

## Risk Assessment –

<b>Assessor:</b>	Tanya Coutts/Lucas Wood					<b>Assessment Date:</b>	7/7/2020			
<b>Activity Assessed:</b>	COVID-19 Risk Assessment				<b>Location:</b>	Conference Centre	<b>Review Date</b>	10/8/2020		
<b>Reason for this Assessment:</b>	<b>New Task</b>	<b>X</b>	<b>Review</b>		<b>Accident / NM</b>		<b>New Staff</b>		<b>Process Change</b>	<b>X</b>

B

THOSE AFFECTED					
<b>A. Employees</b>	<b>B. Members of The Public</b>	<b>C. Adjacent Workers</b>	<b>D. Passengers (all ages)</b>	<b>E. Contractors</b>	<b>F. Visitors</b>
<b>Others (state)</b>					

C

HAZARDS	Those Affected	HAZARDS	Those Affected	HAZARDS	Those Affected	HAZARDS	Those Affected	HAZARDS	Those Affected
Falling		Fire		Friction or abrasion		Ejection of Objects		radiation	
Falling objects		Substances		Shearing		Confined space	<b>X</b>	Dust/fume	
Vehicles		Access/Egress		Entanglement		Manual handling		Water/Drowning	
Noise		Slips/trips		Puncture/Stabbing		Lighting		Others (state below)	
Electricity		Crushing		Severing or Cutting		Temperature		Driving	
Vibration		Trapping		Ejection of fluid		Weather		Attack/Assault	

D

HAZARDS (as identified above)	How harmed may occur	Control Measures (e.g. design, guarding; procedures; training; PTW; PPE; signs etc.)	Additional Control measures to Reduce the Risk (E.g. elimination; alternative methods; additional guarding; design changes; additional procedures; increased supervision to monitor controls; PPE etc.)	Completion by and when
Getting or spreading coronavirus by not washing hands or not washing them adequately	Workers Customers Visitors Tenants Contractors Drivers coming into STC	<p>Follow our guidance on <a href="#">cleaning, hygiene and hand sanitiser</a></p> <ul style="list-style-type: none"> <li>- Provide water, soap and drying facilities at wash stations</li> <li>- Provide information on how to wash hands properly and display posters</li> <li>- Based on the number of workers and the number of people who come into your workplace decide: <ul style="list-style-type: none"> <li>➢ how many wash stations are needed</li> <li>➢ where wash stations need to be located</li> </ul> </li> </ul> <p>You may already have enough facilities</p> <ul style="list-style-type: none"> <li>- Provide hand sanitiser for the occasions when people can't wash their hands</li> <li>- There's a legal duty to <a href="#">provide welfare facilities and washing facilities for visiting drivers</a></li> </ul>	<ul style="list-style-type: none"> <li>- Put in place monitoring and supervision to make sure people are following controls; Risk assessments sent to organisation making booking, facilitator guidance given to person leading session on site</li> <li>- Put signs up to remind people to wash their hands, clear signage throughout the building</li> <li>- Provide information to your workers about when and where they need to wash their hands, staff guidance given to all staff</li> <li>- Identify if and where additional hand washing facilities may be needed</li> <li>- If people can't wash hands, provide information about how and when to use hand sanitiser</li> <li>- Identify how you are going to replenish hand washing/sanitising facilities, cleaning regime undertaken every 30 minutes for touch points</li> <li>- Make sure people are checking their skin for dryness and cracking and tell them to report to you if there is a problem, staff guidance given to all staff</li> </ul>	

