Covid-19 Workplace Risk Assessment ****

**Premises: The Pearson Centre for Young People**

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| **Task:** | Carrying out routine activities in the workplace |  | **Assessment Number:** |  |
| **Assessor(s):** | Wendy Kane |  | **Assessment Date:** | 14.07.2020 |
|  |  |  | **Assessment Review Date:** | 12.08.2020 |
| **Signed:** | On behalf of the Trustees |  |  |  |

| **Item** | **Risks** | **Persons at Risk** | **Existing Control Measures** | **Level of Risk** | | | **Further Action Required** |
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|  | **Step 1** | **Step 2** | **Step 3** | **High** | **Med** | **Low** | **Step 4** |
| 01 | Transmission of Covid-19 in the workplace | All employees; volunteers; users | Hygiene in the workplace   * Handwashing facilities available * Soap and hot water available at each handwash basin * Signage in place reminding employees to wash hands before and after breaks and at regularly intervals and the 20-second hand wash guidance. * Hand sanitiser to be used before entering the washroom areas and after leaving. * 1 person at a time in the toilets.   Working from home   * Working from home adopted where possible   Working from Centre   * Social Distancing when moving in the workplace and on journeys to work * Arrival times staggered to reduce contact at reception areas * Bike racks available so that employees can use bikes rather than public transport * One-way flow in place at entrance and exit points to the building * Desk locations are maintained at a 2metre distance from colleagues, if not screens installed between the two * Handwashing and sanitiser available at entrance points * Job and equipment rotation have been reduced * One-way walkways have been introduced throughout the building * Lifts have been designated as being for the sole use of mobility impaired colleagues only. * Internal corridors and walkways have been subject to distance control markings. * IPads will be sanitised after being used by each individual. * Computers in IT Suite to be sanitised after each individual use. * Deliveries to be left in bike shed. * Face masks to be worn by all adults on entering the building. Once they are in their group room they can be removed, subject to the group leader agreeing. * Face visors or face coverings to be worn by all permanent staff and volunteers whilst they are in The Centre. Also to be worn by all users over the age of 11 years. * User group leaders to maintain a record of all session attendees as per Track and Trace Guidelines   Social Distancing when using workstations and desks.   * Desk /Workstation layouts have been amended to allow 2 metre distance * Floor tape or markings are in place to maintain 2m distance * Screens installed to control contact at desks where 2m distance has not been possible * Consistent pairing measures have been implemented where colleagues must undertake 2 person working tasks that cannot be re-designed * Hot desking not adopted * Clean desk policy implemented to reduce personal items and other items on desks * No sharing of stationery, pens, pencils etc.   Controlling risks at meetings   * Remote meeting software used to avoid face to face meetings where possible * Only essential participants will attend face to face meetings * 2 metre distance rules implemented at face to face meetings * Hand sanitiser provided in meeting rooms * Meetings held outdoors or in well ventilated meeting rooms where possible * Floor markings in place in meeting rooms to maintain 2 metre distance   Controlling risks in common areas and canteens   * Staggered lunch times adopted to reduce staff numbers in common areas * Outside areas used for breaks where possible * Additional common areas created in other areas of the building * Protective screening in place at reception areas * Seating in common areas has been reconfigured to maintain social distance * Staff are encouraged to stay on site during working hours and breaks and should only leave site if it is essential. * Social distance marking in other common areas such as toilets, showers , locker rooms, changing rooms etc * Staff may use their cars to sit in to take breaks. * Refreshments to be made by individuals for themselves only * Individuals to provide their own cutlery, crockery etc. * No food preparation in the kitchen – only food heating in the microwave. * Max 3 people at a time in the kitchen area but must be socially distanced at all times.   Additional control risk for holiday club   * Equipment to be personalised for each day and disinfected at the end of the day. * Sports equipment to be disinfected after each session. Equipment not to be shared outside of bubble. * Members to remain in allocated rooms. * If anyone comes down with symptoms of COVID-19 they will be taken to the ‘isolation’ room until a responsible adult is available to collect them. * Temperatures to be taken of all paid staff, volunteers and children attending holiday club on entry to The Centre. * Front door to be kept locked once all children and young people have arrived. No one else allowed in the building, except in an emergency, so as to not break the bubbles.   Emergency Situations   * During a genuine emergency , i.e. accident, fire or break-in, employees do not have to remain at a 2m distance in response if it would be unsafe to do so. * Colleagues involved in the provision of assistance to others in an emergency ensure they sanitise hands immediately afterwards. * Direct contact i.e. employees passing items to each other has been minimised   First Aid   * Visor, apron and gloves to be worn when dealing with bodily fluids. |  | 10 |  | Undertake weekly temperature checks of hot water taps to ensure supply is maintained.  Daily and weekly Covid-19 compliance checks to be adopted |
| 02 | Employees entering the premises with Covid-19 | All Employees | * All employees have been issued with the companies HR procedure relating to their duty should they have any of the pre-defined symptoms of Covid-19 |  |  | 5 |  |
| 03 | Employees exposed to Covid-19 because of contact with visitors and contractors entering the premises. | Employees and visitors to the site | * Visitors are encouraged to complete their tasks via remote connection if possible. * Visitor numbers to be minimised to essential visitors only * Visitors/contractors work schedules are revised to reduce possible engagement with employees. * A record is maintained of all visitors to site * Visitors are informed of the sites Covid-19 management controls prior to entry to site. |  |  | 5 | Distribute the companies Covid-19 management plan to all contractors. |
| 04 | Cleaning of the workplace |  | Before re-opening   * Ventilation systems are adequately functioning. * Air conditioning systems are well maintained. * Recommendations have been followed as suggested by HVAC engineers   During business operations   * Frequent cleaning of work areas and all equipment using usual disinfectant cleaning products * Frequent cleaning of objects and surfaces that are touched regularly such as door handles, printers, stair handrails, common area items etc * Clearing workspaces and removing waste and belongings from the work area at the end of the shift   Use of handwashing, sanitation facilities and toilets   * Handwashing signage and good hand hygiene practice signage is available in toilets and washrooms. * Hand sanitiser and/or soap is available in washrooms * Toilet/shower room cleaning is carried out regularly through the day and recorded * Cleaning is enhance in busy periods * Paper towels are available as an alternative to hand dryers. |  | 10 |  | Ensure that the cleaning regime is documented  Cleaning after a known case of Covid-19 will follow government guidance  <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings> |

