

RISK ASSESSMENT

Version Number:	Issue Date: 3/8/2020
Authorised By: Bob Harris	Document Name/Number: RA....

Assessment Team / Document Control			
Business Unit	Citizens House		
Location / Address	Station Road, Consett, DH8 5RL		
Approved By	Robert Harris, Chronos Safety		
Approved Date		Review Date	17/8/2020
Document Reference			
Document Author	T Driscoll		
TOPIC:	COVID-19 security at Citizens House		

Who might be harmed?	(Yes / No / Possible)
Employees/Volunteers	Y
Contractors (eg Cleaners, Trades)	Y
Customers (ie Hirers)	Y
Members of public (ie attendees at classes, group members, visitors)	Y

	Area	Task/ item	Significant Hazards	Who might be harmed and how?	Initial Risk			CITIZENS HOUSE BUILDING				Residual Risk		
					Likelihood	Severity	Risk Rating	Existing Controls	Additional Action Required	Action by when and whom?	Likelihood	Severity	Risk Rating	
1	Main entrance door	Groups entering and leaving before and after a class	"Pinch point" where social distancing is not observed and people may congregate	Hirers & class attendees. Increased risk of infection when in close proximity.	4	4	16	<ul style="list-style-type: none"> none 	Mark out 2 metre waiting areas on the pavement. Provide signage indicating one person at a time in the entrance lobby unless from the same household. Update Hirer Conditions with instructions to set the inner door to 'open position', escort their group in and out of the building. When building in use by multiple groups, have one-way system using the side door with appropriate signage. Consider users wearing masks on arrival. Need to ensure building security.	TD/ALL 5/8/20 And 19/8/20	2	4	8	
2	Touchpad controls, door handles, doorplates, light switches, heating controls	All users of the building	Touchpads and door handles in frequent use	All users. Spread of infection via surfaces which are frequently touched	4	4	16	<ul style="list-style-type: none"> Notices re handwashing on arrival. Hand sanitiser at entrance. "Catch it Bin it Kill it" notices Cleaners attend twice weekly 	Ensure that everyone uses sanitiser via signage, information, reminder to undertake handwashing with soap and water as needed, as per Hirer Conditions Refill sanitiser as needed. Clean touchpads, doors and handles regularly. Ensure that high-contact items are on the cleaning schedule. Arrange top-up cleans, ensure users trained in correct procedures.	TD 5/8/20 Ongoing. Cleaners & hirers.	2	4	8	

	Area	Task/item	Significant Hazards	Who might be harmed and How?	Likelihood	Severity	Initial Risk	Existing Controls	Additional Action Required	Action by When and Whom?	Likelihood	Severity	Residual Risk
3	Display tables in area next to the Conservatory	People handle leaflets, timetables books	Risk of infection from the virus	All users at risk of infection spread via surfaces	3	4	12	<ul style="list-style-type: none"> Large print timetable and other notices are displayed indoors and outside All leaflets, books, banners in storage 	<p>Ensure large timetable and posters displayed and up to date so that people can take notes/take a photo and ensure they are directed to online information.</p> <p>Consider QR codes for online information. Consider preparing packs of leaflets for people to take away.</p>	TD/ALL 5/8/20 And 19/8/20	1	4	4
4	All areas	All users	Citizens House is informed by NHS that a person who has been in the building is infected with COVID-19	All users, in particular those in the vulnerable category. Risk of infection.	3	5	15	<ul style="list-style-type: none"> none 	<p>Need to minimise contact with people who are unwell. Signage at the building entrance instructing people not to enter if they are unwell, and guidance about what to do.</p> <p>Hirers to instruct their group members/attendees not to attend if unwell. Reinforce the message via printed and online media and Special Conditions of Hire.</p> <p>Hirer, volunteers and staff need to be clear on NHS Test and Trace system; Hirers to keep attendance registers and provide to Citizens House who will store appropriately (21 days)</p> <p>Purchase disposable PPE in case decontamination is required. See “What to do if a person is taken ill with suspected Covid-19 whilst on the premises”</p>	TD 5/8/20	1	4	4
5	Washrooms	All users	“Pinch points” where social distancing is not observed	Hirers/class attendees. Increased risk of infection when in close proximity. Increased risk of infection from surfaces.	4	4	16	<p>Washrooms had a full clean twice a week with top-up cleans by staff/volunteers.</p> <p>Posters in washrooms to encourage 20 second handwashing.</p>	<p>August: only have the Disabled toilet in use, for Hirers/booked groups only. September: if other toilets are in use, add signs indicating Vacant/Engaged to facilitate one-in-one-out. Signage asking people not to queue in the corridor.</p> <p>Ensure soap and paper towels are regularly replenished.</p> <p>Hirers clean Disabled toilet high-contact points before and after hire period - see Special Conditions of Hire.</p> <p>Determine arrangements for:</p> <ul style="list-style-type: none"> - Toilet floor cleaning - Emptying of washroom bins - Additional cleaning when multiple groups in building. 	TD/ALL 5/8/20 And 19/8/20	1	4	4

