

Young Epilepsy have followed the Health and Safety Executive (HSE) 'five steps to risk assessment' to manage the hazards and risk posed by COVID-19

1

Identify the hazards

2

Identify who and what may be harmed, injured or damaged

3

Evaluate controls and add more controls if needed

4

Record the significant findings

5

Keep the risk assessment under review

Young Epilepsy's response is led and coordinated by the COVID-19 Steering Group who refer to guidance from Public Health England, the UK Government and the Health and Safety Executive

1

The hazard: Infection with, and transmission of, COVID-19, a flu like virus which can result in respiratory illness. The main symptoms are persistent cough, fever and loss or change to smell and taste senses

2

The risk: Persons (students and employees) who contract COVID-19 usually experience mild to moderate flu like symptoms. Some people get more unwell and for some people, usually with underlying health conditions, the virus can be fatal.

As well as risks to people's physical health, the impact of the virus can affect mental health and business continuity

3

Young Epilepsy are using a control hierarchy to manage the risk infection with and transmission of COVID-19. Where infection risks are reduced, this in turn reduces impact on business continuity.

Due to the complex nature of Young Epilepsy, and in particular the needs of our students, control measures have had to be considered against what is reasonably practicable.

A summary of our control measures

Elimination: ensuring symptomatic and positive persons are isolated either at home or on Campus to prevent further transmission. Asking employees to work from home where this is practicable. Supporting employees to shield where required. Making additional arrangements for persons who are clinically vulnerable where required.

Physical controls: Ventilation. Assessing our heating ventilation and air conditioning systems to ensure they don't recirculate used air and turning these off where they do. Keeping a 2 metre distance from other persons wherever reasonably practicable. Hand washing. Respiratory hygiene. Increased cleaning regimes including of high frequency touch points.

Administration controls: Redesigning and adapting rotas and curricula to allow the formation of bubble groups. Providing information and instruction to employees on the arrangements in place including regular updates on the Intranet. Highlighting support available for employee mental health including our Employee Assistance Programme (EAP). Supporting students to adapt to changes by using social stories.

PPE and face masks: Where required using PPE including gloves, aprons, visors and face masks.



4

All of the arrangements in place are record in various documents including the Health and Safety (coronavirus) Procedure and the records and action plans kept by the Steering Group.

5

The Steering Group keep all of the arrangements in place under continuous review. The Steering Group meets 2 to 3 times a week.