

Positive Future Consultancy Ltd and Gateway Community- COVID-19 Centre Risk Assessment

Assessor	Job Title	Assessment Date	Review Dates	
Gail Hesketh Calland	Health & Safety Advisor Positive Future Consultancy Ltd	01/03/2021	29/03/2021	TBA dependent on Gov guidelines
Assessment Location	Hallmark House, Ground Floor, Waterloo Rd, Widnes, WA8 0QR			
Persons at Risk	Staff, including Vulnerable staff [see attachments for further guidance on this and any area marked *] Learners, Clients, Contractors and Visitors			

The risk assessment and controls/measures below have been put in place to evaluate the risk to staff/contractors and visitors in respect of the Coronavirus and to eliminate/reduce the potential for infected persons entering the premises, contamination of surfaces, and to maintain social distancing practices according to both the premises and tasks undertaken by staff and contractors.

This risk assessment has been completed in accordance with the government's guidance on managing the risk of COVID-19. Copies of the signed COVID-19 Secure Notice should be on display at selected parts of the Location.

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres/>

<https://www.hse.gov.uk/coronavirus/index.htm>

Free downloadable posters from public health England: <https://coronavirusresources.phe.gov.uk/stay-alert-to-stay-safe-/resources/>

Factors Causing Spread of Virus	Existing Controls	Further Measures
Contact with infected persons	All staff/Learners/Clients/Contractors/Visitors must provide COVID-19 Health Check Declaration and a non-contact temperature check each day; this is recorded on a paper-based sheet. before entering the premises/location. These checks are then collated on an electronic data base for track and trace purposes. If any staff/ Learners/Contractors/Visitors refuse to do or do not pass the check, they will be sent away and refused entry. All staff travelling to work on public transport must wear face covering. All Persons entering the premises are asked to use the wall mounted hand sanitiser before entering premises and encourage to use them throughout the building. They will also	Signs to encourage others to be regularly tested and to have the vaccines.

Factors Causing Spread of Virus	Existing Controls	Further Measures
	<p>be told to wear a mask in all common areas and where 2m cannot be maintained. [masks can be provided]</p> <p>Staff are tested weekly with lateral flow tests; we encourage all learners and parents verbally to have regular testing.</p> <p>All Staff have agreed to have the vaccine and 70% of our staff have already had the first vaccine.</p> <p>Signage in place throughout the building reminding people of the dangers of COVID and to wash, wipe, bin, sanitise and wear masks</p>	
Proximity to other staff/ others	<p>Social distancing measures of 2m should be maintained in all parts of the workplace wherever possible if not possible in i.e... Communal areas masks must be worn.</p> <p>Staff wear face shields at all times whilst teaching.</p> <p>If 2m is not possible then workers should wear masks, gloves, face shields. These activities should be minimised or stopped until measures are eased.</p>	
Contaminated and potential contaminated surfaces	<p>The premises are cleaned daily applying approved sanitisation and disinfectant products.</p> <p>Staff all have a COVID pack including all PPE, hand sanitiser, and disinfectant products.</p> <p>All staff should use provided wipes [which are plentiful around the building] to sanitise any areas they may have touched after use in particular the photocopier, handles of cupboards, draws, doors, windows etc.</p> <p>minimise sharing of equipment were possible.</p>	
Overcrowding / communal areas	<p>All Staff/ learners/ Contractors/Visitors must wear a mask when moving around the building, we have wide walkways which minimises overcrowding numbers of learners in centre are minimised to 4 in each classroom.</p>	
potential contaminated surfaces Toilets/ kitchen	<p>The premises are cleaned daily applying approved sanitisation and disinfectant products.</p> <p>All surfaces to be wiped after every use with sanitiser wipe disinfectant spray for toilet ONLY provided signage in place</p> <p>Encourage handwashing signage in place.</p> <p>Kitchen is only used by staff</p>	<p>Make sure people are checking their skin for dryness. and cracking and tell them to report to you if there is a problem [we may need to supply moisturiser or sensitive skin sanitisers].</p>

Action Required	Actioned By	Date
Please read through all further measures and ensure you are complying with all red areas and where it is possible follow guidance /recommendation in blue All red actions should be completed now	Completed by Gail Hesketh-Calland to be actioned Gail Hesketh-Calland	02/03/2021

