

## General Risk Assessment - PREMISES

Paul's Place (South West), Coalpit Heath Cricket Club



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| <b>Risk Assessment Reference:</b> General – Covid Secure Business | <b>Date of Assessment:</b> 30/07/20  | <b>Risk Assessor:</b> Daniel Cheesman, CEO |
| <b>Title:</b> Coronavirus – Premises                              | <b>People Involved in Making This Assessment:</b> Daniel Cheesman (DC) CEO, Paula Jordan-Matthews (PJM) Operations Manager, Sheila Hewitt (SH) Social Worker |  |
| <b>Task or Process:</b> Risks from Coronavirus                    | <b>People at Risk:</b> Employees, Contractors, Visitors, Volunteers, Members of the Public   |  |
| <b>Date of next review:</b> Jan 2021                              |  |  |

### Hazard (hazard and hazard description):

Uninformed staff. Staff who are not fully aware and understanding of the procedures and arrangements we have put in place to work within Government Policy on essential working could compromise our arrangements and jeopardise the health of others.

### Control Measures (existing):

1. Our plans and procedures have been shared and co-ordinated with our landlord Coalpit Heath Cricket Club.
2. NHS and Public Health warning posters displayed throughout the premises.
3. Every member of staff has been fully briefed to ensure that they are aware of the hazards and risks and understand the rules and procedures we have put in place.
4. Specific procedures and measures to reduce the risk of spreading Coronavirus have been prepared. These are based on NHS, Public Health and Government guidance and instruction. They are updated daily to reflect any changes in the official advice and guidance.

| Further Control Measures Required:   | Assigned To:     | Due Date: |
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| All team members required to complete Covid-19 Awareness Training and complete this within a week of being back in the workplace | All team members | Completed |
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### Hazard (hazard and hazard description):

Food and drink preparation areas. Potential risk or transfer of virus through cross contamination.

### Control Measures (existing):

1. Staff instructed to ensure that good hygiene standards must be maintained when food or drinks are being prepared.

2. Ensure that when spills of food or liquids occur, they are cleaned straight away, and work surfaces are left in a clean and sanitised condition.
3. Use their own drinking mugs and glasses to prevent cross contamination.
4. Keep their hands out of and not to touch food and waste bins or receptacles as they may contain contaminated products, food, or tissues.
5. Wash their hands thoroughly before using these facilities.
6. Leave the microwave oven should be left in a clean condition and wiped out after use.
7. Put half eaten food products in a clean, sanitised, sealed wrapper, bag, or container, if they are to be stored in the communal refrigerator.
8. To thoroughly wash crockery and cutlery after each use to put them away.
9. Clean tea towels are provided daily to ensure ongoing hygiene. Single use paper tissues are also provided.
10. A dishwasher is available and must be used to thoroughly cleaned.
11. Team Members encouraged to bring their own Lunches that will have been prepared at home.

| Further Control Measures Required:   | Assigned To: | Due Date: |
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| Lunches will be refrigerated within a brown paper bag with the members name on and stored in the appropriate place at the required temperature until lunch time. Then they are served back to the member on a sanitized area | All staff    | Ongoing   |
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**Hazard (hazard and hazard description):**

Communal facilities, entrance, toilets, stairs, etc. Risk of cross contamination from equipment, surfaces etc. that may have been touched or otherwise contaminated by coronavirus and create a risk to health.

**Control Measures (existing):**

1. Contract cleaning services have been increased. Toilets and communal areas, along with workspaces, are cleaned more frequently than before and the cleaning routine is to a higher specification. (see cleaning schedule outside each room in the facility)
2. Supplies of soap and sanitising agents provided and regularly topped-up at all hand washing stations. NHS and Public Health hand washing advice posters displayed.
3. Staff instructed to clean their hands after using the toilet, by washing their hands with soap and water for at least 20 seconds.
4. Staff made aware that where welfare facilities are used during the working day, they must have an awareness of surfaces (toilets, sinks, door handles, soap, and soap dispensers, etc.) and objects which are visibly contaminated with bodily fluids must not be touched, but reported to a manager.
5. Staff instructed to ensure that the toilet seat is in the closed position before flushing to prevent aerosols becoming airborne and contaminating the facilities with potential pathogens.

