



COVID-19 Risk Assessment General

Risk Assessment of Organisational Activity & COVID-19

Who might be affected? Visitor, Contractor, Employee, Customer, Resident (student / guest)

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WHAT ARE THE HAZARDS?	HOW COULD PEOPLE BE HARMED?	CONTROL MEASURES
<p>Coronavirus (COVID-19)</p>	<p>Most people are at risk from infection (Visitor, student, guest, contractor, employee, resident) The possible implications from contracting COVID-19 are, as we know, worse for vulnerable persons.</p> <p>The list of who is currently vulnerable includes:</p> <ul style="list-style-type: none"> - the elderly; - those with chronic underlying health conditions; - pregnant women. <p>The majority of cases lead to mild symptoms (persistent coughing, high temperature and loss or change to sense of smell/taste).</p>	<p>Government Advice:</p> <ul style="list-style-type: none"> - Government guidance is being reviewed on a daily basis to ensure the latest available information is put into practice; - Staff online training completed and regularly monitored/updated; - All travel is risk assessed. Increase the use of telephone calls, web conferencing, etc.; - Employees will discuss with their line manager the practicability of working from home and do so when appropriate; - Employees will be working in smaller cohorts around a large site, with different shift times to avoid unnecessary congregating. The charity is adopting a more flexible approach to time and attendance within the organisation to facilitate this; - All meetings on site will be observing 2m social distancing rules where possible or conducted utilising technology; - All appointments will be evaluated, taking into account current guidance as they occur; - All staff have been issued with guidance on social distancing and have completed an eLearning training module in relation to infection control and the importance of social distancing; - All training that requires congregations, fire drills and group exercises have been adapted within the organisation and all work has been adapted (where required) in order to avoid social contact where possible; - Poster material related to social distancing has been applied throughout the organisation and employees, residents, guests and visitors are regularly reminded of the importance of social distancing. <p>Self-Isolation:</p>

The disease, however, can be fatal. Transmission is via person to person spread as airborne droplets and also via surfaces contaminated with the virus.

- The charity is following government guidance on self-isolation. In the event of any staff member exhibiting symptoms they must self-isolate.

The latest advice is here:

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

- Students and Guests come to Capernwray on the understanding that they:

1. Do not come to Capernwray if they have shown symptoms during 14 days prior to visit;
2. Complete a health questionnaire on arrival, returning home if showing symptoms;
3. Return home during stay if symptoms appear during their stay.

- The charity will make efforts to survey all returning employees to determine if they are self-isolating based on them being classified as a vulnerable group or likelihood of being in a vulnerable group via a health surveillance questionnaire or copy of letter from Government. Employees defined as vulnerable or extremely vulnerable group – should strongly be advised and supported if possible to stay at home and work from there;

- Where staffing levels may be reduced due to absences within the organisation the Managing Director (and/or the Deputy Managing Director) on site will undertake an assessment of the necessary controls to operate the business with a reduced capacity and seek guidance;

- The charity will undertake cleaning in the event of any staff member, resident, guest or visitor being confirmed as having coronavirus in accordance with the relevant Government guidance (including local guidance, where applicable) -

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Travel to site:

- Wherever possible workers (from different households) should travel to site alone using their own transport. Where cars are shared, social distancing guidelines should be followed.

Social Distancing/Personal Hygiene:

- All those on site have been advised by management regarding common control measures such as sneezing into a tissue or elbow and not just into hand, followed by immediate disposal of tissue and frequent hand washing;
- Managers to ensure social distancing can be practiced and that adequate welfare facilities are available on sites;
- All those on site are given a toolbox talk on how to reduce the risk of transmission of COVID-19;
- All those on site have been informed to follow the Government guidance on handwashing and ensure hands are washed on a regular basis;
- Additional handwashing sinks have been installed;
- Sanitiser stations implemented around site
- Non-essential physical work that requires close contact between workers will not be carried out;
- Work will be planned to minimise contact between workers;
- Reusable PPE e.g. plastic visors will be thoroughly cleaned after use and not shared between workers;
- Single use PPE will be disposed of so that it cannot be reused;
- All those on site are informed to clean and disinfect their equipment at the beginning and end of each shift/job;
- Encourage social distancing (2m apart) in break areas. Limit the amount of staff allowed in break areas (e.g. only two staff per dining table). Ask staff to stagger break times where possible, encourage breaks outside;
- staff generally bring own meals;
- Identify any staff members who fit into the vulnerable groups – they should be encouraged to complete social distancing;
- Discourage all those on site from using other workers' phones, work tools and equipment, cups and utensils when possible. If necessary, clean and disinfect them before and after use;

