

Risk assessment

Company name: No Limits

Assessment carried out by: Maria Slevin

Date of next review: 10th July 2020

Date assessment was carried out: 9 June 2020

To be read alongside the No Limits Advice Centre Proposal

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
Transmission of Covid19 to staff, visitors, young people through face to face contact	Staff Visitors Young people	Observing social distancing Asking staff not to come into work if: 1. They should be shielding	Rigorous checks will be carried out by line managers to ensure that the government guidelines are being followed	SLT & managers	15 June	✓
			Front door of Advice centre will be the main entry and exit door to the building. Back door only to be used as fire escape	All staff	6 July	✓
			Order and fill hand sanitiser in building and ensure staff are aware of locations. (Order being delivered between 18-22 June 2020)	Maria	6 July	✓
			Staff working from offices to inform HR if they have Covid19 related	Staff	Ongoing	

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		<p>2. They have had contact in the last 2 weeks with someone infected with Covid19 and have not been tested themselves</p> <p>3. They show any of the Covid19 symptoms</p> <p>All staff using the building agree to the new working terms and are fully</p>	<p>symptoms to ensure risk can be controlled (cleaning and contact tracing if necessary)</p> <p>Briefing guidance document for staff and volunteers outlining new rules and/or processes put in place to make office space Covid secure. Be clear on responsibilities and outcomes if not adhered to</p> <p>Return to work document to be signed and staff to confirm that they have read building risk assessment</p> <p>Displaying of Government issued posters on social distancing and handwashing</p> <p><u><i>Covid secure poster -</i></u> https://assets.publishing.service.gov.uk/media/5eb97021d3bf7f5d43765cbf/staying-covid-19-secure.pdf</p> <p><u>How to wash your hands, NHS guidance -</u> https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>A clear daily schedule in place which captures opening times, cleaning</p>	<p>Maria & Comms Team</p> <p>Project Managers</p> <p>Jake Heath</p>	<p>19 June</p> <p>29 June</p> <p>3 July</p> <p>3 July</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

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		<p>informed about risk and procedures</p>	<p>times, client times, break times and lock up times</p> <p>If working at the Advice Centre staff will be in two teams (blue or green) to minimise cross contamination. A rota will be created to manage which staff are at the Advice Centre and when</p> <p>We will remove some tables and booths to ensure staff and young people are appropriately social distancing while also trying to respect confidentiality as much as possible</p> <p>Rooms not in use to be closed with no entry signs/posters on door</p>	<p>James Henty</p> <p>James and Maria</p> <p>Maria and James</p> <p>Maria and James</p>	<p>30 June</p> <p>19 June</p> <p>3 July</p>	<p>✓</p> <p>✓</p> <p>✓</p>

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<p>Transmission of Covid19 to staff, visitors or young people through infected surfaces (door handle, workstations, entry keypad, keys etc)</p>	<p>Staff Visitors Young people</p>	<p>Cleaner returned to work to clean</p> <p>Wash hands on arrival, before departure, and regular hand washing throughout the day particularly after touching surfaces away from desk</p>	<p>Building is to be cleaned everyday were open by Angi. If Angi is off, we will contract a new cleaner to undertake this</p> <p>Staff wipe down workstations and phones after each day and start of each day</p> <p>Antibacterial wipes – 1 pack per workstation</p> <p>Last person out to wipe entry keypads. Handwashing on entry and before leaving</p> <p>Use of antibacterial wipes on door handles and where appropriate room doors should be kept open to avoid unnecessary contact with handles etc</p> <p>Staff in the building will have dedicated workstations, no hotdesking</p> <p>No sharing desks or phones. If workplace isn't a regular work environment, Project Manager to coordinate work areas</p>	<p>Debbie</p> <p>Staff</p> <p>Project Manager</p> <p>Staff</p> <p>Maria and James</p> <p>James and Maria</p>	<p>6 July</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>6 July</p> <p>3 July</p>	<p>✓</p> <p></p> <p></p> <p></p> <p>✓</p> <p>✓</p>

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		Avoid touching face, wash hands before eating and drinking	<p>Close off DASH and participation offices, kitchen and all counselling rooms to limit use of building space</p> <p>Tape off floor to adhere to social distancing</p> <p>We have lockers for staff to store their belongings. These will be named lockers so staff do not need to share</p>	James and Maria	3 July	✓
Staff, visitors, young people using the same toilets (Covid19 transmission)	Staff Visitors Young people	<p>Washing facilities and alcohol gel outside toilets</p> <p>Thorough hand washing advice</p> <p>Ensure staff take necessary</p>	<p>There will be signs to show one toilet is for staff and one is for young people</p> <p>Project Manager needs to check the cleaning rota twice per day to ensure frequency of cleaning</p> <p>PPE equipment will be provided for staff if they need to clean Toilets</p>	James and Maria Project Manager Project Manage	3 July Ongoing Ongoing	✓

