

Risk Assessment	COVID-19 Risk Assessment		
Department	Estates Properties, Facilities & Services		
Issue Date:	February 2021	Issued BY	John Faulkner, Director of Operations
Last Amended Date:		Review Date:	

The aim of this risk assessment is to consider how we can manage hazards at work and reduce the risk to the health and safety of those who could be affected, to as low a level as reasonably practical.

Each Line Manager should use this generic risk assessment and follow the control measures within it to ensure that we minimise the risk of transmission of COVID-19.

Note that where “employees” are stated this includes members of employees, temporary workers and contractors.

Where a measure is not applicable to you or your team you can ignore it. If you decide that you need to apply any additional control measures, you may do so, subject to the normal authorisation process.

The findings of the risk assessment should be communicated to employees and any necessary training and instruction provided as appropriate.

We will review this risk assessment annually or sooner according to any new Government guidance which is published. We may also review it sooner following changes such as increased cases, an outbreak or other operational changes.

Index of Hazards

No.	Hazard
1.	General
2.	Cleaning and hygiene
3.	Access into Accommodation
4.	Caring for employees at work
5.	Coming to and leaving work
6.	Work breaks
7.	Caring for young people in the housing project
8.	Young people who are vulnerable or extremely vulnerable
9.	Young people with COVID-19 symptoms or a confirmed case and are self-isolating
10.	Personal protective equipment
11.	Deliveries or collections

KEY

E	Employee
C	Contractor
O	Other
Y	Young person

No	Hazards	At Risk				Generic Controls
		E	C	O	Y	
1.	General	✓	✓	✓	✓	<p>Employees and young people are made aware of COVID-19 control measures in the form of:</p> <ul style="list-style-type: none"> • Signage around the sites regarding our 4 key messages – social distancing, frequent handwashing, wearing a face covering and communicating if you don't feel well. • Q&As for employees and young people • COVID-19 policy (employees only) • This is supported by regular reminders especially to new young people and repeated as and when necessary to maintain their awareness of COVID-19. • Practice social distancing at all times; 2 metres where possible or a minimum of 1 metre with additional measures eg. face coverings. In addition, one-way systems in place (Fitness Centre, Harringay Club and Tarling Road only). • If anyone does not adhere to the measures contained in this risk assessment, appropriate action may be taken eg. asking a member to leave the Fitness Centre.
2.	Cleaning and hygiene – handwashing, cleaning, sanitation facilities and toilets	✓	✓	✓	✓	<ul style="list-style-type: none"> • There is adequate hand sanitiser and soap available and paper hand towel for drying hands. • Hands are washed/hand sanitiser is used frequently to avoid cross contamination. • Hands are to be washed for at least 20 seconds each time. • Hands are washed before putting the face covering on and after removing it. • Everyone knows to avoid touching their face and to cough or sneeze into a tissue that is binned safely or into their elbow crease if a tissue is not available (paper hand towels are provided in each building to assist). • People bring in their own water/drink bottles. • Members in the gym do not use taps to fill water bottles; they should be filled from water fountains only.

No	Hazards	At Risk				Generic Controls
		E	C	O	Y	
						<ul style="list-style-type: none"> • After a known or suspected case of COVID-19 then specific guidance from the government on cleaning is considered and actioned appropriately. • Professional cleaners are retained to clean all surfaces on all sites frequently with products which are effective against the cold and flu viruses eg. any surfaces touched regularly such as doors, balustrades, handrails, telephones, shared PCs, lift controls, chairs, table surfaces, crockery, kitchen utensils etc. Cleaning takes place daily in all sites except offices which are cleaned on weekdays only. • Employees, young people and members should take care to clean surfaces before and after use including shared workstations, telephones and gym equipment. Surface wipes are provided in the gym for members and cleaning materials are provided throughout our sites. • Windows are kept open for ventilation wherever possible. • Professional Anti-Bac fogging is carried out regularly in all areas on all sites with the exception of young people' bedrooms. <p>Procedures for goods entering the site:</p> <ul style="list-style-type: none"> • No non-business deliveries are allowed. • All goods received eg. cleaning chemicals are delivered to reception and placed in the relevant delivery zone until they are collected by employees or young people. • Wrapping from packages is disposed of immediately. • Wash hands before and after handling the package. • The items unpacked are wiped down using anti-bac if they are to be used within 72 hours. <p>Enhanced cleaning of Fitness Centre showers, lockers and changing rooms:</p> <ul style="list-style-type: none"> • Cleaning is done daily by the cleaners, by wiping down the surfaces with Anti-Bac wipes. • Lockers are cleaned every 3 hours.

