



**FOUNDATION
OF LIGHT**

Organisation:	Foundation of Light and Beacon of Light – Covid Risk Grid	Assessment Date:	15/06/2020
		Reviews:	07/07/2020 & 19/08/2020

RISK EVALUATION – KEY RISKS 2020

Impact / Likelihood	1	2	3	4	LIKELIHOOD	IMPACT
1					Rating 1 = Very Unlikely	Rating 1 = Minor/not significant
2					Rating 2 = Unlikely/Possible	Rating 2 = Moderate
3					Rating 3 = Likely	Rating 3 = Major
4					Rating 4 = Certain	Rating 4 = Critical

KEY

- R (REPUTATION)
- F (FINANCIAL)
- L (LEGAL)
- H&S (HEALTH AND SAFETY)

Risk Category	Risk Description	Risk Impact 1 - 4	Risk Likelihood 1 - 4	Risk Rating IxL	Current Controls What do we have in place already?	Improvement Actions to further Improve Risk Mitigation	Timescale	Lead
H&S	<p>Spread of Covid</p> <p>Who might be affected</p> <ul style="list-style-type: none"> • Staff • Visitors to the premises • Cleaners • Contractors • Drivers • Delivery • Personnel • Vulnerable groups • Elderly, Pregnant workers • Those with existing underlying health conditions • Anyone else who physically comes in contact in relation to business activities 	4	4	16	<p>Social Distancing</p> <p>Social Distancing - Reducing the number of persons in any work area to comply with the two-metre (6.5 foot) gap recommended by the Public Health Agency https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>Review work schedules including start and finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks. Split teams with alternate days working from home to avoid contact at any one given time</p> <p>Use floor signage including entry to building communal areas and toilets</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Hand and Washing</p> <p>Hand washing facilities with soap and water in place for 20 seconds Stringent hand washing to take place. In line with hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Dry hands thorough after washing https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ Staff encouraged to protect the skin by applying emollient cream regularly https://www.nhs.uk/conditions/emollients/</p>	<p>Two-metre rule preferred to one metre.</p> <p>Specific signage, queuing guidance, cordoned off restricted areas, distances markers and directional signage in place to manage social distancing</p> <p>Office working to be restricted to home working where practical or alternately 2 metre distance between staff maximum of 3 staff members to each row of desks.</p> <p>Use of digital storage rather than printed paper format to avoid contact near printer. Waiting area cordoned off.</p> <p>Lifts to be managed and only 1 person allowed in lift at one time. Controls to be cleaned at regular intervals during day, cleaning materials and hand sanitiser in each lift. Cleaning recorded on record sheets in each area One-way directional signage in place from Beacon entrance throughout building.</p> <p>Reception to manage entry into building via door controls. Maximum numbers monitored. Only visitors with prior appointments will be allowed on site on access to general public</p> <p>Staff to take regular breaks throughout day. Kitchen is only accessible for provision of hot and cold water. Kitchen operating one way in and one way out system only one person allowed in at a time. Tables and chairs removed Regular cleaning in progress recorded on record sheet</p> <p>Lunch breaks to be staggered and packed lunches to be eaten by staff at desks or</p>	01/06/2020	DM

