

<b>Site / Premises:</b> The Mead Centre, 343 Gipsy Lane, Leicester, LE4 9DD	<b>Assessment Carried Out By</b>  <b>Name: Milan Premdjy / Emma Matthews / Russ Hawkins</b>  <b>Signature:</b>	<b>Assessment Serial Number:</b>			
<b>Department:</b> Trust Central Team		<b>Date Carried Out or Reviewed</b>	<b>Date for Next Review</b>	<b>Reviewed By (Name)</b>	
<b>Activity / Process:</b> Activities during COVID 19 outbreak. <ul style="list-style-type: none"> <li>• <b>During this evolving situation please monitor and follow government guidance given in the web links provided</b></li> <li>• All normal working practices should be assumed to continue unless they need to be changed for the duration.</li> </ul>	<b>Responsible Manager / Team Leader etc</b>	01/06/2020	01/07/2020		
	<b>Name:</b>				
	<b>Signature:</b>				

**Risk Rating.**

The Risk Rating process is provided for guidance only. It is the risk assessors' evaluation of the risks that is important, and this may differ from the result indicated by the risk rating matrix. Even after taking the risk rating into consideration employers still have a duty to ensure that sufficient and adequate control measures are in place to ensure that any remaining risks are kept as low as is reasonably practicable.

<b>General Principles of Control</b>	The hierarchy of control measures to be implemented should follow the sequence – <ol style="list-style-type: none"> <li>1. Avoiding contact with those who have symptoms.</li> <li>2. Frequent hand cleaning &amp; good Respiratory hygiene practices.</li> <li>3. Regular Cleaning of settings.</li> <li>4. Minimising contact &amp; mixing.</li> </ol> Although the choice of control measures implemented should be prioritised from the top of this hierarchy downwards, it should be remembered that more than one level of control measures can be adopted simultaneously.	The wearing of respiratory protection (face masks) is NOT expected to be a routine control measure where no specific risk has been identified. Appropriate respiratory protective equipment/face masks are to be considered as last resort where effective separation cannot be maintained if dealing with a suspect case; This would normally be to the standard of a Fluid Resistant Surgical Mask. However, if dealing with a child with complex medical needs where aerosol generating procedures are performed an FFP3 standard face mask should be worn, for which face fit testing (FFT) must be completed beforehand.
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What are the Hazards? (What can go wrong)	Who might be Harmed & How?	Existing Control Measures (What are you already doing to manage the hazards/risks?)	Risk Rating with controls in place			Additional Controls Required (Where the existing controls are insufficient to reduce the risk to an acceptable level) Use the scoring table below to assist in planning actions.	Action By Who?	Action By When?	Additional Action Completed (Initials)
			Likelihood	Impact / Severity	Risk Rating Score				
<p><b>Catching / Spreading</b></p> <p>Exposure from others due to:</p> <p>1) Living with someone with a confirmed case of COVID-19.</p> <p>2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19.</p> <p>3) Being advised by a public health agency that contact with a diagnosed</p>	Staff, Visitors	<p>The hierarchy of control measures to be implemented should follow the sequence –</p> <ol style="list-style-type: none"> <li>1. Avoiding contact with those who have symptoms.</li> <li>2. Frequent hand cleaning &amp; good Respiratory hygiene practices.</li> <li>3. Regular Cleaning of settings.</li> <li>4. Minimising contact &amp; mixing.</li> </ol> <p>Although the choice of control measures implemented should be prioritised from the top of this hierarchy downwards, it should be remembered that more than one level of control measures can be adopted simultaneously.</p> <p>The wearing of respiratory protection (face masks) is NOT expected to be a routine control measure where no specific risk has been identified.</p> <p>Appropriate respiratory protective equipment/face masks are to be considered as last resort where effective separation cannot be maintained if dealing with a suspect case; This would normally be to the standard of a Fluid Resistant Surgical Mask.</p> <p>However, if dealing with a child with complex medical needs where aerosol generating procedures are performed an FFP3 standard face mask should be worn, for which face fit testing (FFT) must be completed beforehand.</p> <p>Contact with personnel suspected of having caught COVID-19 will be avoided.</p>	2	3	6	<p><b>Prevention of catching/spreading the virus:</b></p> <p>The Mead Centre will open for reduced hours from 15/06/20.</p> <p>Staff to be on site to support the reopening of the centre on a minimised basis.</p> <p>Link to Opening Rota. <a href="#">TMC Opening Rota.docx</a></p> <p>This will be dated each time it is updated.</p> <p><a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres</a></p> <p>Access to the centre will be limited to maximum safe occupancy levels in each office at any given time, to minimise contact and risk.</p> <p>Reception: 1 Dining/seating area : 4</p>	EM	Emailed 08 June	EM

