

**COVID 19 RISK ASSESSMENT – HEALTH FOR ALL**

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

<b>ACTIVITY / LOCATION: Phased return to work/Cranmore Centre</b>

<b>Area and associated hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are we already doing? Control measures</b>	<b>What further action is needed?</b>	<b>Action by whom?</b>	<b>Action by when?</b>
Entering and leaving the building, entrance area. Close contact	Staff and sessional workers Possible close contact with people, Covid 19 contamination, spread of covid 19	Initially restricted number of staff and sessional workers, manager to organise a rotor pattern to stagger arrival and departure from the centre. Provide 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 signing in book pen which should be cleaned before and after use with sanitised wipes. Face masks provided if required. Coded entrance lock only staff have combination	Remind staff and sessional workers to comply with control measures, arrange a rotor pattern to control number of users entering the building.	Building Manager,	Ongoing

General areas, IT room and Hall cross contamination of covid 19	Staff and sessional worker. Close contact with fellow staff, Using shared equipment	Staff and sessional workers 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 copiers to be cleaned after use, with sanitised wipes provided. Before leaving clean all personal equipment wipe down chairs and desks.	Remind staff and sessional workers 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,	Ongoing
Kitchens Contaminated surfaces crockery, utensils and use of appliances	Staff and sessional worker Contact with other, contamination from touching surfaces and appliances. Shared use of utensils etc	No more than one person to use the kitchen at any one time, 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 cleaned after use and put away	Remind users 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	Ongoing
Toilet areas Contact with people surface contact	Staff and sessional workers, Covid 19 contamination from surface contact cross contamination	Only one person at any one time allowed in toilet, Clean all areas on entering and leaving, toilet, sink, light switch, door handle etc use 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,	Ongoing

Workshop, Contact with surfaces including tools and equipment contact with people	Staff and sessional workers Surface contamination, Cross contamination from close contact with fellow workers	Prior to entering the workshop thoroughly clean hands with sanitisers, stagger entry of workers, minimal amount of workers allowed into the workshop, maintain social distancing, no use of compressors or air tools allowed, minimise use of power tools, masks to .be worn at <b>ALL</b> times, clean tools, surfaces and machinery before leaving	Monitor worker levels, ensure workers comply with control measures, ensure adequate signs/posters displayed	Building manager	Ongoing
Wellbeing and Welfare issues Stress, fearful, mental health issues	Staff and sessional workers 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	Prior to opening the centre Ongoing
Personal Hygiene	Staff and sessional workers 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 and sessional workers of good hygiene procedures	Building Manager	Ongoing
General Office Cleaning Contaminated surfaces	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	Prior to opening the centre Ongoing
Electrical equipment surface contact	Staff and sessional workers Surface contamination and cross	Do not use electric cooling fans or electric convector (fan) heaters, use antibacterial wipes to sanitise any equipment that is used including	Remove fans if necessary provide signs remind staff of government guidance	Building	ongoing

	contamination	telephones			
All areas Visitors contamination	Visitors, staff and sessional workers Contamination of Covid 19	Visitors to be made aware of risks and control methods in place as this risk assessment	Ensure all visitors comply with control measures	Building manager	Prior to visit

Assessment by (Print Name) K Wadsworth

Date – July 2020

Review date (if applicable)

The assessment is to be reviewed for any increase in staff levels and when beneficiaries return to the centre