

COVID 19 RISK ASSESSMENT – HEALTH FOR ALL

This Risk Assessment is for the return to work of staff to Holbeck Community 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.

ACTIVITY / LOCATION: Phased return to work/Holbeck Community Centre

Note: The assessment includes for the food bank volunteers using the centre

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?
Main entrance area. Entering and leaving the building, Close contact	Staff 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. Door latch to be engaged to prevent public from entering the building	Remind staff to comply with control measures, consider a one way system utilising the fire door to leave the building	Building Manager,	Ongoing
Office, Hall and general areas,	Staff Covid 19 contamination	Staff to only work at their designated work station, limited number in rooms to comply with government guidance for	Remind staff about cleaning equipment and maintaining	Building Manager,	Ongoing

Contact with staff Using shared equipment	Surface contact contamination	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.	social distancing. Ensure areas are adequately stocked with sanitisers and wipes. Consider installing temporary portable Perspex screens on desks		
Food bank store, kitchen Contact with staff, surfaces contact	Food bank workers and staff Cross contamination, surface contamination	Food bank workers to use side entrance door, try to arrange access when staff not in building, clean all areas of contact before leaving including kitchen if used	Remind workers of government guidance on social distancing and cleaning control measures		
Kitchens Contaminated surfaces crocery, utensils and use of appliances	Staff Contact with each 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 crocery, utensils to be put in the dishwasher not left out	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 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
Wellbeing and Welfare issues	Staff Concerns of catching	Encourage staff to communicate with managers Encourage staff to be open	Consider setting up a system with HR and	Building Manager	Prior to opening

Stress, fearful, mental health issues	covid 19, anxiety, have vulnerable family members	and provide reassurance that help is available. Ask staff to self identify if they feel they are high risk or vulnerable or clinically vulnerable	managers to contact staff to identify if they or family have covid symptoms		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	Ongoing
General Office Cleaning Contaminated surfaces	Caretaker Contamination from surface contact	Building to be cleaned 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 Surface contamination and cross 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 of government guidance	Building	ongoing
All areas Visitors contamination	Visitors, 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 groups return to the centre