				16	<p>Gel sanitisers in any area where washing facilities not readily available</p> <p>Wearing of PPE Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of gloves safely.</p> <p>In all settings individuals are asked to observe 2 metre social distancing measures and practice good hand hygiene behaviours. If staff feel more comfortable wearing masks and gloves, they are free to do so.</p> <p>Deliveries - Drivers Procedures in place for Drivers to ensure adequate welfare facilities available during their work - Reference https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm</p> <p>Persons should not share vehicles or use of Foundation minibus where 2 metre distancing cannot be achieved or maintained.</p>	<p>designated areas. Staff to bring in own drinks where practical</p> <p>Staff to ensure desks are cleaned regularly with cleaning materials provided and recorded on cleaning sheet. Reminders for all staff and visitors not to touch face and eyes</p> <p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying.</p> <p>Catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace. Wash hand thoroughly</p> <p>Staff to report any problems and carry out skin checks as part of a skin surveillance programme https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p> <p>To help reduce the spread of coronavirus (COVID-19) follow public health advice - https://www.publichealth.hsc.net/news/covid-19-coronavirus</p> <p>Posters, leaflets and other materials are on display to provide guidance.</p>		
H&S	<p>Displaying Symptoms of Covid-19 Coughing, Sore throat, aches, headache, flu like symptoms, respiratory problems – severe cases hospitalisation possible death</p> <p>Who might be affected</p> <ul style="list-style-type: none"> • Staff • Visitors to the premises 	4	4	16	<p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises. The management team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or</p>	<p>Temperature testing in place for soccer courses and scholarship students.</p> <p>Foundation adhering to NHS test and trace guidance and will provide contact details to Public Health if required</p> <p>Any person attending any Foundation of Light activity if they display any symptom will not be allowed access. They must go home and self isolate for 7 days.</p>	01/06/2020	DM

	<ul style="list-style-type: none"> • Cleaners • Contractors • Drivers • Delivery • Personnel • Vulnerable groups • Elderly, Pregnant workers • Those with existing underlying health conditions • Anyone else who physically comes in contact in relation to business activities 				<p>precautions that should be taken. https://www.publichealth.hsc.net/</p>	<p>Should a member of staff or any participants family be diagnosed with COVID they will be required to self isolate for 14 days and arrange for appropriate testing</p>		
H&S	<p>Facilities not appropriately managed</p> <p>Who might be affected</p> <ul style="list-style-type: none"> • Staff • Visitors to the premises • Cleaners • Contractors • Drivers • Delivery Personnel • Vulnerable groups • Elderly, Pregnant workers • Those with existing underlying health conditions • Anyone else who physically comes in contact in relation to business activities 	4	4	16	<p>Communal Areas</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Use of communal areas not open – toilets, corridors, sports halls, dining hall, outdoor spaces, staff room and offices,</p> <p>Parking – picking up and dropping off.</p> <p>Ensuring enough rest breaks for staff.</p> <p>Social distancing also to be adhered to in kitchen area for access to water and tea/coffee facilities.</p> <p>Entrance and Egress</p> <p>Use floor signage for entry and exit to building. Separate entry and exit doors where possible, i.e. one door for in and another for out.</p> <p>Automatic doors to be used safely.</p> <p>Entry and exit through main reception.</p>	<p>Business continuity plan utilised, reviewed and amended considering COVID-19. Agree with Insurer a daily two-hour maintenance and security check routine performed by duty manager, utilise new daily maintenance task list, remote CCTV security now available.</p> <p>Access and egress from Beacon Managed by Beacon Reception.</p> <p>Access and Egress to and from Soccer courses on external pitches via external building perimeter path. Registration and temperature completed on</p>	01/06/2020	DM

