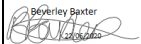



Risk Assessment Template

Area/Department:	COVID-19	Assessment No:	C19-4	Assessment Date:	15/05/2020
		Assessment Type <i>(Delete as appropriate; see Note 1)</i>			
		Specific	Generic	Dynamic	
Activity/Process: Cleaning					
To be read & used in conjunction with all other COVID-19 risk assessments					
Guidance: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres ; https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings					
To be reviewed in line with tier change, guidance changes or government request (i.e. lockdown)					
	Assessor	Line Manager Acceptance <i>(See Note 2)</i>		CEO Acceptance	
Name:	Bev Baxter			Carla Priddon	
Qualified:	IOSH			IOSH	
Signature:					
Date:	15/05/2020			18/06/2020	

Risk Assessment Template

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk Rating L*C=R			Additional controls	New risk rating (Residual) L*C=R			Action/ By who	Action/ By When
				L	C	R		L	C	R		
The Way not being at required hygiene standards prior to reopening and maintaining COVID-19 secure processes once open	Staff, Visitors, Volunteers Young People	Increased risk of transmission of COVID-19 Contracting COVID-19, showing symptoms, becoming unwell	Whole facility to be assessed on cleaning & maintenance required before work commences.	1	5	5	Deep clean need assessed and undertaken, monthly or on guidance and delivery change	1	5	5	Facilities Lead	Minimum 1 week prior to reopening preferred 2 weeks before agreed opening date / reviewed as required depending on government guidance.
			Air conditioning and ventilation systems to be checked to ensure correct air flow levels due to lower occupancy.								Facilities Lead	
			When building is in use windows and doors should be opened frequently to encourage ventilation and increase air flow where possible								All staff	
			All required cleaning & repairs undertaken								Facilities Lead	Prior to re-open, daily as part of COVID-19

Risk Assessment Template

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk Rating L*C=R			Additional controls	New risk rating (Residual) L*C=R			Action/ By who	Action/ By When
				L	C	R		L	C	R		
			<p>ALL surfaces / open shelving to be cleared to allow full cleaning and regular surface cleaning to take place and reduce elements for contact</p> <p>ALL furniture that does not have an easy wipe clean surface should be stored in an allocated storage room</p> <p>Installation and regular checks of hand sanitiser and surface cleaning requirements</p> <p>Enough cleaning materials available for use by staff to</p>			H	<p>Increased cleaning of high frequency touch points (i.e. door handles, bannisters)</p> <p>Start of the day (Facilities Team)</p> <p>During the day after room use (room occupants)</p> <p>On session between activities (Delivery Team)</p> <p>V1 antiviral disinfectant spray must be used with disposable blue roll / clothes. Once completed all clothes should be disposed of immediately.</p> <p>Part of daily cleaning procedures</p>			H	<p>Facilities Lead & YWM</p> <p>Facilities Lead & YWM</p> <p>Facilities Lead & YWM</p> <p>Facilities Lead</p>	<p>secure procedures</p> <p>Prior to re-open, daily as part of COVID-19 secure procedures</p> <p>Prior to re-open, as guidance reduces</p> <p>Prior to re-open, ongoing refills as needed</p> <p>Prior to re-open, ongoing</p>

Risk Assessment Template

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk Rating L*C=R			Additional controls	New risk rating (Residual) L*C=R			Action/ By who	Action/ By When
				L	C	R		L	C	R		
			clean work areas and resources after use.									refills as needed
Hygiene standards not maintained, once open, to sufficient levels to prevent transmission via contaminated surfaces	Staff, Visitors, Volunteers Young People	Increased risk of transmission of COVID-19 Contracting COVID-19, showing symptoms, becoming unwell	Frequent, minimum daily, cleaning of work areas and equipment between uses	3	5	15	Adherence to COVID-19 cleaning schedule drawn up in line with Public Health England and NHS non-clinical settings advice	2	5	10	Facilities Lead	Per schedule, delivery team after each use
			Frequent cleaning of objects and surfaces touched regularly, such as door handles, keyboards								Facilities Lead	Per schedule
			Clear desk policy strictly enforced to ensure removal of waste and access for thorough cleaning								All staff	Daily
			Limiting & or restricting use of high-touch items and equipment e.g. printers, whiteboards				Printing is restricted, electronic means should be utilised wherever possible				All staff	Ongoing

