|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Task or activity being assessed:** **Workplace/Service:**  **Date of this assessment:** Click or tap to enter a date.**People consulted:** **Finalised by:** **Assessment to be reviewed on:** Click or tap to enter a date.Children or young people at work **BHCC_logo_4cm** **Risk Assessment** *(v.February 2020)*

|  |
| --- |
| **Risk Benefit Analysis – Does this function / task / activity need to be provided?** |
| **Benefit of continuing the function / task / activity****(tick all that apply)** | **Statutory requirement** [ ] **Public Safety** [ ] **Health & Care** [ ] **Safeguarding** [ ] **Essential business function: Briefly state why including any impact (i.e financial, reputational, political priority etc)**Click here to enter text. |
| **Level of benefit in continuing** | **Low:** [ ]  **Medium:** [ ]  **High:** [ ]  |

 |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **What are the significant hazards?** | **Who might be harmed and how?** | **What is being done to control this risk now?** | **Can you do anything else to lower the risk further?** | **If so who will action this?** | **By when?** | **Completed on?** |
|  | **INDIVIDUAL** *(Age, behaviour, special needs, medication management etc)* |
| *1.* | Lack of awareness, inquisitiveness, unawareness of danger | Injury to childInjury to staff, contractor, service user or visitor | * Child must be supervised & remain in visual range of parent/carer at all times & must not be left unaccompanied in any area of the workplace.
* If the parent/carer is required to leave the child at any time, alternative supervision must be arranged for that period
* Other staff working in immediate area of child should be made aware of arrangements and inform parent/carer of any safety concerns (e.g. if child wanders off if parent/carer’s attention is momentarily on something else)
* Parent/carer must carry out visual inspection of workplace environment to identify any potential hazards, prior to entry with their child & must inform manager/site responsible person of any adjustments needed
* Any particularly hazardous areas of a workplace must be explicitly off limits & children should only be in low risk workplace environments such as offices
* Parent/carer must give their child a workplace orientation to inform their child of any no go areas & give them safety guidelines/evacuation procedures for being in the workplace
 |  |  | Click or tap to enter a date. | Click or tap to enter a date. |
| 2. | Baby or young child with specific needs – e.g. nappy changing or breast feeding | Infection or injury to childInfection to staff, service user, visitor or contractor | * A warm, clean & private room with a table must be provided if parent/carer needs to change nappies or breastfeed/express milk – ideally a First Aid room with running hot & cold water could be used
* Used nappies must be double bagged and placed in a yellow clinical waste bin where available otherwise in normal waste bins
* Expressed milk stored in communal fridge should be labelled and kept separate wherever possible (e.g. on a separate shelf)
* Good infection control practice should be followed (washing hands after nappy changing/ toileting for example)
 |  |  |  |  |
| 3. | Child has specific medication needs | Injury to child if medication is missed | * Child should not be bought to work if they have an infectious disease or are vulnerable (meet the criteria of Public Health Covid-19 advice) or have complex needs that cannot be supported in the workplace
* Parent/carer must take full responsibility for medication needs of child
* Medication must not be stored within the workplace and left overnight but kept with parent/carer and brought in each time the child is on site. If it needs to be kept refrigerated, it should be clearly labelled
 |  |  |  |  |
| 4. | Long working hours – if child is used to regular naps they may become fatigued or overtired | Injury to childDisruption to parent/carer & other staff members or service users | * Limit time period that child is in workplace to as short as possible
* Consider use of quiet rooms in workplace where parent/carer can work while child sleeps, if available
 |  |  |  |  |
| 5. | Confidentiality issues in workplace & lack of awareness of boundaries in sharing personal/work-related information, e.g. via social media | Harm to service users & council’s reputation | * Parent/carer to give child clear guidelines on office protocol
