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

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| **Team/Section/**  **Department:** | **Nuneaton Day Opportunities, Powell House** | **Date of assessment:** | **18/05/2020** | **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 the building  Moving around the building  Work/ session areas  Common areas | Being within 2 metres of another person  Being within 2 metres of another person  Being within 2 metres of another person  Being within 2 metres of another person | Risk of catching Covid- 19 from another person  Risk of infecting another person if you are carrying the virus  Risk of catching Covid- 19 from another person  Risk of infecting another person if you are carrying the virus  Risk of catching Covid- 19 from another person  Risk of infecting another person if you are carrying the virus  Risk of catching Covid- 19 from another person  Risk of infecting another person if you are carrying the virus | Use the back door for people arriving by car.  If the use of the arrival and departure times to reduce crowding in and out of the Powell House building.  Member of staff who initially opens the building wears gloves to open main doors to building and to put in 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.  When staff arrive at work their temperature is taken and they will be sent home and asked to go for testing if their temperature is 37.8 or above.  Customers and staff take off and put away outdoor bags and coats as soon as entering the building then wash their hands    All staff to have a box of their size gloves that can be kept on their bag or car so they have gloves when entering and leaving the building and supporting people from their own homes.  When customers arrive their temperature is taken they will be sent home and asked to go for testing if their temperature is 37.8 or above. 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.  We will only support a customer in one of our buildings after we have completed a risk assessment. The risk to the person and or their carers must be high for us to do that and be inline with WCC RAG ratings- staff have written guidance to follow. Our first option will always be to offer a service from the customers home at this time.  If a customer or member of staff develop a persistent cough 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.  A allocation is completed weekly and Customers are allocated their own room with their own member of staff. Customers will not share rooms with other customers.  Two members of staff will not work in the same room.  Customers and staff are allocated the use of a specific toilet and all contact points are cleaned after use- door handle, toilet seat and bowl, sink and taps.  Only one member of staff in a kitchen at any one time and only make own drinks and prepare food for themselves and the person they are supporting.  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 other  Customers and staff wash their hands after each activity for at least 20 seconds  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.  If customers use a computer, it is to be disinfected immediately after use  Staff must distance themselves by two metres when supporting people. If this is not possible then staff must wear fluid retentive face masks, apron and gloves.  Staff 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 to  All 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.  Only one member of staff allowed in the kitchen to make drinks and 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 the person they are supporting and themselves. Allocate which kitchen to use as there are only two customers using the building.  Customers must bring their own food from home.  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 who need administration time will be allocated it to work at home where possible and if not will be allocated a room to themselves and will not go into communal areas except to enter and leave the building. They will be allocated a kitchen area to make drinks and given times they can make their drinks  Staff who need PPE or other equipment must collect it before 9am and after 3.30pm. Staff member must ring the service to inform them what they need and it will be handed to the staff member at the door.  If staff are providing support from peoples own home they must not come to the Powell house building to eat or for a drink in between customers unless this has been planned with a Team Leader.  If staff are supporting people from their own home’s they must not come to Powell House with the person to use the toilet, they must support the customer to go home to use the toilet.  Any home carers dropping people off are not allowed to enter the building.  Each person we support to use the Powell House building will have their own activity box, where they will keep their own individual session materials – for example- pens, glue for art. Sewing circle, material and threads for sewing.  Staff will not share pens. They will have their own pen each | L  L  L  L | N  N  N  N |

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| Name of Assessor: Alison Malcolm | Signature Alison Malcolm |
| Name of Manager Lynn Harperr  responsible for Activity/ Process/ Operation: | Signature Lynn Harper |

\* 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 level  M/L  post action | Responsible person for taking action | Planned completion date | Completion date  (Line manager signature to verify and date) |
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