

RISK ASSESSMENT – HEALTH FOR ALL

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

ACTIVITY / LOCATION: COVID 19/ MIDDLETON FAMILY 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?
Entering and leaving the building, entrance, reception area and admin office.	Staff - Possible close contact with people, Covid 19 contamination, spread of covid 19	Restricting number of staff returning to work, manager to organise a shift pattern and rota to stagger arrival and departure from the centre. Use of reception intercom system to control entry, adequate signage to maintain a safe distance as government guidelines. Hand sanitiser in entrance to be used before entering the building. All staff to sign in and sign out. Visits for petty cash to be pre-arranged with a member of the admin team.	Remind staff to comply with control measures, ensure shift patterns are strictly adhered to. Staff to check with Vikrant before changing shift pattern or setting up any meetings with colleagues in the building who are not on the rota/shift. Consider installing Perspex screen to reception counter, Provision of sanitizers, face masks and gloves as needed.	Vikrant and Managers	Ongoing
First floor office	Staff	Staff to only work at their designated	Remind staff about	Vikrant,	Ongoing

areas, cross contamination of covid 19	Close contact with fellow staff workers,	workstation, ensure government recommended distancing is maintained, regularly clean the workstation, do not use each other's equipment, where shared equipment is used, i.e. printer, equipment to be cleaned after use including shared case files, with sanitised wipes provided. Before leaving clean all personal equipment, wipe down chairs and desks.	cleaning equipment and maintain social distancing. Ensure areas are adequately stocked with sanitising gels and wipes	Managers, Staff and Caretaker / Cleaner	
Kitchen FF and GF kitchen - contaminated surfaces and utensils, use of appliances	Staff Contact with other workers, contamination from touching surfaces and appliances. Shared use of utensils etc	No more than one member of staff to use the kitchen concurrently, all surfaces and equipment used to be sanitised when finished, Staff encouraged to bring their own food and minimize the use of cooking equipment used, 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 staff not to go out for lunch, minimise returns to the office	Vikrant, Managers and staff Caretaker / cleaner to clean regularly	Ongoing
Toilet areas	Staff Contamination from surface contact	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.	Vikrant, managers, staff Caretaker / cleaner	Ongoing
Corridors, stairs and lift	Staff Pinch point where social distancing cannot be maintained, cross contamination of covid 19	Only one person allowed in the lift at any one time, limit the amount of staff in the building, good communication between staff to ensure no 'crossing' in corridors or on the stairs.	Remind staff of social distancing rules, Vikrant to monitor staffing levels	Vikrant and managers	Ongoing

Home visits, Food parcel delivery Covid 19 contamination	Staff Covid 19 contamination from the general public	Observe government social distancing rules currently 1 meter, carry out welfare check before visit, avoid visit if possible by communicating by phone or video link, meet young people / parent in park or open spaces in a safe environment in a socially distanced way, do not return to the office after a home visit. Separate risk assessment to be completed by staff before planning any trips to park/open spaces. Staff to agree any external visit with line manager first.	Support staff who have concerns regarding home visits	Vikrant and managers	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	Vikrant, staff	Prior to opening the centre
Personal Hygiene	Staff Cross contamination passing on a virus	Encourage staff to wash hands regularly as government guidance rules, carry a tissue for coughs or sneezes, use sanitisers as provided avoid touching mouth nose and eyes as much as possible,	Remind staff of good hygiene procedures	Vikrant, managers and staff	Ongoing
General Office Cleaning Contaminated surfaces	Staff, cleaner Contamination from surface contact	Building to be cleaned regularly by the caretaker/cleaner, 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	Vikrant, admin, staff and caretaker / cleaner	Prior to opening the centre

Electrical equipment surface and cross contamination	Staff Contamination from airborne spores surface contamination	Do not use electric cooling fans, use antibacterial wipes to sanitise any equipment that is used including telephones	Remove fans if necessary provide signs remind staff, keep windows open to help with cross ventilation when weather is warm	Vikrant and managers	ongoing
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Assessment by (Print Name)
Date – 9th July 2020

Keith Wadsworth / Vikrant Bhatia

Review date (if applicable)

The assessment is to be reviewed for any change to the initial staff return to work, i.e. increase staff use, volunteers using the centre