Risk Assessment Template

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk Rating L*C=R			Additional controls	New risk rating (Residual) L*C=R			Action/ By who	Action/ By When
				L	C	R		L	C	R		
			If cleaning after a known or suspected case of COVID-19 please follow additional controls				<p>Deep cleaning of areas where suspected case has made contact should be considered a high risk area.</p> <p>Facilities Team – full PPE, disposable apron, gloves, surgical face mask and face shield. (only staff members who are green on the individual risk assessment should undertake this work).</p> <p>Disposable cleaning cloths and V1 spray to be used on all areas.</p> <p>On completion, cloths and PPE bagged (date clear on outside of bag) until confirmation of COVID-19 case or 72hrs has passed, then normal disposal in outdoor bins.</p>				Facilities Lead	As required

Risk Assessment Template

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk Rating L*C=R			Additional controls	New risk rating (Residual) L*C=R			Action/ By who	Action/ By When
				L	C	R		L	C	R		
Personal hygiene not being maintained	Staff, Visitors, Volunteers Young People	Increased risk of transmission of COVID-19 Contracting COVID-19, showing symptoms, becoming unwell	Signage and posters to build awareness of good hand washing, need to increase hand washing frequency, avoiding touching your face and coughing / sneezing into a tissue which is binned safely, or into arm if tissue not available.	2	5	10					Facilities Lead	Prior to-reopen / reviewed and checked weekly
			Regular reminders and signage to maintain personal hygiene standards								Line Managers	As required
			Provision of hand sanitiser in multiple locations (in addition to toilets)								Facilities Lead	Prior to re-open
			Clear use and cleaning guidance for toilets to ensure they are kept clean, designated toilets as								Facilities Lead	Prior to re-open

Risk Assessment Template

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk Rating L*C=R			Additional controls	New risk rating (Residual) L*C=R			Action/ By who	Action/ By When
				L	C	R		L	C	R		
			far as is practical Enhanced cleaning for busy areas and facilities Increased waste facilities and frequent rubbish collection Hand drying facilities – electrical driers provided Staff changing facilities (catering team) clear guidance for use and cleaning changing areas. Personal belongings only to be stored in designated personal lockers Showers & changing facilities not accessible to							Facilities Lead Facilities Lead Facilities Lead Facilities Lead ALL staff Facilities Lead	Per schedule Per schedule Immediate Immediate As required On re-open, reassessed as guidance	

Risk Assessment Template

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk Rating L*C=R			Additional controls	New risk rating (Residual) L*C=R			Action/ By who	Action/ By When
				L	C	R		L	C	R		
			members / general public Accessible changing used via booking system to ensure cleaning available immediately after use.							Facilities Lead & Reception	and restrictions decrease. On re-open, reassessed as guidance and restrictions change.	
Contact with COVID-19 through receipt of objects coming into the workplace and vehicles at the worksite	Staff, Visitors, Volunteers Young People	Increased risk of transmission of COVID-19 Contracting COVID-19, showing symptoms, becoming unwell	Cleaning procedures for goods and merchandise entering The Way strictly adhered to Cleaning procedures for the minibus strictly adhered to	5	5	25	Where possible contact free delivery to be used / insisted upon Where possible, packages should be opened and removed from external delivery packaging in the intervention room or for catering rec area before items are placed in store room Strict hygiene practice during & after handling of parcels	3	5	15	Staff receiving parcel. Staff receiving and opening parcels.	On receipt of delivery parcel. As required