					<p>Access to External pitches via perimeter of building</p> <p>One-way system on place visitors requested to follow directional signage.</p> <p>Cleaning stations at: - Reception and throughout level 1, Office, 1 per classroom and 1 per WOW rooms. Entrance to sports hall L0 x 3 and barn viewing gallery and coffee area L4</p> <p>Staff reminded of regular hand washing for 20 seconds particularly after blowing nose, sneezing or coughing. Staff should cover any coughs or sneezes with a tissue, dispose of tissue into bin then immediately wash their hands</p> <p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, window handles, light switches, railing, reception area, Sports equipment, teaching and learning aids, computer equipment, telephones, including thorough cleaning of toilets facilities using appropriate cleaning products and methods.</p> <p>Rubbish to be disposed of daily and safely.</p> <p>Toilets Restrict the number of people using the toilets at any one time.</p> <p>Maximum occupancies (1 person every two metres) identified on the door.</p> <p>Classroom and WOW usage</p>	<p>court 1 then young people direct access to external pitch. Parents collect young people in same manner</p> <p>Staff and visitors to observe Catch it, Bin it, Kill it recommendations to control spread of virus. Signage on TV screens</p> <p>Cleaning stations and hand sanitising situated throughout the building. Cleaners on site 8.00 -12.00 and 14.00 -18.00 Staff to ensure areas are cleaned regularly and times recorded.</p> <p>Clear signage throughout building and hygiene messages displayed on TV screen.</p> <p>Restricted access to Toilets throughout the building toilets not in use identified</p>		
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				16	<p>Social distancing to be maintained maximum number of 8 people allowed in classrooms including teachers Regular cleaning of all teaching/learning items/IT equipment/desks/door & window handles</p> <p>Jamie Oliver kitchen to remain closed until safe to reopen.</p> <p>Outdoor sports usage – small groups of six to be adhered to keeping in-line with social distancing rules.</p> <p>Indoor sports usage – to be reviewed in-line with Government guidance.</p> <p>Tenants All tenants to carry out risk assessment to manage their own activities, staff, visitors, students, patients and children. Beacon School, Siblings Nursery, Sano, NHS Veterans and Gambling Service and Fausto.</p> <p>Where there is use of joint facilities all tenants must adhere to the Beacon of Light distancing measures in place.</p> <p>Reopening Staggered reopening of Beacon of Light due to COVID-19, impact on staff, participants, building security and maintenance</p>	<p>2m social distancing in place where possible minimum of 1m plus if 2m not practical. Tutor to remain at front of classroom. Regular cleaning to take place and recorded on record sheet. All equipment to be cleaned after use.</p> <p>Kitchen only to be used by Foundation staff for online working.</p> <p>Social distancing for outdoor activities is permitted without the use of masks as per guidance. Cleaning of all equipment is required prior to and after use</p> <p>Risk Assessment completed by Nursery and School and both have returned to the Beacon Safely. Both tenants have separate access and egress and this does not require access to main Beacon Reception.</p> <p>Phased Risk Assessment for safe return undertaken to review additional activity and occupancy in building</p>		
H&S	<p>Transport</p> <p>Who might be affected</p> <ul style="list-style-type: none"> • Staff • Visitors to the premises • Cleaners • Drivers 	4	4	16	<p>Public transport Masks to be worn on public transport</p> <p>Employee vehicles Use of vehicles for work purposes is minimised to essential travel only.</p>	<p>Where possible working arrangements are flexible to enable staff to avoid public transport use wherever possible. If unavoidable staff provide and wear own mask If vehicles are being shared all staff are aware of and follow HSB 03 Road Vehicle Occupancy Restrictions (Coronavirus Transport and Travel Guidance) Sharing of personal vehicles is not</p>	01/07/2020	HR

