



Project/Service: Community Centre COVID-19	Date: 10/07/2020	Location: 95-97 Northmoor Road, Longsight, M12 5RT	Completed by: Fiona Gallagher, Giselle Bawden, Helen Cooley
Risk Priority: High: Accident likely with possibility of serious injury or loss Medium: Possibility of accident occurring causing minor injury or loss Low: Accident unlikely		Accident Book: Located in Office filing cabinet H&S Policy in place – Yes No Smoking Policy in place – Yes Fire Risk Assessment in place –Yes	

Staying COVID Secure – Our Commitment

- ✓ We recognise the risk posed by Coronavirus (COVID-19) to our staff, trustees, volunteers and all our visitors. Control measures to minimise the risk of infection and the transmission of the virus within buildings are provided in this Risk Assessment.
- ✓ We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our Staff and others.
- ✓ We will share this Building Risk Assessment and its findings with staff and the public
- ✓ We will continue to comply with all relevant Health and Safety Legislation.

Review: fortnightly until end August 2020, then assess review frequency

Potential hazard	Who is at risk	Control Measures to reduce risk	Risk reasonably managed	Actions	Actions who & when	Update
Spread of Covid-19 Applies to entire risk assessment	Staff, trustees, volunteers, visitors and contractors Applies to entire risk assessment	Hand Washing <ul style="list-style-type: none"> ➤ Hand washing facilities with soap and water in place. ➤ Stringent hand washing taking place. See hand washing guidance: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ ➤ Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. ➤ Drying of hands with disposable paper towels. See guidance on this: https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ ➤ Gel sanitisers in several points throughout the centre. All visitors are asked to use this at the beginning and end of their visit. 	<input checked="" type="checkbox"/> <input type="checkbox"/>	Manager in 1:1, team, project & SAFE meetings Install disposable paper towel points Install gel dispensers	Ongoing Steve Spender Steve Spender - ASAP	Installed 24/6/2020 Installed 24/6/2020

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		<ul style="list-style-type: none"> ➤ Soap, gel and handwashing equipment bought from a trusted, reputable source, hand sanitising gel is 70% alcohol or above. ➤ Reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace and bins. POSTER: https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf ➤ Regularly updated posters put around the centre to inform the public about coronavirus and the measures they can take to reduce the risk <ul style="list-style-type: none"> ➤ https://www.publichealth.hscni.net/news/covid-19-coronavirus ➤ https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19 		<p>Posters needed in every room Tissue boxes & bin in all areas</p> <p>Posters to be put up and regularly changed</p>	<p>FG – 6/7/2020 HC - asap FG – 6/7/2020 and ongoing</p> <p>FG – 6/7/2020 and ongoing</p>	<p>Done – FG 6/7/2020 Done – FG 6/7/2020</p> <p>Done – FG 6/7/2020</p>
		<p><u>Travelling to and from the building</u></p> <ul style="list-style-type: none"> ➤ All visitors advised to travel by private motor vehicle, bike or on foot where possible. ➤ Bicycle parking available. ➤ All advised not to attend if symptomatic ➤ Anyone needing to use public transport to consider the time of travel and abide by public transport guidance. 	<input checked="" type="checkbox"/> <input type="checkbox"/>			
		<p><u>Cleaning</u></p> <ul style="list-style-type: none"> ➤ New cleaning schedule implemented including increase in frequency of cleaning of all surfaces they may be touched by visitors. ➤ Cleaning of office equipment and desks by individual staff members on a daily basis ➤ Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area, chairs, tables and equipment using appropriate cleaning products and methods. 	<input checked="" type="checkbox"/> <input type="checkbox"/>	<p>Cleaning checklist</p>	<p>HC – ASAP</p>	<p>Done</p>

