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| **Date:** | 1 August 2020 | | |  |  |  |  | |  | |  |  | |  | |  |  |
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| **Assessors Name:** | | **Tracey Nunn** | | **Reference Number:** | |  | | | | **Review Date:** | | | Daily (or as per government guidance updates) | | | | |
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| **Endorsed By:** | | **Holger Marsen** | | **Signature:** | |  | | **Position:** | | **Acting Chairperson** | | | **Date:** | | **1 August 2020** | | |
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| **Description of assessment** | | | Coronavirus (COVID-19) | | | | | | | | | | | | | | |
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| **Location Details** | | | **OLD WOKING COMMUNITY CENTRE** | | | | | | | | | | | | | | |

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| **Identified Hazards** | **Who may be affected** | **Risk Level before control measures**  **S x L = R** | | | | **Existing control measures** | **Additional Control measures required** | **To be actioned by** | **Completion date** | **Final Risk level**  **S x L = R** | | | |
| **S** | **L** | **R** | **RR** | **S** | **L** | **R** | **RR** |
| **COVID-19 spread to employees from members of public including the spread to the public from employees**  Health, safety and welfare of employees, clients, and the public. Infection control measures. | Employees  Public | 5 | 5 | 25 | VH | Only those activities allowed by current government advice will be permitted. www.gov.uk/government/publications/c oronavirus-outbreak-faqs-what-youcan-and-cant-do is to be checked daily by user groups.  User groups to be responsible for their own social distancing and to ensure the OWCC’s social distancing of communal spaces is adhered to as in risk assessment and floor plans.  • Signage displayed at the front of premises displaying contact numbers to enter for contractors. | Ensure laminate copy of risk assessment is displayed for all to review. • Where practicable ‘busy’ areas / narrow corridors should be controlled with 1-way systems, or segregation lines / markings / signage. This may include the use of fire exits providing it does not hinder an escape during an emergency and is accessible to all abilities.  Hand sanitiser will be available at all entrances to reduce cross infection. | User Groups to manage and be responsible for their own social distancing and have own risk assessements  OWCC to provide floor markings floor plan and OWCC risk assessment on notice boards | 3 August 2020 | 5 | 1 | 5 | H |
| **Identified Hazards** | **Who may be affected** | **Risk Level before control measures**  **S x L = R** | | | | **Existing control measures** | **Additional Control measures required** | **To be actioned by** | **Completion date** | **Final Risk level**  **S x L = R** | | | |
| **S** | **L** | **R** | **RR** | **S** | **L** | **R** | **RR** |
| **COVID-19 spread to employees from members of public including the spread to the public from employees**  *Continued*  Health, safety and welfare of employees, clients, and the public. Infection control measures. | Employees  Public | 5 | 5 | 25 | VH | • Access and egress to / between areas are kept managed accordingly i.e. locked. Door staff and employees and user group leaders as appropriate to explain the social distancing requirements to venue visitors.  No persons are permitted on site for any activity if they:  o Have been diagnosed with COVID-19  o Have been advised to self-isolate o At higher risk due to existing medical conditions.  • If any employee feels unsafe or the person(s) taking part in the activity are not adhering to social distancing guidelines, they are encouraged stop the activity and politely ask the person(s) to leave. In an emergency, employees will dial 999 and ask for the relevant service.  • Customer numbers are limited indoors at any time. This includes toilets etc.  • Employees to avoid touching eyes, nose or mouth to reduce transmission. | • Posters to be displayed around site advising of ‘regular hand washing’, ‘social distancing’ ‘please wear masks or face coverings indoors’ and no entry for those at ‘high risk, those that should self isolate and those who display symptoms etc.  • Any member of staff that has helped someone who displays any of the known symptoms must self-isolate for a minimum of 14-days.  • Face coverings should be considered for close proximity situations.  • Repeat / update risk assessments and policy to employees AT LEAST monthly until all Government restrictions are lifted.  • Issue health assessment questionnaire to any employee returning to work after any time off e.g. off sick, furlough, holiday etc | User Groups to manage and be responsible for their own social distancing and have own risk assessements  OWCC to provide floor markings floor plan and OWCC risk assessment on notice boards |  | 5 | 1 | 5 | H |
| **Identified Hazards** | **Who may be affected** | **Risk Level before control measures**  **S x L = R** | | | | **Existing control measures** | **Additional Control measures required** | **To be actioned by** | **Completion date** | **Final Risk level**  **S x L = R** | | | |
| **S** | **L** | **R** | **RR** | **S** | **L** | **R** | **RR** |
| **COVID-19 spread to employees from members of public including the spread to the public from employees**  *Continued*  Health, safety and welfare of employees, clients, and the public. Infection control measures. | Employees  Public | 5 | 5 | 25 | VH | Any person feeling unwell or showing signs / symptoms of COVID-19 in the premise, business, workplace, during an activity etc. will go / be sent home and follow the Government’s stay at home guidance.  Common / Shared surfaces such as door handles / taps / toilet seats / changing rooms etc. are regularly cleaned with antibacterial substances.  Separate entrances to allow safe access / egress for employees and users during business hours are created where practicable. This may include the use of emergency exits providing they do not hinder an escape during an emergency and are accessible to all abilities. Provision of a sufficient amount of waste bags used for disposable hand towels, wipes etc. Disposable bags to be tied off to reduce the spread of COVID-19.  • Employee working hours are staggered where practicable  • WHERE POSSIBLE Electronic payments / invoices are encouraged.  • Areas are restricted whilst any employee enters to clean / disinfect areas. | • RPE and PPE may be used e.g. face masks, disposable gloves, protective glasses / shields etc. Re-usable RPE / PPE and NOT shared between employees/users. Single use RPE / PPE should be properly disposed of so that it cannot be reused. • Each activity should be risk assessed by the hirer using the hierarchy of controls and against any sector specific guidance, mindful that masks (RPE) are the last resort in the hierarchy of controls.  • Where it is not possible to follow the 2m social distancing guidelines due to a task (i.e. moving heavy objects), consideration whether the task is essential should be completed and documented in a task specific risk assessment. | User Groups to manage and be responsible for their own social distancing and have own risk assessements  OWCC to provide floor markings floor plan and OWCC risk assessment on notice boards |  | 5 | 1 | 5 | H |