	<ul style="list-style-type: none"> • Vulnerable groups • Elderly, Pregnant workers • Those with existing underlying health conditions • Anyone else who physically comes in contact in relation to business activities 				<p>If a joint visit is being carried out by staff separate vehicles are used where possible to enable social distancing.</p> <p>Minibus Vehicle keys and areas of the vehicle that provide regular contact points are cleaned before and after use.</p> <p>If there is more than one person in the vehicle:</p> <ul style="list-style-type: none"> • They should try not to face each other • They should observe social distancing as much as possible • Journeys should be planned to the shortest time so time in the vehicle is reduced • Vehicle windows are opened to allow ventilation where safe and possible to do so 	<p>recommended unless occupants are from the same household or bubble.</p> <p>A supply of hand sanitiser) at least 60% alcohol) to be carried in all vehicles to enable staff / pupils to sanitise their hands regularly.</p> <p>If 2m social distancing is not possible in mini bus masks must be worn.</p> <p>Employees/parents/carers to be made aware of the guidance on the use of public transport www.gov.uk/guidance/coronoavirus-covid19-safer-travel-guidance-for-passengers</p> <p>Minibus policy to be updated with regulations.</p>		
H&S	<p>Use of Shared Equipment</p> <p>Who might be affected</p> <ul style="list-style-type: none"> • Staff • Visitors to the premises • Cleaners • Drivers • Vulnerable groups • Elderly, Pregnant workers • Those with existing underlying health conditions • Anyone else who physically comes in contact in relation to business activities 	4	4	16	<p>Sharing of food, drink, utensils, equipment and toys is prevented where possible. Equipment and resources are allocated to individuals/groups where possible.</p> <p>Participants provide their own labelled water bottle which will stay on their own desk at all times.</p> <p>Shared surfaces including desks are cleaned before starting work/lessons and at regular intervals throughout the day (particular attention is given to frequently touched areas e.g. IT equipment, tables, chairs, door handles, phones, light switches, staff room equipment (i.e. kettle, microwave) and banisters.</p> <p>Interactive screens/whiteboards are only used by adults.</p> <p>Instruments which are in contact with the mouth (recorders etc) are only used if they</p>	<p>Participants will be provided with their own allocated equipment for personal use only e.g. stationery this will be monitored to avoid cross use.</p> <p>Scholarship students will use own stationery items to reduce the risk of spread.</p> <p>Water fountains will be shut off and cups in classrooms will not be provided for drinking water.</p> <p>Cleaning to be carried out in all shared areas by Foundation cleaners and staff on regular recorded basis.</p> <p>All other equipment will be cleaned prior to and after use.</p>	01/07/2020	HR

					<p>belong to the pupil and are labelled to avoid mix up.</p> <p>Lunch tables/ designated seats are cleaned between each group of pupils.</p>	<p>Instruments WILL NOT be in use until further notice.</p>		
H&S	<p>Use of other venues/outreach sites</p> <p>Who might be affected</p> <ul style="list-style-type: none"> • Staff • Visitors to the premises • Cleaners • Contractors • Drivers • Delivery • Personnel • Vulnerable groups • Elderly, Pregnant workers • Those with existing underlying health conditions • Anyone else who physically comes in contact in relation to business activities 	4	2	8	<p>Ensure that all lesson activity adheres to the social distancing rules in place at the time of delivery.</p> <p>Try to allow for each student to have their own work zone which they can work in.</p> <p>Group sizes should adhere to Government guidance and be reduced to a level where social distancing rules can be applied.</p> <p>Multiple charted groups do not use play equipment simultaneously. It is only used by separate groups and appropriately cleaned between use of groups. For larger pieces of play equipment, where it is not possible to adequately clean, this has to be taken out of use.</p> <p>All equipment cleaned after each session.</p>	<p>Outreach sites access and occupancy confirmed with Landlord or venue management on phased return basis to control risk of virus</p> <p>Chester le Street access and occupancy agreed with Landlord Stage 1 Foundation staff only</p> <p>Shildon – Access agreed with Livin Stage 1 use of office facilities only Stage 2 1-1 participant contact with Foundation staff Stage 3 group participation adhering to social distancing guidance Stage 4 full return</p> <p>Caterpillar Stage 1 return of Foundation staff Stage 2 5 delegates/participants to 1 Foundation staff member. Temp checks in place and all to wear face masks.</p> <p>Downhill – Scholarship football delivery</p> <p>Maiden Castle – Scholarship football delivery</p>	01/07/2020	DHs
H&S	<p>Adults and pupils classed as clinically vulnerable in accordance with government guidance are exposed to Covid 19.</p> <p>Who might be affected</p> <ul style="list-style-type: none"> • Vulnerable groups • Elderly, Pregnant workers 	4	2	8	<p>Employees who are clinically vulnerable work from home where possible and are given tasks that can be carried out from home.</p> <p>Parents / carers of clinically vulnerable pupils have been advised to follow medical advice regarding attendance.</p>	<p>Teams is setup with each Tutor monitoring their group</p> <p>Zoom communication available to all staff to support home working and wider communication with participants</p> <p>Follow medical advice or Government guidance to self isolation or shield. Cases assessed individually and plans in place for staff who are shielding or live with someone</p>	01/06/2020	SG Lead

