**Building risk assessment- Minimising risk during Covid 19**

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| **Team/Section/****Department:** | **Community Hub** | **Date of assessment:** | **20/05/2020** | **Review date:** |  |

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| **Activity/****Process/****Operation** | **What are the****hazards to health and safety** | **What risks do they pose and to whom?** | **What existing control measures are in place to reduce the risk?** | **Risk level****achieved****H/M/L\*** | **Further action****required Y/N?\*** |
|  Coming to and leaving a building baseMoving around the buildingWork areas and 1-1 meetingsCommon areas | Being within 2 metres of another personBeing within 2 metres of another personBeing within 2 metres of another personBeing within 2 metres of another person |  Risk of catching Covid- 19 from another personRisk of infecting another person if you are carrying the virusRisk of catching Covid- 19 from another personRisk of infecting another person if you are carrying the virusRisk of catching Covid- 19 from another personRisk of infecting another person if you are carrying the virusRisk of catching Covid- 19 from another personRisk of infecting another person if you are carrying the virus | Use the back door for people arriving by car. If arrive at the same time as someone else let them go into the building first before leaving your car. Any member of staff who enters the building wears gloves to open main doors and to put in the key code. Gloves must then be disposed of straight away. Outside main entrance doors and handles are cleaned three times a day with anti-bacterial solution. All staff to have a box of their size gloves that can be kept in their bag or car so they have gloves when entering and leaving the building Staff to take off and put away outdoor bags and coats as soon as entering the building then wash their hands  Member of staff develop a persistent cough or their ability to taste or smell changes or they have temperature they will be asked to go home and get tested for Covid 19. They will sit in a room on their own until they are able to go home( eg waiting for a lift) and staff who enter the room will wear full PPE- Apron, gloves, fluid retentive face mask. whether they go within two meters or not of the person.All hub staff will work from home whenever possible and will only go to a building to pick up work, file work then leave. There is a one-way system operating at Powell house which staff must follow. Arrows on the floor indicate which direction staff should walk when entering the building. The stair well is to be used to enable staff to pass each other in the corridor and maintain a 2-meter distance* 1. meetings with customers will be held over the telephone or virtually using apps like wats app, facetime and Zoom whenever possible.

Face- face meetings must only be conducted if the person is at risk and then social distancing should be applied whenever possible. Door step meetings must be considered or meeting in open spaces if confidentiality can be maintained. If staff cannot keep 2 meters away from the person then they must wear a fluid retentive face mask, apron and gloves. Before a hub member of staff has a face to face or welfare meeting they must get permission from the Hub service manager. During welfare visits social distancing of 2 meters must be applied at all times and outside the persons house on their garden path or driveThere will be no group customer sessions, group sessions will be provided virtuallyTwo members of staff will not work in the same room. Staff are not supporting people to use public transport at the moment. We have reviewed lay out of rooms, all tables are two metres apart and chairs have been removed so they are not next to each otherStaff must wash their hands when they enter the building, if they cough or sneeze, before and after eating and drinking as a minimum. We have introduced additional cleaning and disinfecting regularly throughout the day of all contact surfaces- tables, door handles, computer keyboards, taps- staff are allocated these cleaning responsibilities. Staff are not to share their laptop with anyone elseStaff have been given and read guidance regarding infection control and PPE and there is a Covid 19 folder at Powell House with all information in it that staff have been given regarding Covid 19 for staff to reference t. Folders are located in SL office and Day ops officeAll doors to common areas- the main rooms, doors in the corridor by the stair well and the kitchens must be kept open during the day to avoid people touching door handles. If a Hub member of staff needs to work in Powell House or Albert Street they need to inform the Team Leader who will allocate kitchen and times of use and a toilet to use. Only one member of staff allowed in the kitchen to make drinks or warm food at any one time. After use they must use anti bac cleaning solution to clean kitchen cupboard handles, work surfaces. The member of staff must only make drinks and food for themselves. When staff answer the doorbell by opening the main door, they must wear gloves to hold the handle or clean the handle afterwards. The glove must be disposed of straight away. Staff will not share pens. They will have their own pens eachMember of staff must sign their visitor in using that member of staffs pen. There is a risk assessment for use of our offices that has been shared with Hub staff.  | LLLL | NNNN |

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| Name of Assessor: Alison Malcolm | Signature Alison Malcolm |
| Name of Manager Claire Wardresponsible for Activity/ Process/ Operation: | Signature Claire Ward |

\* If the risk level achieved is still High, the planned activity/ process/operation must not continue. The risk assessment action plan must be completed to identify what further action will be taken to reduce the risk to a low level.

\* If the risk level achieved is Medium you must consider whether the existing control measures are sufficient or if any further action could be taken to reduce the risk to a low level. (The risk level may remain as Medium where the risk is inherent in a particular activity/process/operation).

# Reference should be made to the Risk Assessment Guide 4.1 Step-by-Step for guidance on when and how the action plan should be used.

**Risk Assessment Action Plan for:**

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| Activity/Process/Operation | Risk | Planned action to be taken to reduce the risk to a reasonable level | Anticipated risk reduction levelM/Lpost action | Responsible person for taking action | Planned completion date | Completion date(Line manager signature to verify and date) |
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