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| **Appendix A**  **Activities survey sheet** |

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| Directorate: HECS Service Area: CYPL Section: ERAR  Survey date: 21/01/22  Persons involved in activity trawl: Gill Kemp (SSIO Primary)  Kerry Clegg (project coordinator)  Task / activities requiring risk assessment: ERAR |
| Venues such as public cafes and North Tyneside libraries for ERAR |
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# Risk Assessment Form

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| **Service area:** HECS | | **Section:** CYPL | **Work activity / task / Visit / Equipment:**  Volunteers with NT residents | |
| **Date of assessment:**  21/01/22 | **Date of previous RA:** | **Review date:**  21/07/22 | **Number of pages:** | **Persons involved in assessment:**  Gill Kemp  Kerry Clegg |

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| **Hazard Identification** | **People at risk** | **Significant risks to health and safety** | **Existing control measures** | **Future improvements and actions** | **Action by who?** | **Action by when?** | **Done?** |
| Unspecified venues | Volunteers and residents | Low risk | Induction states meetings must take place in public places such as cafes and libraries | Project coordinator to check suitability of venues | KC | Beforehand |  |
| Access to venue | Volunteers and residents | Possible limited accessibility  Low risk | Risk- assessment of venue  Volunteer training and handbook  NT policies | Ensure volunteer has read guidance | KC and volunteers | Before and on-going |  |
| Covid-19 | Volunteers and residents and general public | Spread of virus | Follow gov guidance; inform project coordinator | Ensure current covid guidance on NT website. | KC volunteers | Before and on-going |  |
| Hot drinks where applicable | Volunteers and residents | Spillages  Low risk | Risk- assessment of venue; NT insurance policy | Mindful of possibility of burns | KC volunteers | On-going |  |
| Slips, trips and falls | Volunteers and residents | Low risk | Risk- assessment of venue  Volunteer training and handbook  NT policies | For each visit check changes to the environment and share information as needed | KC  volunteers | Before and on-going |  |

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**Risk Assessment Form (continuation page)**

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| **Hazard Identification** | **People at risk** | **Significant risks to health and safety** | **Existing control measures** | **Future improvements and actions** | **Action by who?** | **Action by when?** | **Done?** |
| Lone working | volunteers | Low risk | Lone working policy; meeting in public places; risks and measures covered in induction | Coordinator check and monitor all venues | KC | Before and on-going |  |
| Violence and aggression towards volunteers | volunteers | Low risk | Lone working policy; induction to include procedures |  |  |  |  |
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Appendix B

**Risk Assessment Form (back page)**

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| To be completed by the person undertaking the risk assessment Name: Kerry Clegg Job Title: ERAR Project Coordinator  Signature: signature.jpg Date: 21/01/2022 |
| **To be completed by the Line Manager**  I consider the risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.  Name: Gill Kemp Job Title: SSIO Primary  Signature: A picture containing text, gear  Description automatically generated Date: 21/01/22  **N.B. – If senior managers do not agree that the risk assessment is suitable and sufficient then the assessment must be revised** |