<p>Getting or spreading coronavirus in common use high traffic areas such as corridors, toilet facilities, entry/exit points to facilities, lifts, and other communal areas</p>	<p>Workers Customers Visitors Tenants Contractors Drivers coming into STC</p>	<p>Follow our guidance on welfare facilities, etc:</p> <p>Identify:</p> <ul style="list-style-type: none"> <li>➤ areas where people will congregate, eg reception, meeting rooms, smoking areas, refreshment stations, etc</li> <li>➤ areas where there are pinch points meaning people can't meet the social distancing rules, eg narrow corridors, doorways, reception</li> <li>➤ areas and equipment where people will touch the same surfaces, such as in kitchens, eg refreshment stations, urns, shared condiments etc</li> <li>➤ areas and surfaces that are frequently touched but are difficult to clean</li> <li>➤ communal areas where air movement may be less than in other work areas, meeting rooms and reception area</li> </ul> <p>Agree the combination of controls you will put in place to reduce the risks. This can include but is not limited to:</p> <ul style="list-style-type: none"> <li>➤ limiting the number of people in rooms so that social distancing rules can be met, eg stagger breaks, have maximum occupancy numbers for meeting rooms</li> <li>➤ reorganise facilities in communal areas such as spacing out tables in meeting rooms, refreshment areas etc so social distancing rules can be met</li> <li>➤ increase the use of online meeting facilities, even for people working in the same building, to reduce the number of people moving around</li> <li>➤ put in place one-way systems in corridors or regularly used pedestrian traffic routes to manage the flow of people moving around workplaces and to allow social distancing rules to be met</li> <li>➤ leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation</li> <li>➤ open external windows and doors where possible</li> </ul>	<ul style="list-style-type: none"> <li>- Put in place monitoring and supervision to make sure people are following controls put in place, eg following hygiene procedures, washing hands, following one-way systems, clear one way signs throughout the building, facilitator and staff sheets given out</li> <li>- Near-miss reporting may also help identify where controls cannot be followed or people are not doing what they should</li> <li>- Maximum 30 customers on site at any one time to ensure social distancing compliance (e.g. 20 people in Ardwick Hall and 10 in a meeting room)</li> <li>- Extra refreshment stations to be set up to minimise numbers at each station</li> </ul>	
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<p>Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations</p>	<p>Workers Customers Visitors Tenants Contractors Drivers coming into STC</p>	<p>Use the guidance on <a href="#">cleaning and hygiene during the coronavirus outbreak</a></p> <ul style="list-style-type: none"> <li>- Identify surfaces that are frequently touched and by many people (often common areas), eg handrails, door handles, shared equipment etc and specify the frequency and level of cleaning and by whom</li> <li>- Reduce the need for people to move around your site as far as possible. This will reduce the potential spread of any contamination through touched surfaces</li> <li>- Avoid sharing work equipment by allocating it on personal issue or put cleaning regimes in place to clean between each user</li> <li>- Identify where you can reduce the contact of people with surfaces, eg by leaving open doors that are not fire doors, using electronic documents rather than paperwork</li> <li>- Identify other areas that will need cleaning to prevent the spread of coronavirus, eg kitchen, and specify the frequency and level of cleaning and who will do it</li> </ul>	<ul style="list-style-type: none"> <li>- Put in place monitoring and supervision to make sure people are following controls, ie are implementing the cleaning regimes, cleaning regime undertaken every 30 minutes for touch points by STC staff</li> <li>- Provide information telling people who needs to clean and when</li> <li>- Provide instruction and training to people who need to clean. Include information on:             <ul style="list-style-type: none"> <li>➤ the products they need to use</li> <li>➤ precautions they need to follow</li> <li>➤ the areas they need to clean</li> </ul> </li> <li>- Identify how you are going to replenish cleaning products</li> </ul>	

