

## Risk Assessment

Company name: Benn Partnership Centre

Assessment carried out by: Centre Manager

Date of next review: 01/09/2020

Date assessment was carried out: 13/07/2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p><b>Spread of Covid-19 virus</b></p> <p><b>Cases of possible Infection On-site</b></p>	<p>Staff, volunteers, visitors and service users.</p> <p>People accessing our services who already have the virus or someone becoming unwell while on-site, or a symptomatic person using a site. This poses a high risk of transmission.</p> <p>Serious respiratory illness and death</p>	<p>Any member of staff who becomes unwell in the workplace with coronavirus symptoms, thus If a person develops a new continual cough or a temperature in excess of 37.8°C whilst at work. They must be sent home and advised to follow government advice to self-isolate. Please see more guidance using the link below. <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance">https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance</a></p> <p>All surfaces that a symptomatic person has come into contact with must be cleaned and disinfected, especially objects visibly contaminated with body fluids and all potentially contaminated high contact areas such as toilets</p> <p>Public areas where a symptomatic individual has passed through and spent</p>		Centre Manager		

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		<p>minimal time, such as corridors, but which are not visibly contaminated with body fluids, can be cleaned thoroughly as normal.</p> <p>Ensure all individuals in the Centre wear a face mask at all times.</p> <p>Display notifications regarding social distancing and hand-washing around the Centre.</p> <p>Have hand-sanitisers at the entrance of the Centre.</p> <p>Implement all advice and communicate to staff and the trustees.</p> <p>Ensure staff understand this is part of their duty of care.</p>				

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<p><b>Vulnerable Staff and those in the extremely vulnerable “high-risk” category.</b></p>	<p>Some staff may have pre-existing medical conditions which render them more susceptible to the dangers of coronavirus infection.</p>	<p>No member of staff in the extremely vulnerable “high-risk” category should be expected to come to work during the pandemic crisis or during recovery from the lockdown – these staff should be advised to follow government medical advice and stay at home.</p> <p>The Centre Manager with guidance from the Trustees should stay in touch with vulnerable or extremely vulnerable staff who are staying at home by phone to ensure they are well and to prevent them from feeling isolated.</p>	<p>Staff in the vulnerable “moderate risk” category who cannot work from home and wish to return to work should be offered additional protection so that they can achieve effective social distancing.</p>	<p>Centre Manager</p>		
<p><b>Social distancing procedures not followed</b></p>	<p>Staff, volunteers, visitors and service users.</p> <p>Infection spread leading to serious respiratory illness, death</p> <p>Effective social distancing is a key</p>	<p>Staff will be briefed regularly, at least in line with changes to government guidance.</p> <p>Where social distancing guidelines cannot be followed in full, in relation to a particular activity, managers must carry out further risk assessments and consider whether that activity needs to continue for the business to operate. Where such activities need to continue appropriate</p>				

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	<p>element in reducing the transmission of COVID-19</p>	<p>mitigation methods should be put into place, such as:</p> <ul style="list-style-type: none"> <li>• Increased hand washing</li> <li>• Increased environmental cleaning</li> <li>• Keeping the activity time involved as short as possible</li> <li>• Reducing the number of people each person has contact with by using “fixed teams or partnering” (so each person works with only a few others)</li> </ul> <p>Adaptations to the premises to support social distancing should include:</p> <ul style="list-style-type: none"> <li>• A review of all work premises to identify suitable adaptations which will support social distancing</li> <li>• Offices and work spaces have been set up to support social distancing, e.g. layout changes, appropriate signage, stickers and floor markings to denote safe distances, etc</li> <li>• Workstations and desks have been arranged with a minimum separation between them – where necessary screens have been provided.</li> </ul>				

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<p><b>Inadequate cleaning</b></p>	<p>Staff, visitors and service users.</p> <p>Infection spread leading to serious respiratory illness, death</p>	<ul style="list-style-type: none"> <li>•Cleaning with usual cleaning products will continue, with daily cleaning of highly used areas: door handles, exit button, taps.</li> <li>•Frequently touched hard surfaces are cleaned regularly.</li> <li>•Telephones, keyboards, light switches, electronic entry systems etc., should be cleaned with anti-viral wipes.</li> <li>• Pedal bins must be provided in all areas so that bins do not need to be handled after a hand-wash.</li> <li>• All bins are lined and the liner removed at the end of the day, sealed/knotted and placed in the main waste container at the end of the day.</li> <li>•Regularly checks of stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. and request additional supplies as necessary.</li> <li>•Disposable tissues are available in each room for both staff and visitors.</li> <li>•Arrangements are in place for the disposal of clinical and general waste where required.</li> <li>•Safe systems of work to be developed locally to ensure appropriate measures are in place for cleaning and decontamination</li> </ul>				

