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| **Premises** | Sure Start Centre  | **Date of Assessment** | 28/05/2020 |
| **Directorate(Principal Tenant)** | Childrens & Education | **Assessment Compiled By** | Early Years Locality Leader |

**Staying COVID Secure – Our Commitment**

* We recognise the risk posed by Coronavirus (COVID-19) to our employees, their families and those who use our services. Control measures to minimise the risk of infection and the transmission of the virus within buildings are provided in this Risk Assessment.
* We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our Employees and others.
* We will share this Building Risk Assessment and its findings with employees and partner agencies.
* We will continue to comply with all relevant Health and Safety Legislation.

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**Hazards**

Exposure to Coronavirus

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| **Routes of Entry** | **Generic sources of Infection** |
| * **Inhalation** of droplets / aerosols (coughs, sneezes etc.)
* **Introduction** through contaminated hands / fingers via mucous membranes (eyes, nose, mouth)
* **Access** for virus via broken skin / open wounds / cuts
* **Splashes** of body fluids containing virus into mucous membranes (eyes, nose, mouth)
 | * **Direct transmission** Other people with virus in close proximity – *person to person (hand to hand, hand to mouth, hand to body), airborne (coughing, sneezing)*
* **Indirect Transmission** Contaminated surfaces / equipment – *hands and hand contact surfaces, food and food contact surfaces, clothing and bed linen, waste*
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**The Workplace**

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| **MCC Buildings and Workplaces – Capacity, Access and Egress** |
| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Actions Taken****Details / Further Information** |
| **01** | Designated Entrance and Exit Points to the Building (to minimise the likelihood of people passing each other). |[x] [ ] [ ]  To reduce the number of touch points, the inner door will be left open. Sure Start users will have appointment only sessions. |
| **02** | Increased number of Entrance and Exit Points to the Building. |[x] [ ] [ ]  On day Food Club is in operation, the exit point is the side gate onto Mountbatten Street. All Centre users will be asked to adhere to social distancing. |
| **03** | Reduced building capacity – *minimum number of Personnel to deliver services safely and effectively.* |[x] [ ] [ ]  All services are by appointments only. Service users contacted before appointments by Service Provider to be asked following screening questions:**Have you, or anyone you live with had a new continuous cough (this means you have started coughing repeatedly) or high temperature (you feel hot to touch on your chest or back) or a loss of, or change in, normal sense of taste or smell (anosmia).** **Is there any resident in your home that is in self-isolation?**If yes, they will not be able to access the Centre and be advised to self-isolate for 7 days from when the symptoms started (if they live alone), or 14 days (if you live with someone who has symptoms). They can then make a further appointment to attend their session.On arrival Centre Assistants to ask the service users the same questions. |
| **04** | Reduced building capacity – *e.g. Shifts or Rotas put in place.* |[x] [ ] [ ]  All staff will work on a rota basis and adhere to social distancing measures when in the Centre. |
| **05** | Reduced building capacity – *Designated areas of the building restricted to dedicated team / group.* |[x] [ ] [ ]  Designated working areas agreed with employees. Partner agencies have designated workspace in agreement with room booking system. |
