

## COVID 19 SECURE RISK ASSESSMENT

### Important Notes:

1. The COVID-19 Risk Assessment may need to be updated in the light of any new government advice that may be forthcoming.
2. This document should be read in conjunction with relevant legislation and guidance issued by government and local authorities.
3. This document is not intended to be comprehensive but a guide to what needs to be done now. As things evolve then the RA will be updated

The potential mitigations are in three categories colour coded as follows:

Red	<b>Actions based on Government advice (i.e. should be considered mandatory)</b>
Amber	<b>Actions that are strongly recommended</b>
Green	<b>Actions that you might like to consider</b>

### **ISSUE LOG**

Issue	Date	Reasons
1	4 <sup>th</sup> July 2020	Updated with detail from Government Guidelines
2	21 <sup>st</sup> July 2020	Updated with detail from HSE & Government Guidelines
3	5 <sup>th</sup> August 2020	General updates ready for issue
4	15 <sup>th</sup> August 2020	Government update re wearing of face coverings

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A Poor ventilation with lower numbers of attendees [forced ventilation is controlled through CO2 levels]	Volunteers Users Visitors Contractors	Increase ventilation to all Rooms	<b>Increase air flows into the Rooms and adjust control system – action by contractor</b>	Work to be carried out by Spring Farm Services	19 <sup>th</sup> August at the same time as the bi-annual service.
B Potential for an increase in Legionella as the Centre has not been used continually since lock down	Volunteers Users Visitors Contractors	Check all water systems and sanitise for legionella	<b>Drain all water boilers and the Rational. Carry out Legionella tests to determine current levels.</b>	Engage a contractor to carry out the actions to test and treat the water systems for Legionella.	w/c 10 <sup>th</sup> August 2020
C Getting or spreading coronavirus by: <ul style="list-style-type: none"> <li>○ <b>not washing hands</b> or not washing them adequately</li> <li>○ <b>high traffic areas</b> such as corridors, entrance, toilet facilities, entry/exit points to, Room entrances and door handles/plates</li> <li>○ <b>not cleaning surfaces</b>, tables, equipment and toilet facilities.</li> </ul>	Volunteers Users Visitors Contractors Delivery Drivers at the Centre	<ul style="list-style-type: none"> <li>◇ Cleaning surfaces potentially infected by people carrying the virus.</li> <li>◇ Use HSE guidance on cleaning, hygiene and hand sanitising.</li> <li>◇ Provide running water, soap and drying facilities at all wash stations.</li> <li>◇ Hand sanitisers provided in public areas and in each room.</li> <li>◇ Ensure the toilet facilities are available for delivery drivers to the</li> </ul>	<b>Stay at home guidance if unwell at the entrance and in the Foyer. Volunteers provided with protective overalls and plastic or rubber gloves for cleaning. Contractors provide their own. Volunteers advised to wash outer clothes as soon as possible after cleaning duties. Specialist contractors to be used in the event deep cleaning is required.</b>	Volunteers and Users may need guidance as to cleaning. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants. Rubberised and glued surfaces can become damaged by use of spray disinfectant too	30 <sup>th</sup> August 2020

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		Centre if required. ◇ Disposing of rubbish containing tissues and cleaning cloths. ◇ Deep cleaning premises if someone falls ill with CoviV-19 on the premises. We will use disinfectant “fogging” for whole of the Centre.	<p style="color: blue;"><b>When moving around the centre users must wear a face covering.</b></p> <p style="color: blue;"><b>This is particularly important in the rooms, corridor, toilets and other pinch points.</b></p>	frequently.	
		Follow Centre guidance on cleaning of the facilities, toilets and kitchens etc:  Identified: ◇ areas where people will congregate, e.g. foyer, toilets, rooms, ◇ areas where there are pinch points meaning people can't meet the social distancing rules: <ul style="list-style-type: none"> <li>○ door at the entrance [1.8m]</li> <li>○ corridors [1.8m]</li> <li>○ doorways to Rooms [1.8m]</li> </ul> ◇ areas where people will touch the same surfaces: <ul style="list-style-type: none"> <li>○ Kitchenette</li> </ul>	<ul style="list-style-type: none"> <li>◇ <b>Put in place monitoring and supervision to make sure people are following all controls put in place, e.g. following hygiene procedures, washing hands, following keep left system</b></li> <li>◇ <b>Near-miss reporting may also help identify where controls cannot be followed, or people are not doing what they should</b></li> <li>◇ <b>Close down Kitchenette and Main Kitchen for food preparation</b></li> <li>◇ <b>Include instructions to users that they should</b></li> </ul>	Users to follow Centre guidance on cleaning of the Rooms on entry BEFORE attendees arrive. Cleaning surfaces in the toilets on usage.	

