

# Risk Assessment



<b>Organisation:</b>		<b>YMCA THAMES GATEWAY</b>				<b>RA Reference Number:</b>		TG007/C-19S	<b>Date:</b>	24/07/2020	
<b>RA Type:</b>		Location	x	Equipment	x	<b>Details of RA type:</b>		Covid-19 & Re-building YMCATG Services at Romford 29RGR			
		Substance		Activities	x						
<b>RA Part 2 - Personal Protective Equipment Assessment Sheet required and attached:</b>					Yes		No	x	<b>Task Specific Training Required:</b>		Yes
<b>Persons Affected (consider this in your assessment)</b>											
YMCA Staff or Volunteer			x	Service User			x	Child or YP Under 18			x
Agency workers			x	General Public			x	Expectant Worker			x
Contractors			x	Visitors			x	Disabled Person			x
Other (Please specify):											
		<b>IMPACT</b>									
		<b>1</b> Insignificant	<b>2</b> Minor	<b>3</b> Moderate	<b>4</b> Major	<b>5</b> Catastrophic	<b>Factor</b>				
<b>LIKELIHOOD</b>	<b>1</b> Remote	1	2	3	4	5	Low Risk	No Further Action/Control's required			
	<b>2</b> Unlikely	2	4	6	8	10					
	<b>3</b> Possible	3	6	9	12	15	Medium Risk	Consider further precautions to reduce risk to low factor. Proceed with extra caution if unable to reduce risk level			
	<b>4</b> Probable	4	8	12	16	20					
	<b>5</b> Highly Probable	5	10	15	20	25	High Risk	Unacceptable Risk, Re-Assess to eliminate / reduce risk to low / med			

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Identified Hazards	Key Risks	Results prior to controls				Existing Control Measures/Precautions	Results after controls			
		Likelihood	Impact	Score	Factor		Likelihood	Impact	Score	Factor
Staff members working on site and transmission of Coronavirus in the workplace	<ul style="list-style-type: none"> <li>High number of staff on the premises at any one time</li> <li>Staff members understanding of infection control and Covid-19</li> <li>Staff socially interacting outside of work and not following national guidelines</li> <li>Staff not being aware of or not following the safe operating procedures and risk assessment controls within which they will operate</li> </ul>	3	5	15	High	<ul style="list-style-type: none"> <li>Staff to work from home where possible and only to be on site in line with organisational need.</li> <li>Consideration given to staff working in split teams/shift groups.</li> <li>Cross site working is discouraged.</li> <li>Staff to be mindful of limited occupancy within the office areas and appropriate capacity signage used to act as a reminder to staff.</li> <li>Stairs used where possible and lifts limited to one person at a time.</li> <li>Adequate ventilation should be maintained by ensuring windows are open where possible.</li> <li>Outside of working hours, staff should minimise social interactions, as per the latest Government/national guidelines</li> <li>Arrangements for clinically extremely vulnerable staff (or members of their household) and sick leave are detailed in the YMCATG H&amp;S Covid-19 Policy.</li> <li>All staff to receive a copy of the H&amp;S Covid-19 Policy Adjustments and risk assessment documents before working on any premises.</li> <li>All staff must receive clear appropriate instruction and training on infection control and the standard operating procedures and risk assessments within which they will operate.</li> <li>Staff to undertake Virtual College e-learning relating to Infection Prevention &amp; Control.</li> <li>Staff who use public transport to travel to work must wear a face covering, use hand sanitiser (provided by YMCA and freely accessible) and follow safer travel guidance for passengers.</li> <li>All staff to wash their hands on arrival at work, regularly throughout the day, always after using the toilet, before eating and if you cough or sneeze into your hands.</li> <li>Staff should avoid physical contact with others, including handshakes, hugs etc.</li> <li>Coughs and sneezes are to be caught in disposable tissues and disposed of in a waste bin wherever possible.</li> <li>Staggered break times for staff and are encouraged to eat at their desks where possible.</li> <li>Social distancing should be maintained during breaks.</li> </ul>	1	5	5	Low

