**Risk Assessment Training**

Risk Assessing COVID-19 by Natasha Gordon HR Service Manager at GCVS

**Aims of the session:**

* Understand Law and Liability
* Understand how to identify hazards and risks and the difference between them
* Understand control measures
* Understand the cost of bad practice – human life

**The First things covered in the Risk Assessment Training**

Law:

* Health and Safety at work Act 1974
* Management of Health and Safety at Work Regulations 1999
* Corporate Manslaughter and Homicide Act 2007
* COSHH (Control of Substances Hazard to Health)
* RIDDOR (Reporting of Injuries and Dangerous Occurrences Regulations)
* PUWER (Provision of Use of Work Equipment Regulations 1998)

**What is a Risk Assessment?**

A risk assessment is the process or method where you:

* Identify hazard and risk factors which have the potential to cause harm (hazard identification).
* Analyse and evaluate the risk associated with the hazard (risk analysis, and risk evaluation).

Control Measures from most effective to least effective:

* Elimination – Physically remove the hazard
* Substitution – Replace the hazard
* Engineering Controls – Change the way people work
* PPE – Protect the people with personal protective equipment

**What to include in a Risk Assessment?**

You must:

* Identify what tasks or situations might cause transmission of the virus
* Identify who could be at risk
* Decide how likely it is someone could be exposed
* Act to remove the tasks or situation or if not possible…..control the risk

How to Risk Assess:

* Step 1: Identify Hazards (anything which could cause harm)
* Step 2: Decide who may be harmed and how
* Step 3: Asses risk level
* Step 4: Put control measures in place
* Step 5: Make a record of the findings
* Step 6: Review the risk assessment

Everyone should participate in the Risk Assessment Process to ensure all hazards, risks and control measures have been considered.

What to do if staff refuse to take part in or refuse to wear PPE

**NOTES:**

* Natasha to send information on what services she offers.
* Lee to send out the Risk Assessment Template.
* Natasha to send out a completed Risk Assessment form.

**Questions:**

* Does COSHH apply to washing up liquid, cleaning products and hand sanitizer?
* Yes, as it is a substance that is hazard to health. If you Google Fairy Liquid (other products are available) Safety Data Sheet on what the chemicals are. You must have a COSHH Register for every chemical you have in the premises and also a Safety Data Sheet.
* Are charities only covered by common law and duty of care?
* Every organisation in the world is covered by Health and Safety
* Wondering how to go about COSSH assessment for say washing up liquid?
* Will COSHH apply to cleaning products and hand sanitiser made available to users in community halls?
* Must you also do a COSHH risk assessment?
* With regard to responsibility can you define "manager". Is this a paid employee or the board?
* Do volunteers count as staff of a charity?
* With regards to the kettle - provide cleaning materials to clean handle before and after?
* Is it less risk to have one designated person following protocol to make drinks for the rest of a user group or have everyone doing it individually and assuming they all follow protocols on shared the resources?
* If a user group caused a breach who is liable?
* If you trust that someone is competent, as they have given evidence, but then don't behave competently on the day, is it them or us liable?
* If you delegate the tasks/controls from your risk assessment to a nominated person and then they fail to comply is the risk with them or does it come back to you?
* If Health and Safety is paramount, when a situation arises to delivery first aid, would the RA take into account you cannot eliminate or control the risk and PPE is the only option to a certain degree. Would the need to administer first aid outweigh COVID contamination?
* Would it then be recommended to have someone who is IOSH or NEBOSH trained?
* Should we have review date as well as complete date, to sanity check even if not obvious changes have happened?
* Do hall users who have their own store of equipment e.g. soaps, art materials etc. - should they have their own COSHH info for the club members?
* Distilleries gave out hand sanitiser when stocks were low in shops. How do we get a COSHH product sheet, contact them?
* If user groups bring material to the hall do, they need to bring safety sheets?

Answers to the questions can be found on the recording. The recording can be found [here](https://www.sventerprise.org.uk/index.php?cID=951).