	<ul style="list-style-type: none"> Those with existing underlying health conditions 					<p>who id shielding to work from home or safest option available.</p> <p>Online delivery available to participants where practicable.</p>		
H&S	<p>Homeworking</p> <p>Who might be affected</p> <ul style="list-style-type: none"> Staff 	2	3	4	<p>Staff who are working from home read guidance on safeguarding whilst remote working.</p> <p>Staff survey to ascertain staff needs to be effective home workers</p>	<p>Take appropriate action as necessary with regard to any issues raised regarding homeworking.</p> <p>Home working risk assessment.</p>	01/06/2020	HR
LEGAL	<p>General injuries or Medical conditions</p> <p>Sprains, strains, broken bones, abrasions, cuts, concussion, choking, fractures, asthma attack, dizziness, fainting, heart attack, dehydrations, stress and anxiety.</p> <p>Who might be affected:</p> <ul style="list-style-type: none"> Staff Young People Volunteers Spectators Disabled participants General Public Contractors Expectant mothers 	4	2	8	<p>First Aid</p> <p>First Aider to wear face mask whilst tending to injured/sick person.</p> <p>First Aider to assess injury or medical condition to establish if it is staff to proceed with First Aid. If condition is not life threatening advise to attend medical centre of hospital for treatment. In any other emergency case call professional help.</p> <p>Defibrillators located on Level 1 reception & Beacon School</p>	<p>First Aid trained staff</p> <p>Staff trained in the use of Defibrillators</p> <p>Due to lower than normal First Aiders on site in an emergency call 111 or 999</p> <p>First Aid room on Level 0 identified as a Rest room in case of illness. Accessible toilet and shower available with easy access to L0 exit door should ambulance service be required. Social distancing to be maintained in First Aid Room where practicable</p> <p>All First Aiders required to deliver First Aid must wear Face Visor available from reception, visors distributed to outreach sites</p>	01/06/2020	DMS
LEGAL	<p>Fire and Building Evacuation</p> <p>Who might be affected</p> <ul style="list-style-type: none"> Staff Visitors to the premises Participants Tenants 	4	2	8	<p>Fire</p> <p>Due to restricted number of staff on site following Coronavirus re-assess Fire Wardens present in building to ensure those identified are enough to act in case of an emergency.</p> <p>Addendum added to Fire Evacuation Procedure</p>	<p>Should a fire be sited raise the alarm and call 999 immediately, evacuate the building and make way to the designated assembly point adjacent to Bike storage front of building adhering to 2-meter distancing where possible.</p> <p>Alarm still maintained on weekly basis and annual service from installer scheduled.</p>	01/06/2020	DMS

	<ul style="list-style-type: none"> • Cleaners • Contractors • Drivers • Delivery Personnel • Vulnerable groups • Elderly, Pregnant workers • Anyone else who physically comes in contact in relation to business activities 							
REP	<p>Insecure digital platforms and technology supporting remote and virtual learning</p> <p>Who might be affected</p> <ul style="list-style-type: none"> • Staff • Participants • Learners/Students • Disabled Participants 	4	2	8	<p>Challenges to move all delivery to online platforms and virtual learning. Access to platforms restricted to Foundation staff or invitation users managed by Foundation IT.</p> <p>We are using Teams to communicate with our learners – where different groups and channels have been setup for each programme.</p>	<p>Due to restrictions we have Teams and Zoom as digital platforms in place to continue our communication with staff, volunteers and learners.</p> <p>VPN is used to for extra security when connecting back to the Beacon to use on site software i.e. ESP</p>	01/06/2020	IT
REP	<p>Remote social isolation and online access reduce reporting of safeguarding concerns</p> <p>Who might be affected</p> <ul style="list-style-type: none"> • Staff • Young People • Students • Volunteers • Disabled Participants • General Public 	4	2	8	<p>Teams is setup with each Tutor monitoring their group - Teams has different policies in place to monitor chat and users on Teams.</p>	<p>What's App groups set up for older learners</p> <p>Safeguarding officer given Foundation mobile phone for easier contact</p> <p>Safeguarding Statement on website and distributed by Social Media</p>	01/06/2020	SG lead
REP	<p>Government legislated social isolation increases mental health and wellbeing concerns</p>	4	2	8	<p>Mental Health</p> <p>Management will promote mental health & wellbeing awareness to staff during the</p>	<p>Staff email distributed for access to external MIND provider.</p>	01/06/2020	MD

