Risk assessment for		Student Intervention Officers Offices (SIO's)			
Campus/Location		City – WA002	Curriculum/ Service Area	Student Experience	
		Castleford – CX101A		·	
Date of assessment		23/09/20	Name of person (Risk	Leigh Allsopp	
Update		27/10/2020	Assessor)		
Who might be harmed and how?					
Staff/Students	X	Staff, Students, Carers,	Cleaners, engineers etc	Cleaners, Estates, Engineers	
		Parents/Guardians	X		
Support Staff		Support Staff	Other (Please specify)	Contractors, Police, External support	
				services	

What are the hazards?  (e.g. mechanical, electrical, chemical, biological, noise, trip	What control measures are already in place?		
hazards, manual handling, working at height.)	Suggested measures to maintain safety and social distancing?		
SIO Offices	<ul> <li>SIO's to ensure to wipe down their workstation down both prior and post work, on each occasion.</li> <li>Protective screens to be added to the SIO offices         <ul> <li>Cathy Evans (Cas SIO office)</li> <li>Paula Wells (City SIO office)</li> </ul> </li> <li>PPE equipment is available, additional resource to be requested by HoD's as required.         <ul> <li>It is strongly recommended that masks should be worn in all communal areas around College, including stairwells, corridors, reception, libraries, refectories.</li> </ul> </li> </ul>		
Entry to & Exit from the SIO offices	Both Campuses  O Colleagues & students/parents/carers to respect social distancing and not enter the SIO office, unless invited by the SIO to do so.		
Temporary ID badges (issuing process)	Both campuses  The SIO's to wipe down the ID badges at the beginning of each working day – using gloves to do so  Due to the need to ensure no queues of waiting students (social distancing in the busy reception areas) the SIO's to only record –		

What are the hazards?	What control measures are already in place?		
(e.g. mechanical, electrical, chemical, biological, noise, trip			
hazards, manual handling, working at height.)	Suggested measures to maintain safety and social distancing?  Student name/ID number and the issued ID badge number  The SIO's will be unable to record a reason for non-compliance until further notice  The SIO's to add a 'ID badge' comment in ProMonitor to evidence the issuing of this ID badge later in the day (as soon as their workflow allows for this)  Ensuring to include the number of occasions issued detail  If a queue forms despite these adjustments – security to assist in the issuing of the badges/recording student details  Ensuring to wear gloves and socially distance		
	Issuing the temporary ID badge (both campuses)  Student to enter the room only when invited to do so by the SIO  Student and colleagues are asked to use hand sanitiser prior to picking up their temporary ID badge  The wearing of masks is also strongly advised.  SIO to record details (as per above)  SIO to issue the temporary ID badge by —  Wearing gloves and passing the issued badge/lanyard through the hole in the protective screen  SIO to remain behind the screen at all times  Student departs		
Temporary ID badges (returning process)	<ul> <li>Receptions to have a returned ID badge drop box for students to drop their used temporary ID badges/lanyards in         <ul> <li>Reception staff to manage these as they do visitor plus badges – placing them into a clear plastic bag</li> <li>Cards to only be collected from this drop box once they have been quarantined for 72 hours</li> <li>Staff to wear gloves to collect them and wipe them down with anti-bac wipes to help ensure safe reuse</li> </ul> </li> </ul>		

What are the hazards?	What control measures are already in place?		
(e.g. mechanical, electrical, chemical, biological, noise, trip hazards, manual handling, working at height.)	Suggested measures to maintain safety and social distancing?		
SIO Intervention / Caution meetings	<ul> <li>SIO offices do not allow for 1:1 client support to take place within them, due to there not being an in and out airflow in these rooms.         <ul> <li>Meetings rooms within SC also do not allow for 1:1 meetings due to social distancing and ventilation reasons the SIO offices are not suitable for face to face support of this nature</li> <li>Additionally, for social distancing and confidentiality reasons the office doors can not be closed to facilitate meetings.</li> </ul> </li> <li>SIO's to complete SIO Interventions/Cautions over the telephone/MS Teams only – until further notice.</li> <li>Colleagues to refer students for a SIO Intervention/Caution by –</li></ul>		
SIO RTL Support	<ul> <li>SIO's to continue to support the RTL processes in reception &amp; around campus – once ID badges have been issued to all and access control is turned back on.         <ul> <li>SIO's to ensure to follow the above advice relating to PPE, especially when in communal areas – reception, refectory, etc.</li> </ul> </li> <li>Requests for the SIO to attend classrooms should be kept to a minimum/avoided – until further notice.         <ul> <li>Tutors to exhaust teaching strategies before considering the need for SIO/security support</li> <li>Instead, SIO should be contacted to how best to support this student/scenario – professional judgement will be required as to where to speak to the student</li> </ul> </li> </ul>		
Other general on campus SIO support	<ul> <li>SIOs to continue to work with students over the telephone/MS Teams/email as appropriate</li> <li>SIO's to make referrals to and/or requests for support services within Student Central via telephone/email</li> </ul>		

What are the hazards?	What control measures are already in place?
(e.g. mechanical, electrical, chemical, biological, noise, trip	
hazards, manual handling, working at height.)	Suggested measures to maintain safety and social distancing?
	<ul> <li>Careers – if free, can complete a Careers Interview within SC</li> </ul>
	<ul> <li>Financial Support – applications are online, queries can be</li> </ul>
	emailed to the team.
	<ul> <li>Youth Work – are to be contacted via their telephones or</li> </ul>
	emails

Are extra precautions needed?				
If yes, please describe.	Who has been asked to do this?	By what date?		

I will review this risk assessment every 12 months.

	Review 1	Review 2	Review 3	Review 4	Review 5
Name					
Date					