



Covid-19 Workplace Risk Assessment

Premises: The Pearson Centre for Young People

Task:	Carrying out routine activities in the workplace	Assessment Number:	
Assessor(s):	Wendy Kane	Assessment Date:	14.07.2020
		Assessment Review Date:	
Signed:			

Item	Risks	Persons at Risk	Existing Control Measures	Level of Risk			Further Action Required
				High	Med	Low	
	Step 1	Step 2	Step 3				Step 4
01	Transmission of Covid-19 in the workplace	All employees; volunteers; users	Hygiene in the workplace <ul style="list-style-type: none"> ▪ 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. 		10		Undertake weekly temperature checks of hot water taps to ensure supply is maintained. Daily and weekly Covid-19 compliance checks to be adopted

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	Step 1	Step 2	Step 3	High	Med	Low	Step 4
			<p>Working from home</p> <ul style="list-style-type: none"> ▪ Working from home adopted where possible <p>Working from Centre</p> <ul style="list-style-type: none"> ▪ 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 				

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			<p>only.</p> <ul style="list-style-type: none"> ▪ 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. <p>Social Distancing when using workstations and desks.</p> <ul style="list-style-type: none"> ▪ 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 				

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			<p>cannot be re-designed</p> <ul style="list-style-type: none"> ▪ Hot desking not adopted ▪ Clean desk policy implemented to reduce personal items and other items on desks ▪ No sharing of stationery, pens, pencils etc. <p>Controlling risks at meetings</p> <ul style="list-style-type: none"> ▪ 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 <p>Controlling risks in common areas and canteens</p> <ul style="list-style-type: none"> ▪ Staggered lunch times adopted to reduce staff numbers in common areas 				

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			<ul style="list-style-type: none"> ▪ 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 ▪ 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. <p>Additional control risk for holiday club</p>				

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			<ul style="list-style-type: none"> ▪ 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. <p>Emergency Situations</p> <ul style="list-style-type: none"> ▪ 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 				

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			<p>afterwards.</p> <ul style="list-style-type: none"> Direct contact i.e. employees passing items to each other has been minimised <p>First Aid</p> <ul style="list-style-type: none"> Visor, apron and gloves to be worn when dealing with bodily fluids. 				
02	Employees entering the premises with Covid-19	All Employees	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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.

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04	Cleaning of the workplace		<p>Before re-opening</p> <ul style="list-style-type: none"> ▪ Ventilation systems are adequately functioning. ▪ Air conditioning systems are well maintained. ▪ Recommendations have been followed as suggested by HVAC engineers <p>During business operations</p> <ul style="list-style-type: none"> ▪ 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 <p>Use of handwashing, sanitation facilities and toilets</p> <ul style="list-style-type: none"> ▪ 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 		10		<p>Ensure that the cleaning regime is documented</p> <p>Cleaning after a known case of Covid-19 will follow government guidance</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>

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			periods <ul style="list-style-type: none"> Paper towels are available as an alternative to hand dryers. 				

Understanding your level of risk

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.

LIKELIHOOD	SEVERITY				
	5	4	3	2	1
5	25	20	15	10	5
4	20	16	12	8	4
3	15	12	9	6	3
2	10	8	6	4	2
1	5	4	3	2	1

Likelihood of injury/illness	rating	Severity of injury/illness	rating
Very Likely	5	Death/Fatal Illness	5
Likely	4	Major Injury/Disability	4
Possible	3	Lost Time Injury	3
Unlikely	2	First Aid Treatment	2
Very Unlikely	1	Non-Treatment Injury	1

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