Risk assessment name	Covid Secure Risk Assessment - Day Centre	Assessment type	⚠ General
Assessor name	Chandrani Rakshit-Leigh	Affected site(s)	Whitechapel Mission (E1 1BJ)
Assisted by	Sarah Engert		
Assessment date	05/06/2021	Review period	Monthly
Approved by	Sue Miller	Review date	12/09/2021
Approved date	12/08/2021	Reference	WHI860379

Description

Due to the emerging evidence and changes to Government Guidance, it is vital that the most up to date guidance is referred to. This can be found at: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19

It should be noted that wherever possible people should still be encouraged to work from home.

This risk assessment sets out the controls that will be in place for the workplace and work activities in order to reduce the risk of the transmission of the Covid-19 virus and demonstrate that the organisation is Covid-Secure.

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
1. Cleaning To Reduce Transmission Of Covid-19 - Risk of exposure to Covid-19 whilst cleaning work areas.	All staff Cleaners How? Cleaning areas where Covid-19 may be present may lead to exposure to the virus. However- the cleaning of all areas correctly will reduce the risk of transmission overall.	**Appropriate Disinfectant Products Used In Line With COSHH Assessment.** Appropriate disinfectant to be used in line with the COSHH assessment - this will be communicated to staff. The product will be used in line with instructions for use and dilution rates and appropriate PPE provided and worn where indicated. Disposable cloths will be used where possible to reduce transmission. **Cleaning Of Premises- regime** New cleaner has been appointed to work 9-12 MON-FRI to assist with Covid-19 management appropriate cleaning will take place and records kept. **Correct Guidance Will Be Followed For Cleaning Areas Of Higher Risk** Based on current Government Guidance for Non-clinical Settings. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings This includes the use of additional PPE (gloves, aprons, eye protection, mask) and items double- bagged and labelled - stored securely for 72 hours before disposal.	2 x 5 🚩 **10** Medium

			Increased Cleaning Frequency Of Cleaning Throughout Premises	Workspaces Will Be Cleared Of Waste Frequently	

Increased Cleaning Frequency Of Cleaning Throughout Premises

Increased cleaning regime in place through-out premises.

Particular focus on commonly touched areas, equipment, surfaces and common shared areas.

Workspaces Will Be Cleared Of Waste Frequently

Personal items removed at end of shift and increased waste collection in place.

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2. Hygiene Control
Poor hand hygiene and respiratory hygiene control may lead to an increase in surface contamination.

All staff, Contractors, Members of the public

Visitors & Cleaners

How?
Increased risk of surfaces becoming contaminated with pathogens including Covid-19 leading to spread of infection.

2 x 5

10

Medium

Employees Advised To Wash Clothing After Work

Unless assessment of other risks deems necessary- employees will change clothing at home not at work in changing rooms and will be advised to launder clothes as soon as possible in the event of any contamination of clothing.

Increased Hand Washing Facilities Provided

Increased hand washing facilities provided throughout the workplace including at entrances, exits, different parts of the building and common areas.

Where this is not possible sanitiser will be provided.

Increased Waste Management

Additional waste facilities will be available throughout the site with more frequent col-lection where appropriate.

Signs And Posters In Use To Remind To Practise Good Hygiene

Relevant posters and signs displayed to remind employees of the need to wash hands for at least 20 seconds on a frequent basis.

Also signs to remind employees to practice good respiratory hygiene - catching of coughing and sneezes and correct disposal of tissues followed by hand washing.

Use Of Face Coverings

If employees/volunteers to wear face coverings.

Face coverings are not classed as PPE. Advice will be given to employees on the correct use.
• Wash your hands thoroughly with soap and water for 20seconds or use hand sanitiser before putting a face-covering on, and after removing it.
• When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
• Change your face covering if it becomes damp or if you've touched it.
• Continue to wash your hands regularly.
• Change and wash your face covering daily.
• If the material is washable, wash in line with manufacturer's instructions.
• If it's not washable, dispose of it carefully in your usual waste.