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		precautions to avoid unnecessary contact with surfaces				
Staff using the printer (Covid19 transmission)	Staff	Limiting access to the building Staff advised not to use printer unless necessary	Antibacterial wipes with a sign next to the printer. Staff should wipe down control panel and areas of contact before and after use Ensure thorough printer cleaning is on the cleaner's duties list	All staff Debbie	6 July 22 June	✓ ✓
Staff all arriving or leaving at the same time	Staff	-	Stagger staff times to ensure not all are arriving or leaving at the same time	Project manager	6 July	✓
Overcrowding in workspaces	Staff	Staff not to work from the office unless they	Calendar created for booking in young people's appointments Limit number of people in the space. Rota of teams will be created. We will open the Advice Centre with 1x project manager, 1x DASH worker and 2x	James Maria and James	24 June 25 June	✓ ✓

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		cannot work from home	<p>Youth workers only</p> <p>Staff in the building will have dedicated workstations, no hotdesking</p> <p>Staff to reiterate to young people to socially distance from staff and other service users. Posters will also be displayed</p>	<p>Project manager</p> <p>Staff</p>		
Unexpected Young people or visitors coming to the door	Staff Visitors Young people	<p>Staff aware if a delivery is coming</p> <p>(Deliveries: Open door stand back. Delivery left on floor observing 2-meter distance. Clean hand</p>	<p>Clear signage on the door explaining we are open for referrals only and are currently not a drop-in service</p> <p>Project manager will triage the young person to ascertain needs and if issue can be dealt with via phone or online</p> <p>If a young person needs to be seen then the project manager will manage this, if we are at capacity, we will have to ask the young person to return at a later specified appointment time</p>	<p>Jess</p> <p>Project manager</p> <p>Project manager</p>	<p>3 July</p> <p>Ongoing</p> <p>Ongoing</p>	<p>✓</p> <p>✓</p> <p>✓</p>

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		and items after receiving delivery.)				
Staff using the kitchen facilities	Staff	Kitchen to be closed	<p>Front coffee bar fridge can be used to store staff lunches. Staff to wipe down with anti-bacterial wipes before and after use</p> <p>Food to be brought in and not prepared onsite</p> <p>Staff to have their own cups and responsible for washing them up. Staff not to make each other's drinks</p>	<p>Staff</p> <p>Staff</p> <p>Staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	

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<p>Cleaning</p>	<p>Staff Visitors Young people</p>	<p>Cleaning all work areas</p>	<p>Create a cleaning rota</p> <p>Cleaner to ensure antibacterial wipes are replenished</p> <p>Cleaning to be agreed following guidance 5.1-5.5 of the Working safely during coronavirus (COVID-19).</p> <p>Limit the number of bins being used in the building</p> <p>Cleaning rota to be signed off by staff and checked at the end of every day by project manager</p> <p>Staff to clean any areas a young person has touched every time a young person leaves the Advice Centre</p> <p>Cleaner to conduct a deep clean before we open</p>	<p>Debbie</p> <p>Angi</p> <p>Angi</p> <p>James</p> <p>Project manager</p> <p>Staff</p> <p>Angi</p> <p>Debbie</p>	<p>15 June</p> <p>22 June</p> <p>8 June</p> <p>25 June</p> <p>Ongoing</p> <p>Ongoing</p> <p>15 June 12 June</p> <p>When needed</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p></p> <p></p> <p>✓</p> <p>✓</p> <p></p>

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			<p>Arrange to buy additional products and materials needed to adhere to government guidelines</p> <p>Debbie to arrange deep clean if any staff or young people are found to have Covid19</p>	Debbie		

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Staff not being informed of the risk management plan	Staff	Informed of updates and news via weekly briefing and email	Share risk assessment with staff working from the building	Maria	19 June	✓
		Risk assessment to be shared with all staff	Staff informed of daily check list needing to be completed	James	19 June	✓
			Staff to be given guidance on hand washing, social distancing and Covid19 best practise	James	18 June	✓
			Staff aware of how to report problems swiftly and to who. Guidance to be sent out by HR	HR	18 June	✓
			Staff to be spoken to individually to assess risk towards them from working at Advice Centre. This assessment to include vulnerability of staff and family, risk from public transport and staff's childcare responsibilities	James, Jake & Maria	22 June	✓

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<p>Charity's insurance</p>	<p>Charity</p>	<p>Communication with insurance provider</p>	<p>Guidance and information sought from insurance provider to ensure we are covered. Inform them of our intention to reopen</p> <p>At least one staff member will be First Aid trained and fire safety trained</p>	<p>Daniel and Maria</p> <p>James and Maria</p>	<p>22 June</p> <p>22 June</p>	<p>✓</p> <p>✓</p>

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Communications or reputational risk	Charity	Crisis communications plan in place	Communications team to prepare crisis communications templates in case of possible: <ul style="list-style-type: none"> ○ Covid19 case with client ○ Covid19 case with staff ○ Building related issue ○ Complaint regarding access ○ Need to re-close 	Lesley	6 July	✓

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/ More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/