

Covid-19 risk assessment

Name of Section or Activity	St Andrew's Centre	Date of risk assessment	01-September-2021	Name of who undertook this risk assessment	Martin Linsey/ Fr Andy Coates
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Hazard Identified? / Risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed?	What has changed that needs to be thought about and controlled?
<p>Hazard – something that may cause harm or damage. Risk – the chance of it happening.</p>	Staff & Volunteers Site Visitors Cleaners & Contractors	<p>Controls – Ways of making the activity safer by removing or reducing the risk from it. For example - you might use a different piece of equipment or you might change the way the activity is carried out.</p>	Keep checking throughout the activity in case you need to change it...or even stop it! This is a great place to add comments which will be used as part of the review.
<p>Spread of Coronavirus (Covid-19) from person to person through respiration or contact with contaminated surfaces. Transmission via hand contact.</p>	Staff & Volunteers Site Visitors Cleaners Contractors	<p>Encouraging hand washing and use of antibacterial gel:</p> <ol style="list-style-type: none"> 1. Signage provided to promote washing hands for 20 seconds with water and soap. 2. Hand washing facilities with soap and water are in place at all toilet facilities and checked regularly to ensure adequate soap and running hot water. 3. Hand dryers checked regularly to ensure they are working and hand towels stocked. 4. Gel hand sanitisers are provided on the front of every building on the entrance to every building. 	
<p>Spread of Coronavirus (Covid-19) from person to person through respiration or contact with contaminated surfaces. Transmission via contaminated surfaces.</p>	Staff & Volunteers Site Visitors Cleaners Contractors	<p>Regular cleaning of surfaces and reducing potential contact surfaces:</p> <ol style="list-style-type: none"> 1. Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, chairs, using appropriate cleaning products and methods. 	
<p>Spread of Coronavirus (Covid-19) from person to person through respiration or contact with contaminated surfaces. Transmission from not knowing or understanding the rules.</p>	Staff & Volunteers Site Visitors Cleaners Contractors	<p>Effective briefing and communication of rules:</p> <ol style="list-style-type: none"> 1. All users of the site will be provided with an electronic copy of this risk assessment in advance of them attending site. 2. Confirmation will be sought that they have read and understood the rules provided. 	
<p>Spread of Coronavirus (Covid-19) from person to person through respiration or contact with contaminated surfaces. Transmission from person to person by respiration.</p>	Staff & Volunteers Site Visitors Cleaners Contractors	<p>Setting up systems for social distancing and encouraging compliance:</p> <ol style="list-style-type: none"> 1. We encourage all users to consider social distancing, ventilation and the wearing of face coverings in their own risk assessment, with particular attention given to numbers attending their scheduled event. For instance, where numbers attending mean social distancing cannot easily be maintained, face coverings are recommended. 2. Ventilation can be increased by keeping the Centre doors open and the connecting doors to each of the two rooms open, and also by opening the higher windows. Please ensure these are closed afterwards. 	

Covid-19 risk assessment

Spread of Coronavirus (Covid-19) from person to person through respiration or contact with contaminated surfaces.
Transmission from person to person in close proximity.

Staff & Volunteers
Site Visitors
Cleaners
Contractors

Reducing all 'face to face' contact between site staff and site users:

1. All bookings to be made electronically or via telephone.
2. Records of accidents and incidents to be submitted electronically (including first aid) by phone then followed up by email.

Spread of Coronavirus (Covid-19) from person to person through activities undertaken on site

Local management of activities by responsible Leaders:

1. Leaders and volunteers are responsible for following process and getting their own risk assessments approved in advance of any activity, and following the rules laid down in their own risk assessments.
2. Site management will review this assessment in line with any changes in Covid restrictions and update as necessary.

Spread of Covid-19, Coronavirus

Users to be given a copy of the risk assessment and adhere to this.