

Risk assessment

Assessment title: COVID-19 Centres

Assessment carried out by: Facilities Manager

Date of next review: 19/08/2021

Date assessment was carried out: 13/07/2021

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Contracting or spreading coronavirus by not washing hands or not washing them adequately	Colleagues Contractors Visitors Customers	Providing water, soap, towels and/or electrical dryers in all washing facilities.	Colleagues to monitor supplies to ensure they are always available.	Centre colleagues and individuals to report low stock/missing items.	Ongoing	Complete
		Providing information on how to wash hands properly to reduce spread.	Signs on display in all W/C's, signs required for kitchen areas where they are not on display.	Colleagues to ensure they are on display at all wash basins.	19/07/2021	Complete
		Providing hand sanitiser to various locations throughout the Centre, including loading bays	Colleagues to monitor supplies to ensure they are always available.	Centre colleagues and individuals to report low stock/missing items.	Ongoing	Complete

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Getting or spreading coronavirus in commonly used or high traffic areas	Colleagues Contractors Visitors Customers	Reception desks fitted with Perspex protection screen.	None - already in place.	Centre Manager	N/A	Complete
		Disposable face masks available in reception for all individuals.	Colleagues to monitor supplies to ensure they are always available.	Colleagues	Ongoing	Complete
		All individuals advised we still recommend wearing a face covering in reception.	None - advice published to all colleagues and posters been generated for public messaging.	Centre Manager to ensure all colleagues are aware of government and company advice.	19/07/2021	Complete
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	Colleagues Contractors Visitors Customers	Providing a trolley cleaning station at the loading bay, stocked with antibacterial surface spray, blue towel, and hand sanitiser.	Colleagues to monitor supplies to ensure they are always available.	Colleagues	Ongoing	Complete
		Advising customers to clean trolley before each use.	None - posters on display already in every centre.	Centre Manager	19/07/2021	Complete

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		Specific regular wiping down of identified touch points. Regular cleaning regime throughout the day of all high traffic areas.	Centre Managers to continually review high traffic touch points to keep wiped regularly. Centre Manager to continually review to ensure cleanliness of centre.	Centre Manager Centre Manager	Ongoing Ongoing	Complete Complete
Contracting or spreading the virus by not maintaining social distancing	Colleagues Contractors Visitors Customers	All individuals advised to socially distance inside our centres.	None, advice published to all colleagues and posters produced.	Centre Manager to ensure all colleagues are aware of government and company advice.	19/07/2021	Complete
Poorly ventilated spaces leading to risks of coronavirus spreading	Colleagues Contractors Visitors Customers	Air ventilation systems are maintained and serviced as per manufactures recommendations.	None, schedule checked and maintained by Facilities Manager.	Facilities Manager	Ongoing	Complete

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		Reception doors and windows to remain open (where safe to do so) to allow fresh air in where an air ventilation system is not installed.	Centre Manager to ensure guidance is adhered to.	Centre Manager	Ongoing	Complete
Increased risk of infection and complications for workers who are clinically extremely vulnerable and workers in higher-risk groups	Colleagues	Identified those colleagues who are clinically extremely vulnerable and continue to follow government guidance on protecting those identified.	None, colleagues previously identified, and guidance communicated.	Regional Manager / Centre Manager	N/A	Complete