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		<ul style="list-style-type: none"> <li>○ Toilet vanity units</li> <li>○ Toilet flush button and toilet roll holder</li> <li>○ Chair bump rails throughout the Centre</li> <li>○ Door Handles and touch plates</li> <li>○ Chair handles and tabletops</li> <li>◇ areas and surfaces that are frequently touched but are difficult to clean</li> </ul> <p>A combination of controls has been put in place to reduce the risks. This will include, but is not limited to,:</p> <ul style="list-style-type: none"> <li>◇ limiting the number of people in rooms so that social distancing rules can be met, have maximum occupancy per room with layout plan</li> <li>◇ reorganise layouts in the rooms spacing out tables and laying out so</li> </ul>	<p><b>be asking their members to bring their own refreshments and NOT share.</b></p>		

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		<p>majority of users are side by side at 1m plus separation and where they are facing then there is a minimum of 2m separation, so social distancing rules can be met.</p> <ul style="list-style-type: none"> <li>◇ put in place a keep left system in corridor, foyer and entrance to manage the flow of people moving around the Centre and to allow social distancing [2m separation not possible when passing] rules to be met. This also involves the wearing of face coverings when moving around the Centre.</li> <li>◇ leave non-fire doors open to reduce the amount of contact with doors</li> <li>◇ improve meeting Room ventilation</li> <li>◇ keep corridor windows open</li> <li>◇ keep surfaces, such as</li> </ul>			

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		kitchen sides and tables, in communal areas clear to make cleaning easier ◇ provide washing facilities and hand sanitiser at accessible places near to where people will have contact with high traffic communal areas, e.g. sanitiser/washing facilities at the entrance to the Centre. ◇ put signs up to remind people to wash and sanitise hands and not touch their faces ◇ put in place cleaning regimes to make sure high traffic communal areas are kept clean. See cleaning log and instructions			

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		<p><b>Use the HSE guidance on cleaning and hygiene during the coronavirus outbreak see separate document</b></p> <ul style="list-style-type: none"> <li>◇ Identify surfaces that are frequently touched and by many people (often common areas), bump rails, door handles (inside and outside), door push plates, light switches, air conditioning controller and shared equipment etc and specify the frequency and level of cleaning and by whom</li> <li>◇ Reduce the need for people to move around the Centre as far as possible. This will reduce the potential spread of any contamination through touched surfaces</li> <li>◇ Users to be advised to avoid sharing items such as books or other items of equipment by allocating it on personal issue or put cleaning</li> </ul>	<p><b>Put in place monitoring and supervision to make sure people are following controls, i.e. are implementing the cleaning regimes</b></p> <ul style="list-style-type: none"> <li>◇ <b>Provide information telling people who needs to clean and when</b></li> <li>◇ <b>Provide instruction and training to people who need to clean. Include information on:</b> <ul style="list-style-type: none"> <li>○ <b>the products they need to use</b></li> <li>○ <b>precautions they need to follow</b></li> <li>○ <b>the areas they need to clean</b></li> </ul> </li> </ul> <p><b>Replenishment using normal supply chain through Walkers Catering Services and Bookers.</b></p> <p><b>Once usage levels have been determined then a plan can be devised on replenishment of Covid cleaning products alongside</b></p>		

