

Covid-19 risk assessment

Name of Section or Activity	St Andrew's centre	Date of risk assessment	02-May-2021	Name of who undertook this risk assessment	Martin Linsey	COVID-19 readiness level transition	Red to Amber
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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.</p> <p>Risk – the chance of it happening.</p>	Young people, Leaders, Visitors?	<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.
Spread of Coronavirus (Covid-19) from person to person through respiration or contact with contaminated surfaces. Transmission via hand contact.	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 daily to ensure adequate soap and running hot water. 3. Hand dryers checked daily to ensure they are working 4. Gel hand sanitisers are provided on the front of every building on the entrance to every building. 	
Spread of Coronavirus (Covid-19) from person to person through respiration or contact with contaminated surfaces. Transmission via contaminated surfaces.	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 daily 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. 2. Cleaning is undertaken by professional cleaning company every day between groups. <p>Reduce 'touch items' that could transfer the virus:</p> <ol style="list-style-type: none"> 1. Tea and coffee facilities will not be provided. 2. First aid facilities will be not be provided by the site for use (provided by activity leaders as necessary). Except in the Kitchen 	
Spread of Coronavirus (Covid-19) from person to person through respiration or contact with contaminated surfaces. Transmission from not knowing or understanding the rules.	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. 	
Spread of Coronavirus (Covid-19) from person to person through respiration or contact with contaminated surfaces. Transmission from person to person by respiration.	Staff & Volunteers Site Visitors Cleaners Contractors	<p>Setting up systems for social distancing and encouraging compliance:</p> <ol style="list-style-type: none"> 1. Reducing the number of persons in any area to comply with the 2-metre gap where possible and to 1m+ as an absolute minimum. 2. Only one group using any building at any one time. 3. Masks must be worn indoors unless seating down to eat. 4. All windows must be open to allow for maximum air circulation. 	

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<p>Spread of Coronavirus (Covid-19) from person to person through respiration or contact with contaminated surfaces. Transmission from person to person in close proximity.</p>	<p>Staff & Volunteers Site Visitors Cleaners Contractors</p>	<p>Reducing all 'face to face' contact between site staff and site users:</p> <ol style="list-style-type: none"> 1. All bookings to be made electronically. 2. Records of accidents and incidents to be submitted electronically (including first aid) by phone then followed up by email. <p>Reducing unnecessary 'face to face' movements of people</p> <ol style="list-style-type: none"> 1. One way system in place for every building – entry and exit for every building available and signposted. 	
<p>Spread of Coronavirus (Covid-19) from person to person through activities undertaken on site</p>		<p>Local management of activities by responsible Leaders:</p> <ol style="list-style-type: none"> 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 the Covid readiness level and prepare for changes when appropriate. 	
<p>Spread of Coronavirus (Covid-19) from person to person through use of buildings</p>	<p>Staff & Volunteers Site Visitors Cleaners Contractors</p>	<p>Room specific requirements for the Centre</p> <ol style="list-style-type: none"> 1. Maximum capacity of the Centre is 35 people with groups like dance and exercise. 2. Kitchen. Only 2 people are allowed In the kitchen at any one time. 	<p>Addition from 03/07/21 Sitting down at tables maximum of 76 to allow for social distancing. 4 per Table unless in a bubble can be allowed. Total of 19 tables</p>
<p>Spread of Covid-19, Coronavirus</p>		<p>Users to be given a copy of the risk assessment and adhere to this.</p>	