| **06** | Restrictions on access to third parties (Members of the public, visitors etc.). |[x] [ ] [ ]  All services are by appointments only. Service users contacted before appointments by Service Provider to be asked following screening questions:**Have you, or anyone you live with had a new continuous cough (this means you have started coughing repeatedly) or high temperature (you feel hot to touch on your chest or back) or a loss of, or change in, normal sense of taste or smell (anosmia).** **Is there any resident in your home that is in self-isolation?**If yes, they will not be able to access the Centre and be advised to self-isolate for 7 days from when the symptoms started (if they live alone), or 14 days (if you live with someone who has symptoms). They can then make a further appointment to attend their session.On arrival Centre Assistants to ask the same questions. |
| **MCC Buildings and Workplaces – Physical / Social Distancing in the Building** |
| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Actions Taken****Details / Further Information** |
| **07** | Signs displayed in appropriate locations (i.e. kitchens, lobbies and communal areas) to reinforce 2 metre physical / social distancing requirements. |[x] [ ] [ ]  2 metres marked out using insulation tape throughout the building for social distancing. |
| **08** | Relevant areas barriers / demarcated to reinforce 2 metre physical / social distancing requirements. |[x] [ ] [ ]  2 metres marked out using insulation tape throughout the building. |
| **09** | One-Way routes applied in the building on corridors, stairwells etc. |[ ] [x] [ ]  Unable to make one way. All Service Providers and staff to adhere to 2 metre social distancing. |
| **10** | Separation of workstations to remove face to face working and enable 2 metre distance between other colleagues. |[x] [ ] [ ]   |
| **11** | Non-Essential transit / trips within building are prohibited. |[ ] [ ] [ ]  All staff, service providers and service users to adhere to 2 metre social distancing when walking through the building. |
| **MCC Buildings and Workplaces – Physical / Social Distancing in the Building** |
| **12** | Use of PODS, Small Meeting Rooms and Confined Areas (including Photocopier / Printer areas) by more than one employee prohibited. |[x] [ ] [ ]  Only one person to be stood at photocopier. If another person needs to pass, adhere to social distancing. |
| **13** | Meetings to be held in suitable locations which enable 2 metre physical / social distancing requirements to be met and where online meetings are not suitable / possible. |[x] [ ] [ ]   |
| **14** | Barrier / Segregation of adjacent sinks in toilets to achieve 2 metre physical / social distancing. |[ ] [ ] [x]   |
| **15** | Barrier / Segregation of adjacent urinals in toilets to achieve 2 metre physical / social distancing. |[ ] [ ] [x]   |
| **16** | No eating / drinking in breakout areas / kitchens / canteens. Employees encouraged to eat at their own workstation. Signs displayed to this effect |[x] [ ] [ ]  No more than 2 – 3 people at a time in the kitchen. Not to make drinks for colleagues, and use their own designated cup and cutlery. All staff to use their own milk and not share. Fridges remain available but for limited use for storage of personal milk and cold food only. Handwashing and wiping down is required before and after using any such common appliances (kettles, fridge door handles). Staff to wash their own cups and cutlery, dry and put away/take home before leaving the building. To help protect staff, microwaves are not to be used. Staff to eat food at desks and not to congregate in staff rooms or kitchens. |
| **17** | Non-Essential repair / contracted works in buildings to be carried out outside core working hours. |[ ] [x] [ ]  Will be arranged by appointment. |
| **18** | Reduction in Lift Occupancy totals with priority use given to employees with disabilities, relevant existing health conditions or those who are pregnant. Staff encouraged to use stairs. Signs displayed to this effect |[ ] [ ] [x]   |
| **19** | Where applicable, designation of staff / security personnel to monitor and reinforce physical / social distancing requirements. |[x] [ ] [ ]   |