No	Hazards	At Risk				Generic Controls
		E	C	O	Y	
						<ul style="list-style-type: none"> Showers are open for use for restricted hours only; 6am to 12 noon daily (people are encouraged to shower at home)
3.	Accessing our buildings	✓	✓	✓	✓	<ul style="list-style-type: none"> NHS Test and Trace QR code is displayed in the entrance (Fitness Centre, Harringay Club and Tarling Road). Contractors permitted onto the site must log in/sign in at reception and have their temperature taken by reception employees or by the hosting employee (as relevant). If the results are red, then no entry is allowed. There is no temperature check for those under 16 years of age. All external agencies are contacted by employees or young people either by telephone or electronically eg. assessments made by Zoom or telephone. Telephone and/or PC (where relevant) use is made available for young people and it is sanitised after use. As much communication as possible to be done by phone or email. Employees, members and young people to bring as few items into the buildings with them as possible.
4.	Caring for employees at work	✓	✓	✓	✓	<ul style="list-style-type: none"> In communal areas, everyone must wear a face covering, unless you are exempt. In non-communal areas, employees are supported to wear face coverings if they wish, particularly if social distancing is difficult to maintain. Protection screens are installed in customer facing areas, wherever practicable. A maximum number of people are stipulated for each communal area at any one time and marked on the door (up to a maximum of 120 people in the Fitness Centre or 27 in a class). Employees, including those who are vulnerable or clinically vulnerable, should work from home where possible. Employees who are vulnerable or clinically vulnerable should only work from home if Government advises against coming to work.

No	Hazards	At Risk				Generic Controls
		E	C	O	Y	
						<ul style="list-style-type: none"> No external meetings are allowed without the Director's approval, wherever possible meetings should be held by videoconferencing or phone call. Employees do not attend another site without a director's approval. Employees shift rotas are planned to avoid any unnecessary contact. This includes: - <ul style="list-style-type: none"> Employee teams are consistent, working with same employee groups and young people. 12-hour shifts are in place wherever possible. Employees log in each day via PC or mobile and a record of all employee contacts (if practical) and shift patterns are maintained for 21 days to assist the NHS Test and Trace in case data is needed. First aiders should try to assist from a safe distance from the casualty as much as possible and minimise time spent in close contact. The casualty should be asked to treat themselves with first aider's guidance as far as possible. The HR Business Partner is a Mental Health First Aider who listens and if needed points the employee in the direction. The confidential counselling helpline is available for employees to use if they wish. There is a focus on mental health/well-being in cascades and ad-hoc emails to employees. There is guidance and reminder notices available for employees to review. Air conditioning is only operated when used in accordance with Government guidance, including the correct maintenance of the system and the way it is operated.
5.	Coming to and leaving work	✓	✓	✓	✓	<ul style="list-style-type: none"> Employees avoid using public transport to travel into and from work wherever possible and if necessary, follow all Government guidance regarding this. If employees have to use public transport, they must take care to practice social distancing and a wear face covering and use hand sanitiser where provided. No physical greetings are permitted. Employees take care to reduce crowding at entry and exit points.

No	Hazards	At Risk				Generic Controls
		E	C	O	Y	
						<ul style="list-style-type: none"> • Hand sanitisers are positioned at entry and exit points. • Clothes are laundered frequently.
7.	Caring for young people living in our accommodation	✓	✓	✓	✓	<ul style="list-style-type: none"> • No new young people experiencing symptoms may move in. • Resident visitors and guests are not permitted on site (depending on current Government guidance). • Key-working sessions, health & safety and welfare room checks are operational. Social distancing is encouraged; employees make the choice on whether to wear a face covering. • The Housing Manager updates the client list daily. • The Housing Manager regularly reviews client in high-risk categories. • Young people are encouraged to start and to stay in the same bubble (mixing with just one other household of any size). • Young people are provided with information about COVID-19. • In the case of a lockdown, no mixing with other households is permitted.
8.	Young people who are vulnerable or extremely vulnerable	✓	✓	✓	✓	<p>In addition to other relevant measures in this risk assessment, to:</p> <ul style="list-style-type: none"> • Practice strict respiratory eg. wearing face coverings and using a tissue when coughing, and hand hygiene. • Practice strict social distancing. • Keep social interactions as low as possible. • In the case of a lockdown, no mixing with other households is permitted.
9.	Young people with COVID-19 symptoms or confirmed cases	✓	✓	✓	✓	<p>To minimize the risk of transmission, these young people are provided detailed guidance regarding:</p> <ul style="list-style-type: none"> • Meal delivery • Rubbish disposal

No	Hazards	At Risk				Generic Controls
		E	C	O	Y	
	who are self-isolating					<ul style="list-style-type: none"> Laundry <p>We have redacted full details to protect the privacy of the young people. Full details are available upon request to interested parties.</p>
10.	Personal protective equipment (PPE) use	✓	✓	✓	✓	<p>PPE is only needed in certain circumstances:</p> <ul style="list-style-type: none"> When providing care to a young person whose care routine already involves the use of PPE When providing care to someone displaying symptoms or who has tested positive and close contact cannot be avoided. When spending a prolonged time (greater than 15 minutes) at closer than 2 metres distance from someone displaying symptoms or who has had a positive test. The latter 2 cases, PPE is to include fluid-resistant surgical mask, single use disposable apron, single use disposable gloves and if appropriate following a risk assessment, eye or face protection. Employees are trained on how to put on and take off the PPE to avoid self-contamination.
11.	Deliveries or collections	✓	✓	✓	✓	<ul style="list-style-type: none"> Employees understand the agreed protocol for collecting and distributing goods and supplies. Minimal employees are used for loading or unloading when safe to do so, and preferably a mechanical lifting operation is used. Electronic paperwork is used where available to minimise exchange of paper copies eg. delivery notes and receipt confirmations. Delivery/collection employees are encouraged to stay in their vehicles to not compromise employee safety and existing safe working practice. Employees know to take particular care to social distance at entrances, receptions, exits, loading bays. Contactless payment is used where possible.