Workplace	Controls	Further Measures
Entrance, communal area	Push bell entry, sanitiser after every visitor use. Signage in place, no entrance unless COVID-19 Health Check Declaration is completed and passed Signage in place throughout the building reminding people of the dangers of COVID and to wash, wipe, bin, sanitise and wear masks	
Entrance hall, communal area	Hand sanitiser and signage in place. Masks must be worn. Signage in place throughout the building reminding people of the dangers of COVID and to wash, wipe, bin, sanitise and wear masks	
Entrance to PFC /GWC	Non touch Hand sanitiser wall mounted at entrance signage in place. signed COVID-19 Secure Notice signed.	
Kitchen/ rest area	Hand sanitiser wall mounted. <u>Only</u> staff to use the kitchen area. Disinfectant wipes /spray in key areas around kitchen and rest area Only 2 people allowed at any one time. staff must wear masks/ face shields. Signs in kitchen and rest area to remind Staff to clean all surfaces after touching with wipes supplied. Where possible ventilation is increase with open windows and doors Signs notifying all to wear masks in communal areas. Rest area out of bounds Signage in place throughout the building reminding people of the dangers of COVID and to wash, wipe, bin, sanitise and wear masks	
Waiting area for visitors	Disinfectant wipes available Wipeable furniture All surfaces should be wiped with disinfectant wipes after use making it safe for the next person signage to state this to be put in place. Where possible ventilation is increase with open windows and doors Signage in place throughout the building reminding people of the dangers of COVID and to wash, wipe, bin, sanitise and	

Workplace	Controls	Further Measures
	wear masks	
Toilets	<p>Hand sanitiser Disinfectant spray/wipes Hand dryer / individual paper towels, closing bin. Masks are worn. Signage to remind staff, visitors, contractors to wash hands for 20 seconds, to wear masks, and to sanitise area after use this can be done with disinfectant wipes or hard surface disinfectant spray. Where possible ventilation is increase with open windows and doors Signage in place throughout the building reminding people of the dangers of COVID and to wash, wipe, bin, sanitise and wear masks</p>	
3 Large training rooms	<p>Staff are 2 meters or more from learners, always wear face shields. All staff have been issued with a COVID pack which contains sanitiser, wipes, mask/ face shield etc. Learners are sat 2m apart only 4 learners at any one time. Where possible ventilation is increase with open windows and doors All rooms have non touch sanitiser dispensers in place Signage in place throughout the building reminding people of the dangers of COVID and to wash, wipe, bin, sanitise and wear masks</p>	<p>Perspex screens could be used to increase protection in between desks. people sitting side by side is recommended where possible.</p>
Managers office	<p>All staff have covid pack to sanitise. 3 staff members spaced more than 2m. Home working is used to minimise staff numbers. Where possible ventilation is increase with open windows and doors Signage in place throughout the building reminding people of the dangers of COVID and to wash, wipe, bin, sanitise and wear masks</p>	<p>Perspex screens could be used to increase protection in between desks. people sitting side by side is recommended where possible</p>
Tutor / Reception Office	<p>All staff have covid pack to sanitise. 3 staff members spaced more than 2m. Home working is used to minimise staff numbers. Where possible ventilation is increase with open windows and doors</p>	<p>Perspex screens could be used to increase protection in between desks. people sitting side by side is recommended where possible</p>

Workplace	Controls	Further Measures
	Signage in place throughout the building reminding people of the dangers of COVID and to wash, wipe, bin, sanitise and wear masks	
Small 1-1 Room	<p>2 people <u>Only</u> 2m apart masks to be worn. Wipeable furniture</p> <p>Where possible ventilation is increase with open windows and doors</p> <p>Signage in place throughout the building reminding people of the dangers of COVID and to wash, wipe, bin, sanitise and wear masks</p>	Perspex screens could be used to increase protection. people sitting side by side is recommended where possible

Action Required	Actioned By	Date
<p>Please read through all further measures and ensure you are complying with all red areas and where it is possible follow guidance /recommendation in blue</p> <p>All red actions should be completed now</p>	Completed by Gail Hesketh-Calland to be actioned Gail Hesketh-Calland	02/03/2021

Assessor's Signature	Gail Hesketh-Calland	Date	11/11/2020
Approved by		Approver's Job Title	
Approver's Signature:		Date:	

Disclaimer: This risk assessment has been completed by Gail Hesketh-Calland on the 02/03/2021, it has been completed in line following Government and HSE legal and guidance advise at the time this risk assessment took place.