<p>case has occurred.</p>		<p>Any person who has symptoms must self-isolate, along with their household as per government guidance:  <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></p> <p>Welfare facilities are provided which contain suitable levels of soap and hand sanitiser.</p> <p>Maintain social distancing (2m separation).  All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Hands should then be dried using disposable towels etc. which should be disposed of into the bins provided.</p> <p>Hand cleaning facilities or hand sanitiser should be available at the entrances/exits and throughout the building and should be used by all persons when entering and leaving the area.</p> <p>Tissues will be provided for all employees.  All persons should use a tissue when coughing or sneezing and then place the used tissue in the bin before washing hands.  If a tissue is not available coughing or sneezing into the crook of the elbow, with washing hands afterwards is an acceptable alternative.</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p> <p>Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed.</p> <p>Follow good respiratory hygiene and skin cleaning hygiene measures at all times.</p> <p>Ensure frequent hand washing is carried out by all persons throughout the day, including before &amp; after eating, after sneezing &amp; coughing or using tissues. Hands should then be</p>			<p>Kitchen: 1  Finance Office: 8  Exec Team Office: 5  HR Office: 2  Main Meeting Room: 6  Community Meeting Room: 4  Community Office: 1  Community Office 2: 1  Posters on each room will display this information</p> <p>Staff who wish to access the centre for facilities unavailable to them elsewhere or due to unsuitable working conditions at home, must advise <a href="mailto:info@tmet.uk">info@tmet.uk</a> of their intended date and time of attendance, and this will be logged onto the Rota and shared weekly.</p> <p>Information about the new system will be shared with staff via email and the following shared/displayed:</p> <p><a href="#">The Mead Centre Staff Access Guide.</a></p> <p>Additional posters for the centre:</p> <p><a href="#">Wash Hands Catch it Social distancing</a></p> <p>Hand sanitiser dispensers are installed at the entrance, exit and school thoroughfare.</p> <p><b>PPE</b></p>	<p>EM</p> <p>ALL</p> <p>EM</p>	<p>12/06</p> <p>From 08/06/2020- to review 01 July.</p> <p>08/06/2020</p>	<p>EM</p>
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	<p>dried using disposable towels etc. which should be disposed of into the bins provided.</p> <p>Clear signage and information is to be displayed reminding all persons of social distancing, hygiene and hand washing requirements. This information should also be easily understandable to small children where necessary.</p> <p>Try to avoid working with paper/other materials that are shared in a way that may aid transmission.</p> <p>Any person with symptoms of COVID 19 (persistent cough, high temperature) or has a positive viral test result for COVID-19 is NOT to attend the offices, but should follow Government guidance on self-isolating. (for 7 days, and if they still have a high temperature after this time, until the temperature returns to normal).</p> <p>Persons who are living with a person in the Shielding Category (but who are not ill themselves) should only be permitted to enter the premises if stringent COVID 19 control measures can be implemented and if they fully understand them.</p> <p>Visitors, contractors, etc are to be informed of the COVID 19 safety precautions of The Mead Centre (Based upon Government Guidance and this risk assessment).</p> <p>A copy of this risk assessment and any safe systems of work must be provided to staff before they start work, and be displayed in the reception notice board. Staff to sign to say they have read and will comply.</p> <p>A system should be in place to monitor which people are on site at one time, whether they are permitted to be there and where they are (no congregating) and this system should be enforced.</p> <p>Employee support services (Occupational Health Service / Amica etc) are available to discuss any concerns employees</p>		<p>Whilst masks are not expected to be worn in general, disposable face masks will be available at reception, along with hand gel, wipes and tissues. Hand sanitiser is available at the entrance, exit and school thoroughfare.</p> <p><b>First Aid</b></p> <p>Due to the limited access and staffing on site, KRO or RHU are to be the named First Aiders during this period, and PPE has been provided to be used during First Aid activities (gloves and masks).</p> <p><a href="https://www.hse.gov.uk/news/facemaskppe-rpe-coronavirus.htm">https://www.hse.gov.uk/news/facemaskppe-rpe-coronavirus.htm</a></p> <p>Posters to be updated with Ext /Contact Numbers for First Aiders on site.</p> <p><b>Hand washing</b></p> <ol style="list-style-type: none"> <li>1. Hand washing facilities with soap and water in place.</li> <li>2. Stringent hand washing taking place.</li> <li>3. See hand washing guidance. <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>4. Drying of hands with disposable paper towels. <a href="https://www.nursingtimes.net/news/research-andinnovation/paper-towels-much-more-effective-at-removingviruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-andinnovation/paper-towels-much-more-effective-at-removingviruses-than-hand-dryers-17-04-2020/</a></li> </ol>	<p>KR/RH</p> <p>EM</p>	<p>03/06/2020</p> <p>08/06/2020</p>	<p>KR/RH</p> <p>EM</p>
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	<p>may have directly related to their health, and to provide appropriate support.</p> <p><b>Clinically Extremely Vulnerable persons (Adults and Children)</b> should not be at work and should be shielding themselves in line with Government and medical advice (<i>These persons will have received a letter from their Medical support teams explaining this</i>).</p> <p><b>Clinically Vulnerable Adults</b> should where possible not be at work, and should be offered working from home alternatives. Where they are unable to work from home and need to come into the office to work, they should be offered the safest available on-site roles, with the most stringent of controls.</p> <p><b>Clinically Vulnerable Children</b> should follow medical advice regarding any potential return to the office.</p> <p>If a person is <b>living with a Clinically Extremely Vulnerable</b> person they should only attend the office if stringent social distancing can be adhered to, and they can fully understand any comply with these requirements.</p> <p>There is ongoing scientific work in respect of the impact on BAME groups, particularly in front line health/care roles, We are closely monitoring guidance and at the current time this group is not considered to be clinically vulnerable based on the public health list. If this changes our response will be adapted and all employees are assured of a comprehensive risk assessment and measures to mitigate risk. If individual employees would like specific discussion about their role this will be arranged.</p>			<p>5. Gel sanitisers in any area where washing facilities not readily available</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></p> <p>Staff will be reminded to clean all shared spaces as they use them, door handles, touch screens, taps, etc. using the wipes provided, to prevent this risk of contamination.</p> <p>The Safety Protocol will include this. <a href="#">TMC Safety Protocols v3.0.docx</a></p> <p>Posters are available for display. These will be displayed in:</p> <ul style="list-style-type: none"> <li>• Kitchen</li> <li>• Reception area</li> <li>• Toilets</li> <li>• Notice board in corridor</li> <li>• Meeting rooms</li> </ul> <p>Link to display items:</p> <p>I:\Admin\COVID 19 Planning</p> <p><b>Vulnerable and Clinically Vulnerable staff and family members</b></p> <p>TMET HR have put together a Clinically Vulnerable spreadsheet</p>	EM	12/06	EM
					EM	12/06	EM
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					<p>that outlines which staff members have identified themselves as belonging to either the Clinically Vulnerable category, the Extremely Clinically Vulnerable category, or as living with someone in either of these categories.</p> <p>Staff have been divided into 4 groups as below:</p> <p><b>RED:</b> Identified as either Extremely Clinically Vulnerable (ECV), or living with someone who is ECV and are required to shield for 12 weeks. These staff members should not come into school and should be allocated work from home.</p> <p><b>AMBER:</b> Identified as Clinically Vulnerable (CV) themselves. These should either work from home if possible, or if this cannot be accommodated, risk assessed, and given roles with the least risk in school. Reduced hours could be considered.</p> <p><b>GREEN:</b> Identified as living with someone who is CV. We have registered this, but there is no need to carry out an additional risk assessment as per government advice. They should attend work as normal.</p> <p><b>WHITE:</b> No medical or mitigating information given as of yet.</p>			
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						<p>Expected to be able to work in their usual workplace and usual work hours.</p> <p>TMET HR will continue to update this spreadsheet as people confirm to the HR mailbox their status and provide evidence of their category, therefore the staff list as it stands should only be used as draft numbers, and is subject to change. HR will send the list out regularly and copy business managers into changes to ensure this is kept up to date.</p> <p>This list has been shared with line managers, so that steps to support staff and guidance on Trust expectations in regards to working, and working from home, and additional RA for individuals have been issued.</p>	EM	12/06	EM
<b>Suspected case whilst on site</b>	Staff, Visitors	<p>If a person receives a positive viral test result for Covid 19 or displays symptoms - A high temperature, a persistent cough, or a loss or change to the sense of taste or smell they should:</p> <ul style="list-style-type: none"> <li>• Notify the Office Manager/*Head of HR/Milan/Charlotte immediately (to be reviewed by 10 July).</li> <li>• Avoid touching anything.</li> <li>• Go home immediately</li> <li>• All other persons are to maintain a safe distance from affected individual.</li> </ul>	2	3	6	<p>All staff are encouraged to access a test within 5 days of displaying symptoms as per current government advice:</p> <p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection#will-my-household-be-tested-if-we-think-we-have-coronavirus-covid-19-symptoms">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection#will-my-household-be-tested-if-we-think-we-have-coronavirus-covid-19-symptoms</a></p>	EM	08/06/2020	EM