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<p>Staff members working on site and transmission of Coronavirus in the workplace (Cont'd)</p>	<ul style="list-style-type: none"> <li>• High number of staff on the premises at any one time</li> <li>• Staff members understanding of infection control and Covid-19</li> <li>• Staff socially interacting outside of work and not following national guidelines</li> <li>• Staff not being aware of or not following the safe operating procedures and risk assessment controls within which they will operate (Cont'd)</li> </ul>					<ul style="list-style-type: none"> <li>• Working from Home Policy to be developed by HR.</li> <li>• Wellbeing Policy to be developed by HR.</li> <li>• Avoid people needing to unduly raise their voices to each other. This includes, but is not limited to, refraining from playing music or broadcasts that may encourage shouting, including if played at a volume that makes normal conversation difficult.</li> </ul>				
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<p>Staff members working on site and transmission of Coronavirus in the workplace (Cont'd)</p>	<ul style="list-style-type: none"> <li>Staff showing signs of Covid-19 symptoms</li> </ul>	2	5	10	<p><b>Med</b></p>	<ul style="list-style-type: none"> <li>Staff to be alert, notify their line manager, and stay away from work for 7 days (from when symptoms first started), if they are showing Covid-19 symptoms or have tested positive for Covid-19.</li> <li>Staff to be alert, notify their line manager, and stay away from work for 14 days (from when first person in household displayed symptoms) if a member of their household or support bubble is showing Covid-19 symptoms.</li> <li>When self isolating, follow current Government / national guidance which can be found at: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></li> <li>All staff should arrange to have a coronavirus test if they display symptoms to identify if they have Covid-19 or not. Information on Coronavirus testing can be found <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></li> <li>Workers will be told to isolate where they have been in close recent contact with someone who has tested positive and received a notification to self-isolate from NHS test and trace. The period of self-isolation will be for 14 days from the point of most recent contact with the person who has tested positive for coronavirus <a href="https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance#guidance-for-employers">https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance#guidance-for-employers</a> Staff who have not had close contact with the confirmed case do not need to take any precautions and can continue to attend work.</li> <li>Property Team to follow government guidance for cleaning in non-healthcare settings when a case of Covid-19 is suspected or confirmed.</li> <li>Guidance can be found here:- <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> </ul>	1	5	5	<p><b>Low</b></p>
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<p>Staff members working on site and transmission of Coronavirus in the workplace (Cont'd)</p>	<ul style="list-style-type: none"> <li>A confirmed case of Covid-19 (confirmed by formal testing)</li> </ul>	2	5	10	<p><b>Med</b></p>	<ul style="list-style-type: none"> <li>Any staff member or customer attending the building who subsequently tests positive for Covid-19 must be notified to the Exec Team and Q&amp;C Team immediately.</li> <li>Attendance records to be shared by Q&amp;C Team with NHS Track and Trace, to identify relevant people who have had close contact, to enable them to be contacted to self-isolate.</li> <li>If there is more than one case of Covid-19 in the workplace, you should contact your local PHE health protection team to report the suspected outbreak. <a href="#">Find your local PHE health protection team.</a></li> <li>If the local PHE health protection team declares an outbreak, you will be asked to record details of symptomatic staff and assist with identifying contacts. You will be provided with information about the outbreak management process, which will help you to implement control measures, assist with communications to staff, and reinforce prevention messages.</li> <li>The Exec Team will advise on necessary action required as and when a local lockdown is required.</li> </ul>	1	5	5	<p><b>Low</b></p>
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Identified Hazards	Key Risks	Results prior to controls				Existing Control Measures/Precautions	Results after controls			
		Likelihood	Impact	Score	Factor		Likelihood	Impact	Score	Factor
Transmission of Coronavirus in the Main entrance/exit and Reception areas	<ul style="list-style-type: none"> <li>Transmission person to person or via contact surfaces may lead to coronavirus infection of reception staff and others using reception that can result in illness. Although symptoms are mild in most cases, this infection can result in serious illness and death.</li> </ul>	4	4	16	High	<ul style="list-style-type: none"> <li>Clear How To... Covid-19 information on display at entrance for customers and on YMCATG website. Consideration given in communications to those with additional needs.</li> <li>Lobby, entrance and reception areas have a keep right system, clearly marked on floor with directional arrows with 2m social distancing floor markers and marker to indicate where to wait until called to reception.</li> <li>The middle turnstile to be out of use with clear signage to use turnstile on your right as you face it, for entrance and exit</li> <li>Hand sanitising gel at entrance with signage prompting all to use on entry and exit to the building.</li> <li>FoH staff should advise users of our Covid-19 control measures, eg- where sanitisers are / one way system, etc.</li> <li>Sanitise contact surfaces periodically throughout the day using the anti-bacterial/anti-viral spray and clean paper towel provided.</li> <li>Cleaners sanitise all door handles twice a day.</li> <li>The area behind the reception desk is restricted to the staff on duty.</li> <li>Reception points have been reduced to two to aid social distancing.</li> <li>Sneeze screens have been installed at reception service points.</li> <li>Persons lingering near reception desk to be politely asked to clear area</li> <li>There is some evidence that virus can stay on fabrics for a few days, therefore changing and washing clothes regularly is recommended.</li> <li>'Clean as you go' schedule is in place for Front of House staff.</li> <li>Wear disposable gloves when handling postal/courier deliveries.</li> <li>Personal deliveries e.g. Amazon must not be made to the work place.</li> <li>Personal deliveries for residents are to be collected from reception as soon as possible on the day of delivery. If resident is self-isolating contact the housing team for assistance.</li> <li>Duty Manager and FOH staff to ensure all items passed between reception staff and customers are wiped down after each use using the anti-bacterial/anti-viral spray and paper towel provided including debit card machine for fee payments.</li> <li>Touch screens are to be sanitised after each use.</li> <li>Payments by card should be encouraged but if cash has to be taken, hands should be sanitized after touching cash.</li> <li>Contact details should be taken for all visitors to the building except staff and kept for 21 days for track and trace purposes</li> </ul>	2	4	8	Med

