**COVID-19 Risk Assessment for interior of Access Dorset Bridge Building Version 2**

**Date adopted: 22nd September 2020**

**Date to be reviewed: 18th October 2020**

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| **What are the hazards?** | **Who might be harmed** | **Controls Required** | **Additional Controls** |
| **Spread of Covid-19 Coronavirus** | • Staff  • Visitors to your premises  • Cleaners  • Contractors  • Drivers  • Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions  • Anyone else who physically comes in contact with us in relation to our business | **Hand Washing**  • Hand washing facilities with soap and water will be put in place.  • Stringent hand washing will take place by all staff and visitors.  • Hand washing guidance will be provided to staff and visitors.  • <https://www.nhs.uk/livewell/healthy-body/best-wayto-wash-your-hands/>  • Staff and visitors will be reminded to properly dry their hands  • Staff will be encouraged to protect their skin by applying emollient cream regularly  • [https://www.nhs.uk/conditio ns/emollients/](https://www.nhs.uk/conditio%20ns/emollients/)  • Gel sanitisers will be made available as you enter the building, at the kitchen counter, on the tables in the dining area, in the main hall and in the offices.  • Rented offices will supply their own gel sanitiser  **Track and Trace**   * A QR poster for the NHS Track and Trace facility will be on display at every entrance to the building and gardens. * A signing in folder will be placed at every entrance to the building asking for staff and visitor’s contact details, date and time of visit and time they leave the Bridge building   **Cleaning**  Objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area will be frequently cleaned and disinfected using appropriate cleaning products and methods.    **Social Distancing**  Social Distancing - the number of persons in any work area will be reduced to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency https://www.publichealth.hscni.net/n ews/covid-19-coronavirus https://www.gov.uk/government/pub lications/covid-19-guidance-on-socialdistancing-and-for-vulnerable-people  At work persons can pass within 1 metre of each other with risk mitigation, where it is not practicable to keep 2 meters apart.  Conference calls to be used instead of face to face meetings.  Management will ensure staff are taking sufficient rest breaks.  Where possible staff will work from home. Time in the office will be kept to a minimum and staff will be asked to book time in the office to ensure the 2 metre rule can be adhered to prior to attending the office.  All staff will have their own office equipment clearly labelled with their names. Sharing of office equipment, including computers, should be avoided where possible and where this is not possible staff should wash their hands before use and after use or use gel sanitiser.  **Wearing of Gloves**  Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely  **PPE**  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.  From 8th August 2020 users will be required by law to wear face coverings in community facilities  **Room hire**  When hiring out rooms to members of the public or other users they will be expected to adhere to the COVID-19 related conditions of their room hire.  We will provide a copy of Access Dorset’s Risk Assessment for use of the building at the point of hire.  However, it is the hirer’s responsibility when they hire space at the Bridge to have in place a risk assessment and procedure for keeping their visitors as safe from infection by Covid-19 as possible.  **Symptoms of Covid-19**  If anyone becomes unwell with a new continuous cough, a high temperature, loss of sense of taste and/or smell prior to attending the workplace they will need to speak to their line manager before attending work.  If anyone becomes unwell with a new continuous cough, a high temperature, loss of sense of taste and/or smell 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.  If advised that a member of staff has developed Covid-19 their work station and places they may have spent time at will be thoroughly cleaned. It is not necessary to clean corridors down which they may have walked.  **Drivers**  Persons should not share vehicles or cabs, where suitable distancing cannot be achieved. If documents or forms are being delivered to clients staff must ensure they remain safe. However, Royal Mail or courier services should be considered before deciding to hand deliver and documents should only be delivered where other services are not able to deliver in adequate time.  Where possible staff should leave paperwork at the door of the client, rather than handing it over to them.  • Knock on the door, then step back at least 2 metres and wait nearby for the client to collect it  • Phone ahead or give a delivery time to ensure they will be home  Drivers delivering paperwork may be bitten by dogs, finger injuries in letter boxes.  Access Dorset has a lone working policy in place.  **Mental Health**  Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference - https://www.mind.org.uk/information -support/coronavirus-and-yourwellbeing/ [www.hse.gov.uk/stress](http://www.hse.gov.uk/stress)  **Drinking Water**  When using the drinking water machine users will need to use hand sanitiser gel before and after using the water machine and wipe down any surfaces touched by them during its use  **Toilet Facilities**  The number of people that will be allowed into the toilet facilities at any one time will be restricted as they are small and cramped areas.  We will set out clear use and cleaning guidance for toilets to ensure they are kept clean and that social distancing is achieved as much as possible  Toilet facilities will be kept as well ventilated as reasonably possible.  A checking and cleaning schedule will be maintained by Access Dorset staff.  **Kitchen facilities**  The kitchen will remain closed to all staff, hirers and visitors.  **Dealing with the public**  Visitors will only be allowed to attend the premises by prearranged appointment. Floor marking will be placed in the reception areas or communal areas to keep persons 2 meters apart where possible. Where it is not possible to keep 2 metres apart persons will keep no less than 1 metre apart whilst also using other precautions. Perspex screens will be used where appropriate to protect employees meeting with clients or members.  Contactless payment methods will be strongly encouraged. We will avoid handling cash wherever possible.  **Maintenance of Equipment**  We will ensure that the equipment that we use in our charity is maintained safely. If the equipment becomes unsafe we will not use it. | 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 their hands.  Staff and visitors will also be 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. Tissues will be made available throughout the workplace.  Staff to be encouraged to report any problems and carry out skin checks as part of a skin surveillance programme https://www.hse.gov.uk/food/dermatitis.htm Ensure you display the Dermatitis poster at hand wash basins and throughout your premises <https://www.hse.gov.uk/skin/posters/skindermatitis.pdf>  Visitors and staff will be expected to scan the QR code to the NHS track and Trace app if they have it installed on their mobile phone. Staff will be encouraged but not required to install the app on work mobiles  All visitors and staff will be required to sign in when visiting the Bridge and provide the details requested on the signing in forms. The forms will be kept by Access Dorset for 21 days and then destroyed.  Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed. Extra cleaners or extended hours may be needed to help with the extra routine cleaning of surfaces and this will be decided on a weekly basis by the management team.  Staff will be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks will be made to ensure this is adhered to.  A one-way system will be put in place in the office spaces and communal areas. Perspex barriers will be used where and staff are within less than 2 metres from each other and/or members of the public and where this measure is practicable. Where this is not practicable the use of face shields and masks must be considered.  Non-essential meetings will not take place.  Staff will ensure the premises are as well ventilated as possible  Staff will be asked to plan their time in the office on a weekly basis so that time can be kept to a minimum and where possible time in the office should only be used for tasks that are not possible to undertake from home i.e. printing documents, banking, shopping etc.  Where office equipment and other items are unavoidably shared, such as printers, the office safe, key safe etc staff will be required to either wash their hands before and after use or to use gel sanitiser. Gel sanitiser will be provided near any office or building item which is commonly used by multiple people.  Staff to be reminded that wearing of gloves is not a substitute for good hand washing. Gloves should only be worn where absolutely essential, for example when working with person who has COVID-19 or items that have been in contacted with sick persons.  Safe removal of single use gloves: <https://www.hse.gov.uk/skin/posters/glovesingleuse.pdf>  Face coverings are not required to be worn by staff in the workplace, but where people choose to wear them we will support them.  On entering Access Dorset’s community facility users will be required to wear a face covering, and will be required to keep it on, unless covered under a ‘reasonable excuse’. This could be for a gym class, if users need to eat or drink something, or if they have a health or disability reason to not wear one. Face coverings can be removed if users are undertaking exercise or an activity where it would negatively impact their ability to do so. See [guidance on wearing face coverings](https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own#when-you-do-not-need-to-wear-a-face-covering).  Face coverings do not replace social distancing. Even if a face covering is used, staff and users of the space should continue to wash hands regularly and maintain social distancing. If users of the space choose to wear one, it is important to use face coverings properly and thoroughly wash hands before putting them on and taking them off.  Face coverings should not be used by children under the age of 11 or those who may find it difficult to manage them correctly – see a [list of individuals this might apply to](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#exemptions-face-coverings).  You should be prepared to remove your face covering if asked to do so by police officers and staff for the purposes of identification.  Please be mindful that the wearing of a face covering may inhibit communication with people who rely on lip reading, facial expressions and clear sound.   * Access Dorset will provide a copy of their current and up to date risk assessment to anyone hiring any part of the facility. However, it is the hirer’s responsibility to conduct their own risk assessment for their hire. * Hirers and their visitors will be expected to comply with any requirements put in place by Access Dorset to minimise the risk of infecting others with Covid-19.  