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		<p>regimes in place to clean between each user</p> <ul style="list-style-type: none"> <li>◇ Identify where you can reduce the contact of people with surfaces, e.g. by leaving open doors that are not fire doors, providing contactless payment, using electronic documents rather than paperwork</li> <li>◇ Identify what cleaning products are needed (e.g. surface wipes, detergents and water etc) and where they should be used, e.g. water and detergent on work surfaces etc</li> <li>◇ Provide more bins and empty them more often</li> </ul>	<b>other Centre cleaning items.</b>		

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		<ul style="list-style-type: none"> <li>◇ Arrangements to deep clean the Centre, if someone develops symptoms and tests positive for coronavirus, and has attended the Centre in the last seven day.</li> </ul>	The Centre will need to close until a deep clean has been carried out using be Ideal Cleaning Services with their "fogging" equipment.	The leader of the User Group, whose member has developed symptoms and subsequently tested positive should inform the nominated Centre Team member and they will arrange to close the Centre and initiate the deep clean.	On notification
D Volunteers who are either extremely vulnerable or over 70 carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill.	Volunteers Users Visitors	Mental stress from handling the new situation.	<p><b>Staff in the extremely vulnerable category are advised not to attend the Centre for the time being.</b></p> <p><b>Discuss situation with Volunteers over 70 to identify whether provision of protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks, or</b></p>		

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			<p>whether they should cease such work for the time being. Talk with volunteers regularly to ensure arrangements are working.</p>		
E Contracting or spreading the virus by not social distancing.	Volunteers Users Visitors Contractors Delivery Drivers at the Centre	<ul style="list-style-type: none"> <li>◇ Identify places where, under normal circumstances, users and volunteers would not be able to maintain social distancing rules e.g. the corridor</li> <li>◇ Identify how you can keep people apart in line with social distancing rules in the first instance. This includes:               <ul style="list-style-type: none"> <li>○ using marker tape on the floor at 2m as a prompt</li> <li>○ keep left system in place with marker tape arrows on the floor</li> <li>○ changes to how users enter the building through controlled entry will be required</li> </ul> </li> </ul>			

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		<p>if all users return.</p> <ul style="list-style-type: none"> <li>○ limiting the number of people on site is achieved by having social distancing separation for all Rooms</li> <li>○ having allocated time slots for Users is already in place through the bookings system</li> <li>○ controlling parking spaces where possible</li> <li>○ place markers on the floor to indicate where people should stand and the direction they should face</li> <li>○ Indicate at Room entrances that the Rooms are using a 1m social distancing layout</li> </ul> <p>If it isn't possible to meet social distancing rules and physical measures can't be used then put in place other measures to protect people.</p>			

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		This will include: <ul style="list-style-type: none"> <li>○ Use of face coverings where it is not possible to maintain a 2m separation e.g. the corridor</li> <li>○ increase in hand washing</li> <li>○ placing users' side-by-side rather than face-to-face when working using the Centre Room</li> <li>○ enhanced cleaning regimes</li> <li>○ display signs to remind people to socially distance</li> </ul>			
F Car Park/paths/exterior areas	Everyone	Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues.  Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people	<b>Mark out 2 metre waiting area outside the Centre entrance with paint to encourage care when queueing to enter.</b> <b>Users to be asked to wait in their cars or queue in the marked areas until called forward by the Group Leader to enter the Centre.</b> <b>Caretaker asked to check</b>	Centre Team	August 5 <sup>th</sup> 2020

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		<p>congregate or for vulnerable people.</p> <p>Ordinary litter collection arrangements can remain in place. Provide plastic gloves.</p>	<p>area outside doors for rubbish which might be contaminated, e.g. tissues. Wear plastic gloves and remove.</p>		
G Entrance /Foyer/Corridor		<p>Identify “pinch points” and busy areas where risk of social distancing cannot be observed.</p> <p>Hand sanitiser dispensers must be checked daily</p> <p>Provide more bins, in entrance hall, each meeting room. Empty regularly.</p>	<p>Identify “pinch points” and busy areas. Consider marking out 2 metre spacing in entrance area. Create a keep left system and provide signage. Wear a face covering when moving around inside the Centre</p> <p><b>Door handles and light switches to be cleaned regularly. Hand sanitiser to be provided by Centre</b></p>		
H Rooms 1, 2 & 3		<p>Door handles, light switches, window catches, tables, chair backs.</p>	<p><b>Door handles, light switches, window catches, tables, chairs and other equipment used in the rooms to be cleaned by hirers before use.</b></p> <p><b>Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly.</b></p>		