	Area	Task/item	Significant Hazards	Who might be harmed and How?	Likelihood	Severity	Initial Risk	Existing Controls	Additional Action Required	Action by When and Whom?	Likelihood	Severity	Residual Risk
6	Shared kitchen	Large groups who use the kitchen at break time	"Pinch point" where social distancing is not observed	Hirers/class attendees. Staff. Increased risk of infection when in close proximity. Increased risk of infection from surfaces.	4	4	16	Instructions displayed regarding hand hygiene and use of the dishwasher (no teatowels – blue roll only).	Encourage users to bring own drinks and avoid using the kitchen. Consider Kitchen being out of bounds. September: relevant groups to change break arrangements in line with one-in-one-out in kitchen. Update Conditions of Hire. Place cleaning materials in a clearly identified location. Regularly check items and re-stock as needed. Update Hirer Conditions with instructions. Implement 'one-in, one-out' with signage and guidance. Cleaning contractors/volunteers/staff to empty the kitchen bin daily and ensure all touch points are clean. Staff/volunteers to use Café Kitchen to avoid entry into the shared kitchen at times when hirers may be using.	TD/ALL 5/8/20 And 19/8/20	1	4	4
7	<ul style="list-style-type: none"> Main hall Room 1 Room 2 Room 3 	All users	Capacity: Exceeding the new maximum capacities and not observing social distancing.	Infection of others in the group	2	4	8	The Hirer Handbook shows the maximum numbers allowed for Fire Safety purposes and an indication of the 'comfortable' maximum number depending on room layout. 31/7/20 all Hirers sent a Re-opening questionnaire and Risk Assessment for Hirers. To confirm bookings, completed RAs to be approved by BH in addition to Hirer sign-up to new procedures.	Process completed Risk Assessments Create Special Conditions of Hire to cover new arrangements in this Risk Assessment including: new maximum capacities (a) with a distance of 2 metres (b) with a distance of 1 metre + and instruction that masks must be worn to mitigate risk Hirers should use a bookings-only system to ensure maximum numbers not exceeded. Hirers encouraged to keep the space well-ventilated and to seat/stand people side by side (at a distance of 2 metres if possible, with mitigation if 1 metre +) paying particular attention to vulnerable persons. Hirers to receive an Induction and sign up to the Special Conditions of Hire (update Conditions in 2 stages: single occupancy + multiple group occupancy) Consider marking out floor in hall to indicate 2 metre distances. Store chairs surplus to requirements within new room capacities.	TD/BH ongoing TD/ALL 5/8/20 And 19/8/20	2	4	8

	Area	Task/item	Significant Hazards	Who might be harmed and How?	Likelihood	Severity	Initial Risk	Existing Controls	Additional Action Required	Action by When and Whom?	Likelihood	Severity	Residual Risk
8	<ul style="list-style-type: none"> Main hall Room 1 Room 2 Room 3 	All users	Cleanliness of the hired space.	Infection spread from/ to others using that space within the preceding/ following 72 hours.	3	4	12	<p>Hirers are expected to "leave the area as they find it" but not expected to fully clean the area, although the hoover is made available to hirers after events such as parties, craft workshops</p>	<p>All Hirers to receive an Induction and sign up to the Special Conditions of Hire.</p> <p>Provide cleaning spray and blue roll in each room, and the entrance lobby, with instructions for Hirers on which areas to clean at the start and end of their session and possibly a list to initial.</p> <p>Adjust start/end times for a hire if additional time is needed to carry out sanitising routines.</p> <p>Provide a small bin in each room, with a liner, and instruct hirers to empty the bin in the Shared Kitchen at the end of their session.</p> <p>Signage reminding all users to avoid touching eyes, nose and mouth.</p> <p>Display Covid-19 Secure posters in print and online so that people feel safe using the building and to encourage compliance. Ensure website contains all information needed to print/download.</p>	TD/ALL 5/8/20 And 19/8/20	2	4	8
9	Upholstered seating in all rooms	All users	Virus may remain on fabric which cannot be readily cleaned between uses.	Risk of infection to others who use the furniture within the following 72 hours.	3	4	12	<ul style="list-style-type: none"> none 	<p>Hirers to clean metal/plastic parts which are regularly touched with equipment provided – in Special Conditions of Hire</p> <p>Consider replacing upholstered seats with surplus plastic ones from the Café in most frequently used areas.</p>	TD 5/8/20	2	4	8
10	Storeroom	Handling stored items	(1) Pinch point'. (2) Virus may remain on fabric and on hard surfaces.	Hirers, staff, volunteers. Class attendees who help with setting out tables and chairs.	3	4	12	<ul style="list-style-type: none"> none 	<p>Maximum of two people to be in the Storeroom at once. Hirer can wheel out tables on the trolley and be assisted to set out the tables once they are in the main hall.</p> <p>Tables and chairs to be sanitised by Hirers before being stacked in the storeroom – in Special Conditions of Hire</p>	TD 19/8/20	2	4	8

