

## COVID 19 RISK ASSESSMENT – HEALTH FOR ALL

**This Risk Assessment is for the return to work of staff and tenants it is specific for the controls of covid 19 contamination and does not replace the general building risk assessment for BVCC. All staff to have completed the online “Covid 19 awareness” and “the infection Prevention & control” courses prior to returning to work.**

**ACTIVITY / LOCATION:** Phased return to work/Beeston Community Centre

**Note to Staff and Tenants** This risk assessment is based on the minimum number of building users in BVCC at any one time. Initially this will be around 5 staff, 3 tenants including food parcels delivery. A tenant risk assessment may be requested which is specific to their activities and movements.

Area and associated hazards?	Who might be harmed and how?	What are we already doing? Control measures	What further action is needed?	Action by whom?	Action by when?
Entering and leaving the building, entrance area.	Staff and tenants Possible close contact with people, Covid 19 contamination, spread of covid 19	Initially restricted number of staff and tenants, manager to organise a rotor pattern to stagger arrival and departure from the centre. Centre will only be open on selected dates, not every day. Use of entry intercom system to control numbers, adequate signage to maintain a safe distance as government guidelines, also the provision of hand sanitiser to be used before entering the building. All staff to sign in preferably with their own pen or clean signing in book pen before and after use with sanitised wipes. Face masks provided if required.	Remind staff and tenants to comply with control measures, arrange a rotor pattern to control number of users entering the building.	Building Manager, tenants, staff	Ongoing

General office areas, cross contamination of covid 19	Staff and tenants. Close contact with fellow staff workers, Using shared equipment	Staff and tenants to only work at their designated work station, limited number in rooms to comply with government guidance for social distancing, regularly clean the workstation; do not use each others equipment. Printing and copying to only be undertaken by admin administrators, printers and copiers to be cleaned after use, with sanitised wipes provided. Before leaving clean all personal equipment wipe down chairs and desks.	Remind staff and tenants about cleaning equipment and maintaining social distancing. Ensure areas are adequately stocked with sanitising gels and wipes. Consider installing temporary portable perspex screens on desks	Building Manager, tenants, staff	Ongoing
Kitchens Contaminated surfaces crockery, utensils and use of appliances	Staff and tenants Contact with other workers, contamination from touching surfaces and appliances. Shared use of utensils etc	No more than one person to use the kitchen concurrently, all surfaces and equipment used to be sanitised when finished, All building users are encouraged to bring their own food and minimize the use of cooking equipment, used crockery, utensils to be put in the dishwasher not left out	Remind staff to keep the kitchen clean and tidy check sanitiser and wipes are fully stocked. Encourage users not to go out for lunch, minimise returns to the office	Building Manager, tenants, staff	Ongoing
GF kitchen Food parcel delivery Contaminated surfaces, and appliances i.e. fridge. Covid cross contamination	Staff Surface contamination Covid 19 contamination from the general public	Maximum of 3 people at any one time in kitchen, restrict food packing to island unit area, sanitise all surface when finished, observe government social distancing rules currently 1 meter, carry out welfare check before visit, do not return to the office after a home visit	Remind staff to keep the kitchen clean and tidy, check sanitiser and wipes are fully stocked.	Building Manager, managers	Ongoing

Toilet areas	Staff and tenants, Contamination from surface contact	Only one person at any one time, Clean all areas on entering and leaving, toilet, sink, light switch, door handle etc with sanitisers as provided, do not use air hand driers, dispose of sanitiser wipes and hand drying towels in the bin.	Check electric hand driers are disabled provide adequate sanitiser equipment. Check signs	Building Manager, tenants, staff	Ongoing
Corridors, stairs and lift	Staff and tenants Pinch point where social distancing cannot be maintained, cross contamination of covid 19	Only one person allowed in the lift at any one time, sanitised wipes available, limit the amount of people in the building, good communication between building users to ensure no 'crossing' in corridors or on the stairs.	Remind all users of social distancing guidance, Manager to monitor staffing levels	Building Manager, tenants, staff	Ongoing
Wellbeing and Welfare issues Stress, fearful, mental health issues	Staff, Concerns of catching covid 19, anxiety, have vulnerable family members	Encourage staff to communicate with managers Encourage staff to be open and provide reassurance that help is available. Ask staff to self identify if they feel they are high risk or vulnerable or clinically vulnerable	Consider setting up a system with HR and managers to contact staff to identify if they or family have covid symptoms	Building Manager, staff	Prior to opening the centre Ongoing
Personal Hygiene	Staff Cross contamination passing on a virus	Encourage staff to wash hands regularly as government guidelines, carry a tissue for coughs or sneezes, use sanitisers as provided avoid touching mouth nose and eyes as much as possible, if not feeling well do not go to work!	Remind staff of good hygiene procedures	Building Manager, staff	Ongoing
General Office Cleaning Contaminated surfaces	Staff, caretaker Contamination from surface contact	Building to be cleaned after used by the caretaker, ensure adequate PPE provided, all stocks of sanitiser, wipes, soaps, hand towels and face masks maintained, check cleaning schedule completed and signed by the caretaker	Provide the caretaker with cleaning schedule list specifically for covid 19 cleaning	Building Manager, tenants, staff, caretaker	Prior to opening the centre Ongoing

Electrical equipment surface and cross contamination	Staff Contamination from airborne spores surface contamination	Do not use electric cooling fans or electric convector (fan) heaters, use antibacterial wipes to sanitise any equipment that is used including telephones	Remove fans if necessary provide signs remind staff	Building Manager, tenants, staff	ongoing
New build maintenance All areas	Contractors, staff and tenants Contamination of Covid 19	Contractor to be sent a copy of this RA and to comply with all the control measures	Ensure all visiting contractors receive a copy of the RA	Building manager	Prior to contractors visit

Assessment by (Print Name) K Wadsworth

Date – July 2020

Review date (if applicable) provisionally August 2020

The assessment is to be reviewed for any increase in staff levels and when the general public will be allowed into the centre