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Identified Hazards	Key Risks	Results prior to controls				Existing Control Measures/Precautions	Results after controls			
		Likelihood	Impact	Score	Factor		Likelihood	Impact	Score	Factor
Transmission of Coronavirus in the Restaurant and Kitchen	<ul style="list-style-type: none"> <li>Transmission person to person or via contact surfaces may lead to coronavirus infection of Catering staff and restaurant customers that can result in illness. Although symptoms are mild in most cases, this infection can result in serious illness and death.</li> </ul>	4	4	16	High	<ul style="list-style-type: none"> <li>Magnetic hold open devices installed on the fire doors at the entrance to the restaurant to ensure close automatically in the event of a fire.</li> <li>Servery has barrier and/or sneeze screen installed to ensure 2m distance between staff and customer.</li> <li>2 metre social distancing is indicated via floor markings for customers in the servery queue.</li> <li>The servery is operated by a single staff member to reduce possibilities for cross contamination.</li> <li>All tables have been set out to ensure that 2 metre social distancing is maintained.</li> <li>A pre-order system is in place for staff to control numbers of persons in restaurant at any time.</li> <li>Cleaning schedule for floors and touch surfaces in place, with contact surfaces sanitised regularly throughout service.</li> <li>Card payments encouraged to avoid contact transmission via handling cash. If cash has to be taken, hands should be sanitized after touching.</li> <li>All tables are sanitised before and after use.</li> <li>Salad bar removed and replaced with ready made salad pots.</li> <li>All customers select their own disposable cutlery from a holder at the end of the servery,</li> <li>A one-way system with 'keep right' signage introduced at the entrance/exit to the restaurant.</li> <li>Hand sanitising gel provided at the restaurant entrance/exit with signage encouraging restaurant customers to use it on entering and leaving the restaurant.</li> <li>Indoor gatherings should only be occurring in groups of up to 2 households, incl. support bubbles.</li> <li>Max 30 people in restaurant at any time.</li> <li>Collect customer data (name and contact number) to support track and trace measures and keep for 21 days <a href="https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace">https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace</a></li> </ul>	2	4	8	Med

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<p>Transmission of Coronavirus in the Restaurant and Kitchen (Cont'd)</p>	<ul style="list-style-type: none"> <li>Transmission person to person or via contact surfaces may lead to coronavirus infection of Catering staff and restaurant customers that can result in illness. Although symptoms are mild in most cases, this infection can result in serious illness and death. (Cont'd)</li> </ul>				<ul style="list-style-type: none"> <li>'Clean as you go' schedule in place for Catering Team which includes tables, chairs, card machine, trays, menus and undertaken in view of customer before each use.</li> <li>In the kitchen, individual workstations are in place to ensure staff maintain 2 metre social distancing.</li> <li>A one way system is in place within the kitchen.</li> <li>Sanitising gel is available at each workstation, at entrances and exits and outside staff welfare facilities.</li> <li>Kitchen staff to wear disposable gloves.</li> <li>Collection bin available for laundry of staff uniforms.</li> <li>Good ventilation through opening of windows/doors</li> <li>Walk in pantry, fridge or freezer has 'one person enter at a time' signage to prompt staff.</li> <li>Explore contactless ordering via an app.</li> </ul>			
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Identified Hazards	Key Risks	Results prior to controls				Existing Control Measures/Precautions	Results after controls			
		Likelihood	Impact	Score	Factor		Likelihood	Impact	Score	Factor
Transmission of Coronavirus through use of vending machines	<ul style="list-style-type: none"> <li>Transmission person to person or via contact surfaces may lead to coronavirus infection that can result in illness. Although symptoms are mild in most cases, this infection can result in serious illness and death</li> </ul>	4	4	16	High	<ul style="list-style-type: none"> <li>Vending machine is cleaned/sanitised regularly by contract cleaners.</li> <li>Notice adjacent to the vending machine to remind users to sanitise their hands using the sanitising gel provided after using the vending machine.</li> </ul>	1	4	4	Low

