

The GATEWAY COVID-19 Risk Assessment

To be used in conjunction with the existing Health & Safety Policy, Tenants Handbook and Venue Hirer's H&S document.

COVID-19 is a new illness that can affect your lungs and airways. It is caused by a virus called the Coronavirus. Symptoms can be mild, moderate, severe or fatal.

What are the hazards ?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Confirmed all in place or further action required
Spread of Covid-19 Coronavirus in the workplace	Staff Tenants Visitors Cleaners Contractors (All Personnel)	<p>Personnel entering the building and work environment</p> <p>All personnel should follow Government guidance on social distancing.</p> <p>The entrance and exit points to the building are clearly marked and gel sanitisers are located.</p> <p>All staircases and corridors are to have signage promoting social distancing and showing walk on the left and waiting on the landing if necessary.</p> <p>Any doors with door guards will remain open to reduce personnel touching high contact areas.</p>	<p>Under no circumstances is an individual to enter the building if they or anyone in their household believe they are experiencing or displaying the symptoms of Covid-19</p> <p>All personnel have been made aware of the seriousness of the Covid-19 virus and educated of the methods to limit the spread of the virus.</p> <p>Social distancing and frequent hand sanitising / washing is to be enforced as much as possible.</p> <p>Posters are displayed in all areas reminding personnel to maintain social distancing.</p>	<p>Centre Manager</p> <p>Tenants</p> <p>Venue Hirers</p>	<p>Continuous review of Covid-19 pandemic, review of this risk assessment daily from date of sign off</p> <p>Review controls when public access is agreed.</p>

		<p>Maintaining social distancing in common areas</p> <p>Kitchen areas are to be used by 1 person at a time and high touch areas should be cleaned after use.</p> <p>Maximum occupancy of lifts has been reduced to maintain social distancing</p>	<p>Caretakers and cleaners are to ensure cleanliness of all areas and are to pay particular attention to high touch areas.</p> <p>All personnel should sanitise hands before leaving office or meeting space and entering communal areas.</p> <p>Seating and tables have been re-configured and social distancing posters have been displayed.</p> <p>Anyone carrying out a face to face essential meeting must ensure that that the client has no Covid-19 symptoms. The appointment must be pre-planned and they must meet the client at reception.</p>		
		<p>Workplaces and Workstations</p> <p>Review layouts and processes to allow people to work further apart from each other.</p> <p>Taking steps to review work schedules including start & finish times/shift patterns, working from home etc., to</p>	<p>Splash barrier has been fitted in the Reception area to decrease staff anxiety and to minimise contact opportunities with others.</p> <p>Workstations to be cleaned and sanitised between different occupants including shared equipment.</p>	<p>Centre Manager</p> <p>Tenant Organisations</p>	<p>Continuous review of Covid-19 pandemic, review of this risk assessment daily from date of sign off</p> <p>Continue to review work schedules</p>

		<p>reduce numbers of workers on site at any one time.</p> <p>Encourage office windows to be left open during the day to ensure good office ventilation.</p> <p>Where necessary, desk numbers should be reduced to ensure social distancing.</p> <p>Sanitiser wipes should be made available to allow personnel to wipe their desks and office equipment.</p>			
		<p>Meetings Rooms and Conference Facilities</p> <p>Infection of Covid-19 virus due to personnel delivering or receiving training or attending meetings in a confined space</p>	<p>Beginning of session to include information on social distancing and conduct whilst in attendance.</p> <p>All chairs will be placed apart in order to maintain social distancing whilst seated.</p> <p>Capacity of rooms has been recalculated, dependent on layout in order to maintain social distancing.</p>	<p>Centre Manager</p> <p>Tenant Organisations</p> <p>Venue Hirers</p>	<p>Reception to provide a copy of the risk assessment and/or safe meeting guide to venue hirers, and to instruct the hirer to fully brief their attendees of the content and ensure they always comply with it.</p> <p>All venue hirers are to sign or electronically confirm to say they have read this risk</p>

			<p>Personnel to enter the room whilst maintaining social distancing.</p> <p>Personnel to exit the room and maintain social distancing one at a time depending on where the door (s) is located.</p> <p>Posters will be placed in all areas reminding personnel to maintain social distancing.</p> <p>All meeting room areas will be cleaned, and high touch areas disinfected prior to use.</p> <p>Hand sanitiser will be made available in the meeting rooms. Participants must be encouraged to use this on entering and leaving the room.</p> <p>To avoid transmission during meetings, avoid sharing pens and other objects.</p>		<p>assessment and/or guide and will always maintain compliance with its contents.</p> <p>Advise venue hirers that hand sanitiser is available but recommend they bring their own supply.</p> <p>Advise venue hirer that pens will not be provided.</p> <p>Continuous review of Covid-19 pandemic, review of this risk assessment daily from date of sign off</p>
		<p>Handwashing</p> <p>Stringent hand washing is taking place on site</p>	<p>Personnel should be reminded on a regular basis to wash their hands for 20 seconds with warm soap</p>	<p>Centre Manager</p> <p>Tenant Organisations</p>	<p>Continuous review of Covid-19 pandemic, review of this risk assessment daily from date of sign off</p>