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			<b>Wear face coverings when moving around inside the Centre.</b>		
		Soft furnishings and equipment which cannot be readily cleaned between use. <ul style="list-style-type: none"> <li>○ Projection equipment.</li> <li>○ Screen.</li> <li>○ Window blinds</li> <li>○ Commemorative photos, displays.</li> </ul> Social distancing to be observed. Provide hand sanitiser.	<b>Surfaces and equipment to be cleaned by hirers before use.</b>		
I Upholstered seating		Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning would damage fabric. Metal parts can be cleaned and are more likely to be touched when moving them, i.e. more frequently.	<b>Rotate use of upholstered chairs wherever possible. Ask those moving them to wear plastic gloves.</b>	Centre Team	

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<p>J Kitchen <b>ONLY USED BY AUTHORISED VOLUNTEERS</b></p> <p><b>Consider closing kitchen if not required or restricting access</b></p>		<p>Social distancing more difficult Follow food safety kitchen cleaning schedule. Increase surface sanitising.</p> <ul style="list-style-type: none"> <li>○ Door handles</li> <li>○ Light switch</li> <li>○ Working surfaces, sinks</li> <li>○ Cupboard handles</li> <li>○ Fridges/freezer</li> <li>○ Crockery/cutlery</li> <li>○ Hot water boiler</li> <li>○ Rational/4 hob Cooker/Microwave</li> </ul> <p>Cleaning materials are available in clearly identified location and are regularly checked and re-stocked as necessary.</p>	<p><b>As now, the number of users in the kitchen is limited to three. Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use.</b></p> <p><b>Hand sanitiser, soap and paper towels to be provided</b></p> <p><b>Hirers to bring their own Food and Drink for the time being.</b></p>		
K Store cupboards (cleaner etc)		<p>Social distancing not possible Door handles, light switch</p>	<p><b>Public access unlikely to be required. Cleaner to decide frequency of cleaning.</b></p>	Cleaner	
L Storage Rooms (furniture/equipment)		<p>Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use.</p>	<p><b>Decide whether Centre volunteers clean. Have fixed room layouts and furniture.</b></p>	Centre Team	

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M Toilets		<p>Social distancing difficult. Surfaces in frequent use:</p> <ul style="list-style-type: none"> <li>○ door handles</li> <li>○ internal turn buckle locks</li> <li>○ Wash hand basins</li> <li>○ Vanity unit</li> <li>○ toilet flush buttons</li> <li>○ toilet seats</li> <li>○ toilet paper dispensers</li> </ul> <p>Baby changing and vanity unit surfaces. Users to sanitise before and after use.</p> <p>Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re- stocking if needed.</p>	<p><b>Hirer to control numbers accessing toilets at one time to a maximum of three persons with attention to vulnerable users.</b></p> <p><b>Install floor signage indicating waiting areas and posters to encourage 20 second hand washing.</b></p>	<p>Hirer</p> <p>Centre Team</p>	
N Plant Room		<p>Door handle, light switch Social distancing not possible</p>	<p><b>Public access not allowed Centre Team to decide frequency of cleaning.</b></p>	Centre Team	

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<p>○ Events</p> <p>e.g. Lunch, Breakfast, Themed Nights etc.</p>	<p><b>ALL CURRENTLY ON HOLD</b></p>	<p>Handling cash and tickets</p> <p>Too many people arrive at one time.</p>	<p><b>Organisers arrange online systems and cashless payments as far as possible. For performances seats to be limited, booked in advance, 2 seats between individuals or household groups.</b></p> <p>Cash payments/donations to be handled by one individual wearing gloves.</p>		