		<p>A separate toilet facility should be used if necessary. Staff should keep 2m away from the individual where possible. If a member of Staff needs to attend to the individual by physical contact, PPE appropriate to the level of contact should be worn (Gloves, apron, face mask &amp; eye protection as necessary). The toilet, room used, and any PPE used should be cleaned and disinfected after use.</p>				<p>be arranged on a case by case basis via the premises team as per government guidance:</p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings#principles-of-cleaning-after-the-case-has-left-the-setting-or-area">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings#principles-of-cleaning-after-the-case-has-left-the-setting-or-area</a></p> <p>All staff will be reminded to use cleaning products provided to clean their desk/space on arrival and departure of the building. Staff should clean shared spaces, such as door handles, taps, touch screens etc. on an as you go basis using the wipes [provided].</p> <p>Communication and guidance to staff will be provided should there be a confirmed case at the centre:</p> <p><a href="#">Template letter - Informing Staff of Contact with Symptomatic Individual.docx</a></p>	EM	As part of RA and ongoing directions.	
<b>Travel off site</b>	Staff	<p>Travel is only required for essential purposes.</p> <p>Implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family).</p> <p>Work from home wherever possible.</p> <p>All persons to limit their use of public transport.</p>	2	3	6	<p>Staff are directed to follow guidance for safer travel as follows:</p> <p><a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></p> <p>Staff with no access to private transport are encouraged to avoid</p>	EM	08/06/202	EM