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3. Attendance And Movement Of People In The Workplace
-The attendance of people in the workplace where working from home

All staff, Contractors, Members of the public

Visitors

How?
Where more than 1 person attends work not from the

2 x 5

10

Medium

is not possible will increase the number of people in the premises which may increase the risk of Covid-19 transmission.

same household increases the risk of transmission of the Covid-19 virus.

Controlled Movement Of People Throughout Workplace

Use of one way systems, separate entrances and exits to reduce the number of people at cross over areas and pinch points.

Monitoring and regulation of higher traffic areas such as corridors, entrances and stairwells.

Use of signs and markings to indicate the direction of movement and 2m distances in place where appropriate.

Emergency Plans Updated And Communicated

People do not have to adhere to the 2m social distancing where there is an emergency such as fire, an accident or a security threat or break in and the risk to safety is imminent.

Those assisting others in emergencies should ensure they carry out stringent hygiene control afterwards including thorough handwashing.

Employee Will Work From Home Wherever Possible

Only business-critical roles will be permitted into the workplace where remote working is not possible for operational reasons or home circumstances.
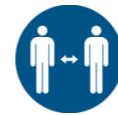
Information, Instruction and Training Provided To Employees

Employees consulted on risks and controls in the work place.

Staff communicated with on a daily basis on changes to hazards and controls.

Employees receive training through the use of training courses, posters, signs, announcements and briefings.

Minimal Employees To Attend The Workplace

Work organised so that minimal people are required to attend the workplace - where it allows work to be carried out safely whilst supporting social distancing.

Where possible this will be limited to the same people to prevent mixing of groups.

Pro-active Monitoring In Place

Pro-active monitoring in place to ensure that staff are adhering to controls and that control measures are adequate and effective.

Remote Workers Adequately Supported

Adequate work equipment will be provided to remote workers.

Regular contact will be made with remote workers to arrangements are adequate to support their physical and mental wellbeing.

Restrict Movement Of People Throughout Site

Employees discouraged from carrying out non-essential trips within the premises- use of phones, emails or radios to communicate with others elsewhere.

Drop off and collection areas designated for exchanging of documents, materials or equipment.

Job rotation reduced to prevent moving between locations where at all possible.

Signage And Floor Markings In Place To Remind Employees Of The Controls

Posters and signs to be used to remind employees of the requirement to adhere to social distancing, to wash hands frequently and to practice good respiratory hygiene (coughs and sneezes).

Staggered Work Patterns/ days/ part time

Working patterns organised to reduce the number of persons on-site at any one time and also staggered to reduce the number of people arriving and leaving to prevent cross over.

Cohorts or Teams to be fixed where possible to prevent mixing of different people on shifts.

Use Of Outside Spaces For Breaks Where Possible

Safe outside places will be available for breaks- with social distancing in place through layout and use of signs and markings.

Monitoring of these spaces to be carried out to ensure adherence to social distancing.

Ventilation On Site Increased As Much As Possible.

Windows and doors opened as much as possible to increase ventilation in all workspace.

Use of extraction fans may be used to increase ventilation.

Adjustments to be made to ensure adequate ventilation remains in place.

Fire doors will not be propped open.

Guidance on use of Shared Air Condition will be taken with a competent engineer.

Vulnerable Persons Protected

Further assessment of the specific risks will be carried out on a case by case basis.

Those classed as clinically extremely vulnerable are advised not to work outside of the home .

Those classed as clinically vulnerable are advised to work 2m away from other persons where they cannot work from home.

Where Possible touch free devises installed

Where this does not introduce further hazards, touch-based controls/access/security devices will be disabled.

For machines/ equipment that relies on touch screen - this will be limited to as few people as possible with increased cleaning carried out before and after use and hand hygiene practised before and after use.

Workstations Will Be Organised To Support Social Distancing

Workstations will be arranged so that social distancing can be adhered to.

Markers or floor plans to demonstrate social distancing.