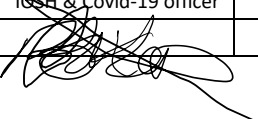
Risk Assessment Template

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk Rating L*C=R			Additional controls	New risk rating (Residual) L*C=R			Action/ By who	Action/ By When
				L	C	R		L	C	R		
			<p>Increased handwashing and facilities for those staff handling goods and merchandise (sanitiser if hand washing not practical) Identified staff to deal with deliveries – trained on procedures</p> <p>Restriction of non-business deliveries – no personal deliveries to staff</p>				Removal of packaging to external bins immediate				ALL Staff	Briefed prior to return to work.

Line Manager Assessment Review (See Notes 2 and 6)							
Review Date:	17/06/2020	Review Date:	04/12/2020	Review Date:	04/01/2021	Review Date:	12/02/2021
Name:	Bev Baxter	Name:	Bev Baxter	Name:	Bev Baxter	Name:	Bev Baxter
Qualified:	IOSH	Qualified:	IOSH & Covid-19 officer	Qualified:	IOSH & Covid-19 officer	Qualified:	IOSH & Covid-19 officer
Signature:		Signature:		Signature:		Signature:	

Line Manager Assessment Review (See Notes 2 and 6)

Risk Assessment Template

Review Date:	08/03/2021	Review Date:		Review Date:		Review Date:	
Name:	Bev Baxter	Name:		Name:		Name:	
Qualified:	IOSH & Covid-19 officer	Qualified:		Qualified:		Qualified:	
Signature:		Signature:		Signature:		Signature:	

Risk Assessment Template

Notes:

1. If using a 'Generic' risk assessment, Assessors and Line Managers are to satisfy themselves that the assessment is valid for the task and that all significant hazards have been identified and assessed. If additional hazards are identified they are to be recorded and attached to the Generic assessment.
2. Line Managers are to note that they are appropriately qualified, responsible for production of the risk assessment and that they are signing to indicate that the risk assessment is suitable and sufficient, and they consider the risks to be acceptable.
3. When recording the Risk Rating ensure that both the Likelihood and consequence scores are included.

Likelihood (L)	Frequency	Score
are	This will probably never happen	1
Unlikely	Do not expect it to happen but it is possible it may do so	2
Possible	May happen occasionally	3
Likely	Will probably happen but it is not a persisting issue	4
Almost Certain	Will undoubtedly happen, possibly frequently	5

Consequence (C)	Harm	Score
Negligible	Minimal injury requiring no / minimal intervention or treatment	1
Minor	Minor injury or illness, requiring minor intervention	2
Moderate	Moderate injury requiring professional intervention	3
Major	Major Injury leading to long term incapacity / disability	4
Catastrophic	Incident leading to death / life changing injury; an event which impacts many people	5

		Likelihood				
		1	2	3	4	5
		Rare	Unlikely	Possible	Likely	Almost Certain
Consequence	Level 1	1	2	3	4	5
	Level 2	2	4	6	8	10
	Level 3	3	6	9	12	15
	Level 4	4	8	12	16	20
	Level 5	5	10	15	20	25

Risk Assessment Template

4. Ensure appropriate action (described below) is taken once the Risk Rating is calculated

1	-2	No Action	No further action, but ensure controls are maintained and reviewed
3	-6	Monitor	Look to improve at next review or if there is a significant change
8	-12	Action	Improve within specified timescale
15	-16	Urgent Action	Take immediate action and stop activity if necessary, maintain existing controls rigorously
20	-25	Stop	Stop activity and immediate action

5. Record the residual Risk Rating to demonstrate that the risk has been reduced to an acceptable level; record Likelihood and Consequence scores.
6. Risk Assessments are to be reviewed:
- Annually.
 - If there is reason to doubt the effectiveness of the assessment.
 - Following an accident or near miss.
 - Following significant changes to the task, process, procedure, or Line Management.
 - Following the introduction of more vulnerable personnel.
 - If “Generic” prior to use.