

Coronavirus Risk Assessment for Community Centres, Ditherington and Castlefields

Location/Dept: Ditherington and Castlefields Community Centres, Shrewsbury			Date Assessed: 21 December 2020			Assessed by: Mark Harris (STC) Kelvin Jones (Health and Safety Consultant, Ellis Whittam)						
Task/Activity: Provision of community centres.												
			Risk rating before implementing control measures			Risk rating after implementing control measures						
Activity/ Task	Hazard/Risk	Persons at Risk	Likelihood (1-5)	Severity (1-5)	Risk/Priority	Controls Measures in Place			Likelihood (1-5)	Severity (1-5)	Risk/Priority	Additional Control Measures Required

Working for STC	Contracting and spreading of coronavirus	Employees	5	5	25	<p>If anyone becomes unwell with any of the following: a new continuous cough, a high temperature, a loss of, or change in your normal sense of taste or smell in the workplace they will be sent home and advised to follow the Government guidance: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection. Posters are available in the workplace to publicise this.</p> <p>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 that they were recently in a Play Area, the STC management team will contact Public Health England Authority to discuss and agree a plan of action. Staff will be kept informed of any guidance received and action taken.</p> <p>Staff who are suspected to have coronavirus are to quarantine themselves in accordance with the Government guidance: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection. Current STC guidelines specific that staff will not be financially disadvantaged if this occurs.</p> <p>Staff who have returned from foreign travel to specific locations should quarantine themselves, even if they do not show any symptoms: https://www.gov.uk/foreign-travel-advice.</p>	2	5	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible: https://www.gov.uk/coronavirus/business-support.</p>
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					<p>Staff working in any location must frequently clean and disinfect objects and surfaces that are touched regularly. This includes cleaning the photocopier and printers after every use.</p> <p>Staff are NOT to use another person's desk without explicit prior permission and an agreement that it will be thoroughly cleaned after use.</p> <p>Staff must observe social distancing rules. Should a task require staff to work more closely together then they must have discussed this with their line manager in advance and have agreed levels of PPE.</p> <p>Staff should avoid face to face meetings with each other and the public unless absolutely necessary.</p> <p>All council meetings will be conducted virtually with staff and members wherever possible.</p> <p>Additional cleaning</p> <p>Ensure cleaning materials and disinfectants suitable to combat SARS-CoV-2, the virus that causes COVID-19.</p> <p>All multi-touch surfaces are cleaned daily (such as door handles, food preparation surfaces).</p> <p>Hand sanitiser and sanitiser wipes are provided for all building users and they are required to use them.</p>			
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						Multiuse surfaces to be cleaned before & after use. All soft furnishings removed from areas to be used.				
Working for STC	Getting or spreading coronavirus by not washing hands or not washing them adequately	Employees, Public	5	5	25	<p>Follow Government guidance on cleaning, hygiene and using hand sanitiser: https://www.hse.gov.uk/coronavirus/working-safely/cleaning.htm.</p> <p>Appropriate hand washing facilities are available in toilet areas. Hand sanitiser (with at least 60% alcohol) to be used if hand washing facilities are unavailable.</p> <p>A regular supply of gloves is also available. Staff to be reminded that wearing of gloves is not a substitute for good hand washing https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Regular checks to be scheduled and carried out by managers to ensure that the necessary procedures are being followed.</p>	2	5	10	
Using community centres	Contracting and spreading of coronavirus by not social distancing	Employees, Public	5	5	15	<p>One way system in place for moving around the building.</p> <p>Building marked out with 2 metre spacing.</p> <p>Two people only in kitchen, and masks and gloves must be worn at all times in this area.</p> <p>One person only in toilets at any one time, hands to be washed and then sanitised again once returning to main building.</p>	2	5	10	

Risk/Priority Indicator Key

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so

Review Record

Date of Review	Confirmed by	Comments

I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes.

Employee Name (Print)	Employee Signature	Date