

# RISK ASSESSMENT



Assessment for:	COVID-19 Risk Assessment for Unit 3	Person conducting the Assessment:	SC/JH/PL/RL
Reference number (office use):	C19-001	Date of assessment:	24 <sup>th</sup> August 2020

Risk identified	Persons affected	Controls	Further action required	By who, and by when?	Date completed
Catching or spreading C-19 due to not washing hands / not washing properly	Members Sessional workers Support workers Staff Volunteers	Signage to remind people to clean their hands, and how to do so thoroughly	Put up signage	James 09/09	09/09
		Hand sanitiser stations placed strategically around unit	Fix dispensers to walls	James 09/09	09/09
		Core workers to give regular reminders and instruction to all session attendees		CWs, ongoing	
			Procedure to monitor stock levels and replenish soap and hand sanitiser	Sarah 09/09	09/09
Catching or spreading C-19 through use of shared facilities e.g. kitchen, toilets	As above	Workers to follow Unit 3 Cleaning Protocol <a href="http://www.pyramid.org.uk/c19">www.pyramid.org.uk/c19</a>		CWs, ongoing	
		Kitchen area out of bounds except for Workers and Volunteers		CWs, ongoing	
		Worker to wipe down toilet seat / flush / safety bar etc after each use		CWs, ongoing	
		Provide wipes so that individuals can wipe down before use	Signage to remind people to do so	Sarah 07/09	07/09

		Workers/ <b>Volunteers</b> must wear mask and wash hands before preparing drinks. Don PPE and bring drinks to work stations so members don't need to move around the space.		Workers, ongoing	
Catching or spreading C-19 at entrance and exits	As above, plus transport providers dropping off / collecting members	Regular cleaning of these areas before and after sessions, particularly door handles / doorbells		CWs, ongoing	
		Members to enter / leave one at a time (unless travelling together)		CWs, ongoing	
		Taxi drivers / SWs not to enter unit – ring bell and a worker will fetch the person being collected	Signage to explain procedure	Sarah and James 09/09	09/09
			Signage and floor markings inside and outside to instruct / remind people where to go and how to maintain distance	Sarah and James 09/09	09/09
		Workers to monitor and direct people as needed		CWs, ongoing	
		Internal doors left open where possible, to reduce contact		CWs, ongoing	
			Cordon-off storage area	Sarah and James, 09/09	09/09
		Catching or spreading C-19 in work area	Members Sessional workers Support workers Staff	Groups capped at 8 members	
Room layout maintains social distance for all members and their SWs				James 09/09	09/09

		If tables need to be moved, ensure <b>people</b> (not tables!) are still 2m apart. Return tables to standard layout at end of session (position of front table legs is marked by tape of the floor)		CWs, ongoing	
		Members do not share equipment		CWs, ongoing	
		Workers / <b>Volunteers</b> to maintain social distance as much as possible. If <2m is needed, wear PPE as instructed	PPE guidance for workers – keep updated with latest advice	Sarah, ongoing	
		If practicable, <b>split group into cohorts and allocate one worker/volunteer to each, remaining socially distant from all others</b>	Identify members who live together and keep in same cohort	Alice and CWs, ongoing	
		Cleaning of these areas, furniture and equipment before and after sessions		CWs, ongoing	
Catching or spreading C-19 by not socially distancing	As above	Give clear instructions on when and how to move around the space.		CWs, ongoing	
		Signage to remind everyone how to socially distance		Sarah 07/09	07/09
		PPE used when necessary		CWs, ongoing	
Catching or spreading C-19 through a visitor who is infected	As above	If alerted (e.g. by Test and Trace), a complete decontamination of the unit will be undertaken before any more activities take place ( <b>all sessions to move online only</b> ). Procedure as per latest government guidance.		Sarah, ongoing	

Increased risk of infection / complication for vulnerable people	As above	This will be assessed as part of the individual risk assessment before someone attends		Sarah, ongoing	
			Notify all attendees that they must tell us of changes in circumstances (e.g. pregnancy / chemotherapy)	Alice, ongoing	
Catching or spreading C-19 by administering First Aid	As above	First Aider to don full PPE before administering First Aid i.e. fluid repellent mask, gloves, apron and protective eyewear		CW (FA), ongoing	
		First Aider must not give rescue breaths, only chest compressions		CW (FA), ongoing	
All of the above			Training in use of PPE for staff	Sarah, ongoing	
			Procurement and stock monitoring for cleaning supplies	Sarah, ongoing	
			Letter to all returning members explaining procedures	Alice and Sarah, ongoing	

Risk assessments should be reviewed annually, or whenever there is a significant change to the are / activity being assessed.

Initials and date of reviews:	SC 7/10/2020	SC 25/11/2020	SC 19/04/2021				
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Ref:

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>