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		<ul style="list-style-type: none"> ➤ During sessions chairs (including the underside) and tables (including the underside) and equipment cleaned by the project lead after being used by the public. ➤ Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed. ➤ All staff, volunteers, trustees, group lead, and room hirers to complete the COVID-19 essentials HST course ➤ Cleaning products made readily available ➤ Maintain a weekly stock check to ensure adequate supplies. <p>ADDITIONAL CLEANING INSTRUCTIONS – NO COVID ALERTS</p> <ul style="list-style-type: none"> • PPE use for all general cleaning tasks – gloves and apron to be disposed at end of each period of use • PPE use for emptying of bins that may contain tissues – gloves, apron to be disposed of after use <p>IN THE EVENT OF A COVID ALERT</p> <ul style="list-style-type: none"> • PPE use gloves, apron and eye protection for all cleaning tasks in isolation areas • Disinfect all surfaces • Ventilate space • Inform manager • Double bag all rubbish – retain in safe area for 72 hours before disposal RUBBISH DISPOSAL <p>At end of each day – all bin bags to be removed from bin and placed in outdoor bins</p>		<p>Material chairs replaced by plastic ones.</p> <p>COVID-19 essentials HST course codes to buy</p>	<p>Ongoing</p> <p>GB – by 7-7-2020</p> <p>KR/HC/GB - Ongoing</p>	<p>Done</p> <p>GB and HC done</p>
		<p>Social Distancing</p> <ul style="list-style-type: none"> ➤ Ensure 2 metre Social Distancing in all areas and rooms of the centre and max number of people in each area identified and adhered to. ➤ Clear signage throughout the building ➤ Taking steps to reduce number of workers on site at any one time. ➤ Redesigning projects to ensure social distancing in place. This will include limiting the number of people in attendance, creating one way systems or enforcing one-in-one-out. 		<p>Posters for rooms max</p> <p>Posters number of people</p> <p>Social distancing markers in tape</p>	<p>FG – 6/7/2020</p> <p>FG – 6/7/2020</p> <p>FG – 6/7/2020</p>	<p>Done – FG 6/7/2020</p> <p>Done – FG 6/7/2020</p>

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		<ul style="list-style-type: none"> ➤ Conference calls to be used instead of face to face meetings where possible. ➤ Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. ➤ Management checks to ensure this is adhered to. 		Poster on 2 metres in both doors Look in to sandwich board rules	FG – 6/7/2020 HC - asap	Done – FG 6/7/2020
		<p><u>Wearing face mask</u></p> <ul style="list-style-type: none"> ➤ Visitors are required to wear one as of 8th August in community spaces. ➤ Staff and visitors to make sure not to touch the mask except at the ear hooks. ➤ They are to only wear their own mask and must fit it and remove it themselves. ➤ If any disposable masks are worn then these will be disposed of without having direct contact with them. 		Poster on proper mask use Poster – bring own mask	FG – 6/7/2020	Done – FG 6/7/2020
		<p><u>Wearing of Gloves</u></p> <ul style="list-style-type: none"> ➤ Staff to be reminded that wearing of gloves is not a substitute for good hand washing. ➤ Gloves, apron and mask should be worn if administering first aid. 			HC&FG – ASAP	These items now available for first aid
		<p><u>Equipment</u></p> <ul style="list-style-type: none"> ➤ Staff will have their own designated computer and office phone ➤ The work mobile must stay with CDVC ➤ Computers and phones to be cleaned after use 				
		<p><u>First Aid</u></p> <ul style="list-style-type: none"> ➤ Disposable masks for use while administering first aid will be provided ➤ Gloves to be worn when administering first aid. ➤ Apron to be worn if administering first aid ➤ Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. 		To buy disposable masks See if updated First Aid for COVID-19	GB – ask JN for her source – ASAP GB – ASAP	These items now available for first aid