		<p>Where travel is essential, use private single occupancy where possible.</p> <p>All persons are to wash their hands upon completion of the journey.</p>				<p>accessing the site unless the need is essential.</p> <p>Poster:</p> <p><a href="#">Posters\Stay Alert Travel Poster.pdf</a></p>			
<p><b>Contamination during Access to &amp; egress from site</b></p>	<p>Staff, Visitors</p>	<p>Where possible, implement the following practices:</p> <ul style="list-style-type: none"> <li>• Stop all non-essential visitors (children of staff) entering site.</li> <li>• Introduce staggered start and finish times to reduce congestion and contact at all times.</li> <li>• Monitor site access points to enable social distancing – may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring.</li> <li>• Remove or disable entry systems that require skin contact e.g. fingerprint scanners. (Ensure other measures to ensure security are in place where necessary).</li> <li>• Require all persons to wash &amp; dry or clean their hands before entering or leaving the site.</li> <li>• Allow plenty of space (two metres) between people waiting to enter site.</li> <li>• Regularly clean and disinfect common contact surfaces in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks, particularly during peak flow times.</li> <li>• Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible</li> </ul> <p><b>Visitors</b> No non-essential visitors are allowed to The Mead Centre.</p> <p>All visitors to be made aware of site rules.</p> <p>Only visitors carrying out essential maintenance deemed necessary to the safe running of the building are to be allowed</p>	2	3	6	<p>The Mead Centre will open for reduced hours from 15/06/20.</p> <p>Staff to be on site to support the reopening of the centre on a minimised basis.</p> <p>Link to Opening Schedule Rota. <a href="#">TMC Opening Rota.docx</a></p> <p>Staff should update <a href="mailto:info@tmet.uk">info@tmet.uk</a> when on site to maintain the rota with up to date information.</p> <p>Maximum occupancy levels are as follows: <a href="#">TMC Maximum Occupancy Levels.docx</a></p> <p>Staff must follow the following guidance when accessing the site:  <a href="#">The Mead Centre Staff Access Guide</a></p> <p>Staff must sign in as usual, and it reminded of the importance of signing in for Fire Evacuation purposes.</p> <p>Staff must avoid working alone on site wherever possible. If unavoidable, inform KRO, the</p>	EM	To be reviewed 01 July	

