**COVID 19 Checklist and Risk Assessment**

**Regulations may change – ensure you are up to date with national and local guidance by signing up to gov.uk updates.**

The risk assessment should support general risk assessments completed by the organization.

Consider if each part of the assessment has adequate controls (☑ or ☒) – if ☒ then should be reviewed and stop activity, reduce exposure, or consider PPE (discontinue if possible).

Once complete and all mitigations in place the risk assessment should be shared and displayed alongside the COVID SECURE POSTER.

Checklist:

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| **To be assessed** | **Key considerations** |
| BUILDINGIndicates this is a current regulation | * Travel to and from the location
* Car parking / bicycles
* Public areas, reception, toilets, kitchen, corridors, routes and pinch points
* Capacity of each space
* Social distancing for each space
* Rooms available to hire, service uses,
* Room hirers required to provide own risk assessment and adhere by building use risk assessment
* Maximum numbers (30 generally)
* Clear signage and instructions – consider pictorial information
* Face coverings
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| CLEANING | * Increased frequency
* Ventilation – consider fire exit risks
* Hand washing and/or sanitizer
* Signage for cleaning
* Toilets
* Equipment
 |
| STAFF | * Travel to work, as part of job activities
* Staff areas
* Office space
* Toilets
* Kitchen
* Staff with additional health risks
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| SERVICES | Consider needs of particular service user groups who may be at higher risk from Covid 19:* People aged 70+
* People who have been shielding
* BAME service users
 |
| FACE TO FACE INDIVIDUAL SERVICES (1-1 ADVICE / COUNSELLING) | * Social distancing 2m or 1m+
* Physical barrier if possible
* PPE if no other options
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| INDIVIDUAL SERVICE USER RISK ASSESSMENTS | If service users have individual support needs , those who may not readily understand written information or public health guidance, for example:* Children
* Young people
* Individuals with learning difficulties
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**COVID EXAMPLE RISK ASSESSMENT – complete all areas with your own relevant information**

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| Name of Organisation |  | Name of person completing |  |
| Building or Service Name |  | Date of completion |  |
| Hazard | TRANMISSION OF COVID 19 (CORONAVIRUS) Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. | Date of review |  |
| Signed by: |  | Approved by: |  |

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| Guidance referred to: | Community multi-use facility guidance<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>Health and Safety Executive: <https://www.hse.gov.uk/coronavirus/working-safely/index.htm?utm_source=hse.gov.uk&utm_medium=refferal&utm_campaign=coronavirus&utm_term=working-safely&utm_content=home-page-popular>Sector checklists<https://www.gov.uk/coronavirus-business-reopening/y>Social Distancing <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/894961/6.6731_CO_Review_of_two_metre_Social_Distancing_Guidance_FINAL_v3_WEB_240620.pdf>Easy read posters: <https://www.keepsafe.org.uk/>Covid Secure poster: <https://assets.publishing.service.gov.uk/media/5eb97d30d3bf7f5d364bfbb6/staying-covid-19-secure-accessible.pdf>Manchester Community Central: <https://www.manchestercommunitycentral.org/>Government advice – main page: <https://www.gov.uk/coronavirus> |

Text highlighted in yellow may not apply to your setting but please check all content is relevant

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| **SPECIFIC WORK AREA, ISSUE OR ACTIVITY** | **Measures in place to reduce risk** | **Risk reasonably managed** | **Further risk mitigations required / Notes** | **Person responsible and deadline for further mitigations** | **Risk reasonably managed** |
| **ALL VISITORS** – STAFF, VOLUNTEERS, SERVICE USERS, OTHER BUILDING VISITORS TRAVEL TO WORKPLACE | All visitors advised to travel by private motor vehicle, bike or on foot where possible.Bicycle parking available.All advised not to attend if symptomatic  | ☑ or ☒ | Car parking to be monitored and consider spacing if requiredTo help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice <https://www.gov.uk/coronavirus>Signage to advise all staff and visitors that they are not permitted to attend if they are displaying any COVID symptoms. |  | ☑ |
| **ALL VISITORS** – TOILETS | Hand washing and paper towels facilities in all toiletsToilet hygiene measures in place and on display.Covid secure toilet identified if required and signage available to close if needed | ☑ | See hand washing guidance.<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>Drying of hands with disposable paper towels. <https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/>Gel sanitisers in any area where washing facilities not readily available (provided at reception) |  |  |
| **ALL VISITORS –** KITCHEN FACILITIES | Kitchen restricted to staff onlyFood safe sanitizer available for useNo external visitors are permitted in the kitchen at any time | ☑ |  |  | ☑ |
| **ALL VISITORS** – OFFICE SPACE | No external visitors are permitted in the staff office at any time | ☑ |  |  |  |
| **ALL VISITORS** – TELEPHONES | No external visitors are permitted to use telephones at any time | ☑ |  |  |  |
| **ALL VISITORS** – GENERAL USE COMPUTERS  | Computers available for public useMust be registered at reception (for track and trace)One person per computer only, registration required, notify reception when finished so the area can be cleaned prior to next user | ☑ |  |  |  |
| **ALL VISITORS** – MENTAL WELLBEING | Mental health support information (Mind) on display in all public areas | ☑ |  |  |  |
| **ALL –** USE OF SPACE | Social distancing to apply in all shared spaces 2m preferred, 1m+ if necessaryReception screened Computer area screenedOne way system around the building clearly signpostedClear signage throughout the building | ☑ | See guidance on first page (link) |  |  |
| **ALL –** MAXIMUM CAPACITY | Maximum limits of shared spaces* Hall
* Community Room
* Office
* Reception
* Other spaces determined by tenants own risk assessments

