

Re-opening Risk Assessment	Following closure for COVID-19 from 23 rd March 2020		
Assessment carried out by (name/role)	Mike Gough Operations Director		
Date of assessment	14.10.2020 (Version 4)	Date of next review	14.11.2020

Hazard identified	<p>The spread of Covid-19 coronavirus</p> <ul style="list-style-type: none"> • For the avoidance of doubt “Symptoms” includes any or all of the following • Fever (temperature above 37.8c) or chills • Cough • Shortness of breath or difficulty breathing • Fatigue • Muscle or body aches • Headache • New loss of taste or smell <p>“Shielding” or “Critically vulnerable” refers to persons that are elderly, clinically obese or with other pre-existing medical conditions.</p>
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<ul style="list-style-type: none"> • Staff • Guests • Suppliers • Visitors • Contractors • Other users <p>Risk of contracting Covid-19 and risk of transmission to others</p> <p>Heightened risk for those in vulnerable groups (clinically vulnerable or extremely clinically vulnerable)</p>	<p>Minimising contact with individuals who have coronavirus symptoms (or have someone in their household who does)</p>	<ul style="list-style-type: none"> • Staff given instruction on what to do if they or someone in their household experiences symptoms. They will be sent home and instructed to self-isolate for 14 days. They can attend work in that time only if they test negative. • Staff given instruction on what to do if a guest or visitor shows any symptoms on site. • Anyone coming on site informed that they must not enter the premises if they are displaying any symptoms. • Staff will be encouraged to get tested if they display symptoms of coronavirus. • If a member of staff tests positive, anyone they have come into close contact with will be required to self-isolate for 10 days (unless they have tested negative) 	<ul style="list-style-type: none"> • Anyone not adhering to these guidelines will face a disciplinary process. 	<p>Their Head of Department</p>	<p>Ongoing</p>	
	<p><u>Shielded adults:</u></p> <p>Ensuring that shielded (i.e. extremely</p>	<ul style="list-style-type: none"> • Staff who are shielding are not expected to attend site and will be given tasks to carry out remotely. • Seek further information from staff 	<ul style="list-style-type: none"> • Effective communication between staff, clients and management to ensure that no shielding adults are attending. 	<p>Manager to communicate</p> <p>All staff to take</p>	<p>Ongoing</p>	

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	clinically vulnerable) adults are not allowed on site.			responsibility for their own health.		
	<p><u>Clinically vulnerable adults:</u></p> <p>All entrants to the site are asked and expected to follow medical advice if they are in this category.</p> <p>Lane End will support clinically vulnerable staff to stay at home where possible, otherwise the safest available</p>	<p>Anyone attending site should only do so if they are not clinically vulnerable.</p> <ul style="list-style-type: none"> All staff are only to attend site if they are not clinically vulnerable and by attending, we must assume that they are not shielding. Clinically vulnerable staff will be given tasks to carry out remotely if they are unable to attend site. Individual risk assessments will be conducted on an 'as required' basis. 	<ul style="list-style-type: none"> Manager to intervene if they feel a clinically vulnerable staff member is present on site 	<p>Manager to communicate</p> <p>All clients and staff to take responsibility for their own health</p>	Ongoing	

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	on-site role will be offered following a discussion of risk.					
	<p><u>Anyone living with a shielded person:</u></p> <p>A person who is living with someone who is shielding (i.e. extremely clinically vulnerable) will only attend site if stringent social distancing can be adhered to.</p>	<ul style="list-style-type: none"> Staff and clients who have a family member at home who is shielding or is extremely clinically vulnerable must only attend if they are always able to adhere to a strict 1m+ distancing. Individual risk assessments conducted on an 'as required' basis. 	<ul style="list-style-type: none"> Site to be prepared to aid the promotion of social distancing with soft furnishings and difficult to clean resources removed inside and out. Flooring to be marked out to aid social distancing before entrance of the buildings 	Manager and all staff members	Ongoing	
	<u>Hygiene measures</u>	<ul style="list-style-type: none"> All staff attending site MUST wash hands on arrival, before and after eating, after sneezing /coughing and at any other time that they feel they may have a potentially greater risk of 		All staff	Ongoing	