		<p>on site and will read signs in reception regarding good hygiene.</p> <p><b>Staff</b> Staff who are showing any of the signs of COVID-19 may NOT come to the office.</p> <p>Staff MUST declare if they have a member of their family displaying signs of COVID-19 and may NOT come into the office.</p> <p>Staff have been informed about the need for self-isolation as advised by the Government.</p> <p>On arrival all staff are required to wash &amp; dry hands or use the sanitiser provided in reception.</p> <p>Hand washing with soap to be at least 20 seconds each time.</p>				<p>Premises Officer for North Mead that you are present. Email (<a href="mailto:krobinson@north-tmet.uk">krobinson@north-tmet.uk</a>)</p> <p>A copy of this RA will be available on the TMET website and at reception.</p> <p><b>Non-essential visitors are not permitted on site.</b></p> <p>Visitors will be provided with the following guide prior to arrival:</p> <p><a href="#">The Mead Centre Visitor Access Guide-TMET</a></p> <p>A copy of this RA will be available on the TMET website and at reception.</p> <p>The following will be shared via email to all centre staff and be shared on entry and noticeboards in the centre:</p> <p><a href="#">TMC Safety Protocols</a></p> <p>Staff must clean down their workstations on arrival and departure.</p> <p>Doors should be propped open when offices in use to avoid door handle contamination, doors in use should be cleaned as you go.</p>			
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		<p>Doors may be propped open to reduce contact points, provided fire safety, security &amp; safeguarding requirements are not compromised.</p> <p>Ensure occupied rooms are well ventilated (opening windows where possible) or Air conditioning systems fully operational where installed.</p> <p>Where possible implement a one-way system for moving around the building (consider partitioning corridors where this is not practicable - but only if the fire safety arrangements of the building are not compromised). Where walking along corridors all persons are to keep to the left side in order to enhance segregation.</p> <p>The Screen separating the main Reception Staff from persons entering the building is only to be opened the minimum distance to allow work activities to proceed, and where their use cannot be avoided returned badge holders are to be cleaned and disinfected immediately. Where not already provided, a screen is to be fitted to separate the main Reception Staff from persons entering the building.</p> <p>Lidded waste bins are to be provided in each meeting room and desk to collect used tissues.</p>				<p>Staff are asked to close doors behind them during a fire evacuation. The last person to leave the building should close the kitchen door.</p> <p>Staff are asked to open windows when offices are in use.</p> <p>Staff advised to maintain a 2m distance with their peers when moving about the building, and to use the entrance and exit system established to minimise traffic. (Main doors for entry, and the middle external doors for exit.)</p> <p>A protective screen will be fitted on the Reception desk to minimise contact.</p>	<p>EM</p> <p>MPR</p>	<p>g via email.</p> <p>08/06/20</p> <p>By the end of June.</p>	
<b>Work planning</b>	Staff	<p>Areas are to be organised to allow 2m separation between all persons. This may require repositioning of desks. Consider marking out areas so to provide a clear means of maintaining 2m distance.</p> <p>Staff to come into the Mead Centre to support reopening but also to continue to work from home to limit numbers attending the site.</p> <p>The use of shared resources (i.e. stationery, equipment) is to be limited, and each item cleaned &amp; disinfected after each use. Staff should sanitise hands prior to using the photocopier.</p>	2	3	3	<p>The Mead Centre will open for reduced hours from 15/06/20.</p> <p>Staff to be on site to support the reopening of the centre on a minimised basis.</p> <p>Link to Opening Rota. <a href="#">TMC Opening Rota.docx</a></p> <p>This will be dated each time it is updated.</p>			