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		<p>Room hirers</p> <ul style="list-style-type: none"> ➤ All are asked to adhere to this COVID-19 risk assessment ➤ All are asked to provide their own risk assessment at least 5 working days before their session which must include COVID-19 measures and have a named person who will be in attendance during their session who is in charge of implementing the measures. ➤ They need to have an attendance register for every session of the name and contact detail of all session leaders and participants that enter the building (this would include parents who enter the building to pick up their children). This will be kept for 21 days for use in track and trace. ➤ Bookings must contain 30 minutes at the end of their session to conduct tidying as well as COVID-19 cleaning measures. ➤ Cleaning checklist provided as a prompt ➤ We will provide a fully stocked cleaning pack for hirers ➤ Spot checks will be carried out by staff to check compliance of numbers and cleaning 		<p>Booking form to be updated</p> <p>Template that is provided in the booking form to be updated</p> <p>Cleaning checklist to be provided Provide sanitiser and paper roll for all hirers</p>	<p>FG – 10/7/2020</p> <p>FG – 10/7/2020</p> <p>HC/GB – 10/7/2020 HC – 10/7/2020</p>	<p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p>
		<p>Mental Health</p> <ul style="list-style-type: none"> ➤ Access to line manager support as required by phone or email or Teams video call ➤ Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. ➤ Regular communication of mental health information and virtual “open-door” policy for those who need additional support. ➤ Ensuring sufficient rest breaks for staff. ➤ Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. ➤ To provide relevant training to all staff and project leads 		<p>Set up monthly virtual social meetup “coffee break”</p> <p>Psychological first aid training on offer</p>	<p>GB – ASAP</p> <p>All staff and project leads to do - ASAP</p>	

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		<p>Symptoms of Covid-19</p> <ul style="list-style-type: none"> ➤ If staff develop Covid-19 symptoms such as continuous cough or a high temperature then they will be sent home and advised to follow the stay at home guidance and contact 111. ➤ Line managers will maintain regular contact with staff members during this time. ➤ Posters advising visitors not to enter the building if they have symptoms will be put on entrances. They will be encouraged to contact us from home for support. ➤ If visitors have Covid-19 symptoms such as continuous cough or a high temperature then they will be sent home and advised to contact 111. ➤ If advised that a member of staff or public has developed Covid-19 and were recently on our premises the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. https://www.publichealth.hscni.net/ 		<p>Up-to-date staff contact details</p> <p>Update posters</p>	<p>HC - ASAP</p> <p>FG – 6/7/2020</p>	<p>Done</p>
	Staff, Trustees and volunteers only	<p>Health Screening</p> <p>COVID-19 Health Screening Checklist to be completed before every visit</p> <p>Copies of shielding letters need to be obtained and kept on record</p>				

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		<p>Track and Trace</p> <ul style="list-style-type: none"> ➤ All visitors to sign in with information including, date, time in, time out, full name, (organisation if appropriate), contact tel. number for track and trace ➤ Visitor to be informed of purpose and retention information (GDPR policy compliance required) ➤ Signage for track and trace on display ➤ Information retained on paper copy for 21 days then destroyed ➤ Register held securely at reception then locked away at end of day. See guidance: https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works 				
		<p>Noise</p> <ul style="list-style-type: none"> ➤ No singing, shouting or loud music permitted on site 				
		<p>Brooks Room</p> <ul style="list-style-type: none"> ➤ 2 meter social distancing adhered to ➤ Maximum 7 people (6 plus one tutor) can be in this room at any one time. Only 7 chairs will be available at any one time and all excess furniture removed or placed out of use to prevent additional capacity being created ➤ All other visitors to queue or wait outside ➤ There is a handwashing area with a paper towel dispenser. ➤ There are 2 gel sanitisers in this room. Visitors will be asked to use the gel sanitisers at the beginning and end of their visit and after using the toilet ➤ The windows will be open as much as possible. ➤ Social distancing taping put in place ➤ Adhere to cleaning measures 				