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	<p>Increased frequency of hand washing for 20 seconds with soap and water (or alcohol hand rub / sanitiser where there is reduced access to handwashing facilities)</p> <p>Promoting good respiratory hygiene ('catch it, bin it, kill it' approach)</p>	<p>virus having been transferred to their hands.</p> <ul style="list-style-type: none"> • All staff attending site MUST be temperature checked by their manager twice – once on arrival and once after 4 hours. Managers are trained in what to do if temperature reading is too high. • Provision of hand soap and disposable paper towels is in place in the toilets and outside and sanitiser is available across the site. Supplies will be checked regularly, but if anyone thinks it is running low between checks, then they should arrange replenishment or speak to management. • Regular reminders about hand washing and social distancing should be given to staff and in addition posters will be placed in strategic and prominent positions. • Break times and meal times must be strictly staggered to ensure not more than 4 people are in the staff room at any one time. Alternative 				

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		<p>arrangements will be made on a daily basis.</p> <ul style="list-style-type: none"> • Staff MUST wipe down any surfaces touched after use. 				
	Enhanced cleaning	<ul style="list-style-type: none"> • Enhanced cleaning protocols are in place. These include: <ul style="list-style-type: none"> ○ Thorough cleaning of public areas and toilet areas regularly throughout the day ○ Cleaning of frequently touched surfaces often during the day. ○ Bins for tissues emptied regularly during the day. ○ Cleaning of any equipment between use. ○ Floors mopped regularly ○ Carpets cleaned regularly ○ Staff dining area cleaned after each use. • Additional protocols, including provision of PPE, will be followed for cleaning any area where a person with 	All cleaning will need to be undertaken by housekeeping staff and checked by a manager	Staff	Ongoing	

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		<p>possible or confirmed coronavirus has spent time.</p> <ul style="list-style-type: none"> Regular checks on cleaning and on cleaning sheets are carried out by a member of senior staff on site each day. 				
	Maximising ventilation	<ul style="list-style-type: none"> Windows to be opened and doors propped open where safe to do so to encourage natural ventilation (bearing in mind fire safety and safeguarding considerations). 	<ul style="list-style-type: none"> Clients will access the outside area as much as possible 	All staff	Ongoing	
	Minimising the risk of catching the virus on our site.	<p>The following practices have been put in place:</p> <ul style="list-style-type: none"> Protocol is that face-to-face contact between staff and between staff and clients/visitors cannot be avoided all the time. Where it has to happen strict adherence to social distancing guidelines is mandatory. Ideally ALL visitors attending site should be temperature checked on arrival. However, some clients may be sensitive to this so we will review this plan frequently to assess both the impact of insisting on testing and the 	Consider asking delegates and/or trainers to self-assess and temperature check their own groups.	Manager All staff	Ongoing	

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		<p>actual benefit that it will produce. Managers are trained in what to do if temperature reading is too high.</p> <ul style="list-style-type: none"> • Any face-to-face meetings on site observe the 1metre+ distancing rule. • Staggered start/finish, break/lunch as detailed in the plan. • Reduced maximum capacities in all areas including meeting rooms, public spaces and bar areas in line with Government social distancing guidelines. • Floor markings in reception and, if more than one group is in one area, the public areas to visually aid social distancing. • Limited numbers using toilet facilities at one time. Signs saying if in use, please come back later. • Introduction of mobile check in protocols that minimise contact as per the plan. • Limited use of shared resources and prevention of sharing stationery and other equipment where possible. 				