	Area	Task/item	Significant Hazards	Who might be harmed and How?	Likelihood	Severity	Initial Risk	Existing Controls	Additional Action Required	Action by When and Whom?	Likelihood	Severity	Residual Risk
11	All areas	Re-opening after being closed 4/5 months	Health and Safety	All users				Standard H&S and maintenance checks	<p>Arrange a clean of the building before first use ensuring compliance with COVID-19 hygiene guidelines.</p> <p>Carry out normal health and safety checks & maintenance tasks before first use.</p> <p>2-stage re-opening: August: single group use (ie only one group in the building at a time), no public allowed unless booked on a class/activity. Complete preparations for COVID-19 security, communicate to August users.</p> September: multiple group use; possibility of Café open to the public (not decided). full preparations for COVID-19 security, communicate to all users. Complete Hirer health and safety assessments as required	<p>ALL 5/8/20</p> <p>ALL. 5/8/20</p> <p>ALL. 19/8/20</p>			

Area	Task/item	Significant Hazards	Who might be harmed and How?	Likelihood	Severity	Initial Risk	Existing Controls	Additional Action Required	Action by When and Whom?	Likelihood	Severity	Residual Risk
------	-----------	---------------------	------------------------------	------------	----------	--------------	-------------------	----------------------------	--------------------------	------------	----------	---------------

Risk Rating		Likelihood of Occurrence					Action Required	
		1: Unlikely	2: Possible	3: Quite Possible	4: Likely	5: Very Likely		
		1	2	3	4	5		
Hazard Severity	1: None or very minor injury	1	1 = Low	2 = Low	3 = Low	4 = Low	5 = Low	Low: No immediate action required.
	2: Minimal Injury-first aid needed	2	2 = Low	4 = Low	6 = Low	8 = Medium	10 = Medium	Medium: Actions required to reduce risks
	3: Serious injury with lost time	3	3 = Low	6 = Low	9 = Medium	12 = High	15 = High	
	4: Major injury or RIDDOR	4	4 = Low	8 = Medium	12 = High	16 = High	20 = High	High: Actions required urgently to reduce risk. Consideration to be given to cessation of activity until risks are reduced.
	5: Permanent disability or fatality	5	5 = Low	10 = Medium	15 = High	20 = High	25 = High	

	Area	Task/item	Significant Hazards	Who might be harmed and How?	Likelihood	Severity	Initial Risk	Existing Controls	Additional Action Required	Action by When and Whom?	Likelihood	Severity	Residual Risk
--	------	-----------	---------------------	------------------------------	------------	----------	--------------	-------------------	----------------------------	--------------------------	------------	----------	---------------

Version Number	Description of Change	Authoriser	Issue Date	Review Date
1				
2				

	Area	Task/item	Significant Hazards	Who might be harmed and How?	Likelihood	Severity	Initial Risk	Existing Controls	Additional Action Required	Action by When and Whom?	Likelihood	Severity	Residual Risk
--	------	-----------	---------------------	------------------------------	------------	----------	--------------	-------------------	----------------------------	--------------------------	------------	----------	---------------

I /we the undersigned acknowledge that I / we understand and fully understand the associated risks listed in the assessment above and agree to abide by the control measures as required by this risk assessment. I / we understand that it is my / our responsibility to report any deviations to this risk assessment to my / our line manager or to notify our appointed health and safety consultant.

Name	Signature	Job Role	Date	Review Date