EVENT	Libraries Plus		**LOCATION**	Central Library, Portswood Library, Shirley Library		
ACTIVITY	Community tutoring session				**DATE OF ACTIVITY**	Ongoing
RESPONSIBLE PERSON	Programmes Manager	SIGNATURE	Catherine Taplin-Thorpe	DATE SIGNED	02/09/2020	REVIEW DATE
ASSESSMENT BY	Hub Manager	SIGNATURE	Sophie Ford	DATE SIGNED	02/09/2020	
What are the hazards?	**Who might be harmed and how?**	**Risk Rating (Low/Med/High)**	**Identify control measures needed to reduce or eliminate hazard.**	**Action by whom?**	**Action by when?**	**Complete Y/N (Date)**
Covid- 19 due to in person contact	Volunteers, Community Participants and Staff feeling unwell	Medium	In person activities will be cosented by parents, schools and other parties. Activties will follow government guidelines including social distancing, hand washing and PPE. All in person activity will take place outside or in a well ventilated area. Community Participants and volunteers will be expected to sign a notice of good health on the day of taking part. Volunteers will complete the Student Hubs track and trace form if they are volunteering in more than one location. If volunteers or community particpants are feeling unwell, they are expected to stay at home. On the day of sessions, volunteers and community particpants will be expected to complete a health declaration form to confirm they are well enough to be taking part in activities.	Programmes Manager	Ongoing	
Tripping hazards within room	Tutors falling / tutees falling	Low	Ensure each room is fully surveyed by project coordinator before project starts. The project coordinator should work with teachers to ensure room changes are communicated in a timely manner	Project Coordinator	Beginning of project	
Danagerous objects within room e.g. scissors or lab equipment	Tutors / tutees: cuts, burns, abrasions	Low	Ensure each room is fully surveyed by project coordinator before project starts. The project coordinator should work with library staff to ensure room changes are communicated in a timely manner.	Project Coordinator	Beginning of project	
Contamination	Tutees / tutors	Low	Tutors should be reminded of health and safety and infection control in case of illness. Project Coordinators should be vigilant of illness within tutor groups	Programme Manager / Project Coordinator	Ongoing	
Injury when travelling to tutoring project	Tutors	Low	Project Coordinators and Programme Manager should ensure clear travel instructions are given and that enough time is allowed for tutors to safely travel to projects	Programme Manager / Project Coordinator	Beginning of project	
Injury when using equipment during tutoring sessions	Tutors / tutees	Medium	Tutors should let project coordinators know if they plan to use specialised equipment that has the potential to cause injury (e.g. lab equipment). Use of such equipment should only be permitted with the support of in-school technical staff.	Project Coordinator	Ongoing	
Unsupervised Activities	Tutees injured if performing activities unsupervised	Medium	Hub Manager should ensure that tutors will be supported by staff in libraries as agreed in service level agreement. Tutors should be advised not to leave tutees unattended at any time	Programme Manager	Ongoing	

Unsupervised Online Activities	Uncomfortabke conversations and discolsures between tutees and tutors	Medium	When tutroing sessions are taking place online, sessions will take place using the Southampton Hub account ONLY, no personal email addresses or accounts will be used. Sessions will take place with the correct ratios and sessions will be consented by all parties. Online sessions will be recorded and saved in a private folders so they can be accessed and reviewed by staff.	Hub Manager	Ongoing	
Incidents/ Accidents and disclosures	Mentors emotionally distressed	Low	Programme Manager is responsible for making sure all student volunteers know Student Hubs procedures for reporting incidets and concerns. All volunteers are expected to carry out online safeguarding training before delivery start date. All volunteers to attend a induction session at the librray so they aware of staff members who can support them.	Programme Manager	Beginning of the project	