

BASSETLAW ACTION CENTRE COVID - 19 RISK ASSESSMENT

NB This document should be read in conjunction with the Bassetlaw Action Centre Risk Assessment

Bassetlaw Action Centre has 27 Staff, 10 Board Members and 70 Volunteers. The offices contain a kitchen where staff can make drinks and heat food – there are toilet and washing facilities. The offices are cleaned daily, cleaning products are kept in a locked cupboard. The office is open to the public between 9am - 1pm other than by appointment. The building is locked from 5pm to 8am Monday to Friday and at the weekends. The building also has 24 hour/7 days a week security cover.

How was the risk assessment done?

The Managers followed Government and NHS England advice. To identify the hazards, they:

- * walked around the office, noting things that might pose a risk;
- * consulted with staff and managers, to learn from their experience and listen to their concerns for office based activities
- * consulted with the office cleaner to make sure the cleaning activities did not pose a risk to office staff
- * consulted with staff and managers to learn from their experience and listen to their concerns regarding out of office activities
- * the Covid - 19 risk assessment will be continually reviewed and published on our website

They noted what was already being done to control the risks and recorded any further actions required. They have advised all staff and Board Members of the risk assessment and either sent a hard copy or advised staff of where the electronic copy is kept so they are encouraged to help put the actions into practice.

The manager will review the risk assessment whenever there are any significant changes such as new workers or changes to social distancing rules.

What are the hazards?	Who might be harmed and how?	What are you already doing to reduce the risks?	What further action do you need to do to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done	Review
Spread of Covid -19 Coronavirus. Transmission and infection	Anyone having a presence in the building or any vehicles operated by Bassetlaw Action Centre	Ensuring that anyone displaying Coronavirus symptoms, anyone with a confirmed Coronavirus diagnosis or anyone being in direct contact with a confirmed case of Coronavirus in the last 14 days does not enter the building or any vehicle operated by Bassetlaw Action Centre or let any member of staff or volunteer into their home or office environment.	Regular reminders/checking of staff/volunteers/clients to disclose if this does apply and avoid direct contact to minimise the risk of infection.	All			
	BAC staff	Hand washing					
	Room hire staff and their clients/students	Hand washing facilities with soap and water in place	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. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace. Used tissue will be disposed of by the employee in a sealed bag in the outside dustbin daily. They are not to be left in offices.	All	Ongoing	Signage in place, disposable paper towels installed	
	Visitors	Stringent hand washing taking place					
	Clients	Drying of hands with disposable paper towels.					
	Volunteers	Staff encouraged to protect the skin by applying emollient cream regularly					
	Vulnerable groups - elderly, pregnant workers, those with underlying health conditions	Sanitisers in any area where washing facilities are not readily available	Sanitisers have been placed in Reception, beside the corridor door, outside the kitchen door, outside the toilets and inside offices. All staff and visitors to sanitise hands on entry and exit of the building, before and after using kitchen and toilet facilities.	Chief Executive	Jun-20	Sanitisers installed throughout building	
		Office environment					
		Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area and shared equipment e.g. photocopier using appropriate cleaning products and methods.	Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed. Offices to be reconfigured and appropriate screening made available to minimise impact from desks facing each other or encroaching on minimum 1m+ social distancing requirement. All shared equipment to be sanitised before and after use by the user using wipes/products provided.	Cleaner	Ongoing	Sufficient appropriate cleaning products made available	
		Social distancing					
	Reducing the number of persons in any work area to comply with the 1m+ gap recommended by the Public Health Agency	Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.	Managers	Ongoing			