						<p>Access to the centre will be limited to maximum safe occupancy levels in each office at any given time, to minimise contact and risk.</p> <p>Reception: 1  Dining/seating area : 4  Kitchen: 1  Finance Office: 8  Exec Team Office: 5  HR Office: 2  Main Meeting Room: 6  Community Meeting Room: 4  Community Office: 1  Community Office 2: 1</p> <p>Posters on each room will display this information</p> <p><a href="#">TMC Maximum Occupancy Levels.docx</a></p> <p>Government guidance on office working should be adhered to:</p> <p><a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres</a></p> <p>Paper based resources should be avoided, and meeting papers, and documents shared electronically where appropriate. Staff should maintain their own notebooks/and stationary and keep clean after use.</p> <p>The photocopier must be cleaned with wipes before and after use</p>			
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						<p>and hands washed thoroughly by users. Hand gel will be available.</p> <p>TMET HR has issued guidance to staff who are Extremely Clinically Vulnerable and Clinically Vulnerable.</p> <p>Well-being checks on staff who are working from home are made via line managers, with regular calls, email and virtual meetings taking place to keep the teams supported.</p> <p>Staff should access Amica for support by calling 0116 254 4388.  <a href="http://www.amica-counselling.uk/contact-us/">http://www.amica-counselling.uk/contact-us/</a></p>			
<b>Cleaning</b>	Staff, Visitors	<p>A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> <li>• Hard surfaces to be cleaned prior to disinfecting.</li> <li>• A combined detergent disinfectant solution or chlorine-based cleaner is to be used.</li> <li>• Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones ,light switches and door fobs, etc.</li> <li>• Hand towels and hand wash are to be checked and replaced as needed by the Premises Officer and cleaning staff.</li> <li>• Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</li> <li>• Cleaners are to wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then</li> </ul>	2	4	8	<p>The centre will be cleaned as part of the daily cleaning rota in place at North Mead, with the cleaning staff accessing the site as part of their rota through the day.</p> <p>This will be monitored by the Premises team.</p> <p>Where a suspected/confirmed case occurs, the additional cleaning guidance by government will be implemented:</p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings#principles-of-">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings#principles-of-</a></p>	KR/R H	05/06/ 202	

		<p>thrown away in the regular rubbish after cleaning is finished -(if cleaning a heavily contaminated area eye and respiratory protection should also be used).</p> <ul style="list-style-type: none"> <li>• Use disposable cloths, to first clean hard surfaces with warm soapy water, then disinfect these surfaces with the cleaning products normally used.</li> <li>• Cleaners are to wash &amp; dry their hands after removing the PPE.</li> </ul> <p>Only cleaning products supplied by the Premises Team are to be used (Suppliers may need to be notified if additional stocks are necessary).</p> <p>Bin liners should be used in all bins and bins emptied daily.</p>				<p><a href="#">cleaning-after-the-case-has-left-the-setting-or-area</a></p> <p>PPE has been provided to the cleaning team.</p>	KR/R H	05/06/ 2020	
<b>Deliveries</b>	Staff, Delivery drivers	<p>If practicable drivers should wash or clean their hands before unloading goods and materials.</p> <p>Do not approach delivery staff, allow packages to be left in a safe place.</p> <p>Hands are to be thoroughly washed after handling all deliveries or waste materials.</p> <p>Waste bags and containers - to be kept closed.</p>	2	3	6	<p>Post box to be emptied by designated staff, hands to be washed thoroughly after post distributed.</p> <p>Hands washed by all recipients of post upon receipt. Posters are available for display. These will be displayed in:</p> <ul style="list-style-type: none"> <li>• Kitchen</li> <li>• Reception area</li> <li>• Toilets</li> <li>• Notice board in corridor</li> <li>• Meeting rooms</li> </ul> <p>Link to display items:</p> <p><a href="#">Posters</a></p> <p>Pedal bins ordered for the centre.</p>	MPR	To arrive mid June.	MP R