Any instructions will be clearly displayed, but members of Access Dorset staff will provide advice and guidance prior to renting out the space and during hire if they are available. * Hirers are expected to maintain a contact list of the names and telephone numbers of all people attending the facility as part of their group in order to contact others if someone informs them they are, or have become, infected with Covid-19 and hirers are to retain a copy of that list themselves for 3 weeks after the date of hire. * Hirers are expected to provide a list of the contact details for attendees to Access Dorset, who will store those details for 3 weeks after the event in order to contact them if anyone else using the building during the period of hire is infected with Covid-19 * Hirers are expected to inform Access Dorset immediately if they, or any attendees at their booking, test positive for Covid-19 within 2 weeks of the hire date * Hirers are not to allow anyone with Covid-19, or suspected of having Covid-19, to visit the facility during their booking. * Hirers will keep the premises well ventilated throughout their hire, with windows and doors open as far as convenient and they will be responsible for ensuring they are all securely closed on leaving. * Hirers will be responsible, if drinks or food are brought to consume during hire, for providing their own cutlery, glassware and crockery.  None of the centre’s cutlery, glassware or crockery will be permitted for them to use. * Hirers will be responsible for wiping down any tables and chairs used and to pack them away after use. * Hirers will be responsible for the disposal of all rubbish created during their hire, including tissues and cleaning cloths, in the external bins on leaving the premises. * Hirers will make sure that everyone likely to attend their activity or event understands that they MUST NOT DO SO if they or anyone in their household has had COVID-19 symptoms in the last 7 days, and that if they develop symptoms within 7 days of visiting the premises they MUST use the Test, Track and Trace system to alert others with whom they have been in contact. * Access Dorset will have the right to close the premises if there are safety concerns relating to COVID-19, for example, if someone who has attended the premises develops symptoms and thorough cleansing is required or if it is reported that the Special Hiring Conditions above are not being complied with, whether by any individual hirer or by other hirers, or in the event that public buildings are asked or required to close again.. * In the event of someone becoming unwell with suspected Covid-19 symptoms while at the premises hirers should remove them to the designated safe area. Others in the group should provide contact details if they have not already done so and then leave the premises, observing the usual hand sanitising and social distancing precautions, and the hirer should advise them to launder their clothes when they arrive home.   Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.  Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.  Management team will ensure procedure for cleaning the workstations are in place  Staff are advised not to deliver paperwork if they see a dog roaming on the premises. If the client is unable to be at home when the paperwork is delivered it should be pushed through letter boxes with a ruler or pen and not fingers.  Further advice can be found here <https://www.hse.gov.uk/lone-working/index.htm>  The management team will regularly communicate mental health information and operate an open door policy for those who need additional support.  We will review and, if necessary, update our stress at work policy  We will ensure there is an adequate supply of hand gel sanitiser, sanitiser wipes and disposable cups available for use of the drinking water machine. Staff and hirers should not share drinking cups/glasses/bottles.   * We will restrict the number of people to 20 using the entire building facilities at any one time; the maximum number has been determined by number of W.C's, the size of the facilities and the number of staff that could be booked in to use the building at any time. The toilets will operate a one in one out policy regardless of how many toilets are available to be used. * Hand dryers will be used. * Sanitiser wipes will be provided in W.C's so users can clean the toilet for themselves prior to use. A bin will be provided for the wipes and people will be instructed not to flush the wipes (They may block our drains if flushed). * People will be reminded to close the toilet lid when flushing a W.C. as this helps prevents the spread of the virus. * We will ensure that a thorough regular clean takes place of all surfaces that are likely to be touched such a taps, door handles/locks toilets seats etc. Cleaning will be organised after busy periods such as lunch time. * We will ensure that clear signage is erected so that people know the restrictions/rules for using the toilet facilities and this will be monitored by staff * We will display clear signage reminding people to wash their hands thoroughly before and after using the facilities. * We will designate areas where people will have to wait/queue to use the toilet facilities, and ensure visitors and staff are aware of these to avoid people queuing in narrow corridors or other bottle necks. * Where people using the toilets are unable to comply with the requirements above and they require carers to attend the premises with them in order to participate in any organised activities, carers will be expected to ensure those in their care are using the facilities as safely as possible, for example, cleaning the toilets before and after use, ensuring those in their care are washing their hands before and after using the toilets.   All users of the facility will be informed that the kitchen is not in use prior to their visit to the facility.  We will send out e-mails to visitors and update our website and social media with our policy for visiting our premises. We will use visible tape and clear signage to guide visitors.  Access Dorset and the HSE recognise that there may be times when access to inspection and testing services becomes difficult. See the HSE guidance sheet for further information: [https://www.hse.gov.uk/news/assets/docs/lole r-pssr-during-outbreak.pdf](https://www.hse.gov.uk/news/assets/docs/lole%20r-pssr-during-outbreak.pdf) |