| **Identified Hazards** | **Who may be affected** | **Risk Level before control measures**  **S x L = R** | | | | **Existing control measures** | **Additional Control measures required** | **To be actioned by** | **Completion date** | **Final Risk level**  **S x L = R** | | | |
| **S** | **L** | **R** | **RR** | **S** | **L** | **R** | **RR** |
| **COVID-19 spread to employees from members of public including the spread to the public from employees**  *Continued*  Health, safety and welfare of employees, clients, and the public. Infection control measures. | Employees  Public | 5 | 5 | 25 | VH | • Common / Shared areas such as kitchens and toilets are restricted to minimum numbers, preferably one person at any one time. Antibacterial cleaning of handles etc. to be undertaken prior to employee leaving area. Signage is displayed advising any person using the facilities to wash their hands thoroughly before and after entry and limit the time of usage as low as practicable observing the current social distancing guidelines at all times. Kitchens to be used only by agreed upon groups.  Common / Shared areas such as kitchens and toilets have clear signage showing social distancing advice. Seating/ toilets are taped off to ensure compliance with the guidelines.  • Any person(s) entering the premise are advised to: o Do so at their own risk  o Partake in the venues activities alone, with members of their household, or with one other person from outside their household, while practising social distancing and limiting touch. | If employees/users must work in ‘teams’, they should work side by side or facing away from each other rather than face to face where practicable.  • Unnecessary displays should be removed to reduce the need for cleaning / browsing / crowding etc. and allow more space to social distance. • Review all ‘additional control measures required’ columns regularly. | User Groups to manage and be responsible for their own social distancing and have own risk assessements  OWCC to provide floor markings floor plan and OWCC risk assessment on notice boards |  | 5 | 1 | 5 | H |
| **Identified Hazards** | **Who may be affected** | **Risk Level before control measures**  **S x L = R** | | | | **Existing control measures** | **Additional Control measures required** | **To be actioned by** | **Completion date** | **Final Risk level**  **S x L = R** | | | |
| **S** | **L** | **R** | **RR** | **S** | **L** | **R** | **RR** |
| **COVID-19 spread to employees from members of public including the spread to the public from employees**  *Continued*  Health, safety and welfare of employees, clients, and the public. Infection control measures. | Employees  Public | 5 | 5 | 25 | VH | o To cough or sneeze into a tissue and put it in a bin. If the person(s) do not have tissues, they are advised to cough and sneeze into the crook of their elbow and wash hands as soon as possible.  o To wash their hands thoroughly for 20 seconds regularly. Where facilities to wash hands are not available, sanitiser / antibacterial wipes, bottled water, drying facilities etc. are provided.  o To arrive in the clothes they intend to use so they do not need to use facilities such as changing rooms, toilets etc. where practicable.  o Where there is no other option except to use the facilities, they are to wash their hands thoroughly before and after entry and limit the time indoors observing the current social distancing guidelines at all times.  All employees/users should wash / disinfect hands and face before eating, drinking, smoking etc.  • Employees/users where practicable should bring / consume their own food and drink from home and in a safe, clean area whilst adhering the current social distancing guidelines. Any personal rubbish created will be removed by the person it was generated by to reduce cross contamination. Where practicable, one employee will be designated and documented to remove general waste.  • Ventilation is increased where practicable to allow flow of fresh air.  • Limit employee meetings and hold outside where practicable and adhering to social distancing guidelines. • Posters are placed to remind everyone on the premise to follow the Government issued social distancing advice and that the use PPE / RPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices. | • Review all ‘additional control measures required’ columns regularly. | User Groups to manage and be responsible for their own social distancing and have own risk assessements  OWCC to provide floor markings floor plan and OWCC risk assessment on notice boards |  | 5 | 1 | 5 |  |
| **Identified Hazards** | **Who may be affected** | **Risk Level before control measures**  **S x L = R** | | | | **Existing control measures** | **Additional Control measures required** | **To be actioned by** | **Completion date** | **Final Risk level**  **S x L = R** | | | |
| **S** | **L** | **R** | **RR** | **S** | **L** | **R** | **RR** |
| **Employees travelling to and from place of work/activity**  Shared vehicles / public transport increasing risk of transmission. | Employees | 5 | 3 | 5 | H | Employees/users travelling to and from place of work or activity. Shared vehicles / public transport increasing risk of transmission  • Where possible, all employees/users travel alone using their own or company vehicle.  • All employees/users sanitise their hands before and after leaving the vehicle.  • Employees/users avoid public transport where practicable. Where public transport is the only option for employees face coverings must be worn. Working hours and travel times are amended to reduce congestion. | • Where employees have no option but to share transport, ensure the following is considered: o Share with the same individuals o Sit in a seat near open windows to ensure good ventilation w | User Groups to manage and be responsible for their own social distancing and have own risk assessements  OWCC to provide floor markings floor plan and OWCC risk assessment on notice boards |  | 5 | 1 | 5 | M |