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		At work persons can pass within 1 metre of each other, where and if it is not possible to keep 1m+ apart ie. Corridors but contact within 1m to be kept to absolute minimum	Staff/visitors to be encouraged to minimise use of corridors when others are in that area. Staff to be reminded of this frequently. It is recommended that all staff and visitors wear face coverings whilst in the office and in particular when working in a shared office environment.	All	Ongoing		Aug-20
		Taking steps to review work schedules including start & finish times/shift	Maximum numbers of people in each area of the building to be implemented immediately as follows: No more than two people	Managers	Ongoing		
		Conference calls/Teams to be used instead of face to face meetings	Cancel non-essential meetings.	All	Ongoing		
		Ensure that where possible staff work from home. Staff can collect supplies from the office as required	Identify workers who can remain at home. Provide equipment required to enable staff to work from home ie. Dongles. Rota system to be implemented where required.	Chief Executive	Mar-20	Mar-20	
		Signage					
		Signage should be placed to outline social distancing (1m+) and use of sanitiser where appropriate	Signage to be placed to encourage use of sanitiser	Chief Executive	Jul-20	Jun-20	
		Ventilation					
		The ventilation system should be used to refresh the air in the offices. Where no ventilation is available the window should be opened.	Staff to ensure the ventilation system is running frequently in occupied offices to ensure fresh air is brought into building throughout working day.	All staff	Ongoing		
		Reception					
		Encourage no more than one person at a time in reception (or 2 people from same household)	Visitors should be encouraged to wear a face covering when entering the building and use the hand sanitiser provided.	All staff	Ongoing		
		Kitchen & Drinking water					
		Hand sanitiser should be used before entering the kitchen. Only 1 person at a time should be in the kitchen	Staff should not share drinking cups/glasses/plates etc. All used pots should be placed in the dishwasher which will be put on and emptied daily.	All staff	Ongoing		
		Water dispenser should be refilled if left for long periods while staff are working at home	Ensure the water filter is changed regularly in line with manufacturers recommendations. Sanitising wipes to be made available in kitchen at all times to ensure surfaces, handles etc. are cleaned thoroughly between each use.				
		Hand towels and tea towels have been removed	Paper towel dispenser has been provided	Chief Executive	Jul-20	Jun-20	
		Toilets					
		Hand sanitiser should be used before entering the toilets	Signage to be placed to encourage use of sanitiser	All	Ongoing		
		Deliveries of goods					

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		Ensure that delivery drivers remain a safe distance when delivering goods to the office	Delivery drivers should be encouraged to wear a face covering when entering the building and use the hand sanitiser provided	All staff	Ongoing		
		Payments and money handling					
		Payments into the office should be made by card wherever possible.	Card machine should be cleaned regularly. Hands to be sanitised after handling cash.	All staff	Ongoing		
		Symptoms of Covid -19					
		If anyone becomes unwell with a new continuous cough or a high temperature they should not come into the workplace. If they become ill in the workplace they will be sent home and advised to follow the stay at home guidance.	Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.	Managers	Ongoing		
		Line managers will maintain regular contact with staff members during this time.					
		If advised that a member of staff has developed Covid-19 their work station and places they may have spent time should be thoroughly cleaned. It is not necessary to clean corridors down which they may have walked.	Ensure procedure for cleaning the workstations are in place. Sanitising wipes made available in each office area.				
		Face to face appointments - office					
		Clients to be telephoned before they come for their pre-arranged appointment to ask if they have any Coronavirus symptoms themselves or have been around anyone with Coronavirus symptoms in the last few days.		All staff	Ongoing		
		Clients attend appointments alone where possible (wearing a face covering)		Clients	Ongoing		
		Clients to use hand sanitiser upon entry to the building or wash hands.	Encourage hand washing or use of sanitiser when leaving appointment				
		Staff should maintain a safe distance (at least 1m+) from any client at all times.	Seating should be configured to allow the 1m+ distancing required.	All staff	Ongoing		

