



COVID19 RISK ASSESSMENT

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POSITION: CENTRAL SERVICES MANAGER

DATE: 22<sup>nd</sup> JULY 2020

What are the hazards?	Who might be harmed?	How might harm occur?
Spread of Covid-19 Coronavirus C-19	Staff; Customers; Visitors to the premises Cleaners; Contractors; Drivers Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions. Anyone else who physically comes in contact with the ACT Centre or services run by ACT	Inhalation of airborne viral particles through proximity to someone with Coronavirus symptoms

Controls Required	Additional Controls	Checked by	Date
<p><b><u>Social Distancing Measures (Staff and Volunteers)</u></b></p> <p>ACT is taking steps to review work schedules, business patterns and ways of working for all roles throughout the business. We aim to reduce number of workers on site at any one time, including staff working from home where possible.</p> <p>Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by Government</p> <p><i>The government recommends that you keep two metres away from people as a precaution or one metre when you can mitigate the risk</i></p> <p>Social distancing reminders to all ACT staff and volunteers will be displayed in all staff areas.</p> <p>All employees to be reminded on a daily basis through a briefing of the importance of social distancing both in the workplace and outside of it.</p> <p>Social distancing also to be adhered to in staff areas.</p> <p>Staggered arrivals/breaks/departures of employees/volunteers to maintain social distancing</p> <p>Alcohol based hand gel will be available to all team members.</p> <p>Visors or masks will be worn by all staff and volunteers.</p> <p><b><u>Social Distancing Measures (Customers)</u></b></p> <p>Covid19 Secure (Government) 2020 poster will be displayed</p> <p>Advice about the measures adopted to encourage social distancing will be provided</p>	<p>Encourage staff to report any problems</p> <p>To help reduce the spread of coronavirus (COVID- 19) reminding everyone of the public health advice –  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a>  <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p> <p>Posters, leaflets and other materials are available for display.  <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</a></p> <p>Employees reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Front of house café staff and kitchen staff will operate in separate areas of the kitchen with a designated collection point for food and crockery</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Conference calls to be used instead of face to face meetings.</p>	<p><b>Central Services Manager</b></p>	



**Measures in place to ensure social distancing outside the building**

Weekly meeting - Friday 2.30 after lunch service

Reconfigured outdoor seating to maintain social distance and support table service

Outside tables and chairs are provided which are two metres apart for customers who would like to eat their ice cream or cake outside the café once they have purchased this. These tables are cleaned by staff once customers have left and monitored by front of house staff.

A cake and ice cream area has been set up in the café area which has a table placed strategically to the outside so that goods can be placed on the table for customers to collect items themselves, without the need for food to be directly handed to them by staff.

Delivery drivers and volunteers collecting meals for delivery will use back door to café as a food collection area

<p><b><u>Hand Washing</u></b>  Hand washing facilities with soap and water in place.  Disposable paper towels or electric hand dryer to be used for hand washing  Stringent hand washing taking place.</p> <p>Gel sanitisers in multiple areas throughout the front and back of house areas.</p> <p><b><u>Ventilation</u></b>  Doors and windows in café and hall to be open as much as possible to allow for good ventilation.</p> <p><b><u>Cleaning</u></b>  Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as counters, switches, door handles, chip and pin machines, kitchen work tops, tables, toilet doors, toilet flush handles, keyboards, any phones in use (team phones must be shut away during working time), delivery tablets, tills, all contact surfaces and kitchen utensils.</p> <p>Cleaning all tables and chairs with once customers have left and before next customer is allowed to come and sit at the table.</p> <p>Using appropriate cleaning products and methods following the ACT C-19 cleaning schedule.</p> <p>All crockery and glassware will be washed at the compliant temperatures.</p>	<p>See hand washing guidance.  <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p> <p>Staff encouraged to protect the skin by applying emollient cream regularly <a href="https://www.nhs.uk/conditions/emollients/">https://www.nhs.uk/conditions/emollients/</a></p> <p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p>		
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To minimise the risk of transmission of COVID-19 all ACT employees are required to wear a mask or visor.

Staff to be reminded that wearing of gloves is not a substitute for good hand washing.

Team Members will be reminded of the importance of:  
Continuing to work to the 2m social distancing guidelines  
Washing hands before putting on the visor/mask  
Storing the visor in a clean environment  
Changing the mask as soon as it begins to get damp  
Washing hands after removing the mask

**Face Protection - Protective Visors**

These provide a physical barrier over the users face.  
As with the use of face masks, wearing a protective visor is ACT policy.  
The cleaning of the visor should be carried at the beginning and end of every shift and at regular intervals thereafter to maintain visibility and cleanliness.  
Cleaning should be carried out using a sanitiser spray and blue paper

<p><b><u>PPE</u></b> Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</p> <p><b><u>Symptoms of Covid-19</u></b> If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p><b><u>Toilets</u></b></p> <ul style="list-style-type: none"> <li>• Minimise the areas of the building that are currently used. One toilet will be used for upstairs and one downstairs to be cleaned.</li> <li>• Toilets empty of all unnecessary items. Hygienic wipes will be provided to wipe down toilet seat, handbasin and door handles.</li> <li>• Disposable paper towels or electric hand dryer to be used for hand washing</li> <li>• Visible cleaning schedule</li> </ul>	<p>ACT has implemented it's own policy on the use of masks and/or visors for the safety of its employees, guests and visitors.</p> <p>Sickness record to be documented.</p> <p>RAs part of the Test &amp; Trace initiative all customers, contractors and visitors are required to confirm their details on arrival at ACT. This will be stored in line with GDPR</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p> <p>Signage displaying good hand washing hygiene advice</p>		
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<p><b><u>Room Hire</u></b></p> <p>Users of rooms (external and internal) must read this risk assessment and sign an agreement to adopt the measures contained with it.</p> <p>Users of ACT's facilities have responsibility for managing risks arising from their activities when they have control of rooms or areas of the building</p> <p>Names and telephone numbers of participants in meetings and/or activities must be provided to Reception on arrival or each booking</p> <p><b><u>Volunteer car Scheme</u></b></p> <p>Volunteer drivers to be advised to wear face masks and insist these are worn by their passengers</p> <p><b><u>Mental Health</u></b></p> <p>Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference - <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a></p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures and social distancing measures are being followed and recorded.</p> <p>Display of Risk Assessment on ACT website</p>	<p>Central Services Manager to be provided with a risk assessment attached to standard booking form prior to confirmation of booking</p> <p>Passenger to sit in rear of car and as many windows open as possible to provide maximum ventilation</p>		
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