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| **S** | **L** | **R** | **RR** | **S** | **L** | **R** | **RR** |
| **Issuing First Aid**  Catching / Spreading | Employees  Public | 5 | 3 | 15 | H | • Up to date first aid kit are available in the premise.  • Additional PPE / will be the responsibility of the user groups. This will include disposable sterile aprons or coveralls.  • Access to first aid provisions limited to trained first aid personnel and / or appointed person(s) only. Responsibility of the user group  • First aiders wash / disinfect hands before and after using first aid facilities or applying first aid. | • Consider potential delays of emergency services response due to the current pressure on resources  • Emergency plans including contact details should be kept up to date. This includes OWCC and each user group. User groups to keep a list of people attending and their contact details their activities for track and trace purposes | User Groups to manage and be responsible for their own first aid  OWCC for employees |  | 5 | 1 | 5 | M |
| **Identified Hazards** | **Who may be affected** | **Risk Level before control measures**  **S x L = R** | | | | **Existing control measures** | **Additional Control measures required** | **To be actioned by** | **Completion date** | **Final Risk level**  **S x L = R** | | | |
| **S** | **L** | **R** | **RR** | **S** | **L** | **R** | **RR** |
| **Vulnerable groups, ‘Increased Risk’**  There are some clinical conditions which put people at even higher risk of severe illness from COVID-19 | Employees and user groups | 5 | 4 | 20 | VH | • Employees/users known to be at an increased risk of severe illness from coronavirus (COVID-19) are particularly stringent in following social distancing measures.  . • The OWCC is aware there are some clinical conditions which put people at even higher risk of severe illness from COVID-19. These employees may have received letters from the NHS to state that they must self-isolate for 12 weeks. The company will be made aware of any such letter as further control measures may be required as described in the ‘Additional Control measures required’ section.  • Employees/users are required to notify their immediate manager/supervisor/group leader and speak to their GP or care team if they have not been contacted / received a letter and believe they should have been. | • Reissue medical questionnaires to all employees/users and review. User groups to be responsible for medical questionnaires.  • If an employee’s job isn’t suitable for home working, or the employee has received an NHS letter, the company may consider offering temporary redeployment to a role that allows home working, or complete a documented risk assessment to identify any additional steps that are required (e.g. reallocating some duties, providing additional PPE / RPE etc) | User Groups to manage and be responsible for their own social distancing and have own risk assessements  OWCC to provide floor markings floor plan and OWCC risk assessment on notice boards |  | 5 | 1 | 5 | M |