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		Clients can give verbal consent where possible, if any documents have to be signed the client should use their own pen or be provided with one that they will keep.		Clients	Ongoing		
		All surfaces should be cleaned after each visit using a product such as Dettol antibacterial surface cleaner.		All staff	Ongoing		
		Group meetings					
	Staff and course participants	The Staying well programme has been suspended until further notice	Virtual courses are to be set up to allow participation in courses safely	SWP Coordinator	Ongoing		
	Tutors and course participants	The WEA IT courses have been suspended until further notice	Virtual courses are to be set up to allow participation in courses safely	WEA	Ongoing		
		Home Support- Cleaning services					
	Home Support staff and clients	BAC will provide appropriate PPE to HS Workers which should be worn during each service and then disposed of at the clients home at the end of the service	PPE will be varied depending if social distancing can be applied, HS staff should always wear the face masks provided even if they are in a room on their own. BAC have issued all home support workers with face masks, disposable gloves, hand sanitiser, disposable aprons, face shields appropriate to their needs	Chief executive and Preventative Services Manager	Jul-20		
		BAC will email advance notification of services to HS Workers		All HS staff	Ongoing from July 20		
		HS Workers should wash their hands when entering a clients home using soap and water for 20 seconds. Hands should be washed regularly, particularly after blowing their nose, sneezing or coughing, and when leaving the property.	Where facilities to wash hands are not available, HS Workers should use hand sanitiser that they should carry with them				
		HS Workers should maintain a safe distance (1m+) from any household occupant at all times.	We recommend that clients stay in a different room during cleaning. HS workers are to wear face mask at all times even where social distancing is possible.				
		HS Workers should ensure good ventilation in the area where they are working, including opening the window	Workers encouraged to open windows wherever possible				

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		HS Workers should pay special attention to 'high-touch' areas, such as door, cupboard handles, light switches, TV remotes, tables, countertops and all bathroom surfaces including the toilet.	HS Workers to be supplied with current guidelines to effective cleaning through Covid - 19 which should be discussed with their clients	All HS staff	Ongoing from July 20		
		Assessment visits in the client home					
	BAC staff and clients	BAC will provide appropriate PPE	PPE will be varied depending if social distancing can be applied at 1m+ ie: type of mask required. BAC have issued all home support workers with face masks, disposable gloves, hand sanitiser, disposable aprons, face shields appropriate to their needs	Chief executive	Ongoing		
		Staff should phone each client before they set off to ask if they have any Coronavirus symptoms themselves or have been around anyone with Coronavirus symptoms in the last few days	Worker should not enter the property of any client meeting this criteria and should advise line manager immediately.	All staff	Ongoing		
		Staff should use hand sanitiser prior to entry at clients home and when they leave the property before returning to their vehicle					
		Staff should maintain a safe distance (at least 2 metres) from any household occupants at all times. If this is not possible staff should wear appropriate face mask					
		Clients can give verbal consent where possible, if documents have to be signed the client should use their own pen or be provided with one that they will keep					
		Any documents and/or equipment taken into or from the property should be cleaned with antiviral wipes/spray, no unnecessary items should be taken. Bags should be wipeable or disposable to minimise transfer.					