6. Staff are required to ensure that coats, scarfs, and other outdoor items are stored separately within coat cupboards avoiding contact with other people's personal items.
7. Cleaning equipment is provided outside each toilet area and all team members are being asked to clean down the toilet after each use.

| <b>Further Control Measures Required:</b>   | <b>Assigned To:</b> | <b>Due Date:</b> |
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| Staff are to wear PPE while doing any cleaning/sanitising duties and dispose after use appropriately. | All staff           | ongoing          |
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**Hazard (hazard and hazard description):**  
 Waste. Ill-health as a result of the transfer of coronavirus and other pathogens through cross contamination after contact with waste (accidental or otherwise).

- Control Measures (existing):**
1. Staff are required to have consideration for contracted cleaning staff with regards to discarded tissues, food, etc. to prevent cleaning staff being accidentally contaminated.
  2. All waste bins and receptacles are carefully and safely emptied daily by the contracted cleaning staff.
  3. Staff instructed that disposable tissues should be used when coughing and or sneezing and put directly into a waste bin, preferably bagged, or pocketed and taken home.
  4. Staff instructed to not put their hands directly into food waste or general waste bins or receptacles as they may contain contaminated products, food, or tissues.
  5. Waste bins are provided at employee desk areas and within kitchen areas.
  6. PPE equipment is being provided together with clean guidance with regards to disposal

| <b>Further Control Measures Required:</b> | <b>Assigned To:</b> | <b>Due Date:</b> |
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**Hazard (hazard and hazard description):**  
 Smoking shelters. Inhalation of second-hand tobacco smoke and or vapours from e-cigarettes may result in adverse coronavirus health effects.

- Control Measures (existing):**
1. Smoking tobacco or e-cigarettes is confined to a dedicated external smoking shelter.

- Staff advised to avoid inhaling second-hand tobacco smoke and vapour emitted from cigarettes and e-cigarettes from other persons. Although there is no evidence of transmission this is a precautionary measure.

| Further Control Measures Required: | Assigned To: | Due Date: |
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**Hazard (hazard and hazard description):**

Meeting rooms. Potential risk or transfer of virus on account of close contact with other persons.

**Control Measures (existing):**

- Staff instructed that meetings in enclosed spaces such as the activity room should only be undertaken when essential for business needs and kept as short as possible.
- Staff using the activity room are instructed to follow Govt advice and maintain social distancing – kept to 4 people at a time.
- Staff instructed that social distancing rules must be applied to any meetings with service users or visitors.
- Staff told to avoid physical contact with service users and visitors, such as handshakes, hugs, etc. and to give a polite explanation of this policy if required.

| Further Control Measures Required: | Assigned To: | Due Date: |
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**Hazard (hazard and hazard description):**

Workstations, IT and telephony equipment. Direct contact with potentially cross contaminated workstations, IT or telephony equipment may cause adverse coronavirus health effects.

**Control Measures (existing):**

- Staff instructed not to share phones, headsets and personal mobile phones with others to prevent accidental cross contamination.
- Telephone equipment is deep cleaned at the end of each working day by the contracted cleaning staff.
- Staff instructed that they should not use each other's IT equipment, to prevent accidental cross contamination.
- Staff are instructed to ensure that their workstations, IT and telephony equipment, such as keyboards, screens, phones and headsets are cleaned and sanitised on a regular basis throughout the working day. Suitable wipes and cleaners that do not damage equipment are provided.
- Sani-cloth wipes and hand sanitisers are available around the building