<b>Contractors</b>	Staff, Contractors	<p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the premises are to be allowed on site and will read and comply with signs in reception regarding good hygiene.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</p> <p>All contractors are to wash their hands upon entering the site.</p> <p>Strict hygiene rules to be implemented, all contractors are to be asked to do the following:</p> <ul style="list-style-type: none"> <li>• Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser.</li> <li>• Repeat the hand washing/sanitising every hour.</li> </ul> <p>Site inductions are to be carried out following social distancing principles (2m separation). If possible, these should be carried out outside.</p> <p>The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned.</p> <p>Where possible, contractor works are to be programmed for times when the minimum number of persons are on site (i.e. after normal opening hours).</p>	2	3	6	Contractors will be provided an induction regarding the new protocols should they need to be on site.	KR/RH	As required	
<b>Poor hygiene</b>	Staff, Visitors	<p>Wash hands thoroughly and regularly. Use soap and water for at least 20 seconds. Hands should then be dried using disposable towels etc. which should be disposed of into the bins provided.</p> <p>Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS guidance.</p> <p>Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.</p>	2	3	6	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p> <p>Hand dryers in the WC facilities have been turned off so that disposable towels are used.</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid</p>	EM  KR	08/06 and ongoing.  08/06/2020	

		<p>Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site.</p> <p>Regularly clean the hand washing facilities and check soap and sanitiser levels.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Sites may need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p>			<p>touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice -  <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a>   <a href="https://www.gov.uk/government/publications/guidance-toemployers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-toemployers-and-businesses-about-covid-19</a></p> <p>Wall mounted 'hands free' hand sanitizer units have been installed at the entrance points of the building. Hand sanitizer will be made available in portable containers until wall mounted units arrive.</p> <p>Posters are available for display. These will be displayed in:</p> <ul style="list-style-type: none"> <li>• Kitchen</li> <li>• Reception area</li> <li>• Toilets</li> <li>• Notice board in corridor</li> <li>• Meeting rooms</li> </ul> <p>Link to display items:  <a href="#">I:\Admin\COVID 19 Planning</a></p> <p>Lidded Bins will also be placed in reception for visitors to dispose of</p>			
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						tissues and wipes. These bins will be emptied daily as a minimum and the waste disposed.			
<b>Use of toilets</b>	Staff, Visitors	<p>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.</p> <p>Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal. Bin liners should be used in all bins</p> <p>Wash hands before and after using the facilities.</p>	2	2	4	<p>Soap and hand gel available in all toilets. Additional hygiene reminders in place in all toilets:</p> <p><a href="#">Posters\Stay Alert Hand Wash Poster.pdf</a></p>	KR/R H EM	08/06/ 20 08/06	
<b>Lack of awareness</b>	Staff, Visitors	<p>Clear posters, signage and information is to be displayed around the site (and particularly in welfare areas) reminding all persons of social distancing, hygiene and hand washing requirements. This information should also be easily understandable to small children where necessary.</p> <p>Signs are to be displayed outside each meeting room etc. identifying the maximum occupancy levels to ensure appropriate segregation.</p> <p>“Toolbox talks” will be carried out for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing personnel of the known symptoms.</p> <p>Staff are to challenge any person not adhering to the control measures within this risk assessment.</p>	1	4	4	<p>Posters are available for display. These will be displayed in:</p> <ul style="list-style-type: none"> <li>• Kitchen</li> <li>• Reception area</li> <li>• Toilets</li> <li>• Notice board in corridor</li> <li>• Meeting rooms</li> </ul> <p>Link to information items:</p> <p>I:\Admin\COVID 19 Planning</p> <p>A staff briefing as attached will be shared via email, with one to one discussions over the phone for staff with additional concerns or queries.</p>	EM  EM	08/06  By end of WC8/0 6	EM  EM
<b>Emergency procedures (Fire alarm activations etc)</b>	Staff, Visitors, Contractors	<p>Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Particularly at assembly areas (2m separation).</p>	2	3	6	<p>Doors are to be propped open to allow airflow and ventilation and reduce contamination of door handles etc.</p> <p>Staff are asked to close doors behind them as they leave the building, with the last staff</p>	Premises and all Staff	First on site and as needed.	