		<p>Hand washing facilities with soap and hot water are provided.</p> <p>Paper towels for drying of hands are provided.</p> <p>Gel sanitisers are located at entrances to the building</p> <p>Posters and other materials are on display to remind staff to wash or sanitise their hands on a regular basis.</p>	<p>and the importance of proper drying.</p> <p>Managers must ensure staff are following the procedures set in place to protect them.</p> <p>Signage is in place in the toilets to remind people to maintain personal hygiene standards.</p>	Venue Hirers	
		<p>Cleaning</p> <p>Frequent cleaning and sanitising of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, door plates, light switches, hand rails, washrooms and lifts.</p> <p>Personnel must use the appropriate cleaning products and methods.</p> <p>Throughout the cleaning process, staff are required to not touch their eyes, nose and mouth.</p>	<p>Rigorous checks to be carried out by Managers to ensure that the necessary cleaning and procedures are being followed by caretaking and cleaning staff</p> <p>Face masks, sanitisers and gloves have been provided to all members of Gateway staff involved in cleaning.</p> <p>Once gloves are disposed of, hands must be immediately washed.</p>	Centre Manager	Continuous review of Covid-19 pandemic, review of this risk assessment daily from date of sign off

		<p>Social Distancing</p> <p>Personnel are required to practice effective social distancing while in and around the workplace, while involved in work activities and when travelling to and from work.</p> <p>Redesigning processes to ensure social distancing is in place.</p>	<p>Personnel to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Posters are on display to remind staff, tenants, visitors and contractors that social distancing measures are in place.</p> <p>Routes around the building have been identified, with a keep left message being introduced to protect everyone.</p> <p>Clear guidance is in place for the use of toilets to ensure that social distancing is achieved as much as possible.</p> <p>Clear signage is in place regarding the use of communal kitchens</p>	<p>Centre Manager</p> <p>Tenant Organisations</p> <p>Venue Hirers</p>	<p>Continuous review of Covid-19 pandemic, review of this risk assessment daily from date of sign off</p>
		<p>Symptoms of Covid-19</p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they must contact the NHS 111 service and follow the stay at home guidance.</p>	<p>All personnel to be made aware of the symptoms to identify signs of Covid-19 in themselves and others and reminded of the advice for reporting and isolation.</p>	<p>Centre Manager</p>	<p>Continue to review work patterns of personnel</p> <p>Continuous review of Covid-19 pandemic,</p>

		<p>Infection via Covid-19 virus, affecting the health of staff, tenants, visitors, cleaners and contractors, spreading to other persons in the centre.</p>	<p>Under no circumstances should anyone attend the centre if they or anyone in their household believes they are experiencing or displaying the symptoms of Covid-19</p> <p>Adjustments made to the workspace and work patterns necessary to facilitate effective infection prevention and social distancing at work</p> <p>Posters in all areas reminding personnel to maintain social distancing</p> <p>Personnel must be encouraged to use hand sanitiser before leaving office space and entering communal areas.</p> <p>Managers to maintain regular contact with staff who are on furlough leave or in self-isolation due to Covid-19</p> <p>If advised that a member of staff, tenant, visitor, cleaner or contractor has a positive case of Covid-19 this must be reported to the Gateway Manager immediately.</p>		<p>review of this risk assessment daily from date of sign off</p>
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		<p>Mental Health</p> <p>Employees may have feelings of anxiety and distress during the ovid-19 outbreak.</p> <p>1 in 2 people working from home may feel isolated</p>	<p>Keep in touch will staff who are working from home r self-isolating to make sure they feel safe and well.</p> <p>Mare sure the working environment is safe at all times to help support anyone who is feeling anxious about Covid-19</p>	Centre Manager	
		<p>Accidents & Emergency Situations</p> <p>In an emergency, for example, an accident or a fire, people to do not have to maintain social distancing if it would be unsafe</p>	<p>Personnel involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing their hands.</p>	Centre Manager	

Risk Assessment carried out by Lynne Bennett (Centre Manager)

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Version 1

Review Date(s) :