		<ul style="list-style-type: none"> <li>- Identify what cleaning products are needed (eg surface wipes, detergents and water etc) and where they should be used, eg wipes on water machines, water and detergent on work surfaces etc</li> <li>- Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects</li> <li>- Provide more bins and empty them more often</li> <li>- Provide areas for people to store personal belongings and keep personal items out of work areas</li> <li>- Clean things like reusable boxes regularly</li> <li>- Put in place arrangements to clean if <a href="#">someone develops symptoms of coronavirus in work</a></li> </ul>		
<p>Contracting or spreading the virus by not social distancing</p>	<p>Workers Customers Visitors Tenants Contractors Drivers coming into STC</p>	<p>Follow out guidance on social distancing.</p> <ul style="list-style-type: none"> <li>- Identify places where, under normal circumstances, workers would not be able to maintain social distancing rules</li> <li>- Identify how you can keep people apart in line with social distancing rules in the first instance. This may include:             <ul style="list-style-type: none"> <li>➤ using marker tape on the floor in meeting rooms</li> <li>➤ one-way systems</li> <li>➤ holding meetings virtually rather than face- to-face</li> <li>➤ staggering start/end times</li> <li>➤ limiting the number of people on site at one time</li> <li>➤ having allocated time slots for customers</li> <li>➤ rearrange work areas and tasks to allow people to meet social distancing rules</li> <li>➤ using empty spaces in the building for additional rest break areas where safe to do so</li> <li>➤ implementing 'drop zones' for passing materials between people</li> <li>➤ providing more parking areas or controlling parking spaces</li> <li>➤ providing facilities to help people walk or cycle to work, eg bike racks</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Put in place arrangements to monitor and supervise to make sure social distancing rules are followed, all tables hold maximum to ensure 1+metre is in place, corridor for toilets clearly marked. Facilitator and staff guidance given</li> <li>- Provide information, instruction, training and guidance sheet for people to understand what they need to do</li> <li>- Provide signage and ways to communicate to non-employees what they need to do to maintain social distancing, all signs throughout the building</li> </ul>	

		<ul style="list-style-type: none"><li>- Identify where it isn't possible to meet social distancing rules and identify other physical measures to separate people. This can include:<ul style="list-style-type: none"><li>➤ place markers on the floor (eg in lifts) to indicate where people should stand and the direction they should face</li><li>➤ reducing the numbers of people using lifts</li></ul></li></ul> <p>If it isn't possible to meet social distancing rules and physical measures can't be used then put in place other measures to protect people. This can include:</p> <ul style="list-style-type: none"><li>➤ placing workers back-to-back or side-by- side rather than face-to-face when working</li><li>➤ 'cohorting' work teams so they consistently work together</li><li>➤ improving ventilation</li></ul> <ul style="list-style-type: none"><li>- Display signs to remind people to socially distance</li></ul>		
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<p>Poor workplace <a href="#">ventilation</a> leading to risks of coronavirus spreading</p>	<p>Workers Customers Tenants Contractors</p>	<p>Follow our guidance on <a href="#">heating ventilation and air conditioning (HVAC)</a></p> <ul style="list-style-type: none"> <li>- Identify if you need additional ventilation to increase air flow in all or parts of your workplace</li> <li>- Fresh air is the preferred way of ventilating your workplace so opening windows and doors (that are not fire doors) can help</li> <li>- If you need additional ventilation provide it, eg mechanical ventilation, desk fans, air movers etc</li> <li>- Switch <a href="#">heating ventilation and air conditioning (HVAC)</a> systems to drawing in fresh air where they can be, rather than recirculating air</li> </ul>	<ul style="list-style-type: none"> <li>- Maintain air circulation systems in line with regulations</li> <li>- Open external windows and doors, fire doors can be wedged open if necessary</li> </ul>	

**Any Additional Comments/Observations**

Reviewed by Employee Rep Group (ERG) on 24<sup>th</sup> July 2020  
 Risk Assessment and Facilitator Guidance Sheet added to website 31<sup>st</sup> July 2020

**Conformation of Involvement, Acceptance and Understanding**

RA completed by:- Operations Manager Assistance from :- Conference Centre Assistant	Name:- Tanya Coutts Name:- Lucas Wood	Date 7 <sup>th</sup> July 2020	
<b>Employees &amp; Contractors Involved:-</b>			
Job Title:- Building and Facilities Officer	Name:- Darren Aylwin	Sign	Date 30 <sup>th</sup> July 2020
Job Title:- Conference Centre Administrator	Name:- Lisa Brown	Sign	Date 30 <sup>th</sup> July 2020
Job Title:- Conference Centre Assistant (Evenings and Weekends)	Name:- Daniel Cowman	Sign	Date 30 <sup>th</sup> July 2020
Job Title:-	Name:-	Sign	Date
Job Title:-	Name:-	Sign	Date
Job Title:-	Name:-	Sign	Date
Job Title:-	Name:-	Sign	Date