Desks will be spaced out to maintain distance between people.

Hot-desking will be prevented where at all possible- if this is not possible thorough cleaning will take place before and after use of all equipment.

Where possible use of own peripherals such as mouse and keyboards and headsets will be in place.

Where social distancing cannot be maintained further controls will be in place:

Desks to allow people to work side by side or facing away from each other.

Use of screens to separate people.

Increased cleaning of areas.

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4. Social Distancing Guidelines Cannot Be Met
-Activities, where social distancing cannot be followed in full, may lead to increased risk of the transmission of the virus due to being in close proximity. This includes entrances, exits and common areas as well as work activities.

All staff

How?
Being in close proximity may lead to increased risk of the spread of the Covid-19 virus.

1.Increased Cleaning Carried Out
Increased cleaning of surfaces where people are operating within the 2m social distancing to be carried out.

2.Increased Handwashing Carried Out
Provisions will be made in order for people to be able to wash their hands more frequenlty- including before and immediately after carrying out tasks where social distancing has not been maintained.

3.Time Spent Within 2m To Be Kept To A Minimum
The time where persons are within 2m will be kept to as short a time as practicable possible.

4.Physical Barriers or Screens will be considered if needed
To screen people from each other physical barriers or screens will be used and cleaned frequently. Currently not needed in the office- too small

5.Employees To Avoid Face To Face Work Where Possible
Where possible employees will work side by side or back to back to avoid working face to face.

6. Teams / Partners / Cohorts Will Be Kept Fixed Where Possible
To reduce the number of different people working within the 2m fixed teams and partners will be place where at all possible to reduce the level of possible transmission

7.Work Activity Will Not Go Ahead
Where social distancing cannot be maintained and cannot be limited to a small group of fixed people then the activity will be assessed to decide if it can go ahead safely.

2 x 7

14

Medium

		8. Use of Personal Protective Equipment (PPE) Additional PPE beyond what is normally worn to control workplace risk, for management of COVID infection has limited benefits and precautionary use of additional PPE for this purpose is not encouraged. However where the risk assessment identifies high risk transmission due to difficulties implementing controls then PPE will be considered as a further control measure. Appropriate PPE will be selected and employees trained in its safe and effective use, storage and disposal in line with PPE risk assessments.	
5.Individuals Displaying Symptoms - Coronavirus reportedly spread through exposure or contact to cough droplets. People at work developing on-set of symptoms within the workplace.	All staff, Contractors Visitors How? An individual could develop symptoms of Covid-19, which includes a high/raised temperature, a new/continuous cough or loss of sense of taste or smell which may lead to increased risk of transmission of Covid-19.	**Cases Recorded and Investigated.** Records maintained of those who are isolating or who develop symptoms at work. Investigations carried out if the transmission could be work-related in the event it needs to be reported under RIDDOR. Appropriate risk assessments and work activities reviewed to ensure there are effective controls or if any changes are required. **Employee Not To Return To Work And Should Self-Isolate** For those displaying symptoms of a high or raised temperature or new/persistent cough, isolation should be exercised immediately, ensuring Line Management are informed. Should individuals live with those displaying symptoms, they should isolate for 14 days. If by themselves, 7 days. **Employee To Go Home Immediately** The employee will be sent home directly from work and maintain social distancing to do so. If they require someone from their household to come and pick them up - they will wait in an isolated room away from anyone else until they are collected. This area will require thorough cleaning afterwards in accordance with the guidance. They should then self-isolate in accordance with guidelines. **Good Hand Washing/Hygiene Procedures Observed** Staff should be carrying out regular hand washing for at least 20 seconds using soap and water or use of a sanitiser if this is not available. Following cleaning an area after a symptomatic person the hands should be thoroughly cleaned. **Waste Disposed Of With Care With Local Guidelines.** Any waste from areas where symptomatic people have worked- including the PPE and cleaning items that have been used will be double-bagged and labelled and disposed of 72 hours with normal collection arrangements - or if test results come back negative where applicable. If unable to store the waste then arrangements for clinical waste collection will be made. **Will Follow Government Advice On Testing And Tracing** Will follow the relevant protocol for booking a Covid-19 test and any subsequent tracing and isolation that should follow.	3 x 6 **18** Medium