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Identified Hazards	Key Risks	Results prior to controls				Existing Control Measures/Precautions	Results after controls			
		Likelihood	Impact	Score	Factor		Likelihood	Impact	Score	Factor
Transmission of Coronavirus in corridors and when using toilet facilities	<ul style="list-style-type: none"> <li>Transmission person to person or via contact surfaces when using corridors or visiting toilet facilities may lead to coronavirus infection that can result in illness. Although symptoms are mild in most cases, this infection can result in serious illness and death.</li> <li>High number of people in toilet area</li> </ul>	2	5	10	<b>Med</b>	<ul style="list-style-type: none"> <li>All corridors to be kept free from obstructions to ensure that all users can move quickly and freely.</li> <li>Corridors are not to be used as a meeting place. Users should keep moving until reaching their chosen destination.</li> <li>Hand sanitising stations to be provided in corridors on each floor. (Refer to property services who hold a map indicating where each sanitizer is located)</li> <li>The main corridor on the ground floor connecting reception to the rear of the building is two-way (up to the toilets and then one way after) with a keep right system in place due to high levels of footfall during busy periods.</li> <li>Floor signs are in place to aid in maintaining the correct social distance.</li> <li>When using the corridors follow any signage provided (social distancing signs etc).</li> <li>When leaving a room that opens onto any corridor, check for other people using the corridor and wait until they are 2 metres past you before stepping out of the room.</li> <li>A cleaning schedule is in place and all corridors are cleaned daily.</li> <li>Toilets are cleaned twice daily in low risk areas and every hour in high risk areas and sanitised every three to four weeks.</li> <li>All door handles are sanitised twice daily by cleaning contractors.</li> <li>Measures have been put in place to ensure that toilet facilities can ensure social distancing measures can be followed. You must respect these measures at all times.</li> <li>Always wash your hands for at least 20 seconds and dry them thoroughly after using the toilet.</li> <li>Use hand sanitising stations as you move between different locations in the building.</li> </ul>	1	5	5	<b>Low</b>

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Identified Hazards	Key Risks	Results prior to controls				Existing Control Measures/Precautions	Results after controls			
		Likelihood	Impact	Score	Factor		Likelihood	Impact	Score	Factor
Transmission of Coronavirus through multiple users of company vehicles	<ul style="list-style-type: none"> <li>Transmission through touching contact surfaces in vehicles, company or personal</li> <li>High number of people in vehicles</li> </ul>	4	4	16	High	<ul style="list-style-type: none"> <li>Always wash your hands each time you get out of a company vehicle.</li> <li>Vehicles should be cleaned inside regularly and always between use by different operators. Frequent cleaning of objects and surfaces that are touched regularly are to be cleaned (door handles, door pulls, the steering wheel and switchgear (indicator, light and wiper controls).</li> <li>Sufficient quantities of hand sanitiser and wipes within company vehicles will be maintained to enable workers to clean hands after each use.</li> <li>Where more than one person in vehicle, ensure 2m social distancing is maintained, or where this is not possible face coverings must be worn.</li> <li>Open windows when in use to maintain good ventilation.</li> <li>Vehicle checks to be completed as per usual health and safety practice.</li> <li>Staff using personal vehicles to travel to/from work or on company business are advised to implement a similar hygiene regime for their own vehicles.</li> </ul>	1	4	4	Low

