

## Hanham Community Centre - Covid-19 Risk Assessment

Date	Version	Comment	Author/Update
26 June 2020	V0.1	Initial Draft	K M Lawrence
<b>15 July 2020</b>	<b>V1.0</b>	<b>Final Version (Issue 1)</b>	<b>K M Lawrence</b>

What are the hazards?	Who might be harmed?	Controls Required	Additional Controls/Actions	Status	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>Staff</li> <li>Visitors to your premises</li> <li>Cleaners</li> <li>Contractors</li> <li>Drivers</li> <li>Vulnerable groups – Elderly, Pregnant workers, those with existing health conditions</li> <li>Anyone else who physically comes in contact with you in relation to your business</li> </ul>	<p><b>Hand Washing</b></p> <ul style="list-style-type: none"> <li>Hand washing facilities with soap and water in place.</li> <li>Stringent hand washing taking place.</li> <li>See hand washing guidance.</li> <li>Drying of hands with disposable paper towels.</li> <li>Staff encouraged to protect the skin by applying emollient cream regularly.</li> <li>Gel sanitisers in any area where washing facilities not readily available.</li> <li>Gel sanitiser at entrance to centre.</li> <li>May need increased waste collections.</li> </ul> <p><b>Cleaning</b></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in</p>	<p>Employees and visitors 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. Also 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.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme.</p> <p>Posters, leaflets and other materials are available for display to maintain and remind.</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p>	<p>Signage complete for ground floor</p> <p>Staff Information Sheet produced</p> <p>Signage complete for ground floor</p> <p>Plan in place for initial opening levels for Sept. Will have wider impact on</p>	

		<p>areas of high use such as door handles, light switches, reception area, tills, card readers, drinks machine, tables and chairs using standard &amp; appropriate cleaning products and methods.</p> <p><b><u>Social Distancing</u></b>  Social Distancing -Reducing the number of persons in any work area to comply with the 2m (1m in where 2m cannot be met) distancing guidance.</p> <p>Taking steps to review work schedules including start &amp; finish times/shift patterns, teams etc. to reduce number of workers on site at any one time.</p> <p>Redesigning processes to ensure social distancing in place and take mitigations to reduce risk of transmission between staff/customers.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Social distancing also to be adhered to in canteen area and smoking area.</p> <p>Consider congestion and high-traffic areas (corridors, stairs, entrance) and review how people move safely.</p>	<p>Staff to be reminded of the importance of social distancing both in the workplace and outside of it.  Signage to remind visitors of importance of social distancing including floor signs and “stand here” markings.  Consider use of teams for day and evening shifts if practical.</p> <p>Utilise screens or barriers to separate workers from each other or customers. E.g. Service points and reception desks.  Use back-to-back or side-by-side working and not face-to-face where possible.</p> <p>Adopted form Trustee meetings.</p> <p>Consider office space, bars, cellar, cleaner’s room and smoking area.</p> <p>Additional signage to remind social distancing, and need for hygiene. Corridor ‘centre line’</p>	<p>bar staff, duty officers and caretakers.</p> <p>Signage in place for ground floor.</p> <p>Looking at opportunities for ‘teaming’ of staff to create bubbles and reduce contact.</p> <p>Action in hand for lounge bar and public access to office. No plan for screen between desks in office or reception desk (until Sept)</p> <p>DONE</p> <p>Through reduced staffing, more of an issue when functions restart.  Signage in place for ground floor.</p>	
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