		Work Area Cleaned Thoroughly Using Disinfectant Following Guidelines. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings If dealing with bodily fluids or suspected Covid-19 person then extra precautions will be needed which will include protection for eyes, nose and mouth in addition to the gloves and aprons. For disposal these should be then double-bagged and labelled and stored safely and securely for 72 hours before disposal by normal means of collection. Staff will be trained in the effective use of PPE to ensure it offers the correct level of protection.	

Coming To Work And Leaving Work - Sharing of a vehicle to, from work or use of public transport may lead to an inability to maintain social distancing.

All staff, Members of the public

How?
Exposure to the virus due to inability to maintain social distancing leading to potentially contracting the virus.

Safer Travel Supported
Car sharing with people from different households will be discouraged.

Alternatives such as walking and cycling will be supported with increased facilities.

Use of Public Transport will be discouraged.

Shifts Staggered where possible/ start hours staggered
Where at all possible shifts will be staggered to allow employees to travel outside of rush hours as well as avoiding cross overs of shifts.

Work From Home Where At All Possible.
Employees will work from home where possible to prevent the need to travel and enter the workplace.

2 x 5

10

Medium

Common Areas (Including Kitchen and Welfare Facilities) - Due to areas being frequently utilised by all staff, the potential for infection is increased. This includes stairwells, waiting areas, seating areas as well as toilets, changing room and kitchen areas.

All staff, Contractors

Visitors

How?
Common areas may restrict distancing of 2+ metres at any one time. Due to heavy foot fall, surfaces may be touched more frequently and individuals may cross paths more often.

Access To Toilets / Showers/ Changing Rooms Controlled
Restrictions on the number of people using facilities at any one time to allow for social distancing.

Use of markings and posters to indicate the social distancing requirements.

Canteen Facilities Restricted
Canteen and kitchen access restricted to limit number of people permitted at any one time.

Employees encouraged to bring in own food to avoid the need to use facilities.

Increased Frequency Of Cleaning Of Toilets / Changing Rooms and Kitchens.
Increased cleaning of the welfare facilities will be carried out on site- especially portaloos are if in use.

Increased frequency of cleaning of kitchen facilities to be carried out.

Employees to clean kitchen items before and after use.

Break Times Staggered And Employees Remain On Site
Employees to remain on site where possible during breaks.

Break times to be staggered to prevent the gathering of people.

2 x 5

10

Medium

		Numbers Of People In Common Areas Managed. Individuals using common areas will be kept to a minimum at all times and social distancing will be strictly adhered to. **Regular Cleaning Of Common Area And Touch Points.** Common areas where people pass through are to be cleaned frequently but specific attention to be paid to areas where people spend more time or common touchpoints. These will be cleaned more intensely/frequently. The appropriate disinfectant will be used in line with the COSHH Assessment and the correct PPE worn which will be disposed of correctly. Disposable cloths will be used where possible to reduce transmission.	**Pro-active Monitoring In Place** Common areas, including toilets and access and egress routes are monitored frequently, ensuring individuals are exercising social distancing.	
Handling Items, Materials - Employees occupying work vehicles at the same time or shared use of common vehicles/plant or equipment.	All staff How? Inability to maintain social distancing or coming into contact with contaminated surfaces may lead to contraction of the Covid-19 virus.	**All Items To Be Cleaned Regularly** Any goods or items entering the site will be cleaned using appropriate cleaning products. All commonly used equipment such as printers, copiers will be cleaned on a frequent basis. **Non-Essential Deliveries Not Permitted** Non-business deliveries to workplace will be discouraged - such as personal items being delivered to work. **Staff use own individual Equipment** Equipment use reduced. Staff have own printers/ stationary & where safe to do so where it does not present other risks to avoid the risk of contamination.	**Good Hand Washing/Hygiene Procedures Observed Before and After Use** All employees to wash hands for 20 seconds with soap and water or use sanitiser, before and after handling any equipment or materials or before and after using any work vehicles. **Non-essential Travel Prevented** Journeys will not be made where at all possible and work carried out remotely.	2 x 5 **10** Medium
Managing Customers, Visitors and Contractors Coming To Site. - Tradespeople, couriers, deliveries, contractors and other visitors such as customers attending site for work purposes.	All staff, Contractors Visitors How? Transmission of Covid-19 between visitors to site and employees.	**Access To Welfare Facilities Controlled** Access to welfare facilities is strictly controlled with increased cleaning carried out and use monitored. **All Visitors To Site To Be Pre-Arranged And Times Staggered** Non-essential visitors/contractors /customers to be requested or permitted on site. No unauthorised visitors to be permitted on site- they will be turned away until correct arrangements made. Visitors to be allocated specific time slots and staggered to reduce the number of people on site.		2 x 5 **10** Medium