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		Community Transport					
	Volunteer drivers in their own vehicle and their passengers	Drivers to wear a face covering approved by Bassetlaw Action Centre. Passengers are to wear face covering unless there are medical concerns such as asthma.	PPE including face masks will be provided with training in safe use and disposal. Currently BAC have approved face coverings which fully cover the face and nose (such as surgical masks) and face visors.	All	Ongoing		
		Passengers should be able to get in and out of the vehicle unaided if possible or have a carer travel with them to assist	If the driver needs to assist the passenger, they should clean their hands immediately after assisting with either soap and water or hand sanitiser. Volunteers should carry sanitiser for cleaning their hands and their vehicle handles and seatbelts between passengers.	Volunteer drivers & Passengers	Ongoing		
		Passengers must wear a face covering when a passenger in any vehicle.		Passengers	Jun-20		
		Passengers are to travel alone and sit in the back left hand seat (behind passenger seat) rather than behind the driver where possible. 2 passengers can travel if they are from the same household or bubble or they are a registered carer. When 2 passengers are in the vehicle the second passenger should sit in front passenger seat.	Passengers should be informed of Covid - 19 travel guidelines. When there are occasions where a trip may include up to 3 people an individual risk assessment will be made which will consider length of the journey, vehicle cleaning and PPE. The 3 passengers must be part of a single household or part of a Support Bubble.	Volunteer drivers & Passengers	Ongoing		
		Increase ventilation where possible with the driver's window or skylights.		Volunteer drivers	Ongoing		
		If passengers are not adhering to social distancing measures the driver should politely remind them and report to the manager.					
		Ensure regular cleaning of vehicles, in particular between different users: door handles (inside and out), headrests, seats, seat belts (tongue/buckle/webbing), window handles, steering wheel, gear stick, handbrake, switches	Guidance taken from HMG. Working safely during Covid-19 in or from a vehicle. The surfaces can be cleaned using a product such as Dettol antibacterial surface cleaner.				
		At the time of booking a trip the customer will be asked to confirm that they and any second passenger is not showing symptoms, or has been confirmed as having Covid-19	Drivers to be encouraged to check with passengers whether they are experiencing any symptoms or have been in close contact with anyone who has a confirmed case of coronavirus in the last 7 days. If so, journey should not take place and further advice obtained from the office.	All staff	Ongoing		

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		Drivers and passengers should not eat or drink in the vehicle during the complete journey from start to finish. Do not eat in the car during breaks.		Volunteer drivers & Passengers	Ongoing		
		If collecting cash payment for the journey driver should provide a receptacle for the cash to be placed in to minimise handling of cash.	Where cash has to be handled driver to ensure hands are sanitised	Volunteer drivers & Passengers	Ongoing		
		If collecting and delivering groceries, always ensure safe distancing is maintained. Clean/sanitise hands regularly between deliveries with soap and water or hand sanitiser. Payments are to be made through the administration team where possible; if not, correct monies should be placed into a container or bag and the driver issue a receipt.		Volunteers	Ongoing		
		Maintenance					
Risk of contact/droplet infection when taking vehicles for maintenance checks/MOTs to garage	<p>Transport Manager/other drivers could become infected through contact with garage staff.</p> <p>Garage staff could become infected through contact with Bassetlaw Action Centre staff, volunteers or the vehicle.</p>	<p>Drivers to wear a face mask or an approved face covering when taking the vehicle to/from any garage for Service/MOT/Tyre change or Repair.</p> <p>Drivers should maintain 1m + from garage staff where ever possible.</p> <p>If it is necessary to discuss the work they should find an area or space away from the noise to have the conversation maintaining safe distancing.</p> <p>Payments for any work/service to the vehicle will either be invoiced to Bassetlaw Action Centre or paid by card over the phone.</p> <p>Minimal contact should be made during exchange of documents and keys.</p>	<p>New cleaning procedures to be followed. Staff/volunteers to follow any specific guidance provided by the garage, not covered by this risk assessment. Driver to wear disposable PPE to return the vehicle to the depot, follow the disposal guidelines.</p> <p>Vehicle to have full clean down on return to base.</p>	Volunteer drivers and Staff	Ongoing		

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		Staff/volunteers should avoid using waiting areas for any length of time.					
		Track & Trace					
Spread of Covid -19 Coronavirus. Transmission and infection	BAC staff and clients	Everyone entering the building should give their details for the purpose of track and trace.	All BAC staff are recorded for the purpose of track and trace as well as using the IN/Out board	All staff, volunteers and visitors entering the building	Sep-20	Sep-20	
		A spreadsheet has been put in place to record people entering the building. Date, Name, Address, Telephone number or Email and entry time and departure time is recorded. This data can only be kept for 21 days and must then be deleted					
		Visitors are given a slip with BAC details asking them to inform us if they start with symptoms in the following 7 days					
		Homeless people who cannot provide data should not be excluded from the building					
		QR Poster has been displayed at the front doort to the building and at the reception window					