**Additional Physical / Social Distancing Measures applied (Please detail below)**

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| All service users will be accessing sessions/services by appointment only (one person to attend where possible). All service users will be asked the following screening questions when appointment made and on arrival to the Centre: **Have you, or anyone you live with had a new continuous cough (this means you have started coughing repeatedly) or high temperature (you feel hot to touch on your chest or back) or a loss of, or change in, normal sense of taste or smell (anosmia). Is there any resident in your home that is in self-isolation?**If yes, they will not be able to access the Centre and be advised to self-isolate for 7 days from when the symptoms started (if they live alone), or 14 days (if you live with someone who has symptoms). They can then make a further appointment to attend their session. All staff will work on a rota basis and adhere to social distancing measures when in the Centre. |

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| **MCC Buildings and Workplaces – Infection Control, Cleaning and Hygiene Arrangements** |
| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Actions Taken****Details / Further Information** |
| **20** | Provision of hand-washing / hand-hygiene facilities at entrances (Regularly monitored & maintained). |[x] [ ] [ ]   |
| **21** | All staff are encouraged to regularly wash their hands with soap and water, especially upon arrival at work or after returning to the workplace following any excursion. Signs displayed to this effect. |[x] [ ] [ ]   |
| **22** | In office areas, all employees to be allocated fixed desks / workstations on that day.. Hot-desking or sharing of desks to be avoided where possible. |[x] [ ] [ ]   |
| **23** | Staff are provided with cleaning materials (Self-Clean Kits) to enable them to clean and sanitise their designated workstations and equipment. |[x] [ ] [ ]  Desks, workstations and telephones to be cleaned on arrival, when leaving and regularly throughout the day.Sign will be displayed as a reminder. |
| **24** | Additional bins / increased emptying / replacement are provided / in-place. |[x] [ ] [ ]   |
| **25** | Internal work areas are also provided with hand-sanitiser |[x] [ ] [ ]   |
| **26** | Employees MUST not wash their hands in Kitchen / Canteen areas and must use toilets. Signs displayed to this effect |[x] [ ] [ ]  Sign displayed in kitchen area. |
| **MCC Buildings and Workplaces – Infection Control, Cleaning and Hygiene Arrangements** |
| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Actions Taken****Details / Further Information** |
| **27** | All working areas within the building should be well-ventilated (Windows and Doors open) where safe and appropriate to do so. |[x] [ ] [ ]  Opening up procedures in the morning to include opening windows to ventilate rooms. |
| **28** | Meetings to be held in well-ventilated areas, where possible |[x] [ ] [ ]  Opening up procedure to include opening windows to ventilate rooms. |
| **29** | Frequent cleaning of all high contact point by Cleaning Staff and Centre Staff throughout the day* Toilets
* Door Handles
* Kitchen areas and associated equipment
* Water dispensers
* Printers / Photocopiers
* Whiteboards
 |[x] [ ] [ ]  Frequent cleaning of all high contact points by cleaning staff and centre staff throughout the day.  |
| **30** | Use of kitchen areas to be limited to preparation of hot drinks, cleaning of cups / mugs etc. Employees to use own / designated cup or mug. Signs displayed to this effect |[x] [ ] [ ]  2 – 3 people in kitchen at any time. All staff to use own/designated cup or mug during the day. All staff to make their own drinks. |
| **31** | Toilet areas are signed with posters detailing hand-washing guidance. |[x] [ ] [ ]   |
| **32** | Restriction in place on the delivery of personal items to employees (food, takeaways, flowers etc.) |[x] [ ] [ ]  No personal deliveries for employees at workplace allowed. |
| **33** | Increased frequency of toilet inspections and checks to ensure sufficient supplies of liquid soap and paper towels are maintained.  |[x] [ ] [ ]  Frequent checks and replenishment by cleaning staff and centre staff throughout the day. |
| **34** | Suppliers and Contractors attending premises are advised of infection control arrangements, no-access areas and expectations around personal hygiene. |[x] [ ] [ ]   |

**Additional Infection Control, Cleaning and Hygiene Measures applied (Please detail below)**

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| Service provider will clean resources before and after session. Centre staff to ensure they have hygiene wipes in room where session is to be held. |

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| **MCC Buildings and Workplaces – Key Roles and Responsibilities** |
| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Actions Taken****Details / Further Information** |
| **35** | Sufficient staffing / resources are in place to maintain the security of the building and its occupants |[x] [ ] [ ]   |
| **36** | Sufficient staffing / resources are in place to maintain the cleanliness of the building and to carry out necessary inspections of consumables needed to maintain hygiene  |[x] [ ] [ ]   |
| **37** | Sufficient numbers of personnel are in place to enable safe evacuation of the building in the event of an emergency. |[x] [ ] [ ]  All staff aware of emergency evacuation procedures |
| **MCC Buildings and Workplaces – Statutory Premises Compliance and Maintenance** |
| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Actions Taken****Details / Further Information** |
| **38** | PPM (Planned Preventative Maintenance) work managed by MCC FM team continues to be delivered for critical building systems (Life-Safety) including:* Fire Alarm and Detection
* Powered Doors / Gates
* Legionella and Water Testing
* Electrical Safety
* Gas Safety
* PAT Testing
* Asbestos Management
 |[x] [ ] [ ]   |
| **39** | Defect Reporting arrangements ([FM Helpdesk](http://intranet.mcc.local/fm/ourfm/Pages/FMHelpdesk.aspx)) in place via MCC Intranet  |[x] [ ] [ ]   |

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| **Additional Information and Control Measures (Detailed Below)** |
| **Ref** | **Control Measure** | **Yes** | **No** | **N/A** | **Actions Taken****Details / Further Information** |
|  |  |[ ] [ ] [ ]   |

Link to [Staying COVID Secure Poster / Statement](https://drive.google.com/open?id=1gBUAgqzMBLrDGN5h4R-Wgso-A04XGMcT)

Further Information via: Health and Safety Team
 Internal Audit & Risk Management
 6th Floor
 Town Hall Extension

 Health.and.safety@manchester.gov.uk

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| **Completed by Early Years Locality Lead** | Janet Dexter | **Date completed** | 28/05/2020 |
| **Date shared with staff** |  | **Date of review** | 28/05/2021 |