Documentation Issued Electronically Where Possible

To reduce the need to exchange paperwork and other documents, the information will be exchanged electronically instead where at all possible.

Good Hand Washing/Hygiene Procedures Observed By Employees

Employees to wash hands for 20 seconds with soap and water regularly and have access to sanitsier where this is not possible- before and after any interaction with others.

Increased Cleaning Regime In Place For Touch Points And Interfaces.

Increased cleaning of areas where there are interactions with others not from the workplace will be carried out. This includes waiting areas, handles, handrails, counter tops.

Information Communicated To Visitors

Prior communication issued to expected visitors to site through phone, email or website.

Information signs displayed at visitor arrival areas to make procedures clear.
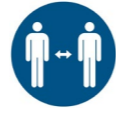
Managed Entry

The number of people permitted inside the premises will be restricted to allow effective social distancing.

There will be the use of effective queue management outside the premises where necessary,

The entrance/ exit points for contractors/ visitors etc will be away from employee areas where possible to minimise contact with other people.

Protective Interface Established

Use of markings, signage and potential use of screens (existing or temporary plexi-glass) to provide a barrier between a visitor to site and employee.

Remote Communication Encouraged

Where possible remote communication with visitors, customers and contractors will be used rather than attendance on site.

Revised Pick Up and Drop Off Procedures

Designated areas for non-contact deliveries will be in place with clear instructions for couriers. Buzzer is rung and instructions given where to leave parcels.

Revised delivery / collection methods to reduce the number of visitors to the site such as bulk drop-offs and pick-ups to reduce frequency of visitors.

Limited people to carry out the collection of deliveries.

Sanitiser Available At Visitor Interfaces.

Sanitiser available at locations where contractors / visitors will present to employees.

Supervision On Site

Where contractor tasks are required to be supervised- social distancing will be maintained. The host person on site will be aware of their responsibilities to support social distancing and informing the contractor of their requirements.

Visitor Records Maintained

Records of those who have attended site to be maintained where possible.

If requiring people to sign in - pens will not be provided to reduce the need to share equipment.

Touchscreen sign-in systems will be disabled where possible - if not possible then cleaning and sanitising product will be located adjacent to the device.

		Waiting Area For Visitors / Contractors Well Managed		
		Any waiting area for people on site will allow for adequate social distancing in the seating arrangements. Use of signs and markers and announcements to remind any visitors of the requirements. Entry to waiting area restricted if the number of people will restrict the ability to socially distance. People may be turned away until a more suitable time is available where social distancing can be managed.		
Meetings People coming together in close proximity to attend meetings.	All staff, Contractors Visitors How? Increased risk of transmission of Covid 19	**Meetings Carried Out Remotely Where Possible** Where possible meetings will be carried out remotely to avoid the need for people to come together. **No Sharing Of Equipment Permitted** No items are to be shared at any time during the meetings such as pens, computers etc. **Social Distancing To Be Maintained** All participants to be reminded prior to meeting of the need to adhere to social distancing at all times. Desks and chairs will be arranged to support social distancing or meeting will be held stood up. Signs and markings to be used in regular meeting spaces to indicate 2m distances.	**Meetings To Be Held In Well Ventilated Locations** Meeting to be held outside where possible. If not then meetings will be held in well-ventilated rooms where windows or doors can be open or use of extractor fans to support ventilation. **Sanitiser To Be Provided** As well as handwashing before and after the meeting, hand sanitiser will be provided for use for meeting participants.	2 x 5 **10** Medium