**Understanding your level of risk**

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| **LIKELIHOOD** | **SEVERITY** | | | | | |  | **Likelihood of injury/illness** | **rating** | **Severity of injury/illness** | **rating** |
|  | **5** | **4** | **3** | **2** | **1** |  |  |  |  |  |
| **5** | 25 | 20 | 15 | 10 | 5 |  | Very Likely | 5 | Death/Fatal Illness | 5 |
| **4** | 20 | 16 | 12 | 8 | 4 |  | Likely | 4 | Major Injury/Disability | 4 |
| **3** | 15 | 12 | 9 | 6 | 3 |  | Possible | 3 | Lost Time Injury | 3 |
| **2** | 10 | 8 | 6 | 4 | 2 |  | Unlikely | 2 | First Aid Treatment | 2 |
| **1** | 5 | 4 | 3 | 2 | 1 |  | Very Unlikely | 1 | Non-Treatment Injury | 1 |

The level of risk is decided by looking at the likelihood of injury/illness and the severity of the resulting consequences. The table below is used to determine each perceived risk and the severity of any consequences that may occur.

It is advised that risks identified will require an action appropriate to the risk. Guidance is noted below for reference;

**High Risk** Action immediately

**Medium Risk** Action within 2 months

**Low Risk** Re-assess at next review