

Risk Assessment



Brief details	Full COVID-19 Risk Assessment			
Business area/department	Day Facility	Person completing assessment	Daniel Cheesman	
Assessment date	19/12/2021	Review date	Ongoing	
Likelihood (L) Severity (S) Initial Risk Rating (IR) Residual Rating (RR) Likelihood x Severity = IR or RR				
Key to risk level	Low 1 – 3	Moderate 4 - 6	Significant 8 - 12	High 15 - 25

Hazard	Persons affected / How	Existing controls	L	S	IR	Additional controls	L	S	RR	Person(s) responsible	Date
Ongoing spread of virus and changing guidance and restrictions – GENERAL	Employees Members Volunteers Visitors Contractors - risk of infection	Maintaining hand hygiene Face masks worn unless exempt Temperature checks on arrival to the building Lateral flow tests twice weekly for staff and a PCR one a week for staff Lateral flow tests one a week for Members and volunteers, before the day that they would normally be in the day facility. Any contact with COVID-19 to be reported to the office or to the management and guidance to be followed around isolation. Windows are kept open to encourage ventilation.	2	6	12	Booster being encouraged and information about the booster and how to get it readily available. Log of who is vaccinated is kept up to date. Masks optional (in line with gov. guidance) from Thurs 27.1.2022. Masks still worn for personal care and other 'higher risk' tasks. All rooms have air quality readers in them that indicate when air quality is getting poor. These are regularly checked, and ventilation used accordingly.	1	5	10	Operations Manager / Team Leaders / CEO	25/01/2022

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Hazard	Persons affected / How	Existing controls	L	S	IR	Additional controls	L	S	RR	Person(s) responsible	Date
Ongoing spread of virus and changing guidance and restrictions – STAFF	Employees – risk of infection	Use of right PPE for the right task Face coverings to be worn at all times whilst indoors Lateral flow test to be conducted twice weekly, with an additional PCR test once weekly – any positive result should be reported to a manager as soon as possible and non-attendance at work. Infection control training	2	6	12	Changes to face coverings from 27.01.22 Staff fully vaccinated Lateral flow testing twice weekly	2	6	12	Operations Manager / Team Leaders / CEO	25/01/2022
Ongoing spread of virus and changing guidance and restrictions – VOLUNTEERS	Volunteers – risk of infection	Use of right PPE for the right task Face coverings to be worn at all times whilst indoors Lateral flow test to be conducted twice weekly, with an additional PCR test once weekly – any positive result should be reported to Volunteer Coordinator as soon as possible and non-attendance at work. Infection control training	2	4	8	Changes to face coverings from 27.01.22 Volunteers fully vaccinated Lateral flow testing weekly	2	3	6	Operations Manager / Team Leaders / CEO	25/01/2022
Ongoing spread of virus and changing guidance and restrictions – ACTIVITIES	Employees Members Volunteers – risk of infection	Each activity should be individually risk assessed. SW's responsible for ensuring all equipment used is clean and has been sanitised TL's responsible for ensuring that the day facility is sanitised throughout the day keeping the spread of infection to a minimum.	1	4	4	Team reminded of the procedures and need for extra care now that masks are optional.	1	4	4	Operations Manager / Team Leaders / CEO	25/01/2022

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Ongoing spread of infections – OFFICE	Employees Members Volunteers Visitors	Staff that are able to work from home have been encouraged to do so. Keeping a max of office staff at any one time. Workstations and telephones sanitised on a regular basis. Office kept clean and free of clutter.	1	3	3	Air quality unit installed to measure air quality throughout the day.	1	2	2	Operations Manager / Team Leaders / CEO	25/01/2022
Ongoing spread of infection – TOILETS	Employees Members Volunteers Visitors	Toilets are sanitised throughout the day. Clear signage in place to remind people of the importance of hygiene. Appropriate cleaning equipment is provided for people to use. Toilets are cleaned thoroughly at the end of each day.	1	3	3	Cleaner given new cleaning schedule	1	2	2	Operations Manager / Team Leaders / CEO	25/01/2022