

## COVID-19 Risk Assessment

Risk assessment carried out by: Operations Director

What are the hazards?	Who might be harmed and how?	What are you doing already to control the risks?	Who needs to carry out the action	When is the action needed by	Done
Infection prevention, cleaning, handwashing and hand hygiene procedures.	<ul style="list-style-type: none"> <li>All staff, volunteers and visitors.</li> <li>Infection spread by droplets when a person coughs or sneezes.</li> </ul>	<ul style="list-style-type: none"> <li>Social distancing, hand sanitiser provided at entrance points.</li> <li>Tissues provide 'catch it, kill, bin it'.</li> <li>Wash hands regularly with soap and water for at least 20 seconds.</li> <li>Clean and disinfect frequently touched areas.</li> <li>Displaying appropriate posters.</li> <li>Avoid touching face, eyes nose and mouth.</li> </ul>	All staff, overseen by managers, senior staff and trustees.	Immediately and ongoing.	
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Homeworking.	Staff currently working from home.	<ul style="list-style-type: none"> <li>Staff to take personal responsibility to follow social distancing guidelines while at home or around their own home. Staff that can work from home have appropriate technical equipment to enable this.</li> <li>Essential meetings held by Microsoft Teams.</li> <li>Online training to be completed at home wherever possible.</li> </ul>	All office / centre based staff / volunteers in the organisation.	Immediately and ongoing.	

Date assessment carried out: 18<sup>th</sup> May 2020

Date of next review: 18<sup>th</sup> June 2020

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Workplace social distance; maintain a two metre distance.	<ul style="list-style-type: none"> <li>All staff, volunteers and visitors.</li> <li>Social distance so that a safe distance is between you and the person coughing and/or sneezing.</li> </ul>	<ul style="list-style-type: none"> <li>Staff have individual offices.</li> <li>Staff have desks that are positioned more than 2 metres apart.</li> <li>Non-essential contact is avoided.</li> <li>Essential meetings held by Microsoft Teams.</li> <li>Essential meetings held in well ventilated rooms with appropriate distance and limited numbers.</li> <li>Hand sanitiser provided at all meetings.</li> <li>Non-essential training cancelled.</li> <li>Online training at home wherever possible.</li> </ul>	All office / centre based staff / volunteers in the organisation.	Immediately and ongoing.	
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Manage transmission risk.	All staff, volunteers and visitors.	<ul style="list-style-type: none"> <li>Staff have individual offices.</li> <li>Staff have desks that are positioned more than 2 metres apart.</li> <li>Non-essential contact is avoided.</li> <li>Essential meetings held by Teams</li> <li>Essential meetings held in well ventilated rooms with appropriate distance and limited numbers</li> <li>Non-essential training cancelled</li> <li>Signs advising staff to regularly wash hands, using tissues and disposing of appropriately.</li> </ul>	All office / centre based staff / volunteers in the organisation.	Immediately and ongoing.	

		<ul style="list-style-type: none"><li>• Plenty of supplies available i.e. hand cleaning resources, liquid soap and paper towels.</li><li>• Limited number of staff using high risk areas.</li><li>• 60% alcohol hand gel at convenient places.</li></ul>			
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