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| **S** | **L** | **R** | **RR** | **S** | **L** | **R** | **RR** |
| **Increased risk of Legionella and other waterborne pathogens after an extended period of shut down.**  Management of water systems to be considered as there is an increased risk of waterborne pathogens in a premise that has stood idle / unused i.e. staff changing rooms not in use leaving a build-up of stagnant water in the shower heads, hoses, cold-water tanks etc. | Employees  Public | 4 | 2 | 8 | M | Employees maintain awareness of the risks from infections due to waterborne pathogens, including legionellosis, during the COVID-19 pandemic.  • All routine control measures and monitoring (cleaning and testing) is continued by a competent employee / responsible person / third party during period of shut down. This includes, but is not limited to, running of cold-water taps, flushing of cold-water tanks, flushing of infrequently used water outlets, cleaning / treating any taps where inhalable droplets such as the aerosols occurs including equipment used for ventilation and humidification etc., temperature testing (minimum of 55°C is maintained within one minute at all outlets in hot water systems and cold water can be delivered at ≤25 °C within 2 minutes of turning on the outlet) etc. | • If no control measures have been implemented for Legionella and other waterborne pathogens, a plan must be in place for recommissioning the water system BEFORE opening.  • If the shutdown period is used for improvements, alterations to the management of water must be documented. | OWCC |  | 4 | 1 | 4 | M |
| **Identified Hazards** | **Who may be affected** | **Risk Level before control measures**  **S x L = R** | | | | **Existing control measures** | **Additional Control measures required** | **To be actioned by** | **Completion date** | **Final Risk level**  **S x L = R** | | | |
| **S** | **L** | **R** | **RR** | **S** | **L** | **R** | **RR** |
| **Unsafe workplaces after extended shut down periods**  Do not rush the process of ensuring your premise is safe to return to. Allow sufficient time to carry out all checks and remedial works sufficiently, prior to allowing people back into the building. | Employees  Public | 3 | 4 | 12 | H | • A deep clean of all applicable areas and surfaces is completed throughout the premise BEFORE opening and at the end of each day where practicable. Cleaning of common / shared areas is also completed at regular points throughout the day and ensure this is recorded and retained.  • One-way routes, staggered work times, access and egress etc. is discussed, documented, and acknowledged BEFORE opening.  • A workplace inspection has been completed and documented BEFORE opening the premise to the public. This included, but is not limited to, safety checks and testing on Gas, Water supplies, Heating, Mechanical and electrical systems (this would include any machinery / equipment), Fire safety systems (including fire doors, fire alarm systems and emergency lights) etc. | • Ensure any sanitiser, cleaning facilities etc. are stored in the way as described by the manufacturer.  • Ensure any substances used on the premise have a site specific and up to date COSHH assessment. | OWCC |  | 5 | 1 | 5 | M |

