-type: none"> • Identification of vulnerable staff • Identification of staff with children 	Likelihood: Possible (3) Severity: Moderate (3) Overall Risk: MEDIUM (9)

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		<ul style="list-style-type: none"> • Identification of staff with bereavements and support in place 	
Wellbeing	Staff	<ul style="list-style-type: none"> • Supervision/staff check in on off-site employees • Mechanisms to address emotional health/isolation issues 	Likelihood: Possible (3) Severity: Minor (2) Overall Risk: Low (6)
Maintenance and Inspection	Staff Beneficiaries Public Visitors	<ul style="list-style-type: none"> • 3rd Party on site protocols in place links to visitors on site above. • HSE guidance and health and safety policy followed • Continue to ensure H&S checks are undertaken • Organisation wide process 	Likelihood: Possible (3) Severity: Moderate (3) Overall Risk: MEDIUM (9)

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ACTION PLAN AND FURTHER PREVENTATIVE MEASURES		
<ol style="list-style-type: none"> 1. Staff to have read all relevant documents including all relevant material provided and Risk Assessment. 2. Staff to have access to all relevant contact numbers and to know the correct procedure to follow in an emergency. 3. In an emergency: <ol style="list-style-type: none"> a. Call 999 in a critical or life-threatening situation b. Inform line manager by telephone call (DO NOT USE WHATSAPP OR TEXT): c. Inform family members as soon as possible 4. Any concerns or unforeseen risks identified by staff must be escalated immediately to the line manager and recorded. 5. In the event of an accident or incident, an incident form must be completed and emailed to the line manager within 24 hours of the incident. 6. Measures will be under review and implemented as and when required 		
Review Date	Name	Outcome
25.06.2021	Alison Holdsworth	Changes made: <ul style="list-style-type: none"> • 'Access all areas' renamed to 'Mobility' • Reference to 'Physiotherapy' deleted • Frequency of 'Chill and Chat' deleted • 'At Risk' groups updated • Remove requirement for face masks if medical reason against wearing one • Scrubs updated- once a day (unless soiled), wash on site • Removal of requirement for overshoes/ indoor shoes • Requirement for face coverings for staff/ visitors updated • Requirement to take temperatures of staff/visitors/beneficiaries on arrival • Removal of requirement for separate toilets for staff/visitors

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		<ul style="list-style-type: none"> • Increase number of people allowed in Hub kitchen from 2 to 3 • PPE requirements updated in 'Workplace' section • Amendment to proximity of desks (if 2 meters apart isn't possible- face coverings to be worn) • Travel abroad- removal of blanket requirement to self isolate upon return to the UK- instead follow the Government guidance issued relating to the country visited.
31.8.21	Lyndsay Fahey	<ul style="list-style-type: none"> • Masks or visors to be worn in session, not both. • Scrubs no longer need to be changed after each session or washed on site. • Removal of the requirement for parents/carers to stay in their vehicles. The parent room is now open. • Staff no longer need to take their temperature upon arrival. • Staff to take lateral flow tests twice a week
1.11.21	Lyndsay Fahey	No changes
9.12.21	Lyndsay Fahey	<ul style="list-style-type: none"> • Office staff to work from home where possible but ensure that at least one senior manager and one member of fundraising team is in the office each day.
4.1.22	Lyndsay Fahey	<ul style="list-style-type: none"> • Daily LFT's for all staff • Nursery parents to drop off/collect at door • LFT's for anyone staying on site age 12 and over

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17/10/22	Alison Holdsworth	<p>-Removal of:</p> <ul style="list-style-type: none">• Facemasks in session (unless parent requests)• Facemasks around site• Sanitising on arrival• Only 1 parent/carer to attend with child• LFTs for parents if using parent's room• Daily LFTs for staff• Desks to allow 2m social distancing for staff• Minimising hot desking• Staff to stagger lunch breaks• 1 Person allowed on stairs at any one time• Signage re symptoms of Covid 19• Doors/ Windows open as much as possible• Reduction in session times to allow for increased cleaning• Clear screens on reception• Office staff to work at home where possible• Cleaning of touch points• Decontamination following Government guidelines• Staff/ Children/ parents shouldn't attend if have symptoms of Covid 19 (addition of 'unless testing negative')• Requirement for negative test if member of household tests positive <p>-Isolation period for positive cases 5 days then negative LFT, or 10 days, whichever comes sooner- 3 days after a positive test in case of children</p> <p>- 'Chill and Chat' removed and 'Stay and Play' substituted</p>
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09.02.23	Alison Holdsworth	<ul style="list-style-type: none">• Deletion of requirement for LFTs- these are encouraged if displaying symptoms, but not required• Simplification of period of absence in case of positive LFT (5 days for adults, 3 for children)• Removal of travel restrictions• Removal of provision of masks for visitors• Self isolation guidance removed• WHO video removed• Removal of requirement to contact NHS in case of positive test• Removal of requirement for staff to travel in separate vehicles where possible• Removal of mechanism to address emotional health/isolation issues• Removal of Step Safe• Removal of requirement to wear masks/ face coverings if required by parents
25.09.23	Lyndsay Fahey	<ul style="list-style-type: none">• Removal of cleaning regimes following use of bathroom

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06/10/23	Alison Holdsworth	<ul style="list-style-type: none">• Requirement to take Lateral Flow Test if have symptoms of Covid 19 reinstated (previously 'encouraged' to take test)
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Next Review Date: 9 February 2024 or before depending on Covid guidelines

Author: Lyndsay Fahey

Date written: 25th February 2021

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Score	Likelihood of risk occurring
1	Rare: not likely to happen or will only happen in exceptional circumstances
2	Unlikely: not expected to happen, but there is a remote possibility that it will occur
3	Possible: may occur on some occasions, but not frequently
4	Likely: is likely to occur or will happen on more occasions than not
5	Certain: Likely to occur in the majority of cases

Score	Level of impact	Possible consequences if risk occurs*
1	Insignificant	<ul style="list-style-type: none"> No impact on service No impact on reputation Complaint unlikely Litigation risk remote
2	Minor	<ul style="list-style-type: none"> Slight impact on service Slight impact on reputation Complaint possible Litigation possible
3	Moderate	<ul style="list-style-type: none"> Some service disruption Potential for adverse publicity – avoidable with careful handling Complaint probable Litigation probable
4	Significant	<ul style="list-style-type: none"> Service disrupted Adverse publicity not avoidable (local media) Complaint probable Litigation probable
5	Major	<ul style="list-style-type: none"> Service interrupted for significant time Major adverse publicity not avoidable (national media) Major litigation expected Resignation of senior management and board

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Initial risk score	Level	Action level
1–8	Low risk	Accept risk. To be managed at the activity level.
9–16	Medium risk	Management action required to reduce risk level to low
17–25	High risk	Significant risk. Board action/awareness required.

		<ul style="list-style-type: none"> Widespread loss of beneficiary confidence
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Likelihood x Impact = Risk Score:

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