

## Covid – 19 Risk Assessment

Date of assessment: 5<sup>th</sup> May, 2020

Completed by: Jane Edwards, Centre Director

<b>Hazard</b>	<b>Who might be harmed</b>	<b>Controls in place</b>	<b>Additional controls</b>
<p>Spread of Covid- 19</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Customers</li> <li>• Any other individual who comes into contact with the building</li> </ul>	<p><b>General;</b></p> <ul style="list-style-type: none"> <li>• Full work place guidelines issued for all staff to adhere to covering safe working practices, personal hygiene, cleaning and disinfecting practises</li> <li>• Full training for staff on new Covid safe procedures</li> <li>• Hands washed every 30 minutes</li> <li>• Daily staff temperature checks</li> <li>• Working hours structured to allow staff to avoid busy travel periods</li> <li>• Hand sanitiser available to staff and customers</li> <li>• Gloves available for staff use if required. Staff instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</li> <li>• Cleaning products available to staff to clean down work stations and areas of contact</li> <li>• Full cleaning schedule and records in place</li> <li>• 2 meter distance markings for customers to follow</li> <li>• Designated staff and customer toilets with regular cleaning.</li> <li>• Glass entrance doors held open to avoid contact</li> </ul>	<ul style="list-style-type: none"> <li>• Parking has been made available for staff members to drive and avoid public transport</li> <li>• Rigorous checks will be carried out by centre management to ensure that the necessary procedures are being followed.</li> <li>• Centre management will offer support to staff who are affected by Coronavirus or has a family member affected.</li> </ul>

- Centre management will maintain regular contact with staff members during this time observing social distancing measures or via email or telephone.
- Communicate with companies we have contact with, e.g. Royal Mail, to ensure safe operations
- Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help
- Limited access to the building, only for pre booked sessions and socially distant café use
- Zero tolerance policy in place
- If advised that a member of staff or public has developed Covid-19 and were recently on our 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.

**Post Office;**

- Post Office staff behind screens to serve customers
- Clear signage for queuing
- Post Office counter service where it is not possible for staff to be 2 metres apart; staff are working side by side and not facing each other, as per gov.uk guidance.
- Same staff team operating the Post Office
- Cleaning schedule of sanitising counters and card terminals

**The Sanctuary Café;**

- No admission to any customer displaying signs or symptoms of Covid-19.
- Café seating space is limited and set up for social distance. Customers have allocated seating.

		<ul style="list-style-type: none"> <li>• Each table and chair is fully wiped down after use.</li> <li>• No outside food or drink to be consumed within the building by customers to limit infection.</li> <li>• Regular cups/saucers/plates in use with safe handling measures in place. Hands washed/sanitised before pick up and dishwasher cleaning.</li> <li>• Cash less policy in operation and card terminals wiped after use</li> <li>• Screens to protect staff and customers</li> <li>• No napkins/cutlery available without asking to limit self-serve</li> </ul> <p><b>Hullabaloo;</b></p> <ul style="list-style-type: none"> <li>• No admission to any customer displaying signs or symptoms of Covid-19.</li> <li>• Pre bookings only</li> <li>• Capacity set within ventilation and BALPPA guidance</li> <li>• Allocated seating per booking</li> <li>• Controlled entry and exit</li> <li>• Hand sanitiser before entry and exit</li> <li>• One system with arrows in place in soft play</li> <li>• Parents encouraged to enter with children</li> <li>• Full anti-bacterial clean after each session, including tables chairs and any contact items</li> <li>• Full terms and conditions agreed plus waiver signed before entry into Hullabaloo.</li> <li>• Ball pit balls removed along with any other high contact surfaces</li> <li>• No admittance with no socks, adult or child</li> </ul>	
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Risk assessment updated on:

17<sup>th</sup> August, 2020

Staff member name:

Jane Edwards, Centre Director