**Guidance Notes**

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| **SEVERITY** | **5** | **5** | **10** | **15** | **20** | **25** |
| **4** | **4** | **8** | **12** | **16** | **20** |
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| **2** | **2** | **4** | **6** | **8** | **10** |
| **1** | **1** | **2** | **3** | **4** | **5** |
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| **LIKELIHOOD** | | | | | |

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| **L = LIKELIHOOD** | |
| **5** | **Almost Certain – Very High Risk** |
| **4** | **Probable – High Risk** |
| **3** | **50/50 – Medium Risk** |
| **2** | **Improbable – Low Risk** |
| **1** | **Almost impossible – Low Risk** |

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| **S = SEVERITY** | |
| **5** | **Fatality – Very High Risk** |
| **4** | **Severe incapacity – High Risk** |
| **3** | **Absent 3 weeks – Medium Risk** |
| **2** | **Absent less than 1 day – Low Risk** |
| **1** | **Insignificant – Low Risk** |

**S (SEVERITY) Multiplied by (x) L (LIKELIHOOD) = RR (RELATIVE RISK)**

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| **1–4 LOW** | **5–9 MEDIUM** | **10–15 HIGH** | **16–25 VERY HIGH** |
| **Continue with existing controls. However, monitor for changes.**  **Implement any additional control measures required within the timescales given in the**  **risk assessment.** | **Requires attention to reduce the rating as well as regular ongoing monitoring.**  **Implement any additional control measures required within the timescales given in the**  **risk assessment.** | **Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required within the timescales given in the risk assessment. Continue to review working practices to reduce the probability of an accident to the lowest possible level.** | **Stop immediately – the risk is too high.**  **Take immediate action to reduce the risk to the lowest level possible.** |

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| **Additional comments:**   1. This risk assessment needs to be discussed with employees to ensure that they are fully aware of all control measures 2. Employees are to sign an acknowledgement sheet for their understanding of this risk assessment 3. The risk assessment is to be reviewed on an ongoing basis as per government guidance 4. This risk assessment must be approved by the nominated person for health and safety before being issued as a live document |

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| **Assessor 1 name:** | **Tracey Nunn** | **Signature:** | **T. Nunn** | **Date:** | **28.7.2020** |

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| **Assessor 2 name:** | **Louise Morales** | **Signature:** | **L. Morales** | **Date:** | **28.7.2020** |

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| **I, the undersigned, have been fully briefed on this risk assessment and other control measures in place to reduce the risk of injury to the lowest possible level.  I fully understand my duties as an employee to follow the control measures in this risk assessment.** | | | | |
| **Employee name** | **Job description** | **Date** | **Employee comments / recommendations** | **Signature** |
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**IT SHOULD BE ACKNOWLEDGED THAT THIS RISK ASSESSMENT WHEN COMPLETED IS LEGALLY BINDING AND THE INDIVIDUAL COMPLETING THE ASSESSMENT IS LIABLE TO ENSURE THIS IS CARRIED OUT. NDML CAN ADVISE ON PREPARING YOUR RISK ASSESSMENT BUT OVERALL RESPONSBILITY LIES WITH YOU AS A BUSINESS OWNER/OPERATOR.**