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		<p>of soiled items/equipment in line with national guidance.</p> <p>Provide infection control personal protective equipment (PPE) such as gloves, masks and eye protection if required in individual risk assessments and method statements, e.g. cleaning</p> <ul style="list-style-type: none"> <li>• Increase environmental cleaning in the workplace; review and revise cleaning method statements and schedules and ensure cleaning staff have access to suitable detergents, disinfectants and PPE.</li> </ul>				
<p><b>Inadequate hand washing</b></p>	<p>Staff, visitors and service users.</p> <p>Infection spread leading to serious respiratory illness, death</p>	<p>All visitors will be reminded to wash their hands on arrival at the premises. And after coughing or sneezing and not to touch face (eyes, mouth, nose) with hands that are not clean.</p> <p>Wash with liquid soap &amp; water for a minimum of 20 seconds (see hand wash guidance).</p> <p>Alcohol based hand cleansers/gels (containing at least 60% alcohol) can be</p>				

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		<p>used if soap and water are not available, but is not a substitute for hand washing.</p> <p>Posters have been placed around the Centre as appropriate.</p> <p>Ensure all attending understand how to wash hands correctly.</p> <p>Hands must be dried properly to prevent infection and drying out. Pat dry rather than rub to avoid discomfort.</p> <p>Hand sanitiser to be placed in every meeting room and at the main entrance to the Centre and in the main hall.</p>				
<p><b>Higher Risk Areas of the Workplace</b></p>	<p>Staff, visitors and service users.</p> <p>Some areas of the workplace may present a higher risk than others – this may include areas such as waiting rooms, staff toilets,</p>	<p>Ensure high traffic areas of the workplace are COVID secure by applying appropriate safety precautions, including:</p> <p>Stressing the need for staff to follow good hygiene practice at all times while at work (i.e. regular handwashing, using tissues and disposing of them appropriately, etc)</p> <p>Ensuring that adequate hand cleaning resources are provided; all staff toilets to</p>				

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	<p>kitchens and meeting rooms.</p>	<p>be supplied with adequate supplies of hot water, liquid soap and paper towels.</p> <p>Monitor high-traffic area use and regulate access as necessary.</p> <p>Increasing environmental cleaning, especially in and around toilets, kitchens and meeting rooms; special attention to be paid to frequently touched surfaces such as door handles, toilet flush handles, light switches, etc.</p> <p>Increasing toilets/washrooms inspections to check for cleanliness/adequate stock of soap/toilet paper, etc.</p> <p>Printing handwashing instructions/posters and displaying throughout workplace, especially in toilets</p> <p>Limiting numbers of people who can use high traffic areas such as corridors, stairs, toilets and meeting rooms at any one time to ensure social distancing</p>				



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<p><b>Sharing computers and other equipment and overcrowding the workplace</b></p>	<p>Staff, visitors and service users.</p> <p>Staff and service users working together in enclosed spaces inevitably raises the risk of virus transmission.</p> <p>Hot desking and the sharing of equipment present hazards that raise the risk of virus transmission further</p>	<p>Where possible, some computers will be removed in the cyber café to enable social distancing.</p> <p>Seating areas in the meeting rooms and the main hall will also be rearranged in order to meet the 2m social distancing rule.</p> <p>The seating arrangements in the front office to be altered to allow enough room for staff to continue working.</p> <p>Equipment should not be shared between staff – limit use of high-touch equipment in the workplace, e.g. whiteboards, pens, printers etc.</p>	<p>Homeworking reduces the risk of overcrowding in the workplace and of transmitting the virus. Homeworking should be adopted within the organisation as an alternative method of work wherever possible and only staff who need to be on-site should attend workplace premises.</p> <p>This however needs support e.g. IT support to be provided to homeworkers to ensure the effectiveness of working arrangements and the security of information and data, for example, remote access to work systems.</p>			