		<p>- Avoid physically greeting others. The 2 metre clear social distancing measures should be adhered to.</p> <p>Site Visits / Meetings:</p> <ul style="list-style-type: none"> - staff meetings/briefing in person where we can do that safely or by Zoom; - separate staff and student zones in Dining Hall; - Unnecessary travel to site will be avoided and where possible meetings will be held via telephone calls/web conferences; - Only if necessary (see above) participants should attend in person; - Attendees should be two metres apart from each other; - Rooms should be well ventilated, and/or windows opened to allow fresh air circulation; - Consider holding meetings in open areas where possible.
Building and grounds access	Too many people accessing small areas which increases the risk of transmission of the virus	<p>Restricted numbers of people on site Restricted travel off site Closed site to the public (Swimming and Night School) Home working for staff agreed where appropriate PPE encouraged if / where appropriate One way systems clearly marked - see attached site plans Site signage in place including number of people per room Separate staff and resident zones Sanitiser / wash stations provided across the site Increased cleaning scheduled across site – touch points and bathrooms</p> <p>Families visiting site and buildings to follow same distancing guidelines as staff</p>
Coronavirus (COVID-19) - first aid and health provision	Insufficient health and first aid provision due to staff shortages, concerns of first aiders administering first aid.	<p>Health:</p> <ul style="list-style-type: none"> - Additional staff involved in health monitoring - 24 hour availability of on call staff - Advice in each room on what to do if feeling unwell - Student and staff health questionnaires completed - Close liaison with local surgery - Covid health protocols created and followed - Advice taken from and close liaison with local authority public protection officials <p>First Aid:</p> <ul style="list-style-type: none"> - Undertake a first aid needs assessment to determine the specific needs of the organisation; during a reduced hours and staff basis relative to the hazards; - Updated FA training with additional FA staff trained; - Adequate first aid cover made available during the pandemic period; - First aiders made aware of the risks to themselves and others; - PPE provided for first aiders to use including gloves, disposable aprons, masks if required; - Gloves worn or hands covered when dealing with injured persons, particularly those with open wounds; - Cuts or grazes on hands or arms covered with a waterproof dressing; - Always dispose of all medical waste safely in a medical waste bin; - Appropriate PPE such as gloves, a disposable apron will be worn as necessary. Masks can be worn if deemed necessary by the first aider; - In the unlikely event of cardiac arrest, do not perform rescue breaths on the casualty <p>https://www.sja.org.uk/get-advice/first-aid-advice/unresponsive-casualty/how-to-do-cpr-on-an-adult/</p>

