

Elevated Minds CIC

Company name: Elevated Minds CIC

Date of next review: 09/04/2021

Risk assessment

Assessment carried out by: Doreen Sinclair-McCollin

Date assessment was carried out: 09/10/2020

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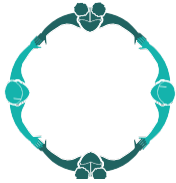


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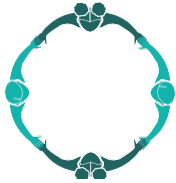
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| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
|--|--|--|--|------------------------------------|-------------------------------|------|
| Getting or spreading coronavirus by not washing hands or not washing them adequately | Employees at Elevated Minds Young people Parents Visitors Receptionist | Ensure handwashing facilities has running water, soap and paper towels. Provide hand sanitiser in and around the office, to be used on entry to our office. | Show all visitors to the washroom straight from the reception area prior to entering our office and ask them to wash their hands. Limit the movement of people around our office once they enter. Reduce the need for people to touch objects other than stationery and workbooks. | Employees of Elevated Minds CIC. | Immediately – 24/07/2020 | |





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| Getting or spreading coronavirus by not cleaning surfaces or equipment | Employees at Elevated Minds Young people Parents | Clean work surfaces - desks, stationery and doorknobs prior to and following visitors to the office. | Meet visitors to Elevated Minds in the reception area. Elevated Minds staff to wear disposable gloves when touching and opening doors. | Employees of Elevated Minds. | Whenever we are in the office – once per week – from 24/07/2020 | |
| Mental health and wellbeing affected through isolation or anxiety about coronavirus | Employees at Elevated Minds Young people Parents | Have regular keep in touch meetings/calls with employees who are currently furloughed. Talk openly with employees about any concerns. Meet with young people regularly via zoom or via the telephone, as appropriate – continue with life coaching one to one support. | Continued Professional Development – Mental Health & Wellbeing Webinar for employees and offer training to community groups and professionals. Mental Health First Aid training for young people. One to one life coaching with a mental health and wellbeing focus for | CEO | September 2020 | |

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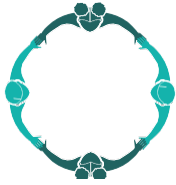


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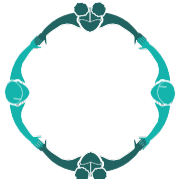
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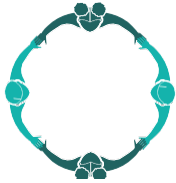
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| | | <p>Speak regularly to parents, offer advice of who and where to go to talk things through if we are unable to support.</p> <p>Keep employees updated on what is happening so they feel involved and reassured.</p> | <p>individuals who request support.</p> | | | |
| <p>Contracting or spreading the virus by not social distancing</p> | <p>Employees at Elevated Minds Young people Parents</p> | <p>Desks are the minimum of 2 metres apart within our office.</p> <p>Holding meetings virtually rather than face-to-face when able to do so.</p> | <p>Put in place arrangements to monitor and supervise to make sure social distancing rules are followed.</p> | <p>CEO</p> | <p>August 2020</p> | |





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| | | <p>Staggering start/end times for meeting with students and/or parents.</p> <p>Limiting the number of people who visit our office at one time.</p> | | | | |
| <p>Poor workplace ventilation leading to risks of coronavirus spreading</p> | <p>Employees at Elevated Minds Young people Parents</p> | <p>Identify if we need additional ventilation to increase air flow in all or parts of our office.</p> <p>Fresh air is the preferred way of ventilating our workplace so opening windows and doors (that are not fire doors) can help.</p> <p>If we need additional ventilation for our office, Elevated Minds will provide it, eg, desk fans.</p> | <p>Ensure that the landlord maintains the air circulation systems in line with manufacturers' recommendations.</p> | <p>Landlord & CEO</p> | <p>Whenever we are in the office – once per week – from 24/07/2020</p> | |





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| Increased risk of infection and complications for vulnerable workers | Employees at Elevated Minds Young people | Identify who in our work force fall into one of the following categories: Clinically extremely vulnerable People self-isolating People with symptoms of coronavirus Groups who may be at higher risk of poorer outcomes (see the Public Health England report Disparities in the risk and outcomes of COVID-19) | Put systems in place so people know when to notify me (CEO) that they fall into one of the highlighted categories, eg they start chemotherapy or are pregnant. | CEO | September 2020 | |

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

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