All other visitors to queue or wait outsideAll excess furniture removed or placed out of use to prevent additional capacity being created | ☑ | **Notes:** |  |  |
| **ALL –** TRACK AND TRACE | All visitors to supply name, organization if appropriate, contact tel. number for track and traceDate and time of visitVisitor to be informed of purpose and retention information (GDPR policy compliance required)Signage for track and trace on display | ☑ | **Notes:**Information retained on paper copy for 21 days then destroyedRegister held securely at reception then locked away at end of day**Symptoms of Covid-19**If anyone becomes unwell with a new continuous cough or a high temperature 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 or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place 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. <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works> |  |  |
| **ALL** – FACE COVERINGS | Face coverings required in most indoor public places | ☑ | Use of face coverings permitted by all staff and visitors  |  |  |

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| **CLEANING** | New cleaning schedule implemented including increase in frequency of cleaning of all surfaces they may be touched by visitorsProvision of hand washing and hand sanitizing stations throughout the buildingSignage to promote handwashingToilet hygiene procedures on displayWet wipes in each toilet area for use by all building usersTissues in all main areasCleaning of office equipment and desks by individual staff members on a daily basisCleaning of other equipment used in services by each user group | ☑ | ADDITIONAL CLEANING INSTRUCTIONS – NO COVID ALERTS* PPE use for all general cleaning tasks – gloves and apron to be disposed at end of each period of use
* PPE use for emptying of bins that may contain tissues – gloves, apron to be disposed of after use

IN THE EVENT OF A COVID ALERT* PPE use gloves, apron and eye protection for all cleaning tasks in isolation areas
* Disinfect all surfaces
* Ventilate space
* Inform manager
* Double bag all rubbish – retain in safe area for 72 hours before disposal RUBBISH DISPOSAL
* At end of each day – all bin bags to be removed from bin and placed in outdoor bins
 |  |  |
| **HAND WASHING** | Provision of hand washing and hand sanitizing stations throughout the buildingHand santizer station at entrancePromotion of hand washing to all service users, room hirers and visitors | ☑ |  |  |  |
| **VENTILATION** | All available windows to be open at all times to promote flow of air in rooms and throughout the buildingDoors to be open (except fire doors or where safeguarding is a priority) | ☑ |  |  |  |

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| **STAFF** – TRAVEL TO WORKPLACE | All staff needing to use public transport to consider working times and abide by public transport guidance. | ☑ | Staff rota and continued promotion of working from home where possible |  | ☑ |
| **STAFF** – TOILETS | Toilet hygiene measures in place and on display.Covid secure toilet identified if required and signage available to close if needed | ☑ |  |  |  |
| **STAFF –** KITCHEN FACILITIES | Kitchen restricted to 2 staff onlyFood safe sanitizer available for use | ☑ | All staff reminded to wash hands /sanitize hands before and after eating or drinking and using all appliances in the kitchen |  | ☑ |
| **STAFF** – OFFICE SPACE | Social distancing to be applied at all times 2mStaff rota to limit main office to 2 peopleScreens on reception area Clean desk at start and end of work day or when changing work areas -– wipes / disinfectant provided in PPE cupboard | ☑ | Office workers who can work from home should do so. If you need to continue to go into work, consider taking lateral flow tests regularly to manage your own risk and the risk to others. |  |  |
| **STAFF** – TELEPHONES | Clean telephone and desk after use (when not using own desk) – wipes provided in PPE cupboard | ☑ |  |  |  |
| **STAFF** – COMPUTERS | Clean computer and desk after use (when not using own desk) – wipes provided in PPE cupboard | ☑ |  |  |  |
| **STAFF** – MENTAL WELLBEING | Access to line manager support as required by phone or email | ☑ | 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-your-wellbeing/>  |  |  |

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| **SERVICES****Out of School Cubs** | Social distancing applies to all services Separate risk assessment to be conducted | ☑ |  |  |  |
| **SERVICES – ROOM HIRE** | Social distancing applies to all services All building measures applyAll room hirers required to adhere to full risk assessment and supply their own risk assessment for approval (no less than 3 working days prior to room hire) | ☑ | All relevant sector guidance to be applied  |  |  |
| **SERVICES****Face to face advice** | Social distancing applies to all servicesUse of ventilated room or spaceScreens if close working requiredPPE if screens are not availableReduce face to face time to less than 15 minutes Avoid sitting directly opposite | ☑ | Maximum of two face to face appointments per day if not screened area  |  |  |
| **SERVICES****Older People** | Social distancing applies to all services Separate risk assessment to be conducted | ☑ |  |  |  |