		<ul style="list-style-type: none"> - Do not place your face close to the casualty to hear for breathing. Watch the chest; - If possible, lay a towel or similar over the nose and mouth; - Ensure that CPR is performed using chest compressions and if possible a defibrillator if available and staff are trained to do so.
Coronavirus (COVID-19) - fire safety	Covid-19 impacting fire procedure e.g. reduction in fire marshals.	<p>Fire Safety:</p> <ul style="list-style-type: none"> - Interim measures addressing fire safety management will be of a temporary nature in response to the current COVID-19 pandemic. Once business as usual commences the fire safety measures should again be reviewed, and normal procedures implemented, if deemed appropriate or revise them to ensure they are suitable and sufficient for the establishment; - Fire Warden provision will be reviewed. If additional Fire Marshals are required, newly appointed Fire Marshals will be asked to undertake the e-learning on Safety Cloud; - Hand sanitiser will be provided on the main fire exit doors and / or at fire assembly points and employees encouraged to use hand sanitiser when re-entering the buildings; - Social distancing will be maintained at the assembly point – this will be led by the fire marshals and all staff have been informed about maintaining social distancing in the workplace; - Usual in house testing of the fire alarm / emergency lighting will continue; - All staff will be advised on any changes to fire evacuation procedures; - Fire doors will not be propped open, even as a measure to minimise surface contact. Door handles and touch points will be cleaned on a daily basis as per government guidance.
Homeworking	Musculoskeletal/stress issues due to poor Home Working Environment	<ul style="list-style-type: none"> - All PC users classed as habitual have completed a Display Screen Equipment Assessment whilst at their office/branch workstation outlining the principles of good workstation set-up; - Homeworking guide has been sent to all staff which covers the importance of a good workstation set-up. Link is: https://safety.southalls.com/hubfs/2020%20-%20Coronavirus/Southalls_A%20Guide%20to%20Homeworking_2020.pdf - All staff can access DSE assessment via Safety Cloud if required; - Advice re. frequent breaks given in home working guide; - Getting comfortable is important; - Forearms should be approximately horizontal and the user's eyes should be the same height as the top of the screen; - Make sure there is enough work space to accommodate all documents or other equipment; - Arrange the desk and screen to avoid glare, or bright reflections. Adjust curtains or blinds to prevent intrusive light; - Make sure there is space under the desk to move legs; - Avoid excess pressure from the edge of seats on the backs of legs and knees.
Receiving Deliveries and Contractors at Site	Risk of Poor Covid-19 Controls	<p>Deliveries and collections from site:</p> <ul style="list-style-type: none"> - All deliveries and collections should be pre-arranged where possible with an agreed time slot for drop off and collections to be made; - If drivers supplying stock try to access the site, they will be asked to wait outside and telephone in to confirm the delivery arrangements if practical -Kitchen deliveries to be made to external trolleys or placed at entrance if no staff in kitchen; - Gloves available to be used for unpacking of kitchen deliveries; - Visitor access to the buildings is minimal to pre-approved and essential visitors only. The number of vehicles entering the site is limited to encourage social distancing; - Where possible entry and exit points will be limited to make it easier to implement controls such as cleaning and disinfection of door handles; - Additional signage, hand sanitiser stations are set up at entry/exit points;

		<ul style="list-style-type: none"> - Where possible greet the driver externally to prevent the driver needing to enter the buildings. Avoid social greetings such as shaking hands and nudging elbows, adhering to the 2 metre clear social distancing measures; - Where required, any internal 'Goods in' at Reception, must be limited to 1 person at a time maintaining 2 metres distance with staff remaining behind a screen, visor or counter; - Conversations should take place at a minimum of 2 metre distance and if paperwork needs to be exchanged, this should be done at arm's length. Pens will not be shared between a driver/contractor and member of staff; disposable pens will be provided if necessary; - Increased cleaning and disinfection of frequently handled or touched surfaces within common and welfare areas such as door handles, light switches, toilets, rest areas; - Contact points on vehicles and machinery are cleaned down at least daily or at the end of each shift; - If visitors need to use welfare facilities they will be reminded of social distancing rules; - Parking spaces, loading bays or collection points are planned where possible to give a segregated area around loading area to unstrap the load, consider using signage, barriers or cones; - When receiving and dispatching goods, clear instruction should be discussed with the delivery or collection driver of loading arrangements. e.g. to confirm banksman signals and to prevent drive away; - Drivers coming to site will be asked to leave or collect stock in marked/designated locations, this may be marked on the floor or placed on pallets or trolleys; - Drivers collecting goods will be asked to go to their designated location e.g. loading bay or parking area and wait for goods to be brought to them. They will be asked to turn the engine off and to wait in their vehicle for instructions before getting out of the cab and abide by the 2 metre distance; - If paperwork needs to be exchanged, this should be done at arm's length. Pens are not to be shared with visiting drivers, disposable pens will be provided if necessary; - If keys are to be removed from the driver, this is done wearing disposable gloves to handle them. The driver should be asked to place them down and step away or leave them in the door of the cab; - Where possible use of a purchase order is used rather than a delivery note to confirm the delivery contents.
Teaching & Learning	Covid-transmission during Bible School teaching and learning	<ul style="list-style-type: none"> - Careful analysis of all risks in the Bible School Covid Secure Policy Document; - Site visit, liaison and advice from local authority public protection officials; - Bubble system implemented; - Desks are arranged in the Conference Hall and Dining Hall to ensure appropriate social distancing between bubbles; - 'Staff' and 'Student' zones are demarcated and observed in the Conference Hall and elsewhere around the site; - The lecturer Q & A is managed to observe social distancing; - Wherever possible and appropriate staff/student consultations are held virtually; - Small group student gatherings remain socially distanced from attending staff; - Guest Lecturer accommodation removed from main site; - Restricted travel off site and careful guidance when doing so.