| Further Control Measures Required: | Assigned To: | Due Date: |
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| <b>Hazard (hazard and hazard description):</b><br>Close contact with others. Staff working on the premises may be at risk of exposure to other members of staff or visitors who are carrying coronavirus, knowingly or unknowingly.   |                     |                  |
| <b>Control Measures (existing):</b><br><ol style="list-style-type: none"> <li>Staff instructed to avoid close face-to-face contact or touching other employees, visitors, etc. and follow social distancing guidelines. Stay within the yellow and black warning markings on the floors.</li> <li>Physical contact, such as handshakes, hugs, pat on the back, etc. is to be avoided.</li> <li>Staff are required to be environmentally aware and sit out of the immediate air flow from fan heaters, cooling fans and or ventilation systems that could spread the virus. Where possible the use of such systems will be avoided.</li> <li>Where close contact is unavoidable, for example personal care, additional risk assessments have been carried out with clear instructions for team members to follow.</li> </ol> |                     |                  |
| <b>Further Control Measures Required:</b>   | <b>Assigned To:</b> | <b>Due Date:</b> |
| Staff are to wear visors in the day facility at all times.  | All staff           | Ongoing          |
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| <b>Hazard (hazard and hazard description):</b><br>Vulnerable employees. Vulnerable employees with existing health conditions are at a higher risk of contracting COVID-19, which may have a significant increased adverse effect on their health and wellbeing.  |                     |                  |
| <b>Control Measures (existing):</b><br><ol style="list-style-type: none"> <li>In accordance with Govt. policy staff who are in the vulnerable and high-risk categories may come to work, if they cannot work from home, if the business is COVID-safe.</li> <li>Staff with family members in at risk categories have been instructed to inform their management team. Decisions on home working or furlough in accordance with Government policy are taken on a case by case basis.</li> </ol> |                     |                  |
| <b>Further Control Measures Required:</b>  | <b>Assigned To:</b> | <b>Due Date:</b> |
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**Hazard (hazard and hazard description):**

Cleaning and hygiene. Inadequate cleaning and hygiene standards pose a risk of spreading infection by way of cross contamination from surfaces contaminated with the coronavirus.

**Control Measures (existing):**

1. Cleaning regimes have significantly increased and the frequency of cleaning of hard surfaces (floors, handrails, door handles, passenger lifts, building equipment buttons, switches, etc). Contract cleaning staff have been increased in line with the increased cleaning regimes.
2. Suitable disinfectant cleaning products are used by the contracted cleaning staff.
3. A colour coded cleaning system is used by cleaning staff, to prevent cross contamination of surfaces.
4. Sufficient hot water, liquid soap, disposable towels and hand sanitiser dispensers are provided throughout the building.
5. Staff are required to report anything contaminated or spilt that requires cleaning.
6. Staff must dry sanitised areas fully.

| <b>Further Control Measures Required:</b> | <b>Assigned To:</b> | <b>Due Date:</b> |
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**Hazard (hazard and hazard description):**

Personal hygiene Poor personal hygiene standards pose a risk of passing or contracting the infection.

**Control Measures (existing):**

1. The importance of good personal hygiene has been explained to all staff. Particularly the need for regular thorough hand washing and the avoidance of touching eyes, nose or mouth, if their hands are not clean.
2. Staff instructed to clean their hands frequently, using alcohol-based hand sanitisers or to wash their hands with soap and water for at least 20 seconds. Soap and gels are provided.
3. Staff instructed that any potentially contaminated clothing should be removed and placed in a suitable plastic bag or container.
4. Staff instructed that disposable tissues, should be used when coughing and or sneezing. Used tissues to be bagged and put into a bin or pocketed and taken home for safe disposal.

| <b>Further Control Measures Required:</b> | <b>Assigned To:</b> | <b>Due Date:</b> |
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**Hazard (hazard and hazard description):**

Legionella (biological hazard). Exposure to legionella bacterium in water droplets could lead to ill-health in those people exposed. On return to working environment after COVID-19 leave an increased risk of biological waste would be present.

**Control Measures (existing):**

1. All water taps and showers are running off before staff are to use the facility. Face masks are to be worn during this process.
2. Where showers have not been flushed for more than a week, remove the shower head, lower the shower head into a bucket of water if possible before flushing.
3. Testing of water temperatures in place.
4. If hot or cold-water temperature are identified as being between 20-45 degrees, which is suitable for bacterial growth specialist advice will need to be sought.

**Further Control Measures Required:**

**Assigned To:**

**Due Date:**

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| <b>Review Date:</b>      | <b>Reviewer:</b> | <b>Comments:</b> |
|--------------------------|------------------|------------------|
| First review carried out | PJM              |                  |
| 17/09/2020               | DC               | No changes       |
| 23/11/20                 | SH               | No changes       |
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