						member to leave closing the kitchen door.			
<b>First Aid provision</b>	Staff, Visitors	<p>First aider numbers &amp; locations may need to be reviewed to ensure appropriate cover is maintained.</p> <p>Adequate social distancing of 2m separation is to be maintained at all times when direct physical contact is not necessary.</p> <p>When physical contact is necessary PPE appropriate to the level of risk is to be worn (Gloves, face mask, apron, eye protection).</p> <p>Upon completion of first aid, thoroughly wash the hands and any points of contact, and clean &amp; disinfect the affected area.</p>	2	3	6	<p>Revised First Aid advice on the Staff Access Guide and Safety Protocols to highlight KRO and RHA as First Aiders.</p> <p>Ext/Contact Numbers to be added to First Aid Posters on site.</p> <p>Located here:  <a href="#">Posters\First Aid Poster.docx</a></p>	EM	08/06/20	EM

## Government & NHS Guidance

- Hand washing video <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>
- Guidance for schools, childcare providers, colleges and local authorities in England on maintaining educational provision Published 19 March 2020 <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>
- Guidance on social distancing for everyone in the UK Updated 30 March 2020 <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults>
- Guidance for education and childcare settings on how to implement social distancing <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
- [Guidance for educational settings](https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19)<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>
- Coronavirus action plan: a guide to what you can expect across the UK Published 3 March 2020 <https://www.gov.uk/government/publications/coronavirus-action-plan>
- Managing premises <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider>
- [Cleaning Guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings)  
<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
- [What to do if someone develops symptoms of coronavirus \(COVID-19\) whilst at an educational setting](https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19#what-to-do-if-someone-develops-symptoms-of-coronavirus-covid-19-while-at-an-educational-setting)  
<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19#what-to-do-if-someone-develops-symptoms-of-coronavirus-covid-19-while-at-an-educational-setting>

Risk Scoring Table

Scoring Table						
LEVEL OF RISK	OVERALL RATING		HOW THE RISK SHOULD BE TACKLED/MANAGED			
HIGH RISK	15-25		Immediate Management Action			
MEDIUM RISK	9-12		Plan for Change			
LOW RISK	1-8		Continue to Manage			
Likelihood (A)	5 Almost Certain	5	10	15	20	25
	4 Probable /Likely	4	8	12	16	20
	3 Possible	3	6	9	12	15
	2 Unlikely	2	4	6	8	10
	1 Very Unlikely / Rare	1	2	3	4	5
		1 Insignificant / Negligible	2 Minor	3 Moderate	4 Major	5 Critical / Catastrophic
		Impact (B)				
Risk Score						

Risk Scoring Guide			
Consider the potential harm or injury that could result from the identified hazard if an accident or incident were to occur, based on the table below.			
Impact Criteria (B)	IMPACT	SCORE	HEALTH & SAFETY EFFECT
	Critical/Catastrophic	5	Multiple deaths of employees, service users, members of the public, etc.
	Major	4	Death of an employee, service user, member of the public, etc.
	Moderate	3	Serious injury (acute, chronic or life-changing) to employee, service user or member of the public requiring medical intervention.
	Minor	2	Minor injury such as a bump or bruise that may require First Aid treatment and the person returns to work.
	Insignificant / Negligible	1	A day to day issue/problem but negligible harm would result.
Now consider the likelihood of that harm or injury being realised based on the expected frequencies in the table below.			
Likelihood Criteria	LIKELIHOOD	SCORE	EXPECTED FREQUENCY

To calculate the Risk Score in the Risk Assessment Register above, simply multiply the Impact by the Likelihood to identify the level of risk as per the table above.



Almost Certain	5	Reasonable to expect that the event <b>WILL</b> undoubtedly happen/recur, possibly frequently and is probable in the current year
Probable / Likely	4	Event is <b>MORE THAN LIKELY</b> to occur, will probably happen/recur, but is not a persisting issue. Will possibly happen in the current year and be likely in the longer term
Possible	3	<b>LITTLE LIKELIHOOD</b> of event occurring. Not likely in the current year, but reasonably likely in the medium/long term.
Unlikely	2	Event <b>NOT EXPECTED</b> . Do not expect it to happen/recur. Extremely unlikely to happen in the current year, but possible in the longer term.
Very Unlikely /Rare	1	<b>EXCEPTIONAL</b> event. This will probably never happen/recur. A barely feasible event.