	<p>Who might be affected</p> <ul style="list-style-type: none"> • Staff • Participants • Students • Volunteers • Disabled Participants 				<p>Coronavirus outbreak and will offer whatever support they can to help Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hse.gov.uk/stress</p>	<p>Wellness information distributed to staff. Individual Specific support given to staff regarding external agencies offering support</p>		
REP	<p>Personal data and GDPR breaches due to remote access and technology infrastructure</p> <p>Who might be affected</p> <ul style="list-style-type: none"> • Staff • Young People • Students • Volunteers • Parents • Disabled Participants • Donors 	4	2	8	<p>Staff have been made aware not save any personal data on to the laptop they are using for WFH – these must be saved on the Foundation of Lights SharePoint or OneDrive. Staff must still follow our Policy and Procedures for GDPR.</p> <p>All laptops are checked to make sure security software and updates are up to date.</p>	<p>To share Working from Home guidance with staff from ICO</p> <p>https://ico.org.uk/for-organisations/working-from-home/how-do-i-work-from-home-securely/</p> <p>If Data needs to be shared or sent in an email, they must use the Egress Email Encryption to protect the data or protect documents with a strong password.</p>	01/06/2020	IT
REP	<p>Poor Communication</p> <p>Who might be affected</p> <ul style="list-style-type: none"> • Staff • Visitors • Participants • Learners • Students • Donors • Funder • Cleaners • Contractors • Drivers • Delivery Personnel • Vulnerable groups • Elderly, • Pregnant workers 	4	2	8	<p>In conjunction with Operational Managers; ensure that staff receive specific premises information and instruction for any premises which they will be potentially working in.</p> <p>This information should include the control measures which have been implemented to help protect staff and others whilst in Foundation premises and specific instructions staff need to follow. Posters for staff in toilets to wash hands.</p> <p>Information displayed in toilets.</p> <p>All staff to be advised of who and how they need to contact should welfare facilities either not work or require replenishing.</p>	<p>Premises information on COVID safety to be communicated site specific to staff and participants. Risk assessment to be in place before staff or participants use premises.</p> <p>Clear signage in the form of posters, directional signage floor markings and reception staff briefings in place. Specific handwashing recommendations and 2m distancing as per Social Distancing Policy which is distributed to all staff.</p> <p>TV Screens displaying hygiene and distancing reminders in place throughout Foundation.</p> <p>Site specific guidance to be confirmed by lead contact for each site or venue and communicated to applicable staff and participants. Foundation</p>	01/06/2020	Comms

	<ul style="list-style-type: none"> • Those with existing underlying health conditions • Anyone else who physically comes in contact in relation to business activities 				<p>Posters displayed throughout the premises to follow social distancing.</p> <p>Posters are available from Property Services – michael.whitaker@sunderland.gov.uk</p> <p>Use of emails and the hub to quickly cascade information if / when required.</p>	<p>Social distancing Policy to be adhered to in each outreach site or venue</p> <p>Communication to all staff via all social media and digital platforms. Written communication posted direct to staff</p> <p>Site specific information communicated to tenants and donors via donor managers.</p> <p>Regular communication with staff, participants and donors</p>		
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