

RISK ASSESSMENT



Assessment for: COVID-19 Risk Assessment for HRMO at Bramley Community Centre	Person conducting the Assessment: SC
Reference number (office use): C19-004	Date of assessment: 1 st June 2021

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	Hand sanitiser stations placed strategically around the building			
		Core workers to give regular reminders and instruction to all session attendees		CWs, ongoing	
Catching or spreading C-19 through use of shared facilities e.g. toilets, kitchen	As above	Follow all rules, procedures, notices and signage as set out by BCC.	CW to check current protocols / any changes and advise the group	CWs, ongoing	
		One worker / volunteer only wearing PPE and after washing hands to use kitchen and bring in drinks			
		Workers to clean down touch points (door handles, toilet flushes, kettle etc) as well as equipment used (e.g. chairs) at start and end of session			
Catching or spreading C-19 at entrance and exits	As above, plus transport providers dropping off / collecting members	Members to enter / leave one at a time (unless travelling together)		CWs, ongoing	
		Signage inside and outside to instruct / remind people where to go and how to maintain distance			

		Workers to monitor and direct people as needed		CWs, ongoing	
		Internal doors left open where possible, to reduce contact		CWs, ongoing	
Catching or spreading C-19 in work area	Members Sessional workers Support workers Staff Volunteers	Room size and layout allows for social distancing for all members		CWs, ongoing	
		Members do not share equipment		CWs, ongoing	
		Workers / Volunteers 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	
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	
		PPE used when necessary		CWs, ongoing	
Catching or spreading C-19 through a visitor who is infected	As above	CW to take register in case we are alerted by Test and Trace		CWs, 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		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	As above	BCC have arranged for a thorough cleaning to take place in between each group meeting at the centre		BCC, ongoing	
		Workers to complete Infection Control Procedures training	Sarah to send details and check workers have completed course.	CW, Sarah 16/6/21	
			Training in use of PPE for staff	Sarah, 16/6/21	
		PPE	Provide PPE to be stored at BCC	Sarah, Julie, 16/6/21	
		Cleaning materials	BCC to provide cleaning materials, gloves etc	BCC, ongoing	
			Letter to all returning members explaining procedures	Alice and Sarah, 16/6/21	

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

Initials and date of reviews:							
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