Further control measures

None required

Operating procedures

In the context of COVID-19 this means working through these steps in order:
In every workplace, increasing the frequency of handwashing and surface cleaning.
Businesses and workplaces should make every reasonable effort to enable working from home as a first option.
Where working from home is not possible, workplaces should make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible).
Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate and if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.
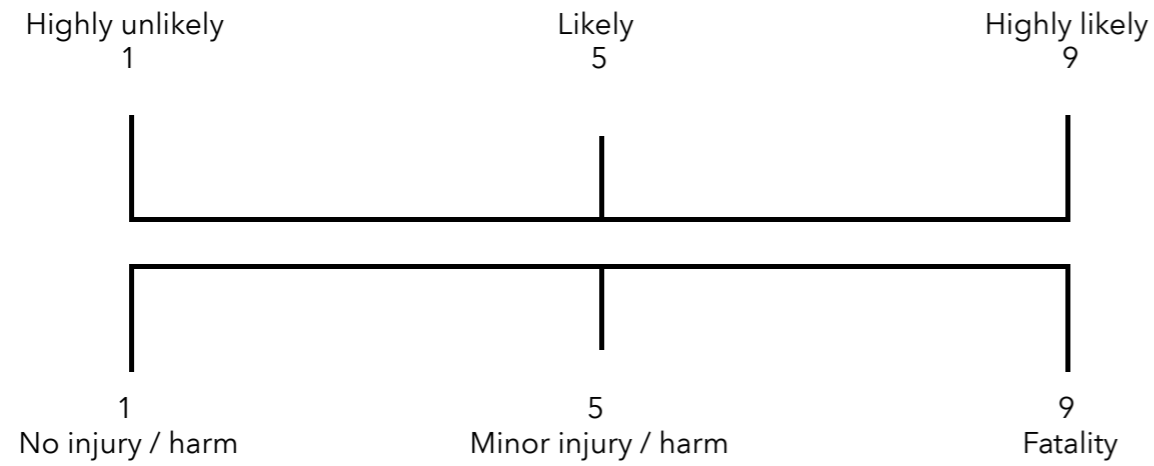
Further mitigating actions include:
• Increasing the frequency of hand washing and surface cleaning.
• Keeping the activity time involved as short as possible.
• Using screens or barriers to separate people from each other.
• Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
• Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).
• Finally, if people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead.
• No one is obliged to work in an unsafe work environment.

Taken From: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19

Risk rating explanation

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to established the risk rating.

Highly unlikely   Likely   Highly likely
1   5   9

1   5   9
No injury / harm   Minor injury / harm   Fatality

Probability									
9	18	27	36	45	54	63	72	81
8	16	24	32	40	48	56	64	72
7	14	21	28	35	42	49	56	63
6	12	18	24	30	36	42	48	54
5	10	15	20	25	30	35	40	45
4	8	12	16	20	24	28	32	36
3	6	9	12	15	18	21	24	27
2	4	6	8	10	12	14	16	18
1	2	3	4	5	6	7	8	9

Severity

What do your risk ratings mean?

- Risk is categorised as LOW: Look to reduce risk if practicable
- Risk has been categorised as MEDIUM: Begin to plan your action to reduce the risk immediately
- Risk has been categorised as HIGH: Immediate action required to reduce the risk

Assessor's signature: Chandrani Rakshit-Leigh

Approved by signature: Sue Miller