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		<ul style="list-style-type: none"> • Visitor protocol to be always observed, including hand washing or provision of sanitiser on arrival. • Contractor visits are scheduled outside peak hours where possible. • Provision of additional support to staff & clients as necessary to follow these measures. • Emergency evacuation procedures reviewed and adapted to ensure compliance with social distancing rules. This currently means keeping 2m apart on exiting via the usual exits and lining up in the usual places 2m apart. Staff will need to oversee this if it is necessary to evacuate. • Note that in the event of a FIRE – the danger from the fire supersedes the danger from the virus 				
	<u>Catering</u>	<p>Specific Catering Measures</p> <ul style="list-style-type: none"> • Catering Provision measures for clients include 		Martin	Ongoing	

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		<p>Adopt safer catering practices, in line with UK Government guidance on catering-related COVID-19 safety.</p> <ul style="list-style-type: none"> A. Ensure hand-washing facilities or hand-sanitising stations are readily accessible B. Preferred - No communal food preparation, storage areas or serving, e.g. buffets or platters for more than one group C. A pre-order system for food where possible - Use single-serving, pre-packaged food D. Follow the plan for the use and cleaning of shared appliances such as drinks dispensers E. Maintain required social distancing when queuing for food and drinks F. Stagger meal and break times to avoid congestion in eating areas G. Use a one-way system for navigating the eating areas if possible 				

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		<ul style="list-style-type: none"> H. Keep catering staff separate from other staff wherever possible I. Use screens to separate catering from other clients and staff J. Remind catering staff to follow the handwashing procedure, even when handling pre-packaged food K. Making environmentally friendly choices wherever possible <p>Provide clear guidance for clients and staff who choose to bring their own food and drinks onto the premises.</p> <p>Ensure eating areas are set out to facilitate the required social distancing and are disinfected between use.</p> <p>Take care in managing and disposing of food (or other) waste in catering and eating</p>				

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	<p><u>PPE</u></p> <p>Normal supply of (non-coronavirus related) PPE will be maintained.</p> <p>Regardless of Government guidance face masks must be worn at work</p>	<ul style="list-style-type: none"> • A supply of face masks, gloves, aprons and eye protection will be maintained for use as necessary in personal care situations where contact is required, e.g. intimate care needs, provision of first aid or if a member of staff or a client becomes unwell with symptoms of coronavirus at Lane End and requires personal care until they return home. • Daily face masks and gloves will be supplied to staff. • Clients must use face masks and will need to supply this themselves. 		Mike	Ongoing	
	Minimising the risk of spreading the virus after visiting our site.	<ul style="list-style-type: none"> • All visitors arriving on site must report to reception to provide details for track and trace. • Following any report of a positive test by someone having attended site in the previous 14 days a clear protocol has been established to ensure all persons (staff, clients, suppliers & contractors) having close contact with that person will be informed and advised to self-isolate for 14 days and 		<p>Manager</p> <p>All staff</p>	Ongoing	

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		to get tested if showing any symptoms.				
	Social distancing in reception and admin offices	<ul style="list-style-type: none"> Reception staff instructed on how to deal with deliveries safely. 		Managers	Ongoing	
	Travel to work	<ul style="list-style-type: none"> Staff will not car share in order to minimise risk of spreading virus 		Managers	Ongoing	
	Monitoring	<ul style="list-style-type: none"> Management checks to be undertaken each day on the control measures in place and report back to management team. Staff encouraged to report any breaches of health and safety protocol they have witnessed to management team. 		Managers	Daily	

Hazard identified		The additional workload and stress/anxiety brought about by the Covid-19 coronavirus				
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<ul style="list-style-type: none"> • Staff • Guests • Suppliers • Visitors • Contractors • Other users <p>Additional work pressures relating to operating under coronavirus restrictions resulting in stress reaction or anxiety</p>	Ensure sufficient rest breaks	<ul style="list-style-type: none"> • Revised time-tabling to build in identified breaks during the day for those staff working on site. • Staff encouraged to take breaks outdoors where practical, maintaining social distancing. 		<p>Manager</p> <p>All staff</p>	Ongoing	
	Regular contact with all staff by Manager	Managers to speak at least weekly (observing social distancing) to all staff working on site to identify any concerns they may have and to enquire after their wellbeing.		Manager/Deputy	Weekly	
	Provision of Employee Assistance Programme / Signposting support	<ul style="list-style-type: none"> • Centre has signposted suggested sources of support to all staff. • Staff encouraged to come forward confidentially with 		Manager/Deputy	Ongoing	

		any concerns they have about workload or wellbeing.				
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