

Risk Assessment

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

What are the hazards? (e.g. mechanical, electrical, chemical, biological, noise, trip hazards, manual handling, working at height.)	What control measures are already in place?
SIO Offices	Suggested measures to maintain safety and social distancing? <ul style="list-style-type: none"> SIO's to ensure to wipe down their workstation down both prior and post work, on each occasion. Protective screens to be added to the SIO offices <ul style="list-style-type: none"> Cathy Evans (Cas SIO office) Paula Wells (City SIO office) PPE equipment is available, additional resource to be requested by HoD's as required. <ul style="list-style-type: none"> It is strongly recommended that masks should be worn in all communal areas around College, including stairwells, corridors, reception, libraries, refectories.
Entry to & Exit from the SIO offices	Both Campuses <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 –

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<p>Temporary ID badges (returning process)</p>	<ul style="list-style-type: none"> ▪ 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) <ul style="list-style-type: none"> ▪ 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 <ul style="list-style-type: none"> ▪ Ensuring to wear gloves and socially distance <p>Issuing the temporary ID badge (both campuses)</p> <ul style="list-style-type: none"> ○ 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 <ul style="list-style-type: none"> ▪ <i>The wearing of masks is also strongly advised.</i> ○ SIO to record details (<i>as per above</i>) ○ SIO to issue the temporary ID badge by – <ul style="list-style-type: none"> ▪ 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 <ul style="list-style-type: none"> • Receptions to have a returned ID badge drop box for students to drop their used temporary ID badges/lanyards in <ul style="list-style-type: none"> ○ Reception staff to manage these as they do visitor plus badges – placing them into a clear plastic bag ○ Cards to only be collected from this drop box once they have been quarantined for 72 hours ○ Staff to wear gloves to collect them and wipe them down with anti-bac wipes to help ensure safe reuse

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	<ul style="list-style-type: none"> ○ Careers – if free, can complete a Careers Interview within SC ○ Financial Support – applications are online, queries can be emailed to the team. ○ Youth Work – are to be contacted via their telephones or 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					