* Clear desk policy to be followed and staff to be aware of confidentially issues if engaged in sensitive phone calls
 |  |  |  |  |
| 6. | Supporting children with toileting needs | Infection or injury to childInfection to staff, service user, visitor or contractor | * Accompany children to the toilet
* Ensure good personal hygiene after using the toilet
 |  |  |  |  |
| 7. | Any other issues? |  |  |  |  |  |  |
|  | **ENVIRONMENT** *(Issues in work environment etc)* |
| 7. | Harmful substances – for example dusts, chemicals, biological hazards, sharps (e.g. hypodermic needles)  | Injury to childInjury to staff, service user, contractor or visitor | * Ensure that any harmful substances (i.e. chemicals that display hazard waning symbols) are safely stored in locked cupboards & are subject to COSHH assessment as set out in BHCC’s COSHH standard
 |  |  |  |  |
| 8. | Slip/Trip/Falls(e.g. from trailing leads, worn carpet, items stored under desk & on floor/walkways)Also specific risk of pushchairs/toys/carry cots presenting trip hazard  | Injury to childInjury to staff, contractor, service user or visitor | * Ensure that pushchairs/carrycots are not left in walkways- designate specific area if space allows
* Parent/carer must take responsibility to ensure that children do not play or leave toys in walkways
* Defect reporting system
* Archiving of unwanted items organised via post room
* Adequate storage space
* Individual & team responsibility to ensure workspace is kept tidy
* Outlets for sockets under each desk/on top of desks – cable trunking/mats available if needed
* Bags tucked fully under desk with no protruding handles
* Timely unpacking of office supplies/deliveries so items not sitting on floor
* Ensure walkways are kept clear of obstacles & trip hazards and are well-lit
* Office cleaned every evening
* Cupboard doors and drawers kept closed when not in use
* Regular workplace inspections
 |  |  |  |  |
| 9. | Fire | Injury to childInjury to staff, service user, contractor or visitor | * Parent/carer to ensure child is aware of fire evacuation procedures & to take responsibility for child’s safe evacuation
 |  |  |  |  |
| 10. | No segregation for pedestrians and traffic in  workplace parking areas | Injury to childInjury to parent/carer or to driver | * Ensure that child, especially if young, is closely supervised as they walk through carparks/ into the workplace
 |  |  |  |  |
| 11. | Transmission of infection | Infection to childInfection to staff, service user, contractor or visitor | * Public health guidelines on hand washing & infection control must be followed at all times and must be explained to child
* If child is in an at risk group for COVID-19 they should not be brought into work
 |  |  |  |  |
| 12. | Other environmental issues? *(The parent/carer should carry out a visual inspection of the workplace environment prior to entry with their child and must inform their line manager/office manager/site responsible person if any adjustments are needed)* |  |  |  |  |  |  |
|  | **ACTIVITIES** *(list all activities taking place – these might include some of the following:)* |
| 13. | Office activities | Injury to childInjury to staff, service user, contractor or visitor | * See [General Office Activities](http://wave.brighton-hove.gov.uk/LGCSDocumentLibrary/Health%20and%20safety/Team%20Safety/Templates/RA%20-%20GENERIC%20-%20Office%20Activities%20-%20HS.RA.01.doc) risk assessment template
 |  |  |  |  |
| 14. | Dealing with conflict & aggression or challenging behaviour | Psychological or physical injury to child if they witness their parent/carer engaged in a confrontational situationPsychological or physical injury to staff | * If child is present, try to avoid case work that might lead to confrontational situation
* Avoid child being in workplace with public-facing aspect, e.g. reception
* If a conversation with client becomes challenging, end the conversation immediately and take child to place of safety
* See [Lone Working & Personal Safety](http://wave.brighton-hove.gov.uk/LGCSDocumentLibrary/Health%20and%20safety/Team%20Safety/Templates/RA%20-%20GENERIC%20-%20Lone%20Working%20-%20HS.RA.03.doc) template
 |  |  |  |  |
| 15. | Operation of work equipment | Injury to childInjury to staff, service user, visitor or contractor | * The child must not use any work equipment, unless they can be safely supervised
 |  |  |  |  |
| 16. | Other activities? |  |  |  |  |  |  |