

Covid-19 Risk Assessment for the Totton & Eling Community Centre

Last updated 24th July 2020

Severity Rating;

Rating (H) – High; “M” - Medium; “L” - Low

This ‘Risk Assessment’ is for the Risk “**Spread of Covid-19 Coronavirus**” and supplements the existing Risk Assessments.

Who might be harmed?

- Staff
- Visitors to your premises
- Cleaners
- Contractors
- Drivers
- Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions
- Anyone else who physically comes in contact with you in relation to your business

All Actions are ‘ongoing’ and will be checked by the named person each week or more frequently if appropriate.

Control Required	Addition information	Who & By when?
<p>Contact with virus infected surfaces (H) Hand Washing Hand washing facilities with soap and water in place. Stringent hand washing taking place. See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Drying of hands with disposable paper towels. https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ Staff encouraged to protect the skin by applying emollient cream regularly https://www.nhs.uk/conditions/emollients/ Gel sanitisers available at entrances to the buildings and each room and in any area where washing facilities not readily available</p>	<p>Employees 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. Encourage staff to report any problems. https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p> <p>Staff must ensure that the required items are available where they are needed at all times.</p> <ul style="list-style-type: none"> • Paper hand towel rolls • Emollient Cream • Tissues • Plastic waste disposable sacks 	<p>Daily by Staff & Visitors Many visible signs with reminders.</p> <p>All items available at various points and checked daily by staff.</p>

	<ul style="list-style-type: none"> • Surface Cleaner • Viral Disinfectant • Hand washing Soap • Disposable Gloves 	
<p>Contact with virus infected surfaces (H) Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, and any surface that is being touched, using appropriate cleaning products and methods. (Take care to not spray liquid on to any electrical item).</p>	<p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice https://www.publichealth.hscni.net/news/covid-19-coronavirus Posters, leaflets and other materials are available for display. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Surfaces are to be cleaned with Antiviral Disinfectant and Sanitiser after each use. In addition they should be cleaned with surface cleaner if required.</p>	<p>Posters visible. Hirers and staff responsible</p>
<p>Social Distancing(H) Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency https://www.publichealth.hscni.net/news/covid-19-coronavirus https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>Regularly review work schedules including start & finish times/shift patterns, working from home etc. to minimise contact with other employees.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>On-Line and Telephone calls to be used instead of face to face meetings.</p>	<p>Rigorous checks will be carried out by Trustees to ensure that the necessary procedures are being followed.</p> <p>Only the 'Disabled' toilet will be used and only one person at a time accessing the narrow corridor.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.</p>	<p>Responsibility of staff and hirer's to ensure maintaining the distancing advice.</p>
<p>Wearing of Gloves (L)</p>		

<p>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p>		<p>Gloves are readily available to wear if necessary.</p>
<p><u>PPE and Cleaning Stock (M)</u></p> <p><i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</i></p> <p>Where RPE is a requirement for risks associated with the work undertaken by room hirers, staff will remain away from the area.</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>The room hirer must ensure that any required decontamination to the room or equipment is carried out before leaving the room.</p>	<p>Hirer</p>
<p><u>Symptoms of Covid-19 (H)</u></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance. Trustees will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises the staff will contact the Trustees and the Public Health Authority to discuss the case, identify people who have been in contact with them and will take</p>	<p>A record of contact details will be kept by the Community Centre Staff of all users of the building. Where a room hirer has customers/patience then they must keep a record of their visitors.</p> <p>These records will be kept private except where need for contact tracing.</p>	<p>Staff have contact details of hirers. Each hirer to have a register of members names and contact details to enable Track and Trace.</p>

<p>advice on any actions or precautions that should be taken. https://www.publichealth.hscni.net/</p>		
<p><u>Mental Health (M)</u> Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress</p>	<p>Internal communication channels and cascading of messages through Trustees will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Trustees will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities.</p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p>	<p>Not applicable re the Community Centre Hire arrangements.</p>
<p><u>Kitchen & Food Preparation</u></p> <p>The kitchen must not be entered or used in any way without the express permission of the Centre Manager.</p> <p>Ensure social distancing at all times.</p>	<p>Maximum of Three people in the kitchen at a time.</p>	<p>Staff and hirer. Poster on wall</p>
<p>All equipment, cups, plates, cutlery etc. must be cleaned and decontaminated after every use.</p>	<p>Visitors should provide their own equipment, cups, plates, cutlery etc. or with Centre Manager agreement to use the centre's equipment, cups, plates, cutlery etc they must ensure it is cleaned and decontaminated after use.</p>	<p>Hirer's asked not to use kitchen cutlery and crockery.</p>

<p>All surface including cupboard doors and the floor must be cleaned and decontaminated after every use.</p> <p>Face coverings must be worn when serving customers.</p> <p><u>Seating</u></p> <p>Fabric seating holds virus for up to 72hrs. Suggest using alternative.</p>	<p>All surface including cupboard doors and the floor must be cleaned and decontaminated after every use.</p> <p>The centre has masks available.</p> <p>Cordon off fabric seating in the rooms, if used isolate for 72hrs. Try to get plastic chairs. All plastic chairs to be cleaned after use or left for 72hrs</p>	<p>Hirer's and staff</p> <p>All available to those that require them</p> <p>Borrowed 50 wipe-able plastic chairs. Staff and hirer's responsibility.</p>
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