

COVID – 19 HEALTH AND SAFETY RISK ASSESSMENT FORM

Completed by: Gillian Bowlas

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Event name	Work place (Office) and Friday Sessions	Date	ongoing	Time	ongoing
Location	Bodmin Road Church	Event organiser	Downright Special	Event safety controller	Gillian Bowlas

Hazard	Persons at Risk	Existing control measures	Extra implemented control measures	Who needs to carry out action?	Action to be done by when?
Getting or spreading coronavirus by not washing hands or not washing them adequately	Staff Volunteers Parents Children Visitors	Everyone to wash hands or use hand sanitiser on entry to building Hand sanitiser is provided at entry to building. Soap and hand dryers provided in toilets.	Put up signs to remind people to wash hands and use hand sanitiser. At Friday sessions a designated person will 'meet and greet' families and remind to use sanitiser.		
Getting or spreading coronavirus in common use high traffic areas such as corridors, toilet facilities, entry/exit points to facilities, and other communal areas	Staff Volunteers Parents Children Visitors	Numbers of people in the building limited at any one time. (staggered start times for groups with no more than two groups at a time in different rooms) No more than three people to be in the office at any one time. Toilets to have only one person in at a time or one family/household. Disabled toilet designated for attendees of groups. Staff to use other toilet facilities. Entry to the building is one person or family/household at a time. Only one adult to attend with one child. No siblings allowed.	'Meet and greet' person will only open the door to one family at a time to allow them to clean hands and sign in before next family enters. 'Meet and Greet' person to wear a visor or mask Require a method of organising timetable of who is in the office when. Put up a sign at the entrance to toilets that it is one person at a time only.		

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		<p>Everyone to wash hands or use hand sanitiser on entry to building</p> <p>'Touch points' such as door handles, toilets, chairs, desks to be cleaned regularly. (After every group has been in the building).</p> <p>Soft play area closed</p> <p>Group attendees asked to bring the minimum of personal belongings into the building</p> <p>Reminders sent to families to not attend if feeling unwell for any reason.</p> <p>.</p>	<p>Measure everyone's temperature on entry to Friday groups</p>		
<p>Getting or spreading coronavirus by not cleaning surfaces, equipment, resources and workstations</p>	<p>Staff Volunteers Parents Children Visitors</p>	<p>Wash hands on arrival at office.</p> <p>Hand sanitiser and wipes easily accessible in the office</p> <p>Shared office equipment such as photocopier, laminators, guillotines to be wiped by each user before use</p> <p>Each individual to wipe down own desk before use</p> <p>Each child to have own set of resources. No sharing of toys, equipment, laminates between different children.</p> <p>Toys, resources, equipment to be cleaned before and after each use.</p> <p>Group attendees asked to bring the minimum of personal belongings into the building</p>	<p>Need to identify regular cleaning regime for office</p> <p>Need to have arrangements in place to clean if someone develops symptoms of coronavirus at work</p>		

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Mental health and wellbeing affected through isolation or anxiety about coronavirus	Staff Volunteers	<p>Regular calls or meetings (virtual or in person socially distanced) with everyone working at home to talk about any work issues</p> <p>Include staff in the completion of this risk assessment, so they can help identify any potential problems and identify solutions.</p> <p>Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren't working long hours</p>			
Contracting or spreading the virus by not social distancing	Staff Volunteers Parents Children Visitors	<p>No more than three people in the office at any time to maintain social distancing</p> <p>Continue to work from home where possible.</p> <p>Limiting numbers in the building (see above)</p> <p>Children spread out in group sessions by:</p> <ul style="list-style-type: none"> - marking spots on the floor using individual mats for the babies to sit on. - only two children plus parent per 'horseshoe' shaped table, sat at each end - no more than 4 children in each group <p>Use of PPE in lessons:</p> <ul style="list-style-type: none"> - Teachers to wear a visor or sit behind a screen - Parents/ Adult support to wear masks - Any other staff/volunteers to wear mask or visor <p>Teachers to sanitise hands in between working with each child or passing something to them</p>	Mats to be washed before/after each week. One mat assigned to one child and not shared.		

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		<p>All equipment, toys, resources, tables, chairs to be cleaned after each use.</p> <p>If someone develops symptoms during the session then they will be asked to leave the building immediately and follow the government guidelines on getting a test. We will use the contact details attendees have given us to follow the government guidelines on track and trace.</p>			
Musculoskeletal disorders as a result of using DSE at home for a long period of time	Staff	<p>Information on DSE sent out to all workers including information on setting up workstation correctly, taking regular breaks.</p> <p>Recommended purchase of keyboards, mouse and any other equipment required. to work safely at home</p>			
Poor workplace ventilation leading to risks of coronavirus spreading	Staff Volunteers Parents Children Visitors	<p>Group sessions will be run in the main church hall and café area. Windows in the café to be opened and before children arrive wherever possible the main doors to the building and patio doors in the café area should be opened to allow fresh air to flow through.</p> <p>There is no ventilation in the Downright Special office area or the church office area. Risks mitigated by regular cleaning of surfaces and limiting numbers in the office to a maximum of three people at one time.</p>			
Increased risk of infection and complications for vulnerable workers	Staff	<p>Identify if any staff fall into one of the following categories:</p> <ul style="list-style-type: none"> ➤ Clinically extremely vulnerable ➤ People self-isolating ➤ People with symptoms of coronavirus ➤ Groups who may be at higher risk of poorer outcomes (see the Public Health England report Disparities in the risk and outcomes of COVID-19) 			

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		Discuss with employees what their personal risks are and identify what need to do in each case			