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		<p>Conway Room</p> <ul style="list-style-type: none"> ➤ 2 meter social distancing adhered to ➤ Maximum 9 people (8 plus one tutor) can be in this room at any one time. Only 9 chairs will be available at any one time and all excess furniture removed or placed out of use to prevent additional capacity being created. ➤ All other visitors to queue or wait outside ➤ There are 2 gel sanitisers in this room. Visitors will be asked to use the gel sanitisers at the beginning and end of their visit and after using the toilet ➤ The windows will be open as much as possible. ➤ Social distancing taping put in place ➤ Adhere to cleaning measures 		Install paper towel dispenser in Conway	HC contact Steve Spender Steve spender to install - ASAP	Done
		<p>Ladies Toilets</p> <ul style="list-style-type: none"> ➤ Only 1 person allowed in at a time. There will be posters to let visitors know this and staff will inform them ➤ One stall will be taped off, and a notice and tape put on the door, these are alternated weekly. The outer door will be closed but the inner door propped open so visitors can check if someone else is inside. ➤ Gel sanitisers in any area where washing facilities not readily available ➤ Handwashing and paper towel facilities available. See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ <p>Drying of hands with disposable paper towels. https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</p>		Poster on toilet door Tell cleaner to alternate	FG 6/7/2020 GB - ASAP	Done – FG 6/7/2020 Done

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		<p>Disabled toilet</p> <ul style="list-style-type: none"> ➤ Only 1 person allowed in at a time. There will be posters to let visitors know this and staff will inform them. ➤ Gel sanitisers in any area where washing facilities not readily available ➤ Handwashing and paper towel facilities available. See hand washing guidance: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ <p>Drying of hands with disposable paper towels. https://www.nursingtimes.net/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</p>		Poster to be made	FG – 6/7/2020	Done – FG 6/7/2020
		<p>Men's Toilets</p> <ul style="list-style-type: none"> ➤ Only 1 person allowed in at a time. There will be posters to let visitors know this and staff will inform them. ➤ The outer door will be closed but the inner door propped open so visitors can check if someone else is inside. ➤ Gel sanitisers in any area where washing facilities not readily available ➤ Handwashing and paper towel facilities available. See hand washing guidance: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ <p>Drying of hands with disposable paper towels. https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</p>				

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		<p>Corridors</p> <ul style="list-style-type: none"> ➤ Visitors will only need to use the corridor when using the toilet. ➤ 2 meter social distancing adhered to as much as possible ➤ There will be posters to let visitors know this and staff will inform them ➤ There will be only one person to use the corridor at any one time. ➤ There are two gel sanitisers in the ground floor corridor 		Staff and project leads to manage this	GB - ASAP	Ongoing
		<p>Office</p> <ul style="list-style-type: none"> ➤ The room will be arranged so the two staff are 2 metres apart and will use the exit door one person at a time. ➤ Shared equipment to be cleaned regularly ➤ No external visitors are permitted in the staff office at any time ➤ Main office door to stay open for ventilation 		Desk to sort out.	GB - ASAP	Done
		<p>Lift</p> <ul style="list-style-type: none"> ➤ Lift only used in emergencies and cleaned thoroughly after every use 				
		<p>Elgar Entrance/Reception</p> <ul style="list-style-type: none"> ➤ Gel sanitiser available on the wall ➤ Screened area for staff ➤ 2 meter social distancing adhered to as much as possible ➤ Only one staff member to be in reception room at any one time There will be a poster to let them know this. ➤ One other person can be in the entrance area ➤ All excess furniture removed or placed out of use to prevent additional capacity being created. ➤ All other visitors to queue or wait outside ➤ There are handwashing and paper towel facilities here. ➤ Replaced fabric chairs with plastic ones. 		Poster to be made	FG – 6/7/2020	Done
		<p>Kitchen</p> <ul style="list-style-type: none"> ➤ No external visitors are permitted in the kitchen at any time ➤ One staff or project lead in at a time – poster to say so ➤ Adhere to cleaning measures 		Poster to make Poster make	FG – 3/7/2020 FG – 6/7/2020	Done – FG 6/7/2020

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		<ul style="list-style-type: none"> ➤ Separate handwashing facilities ➤ Clean in accordance with food hygiene standards i.e. non-tainting sanitiser. ➤ All reminded to wash hands /sanitize hands before and after eating or drinking and using all appliances in the kitchen 				
		<p>Outside</p> <ul style="list-style-type: none"> ➤ Poster in window to maintain 2 metre distance and distance indicating posters/ markers ➤ External door handles / key safe/ touch points to be cleaned daily 		<p>Posters make</p> <p>Include in cleaners task list</p>	FG – 6/7/2020	Done – FG 6/7/2020