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Identified Hazards	Key Risks	Results prior to controls				Existing Control Measures/Precautions	Results after controls			
		Likelihood	Impact	Score	Factor		Likelihood	Impact	Score	Factor
Transmission of Coronavirus in Offices and Meetings Rooms	<ul style="list-style-type: none"> <li>Transmission person to person or via contact surfaces when using offices or meeting rooms, may lead to coronavirus infection that can result in illness. Although symptoms are mild in most cases, this infection can result in serious illness and death.</li> <li>High number of persons in these rooms</li> </ul>	2	4	8	<b>Med</b>	<ul style="list-style-type: none"> <li>Use hand sanitiser provided to sanitise your hands on arrival at the office, before and after each break and when leaving the office at the end of the day.</li> <li>All desks must be booked in advance using the site specific booking system.</li> <li>Cleaning solution and paper towels are available in every office and meeting room, you should clean the surfaces and anything on it before and after use. These measures are essential for minimising the risk of infection and no exceptions are permitted. Signage in place to remind staff.</li> <li>Social distancing at a minimum of 2 metres is to be maintained at times in the offices.</li> <li>All desks are to be treated as hot desks with no personal items (cups, glasses or documents), to be left on the desk when you leave it.</li> <li>Where possible, meetings and training sessions will be conducted through phone or video conferencing.</li> <li>Smaller essential meetings can only take place in person where at least a 2m social distancing can be maintained.</li> <li>Workstations should be 2m apart and only where it is not possible to move workstations further apart, arranging people to work side by side or facing away from each other rather than face-to-face.</li> <li>The lobby outside the Housing Office is a pinch point and only one person at a time should enter. Signage to this effect is displayed adjacent to the door, and a hand sanitising station installed in the lobby.</li> <li>A site specific office plan is to be completed indicating which desks can be used so as to maintain social distancing.</li> <li>All bin lids have been removed and we are considering providing pedal bins for all offices and meeting rooms.</li> </ul>	1	4	4	<b>Low</b>

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Identified Hazards	Key Risks	Results prior to controls				Existing Control Measures/Precautions	Results after controls				Additional Control Measures
		Likelihood	Impact	Score	Factor		Likelihood	Impact	Score	Factor	
Transmission of Coronavirus in Offices and Meeting Rooms (Cont'd)	<ul style="list-style-type: none"> <li>Transmission person to person or via contact surfaces when using offices and meeting rooms may lead to coronavirus infection that can result in illness. Although symptoms are mild in most cases, this infection can result in serious illness and death</li> <li>High number of persons in these rooms. (Cont'd)</li> </ul>	2	4	8	Med	<ul style="list-style-type: none"> <li>The maximum occupancy for each room is as follows:</li> <li><b>Ground Floor:</b> CEO's Office – 4 people Reception back office – 2 staff only Reception Counter – 2 staff only Fitness office – 2 staff only Medical Room – 2 people Duty Manager Office – 1 staff Childcare Office – 4 staff only Chaplain's Office – 1 person only Property Services – 2 staff only Catering Office – 2 staff only Catering Staff Room – 2 Staff</li> <li><b>First Floor:</b> Housing Office – 5 staff only Essex Meeting Room – 6 people Chapel – 4 people Finance Office – 4 staff only Finance Managers Office – 2 staff only</li> <li><b>Second Floor</b> Karen's Office – 2 staff Main Office – 3 staff Back Left Office – 2 staff Front Left office – 2 staff Small meeting room- 2 people HR Office – 2 staff only Corporate Services Office – 2 staff</li> </ul>	1	4	4	Low	

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Identified Hazards	Key Risks	Results prior to controls				Existing Control Measures/Precautions	Results after controls			
		Likelihood	Impact	Score	Factor		Likelihood	Impact	Score	Factor
Transmission of Coronavirus in Social Clubs and Community Groups use of Facilities	<ul style="list-style-type: none"> <li>Transmission person to person or via contact surfaces when using social clubs or community facilities may lead to coronavirus infection that can result in illness. Although symptoms are mild in most cases, this infection can result in serious illness and death.</li> <li>High number of households in various user groups</li> <li>Users not aware of social distancing requirements</li> </ul>	3	5	15	High	<ul style="list-style-type: none"> <li>All clubs/community facilities must be booked in advance using the site specific booking system.</li> <li>Management of users groups to have operating procedures in place to ensure the following and compliance with government guidance:-                             <ul style="list-style-type: none"> <li>User groups to provide their Covid-19 risk assessment to YMCATG for review</li> <li>Clear information obtained from user groups around arrival and departure times to aid management of numbers coming through reception</li> <li>User groups must limit social interactions to two households (including support bubbles) unless service specific government guidance advises otherwise</li> <li>Individual groups should not interact with anyone outside of the user group they are attending the venue with</li> <li>No performances to live audiences</li> <li>The over 70's should stay at home as much as possible</li> <li>Close contact activities must be prevented e.g. dancing</li> </ul> </li> <li>Use hand sanitiser provided to sanitise your hands on arrival at and departure from the building.</li> <li>Cleaning solution and paper towels are available in every meeting room, you should clean the surfaces before and after use.</li> <li>Social distancing at a minimum of 2 metres is to be maintained at times.</li> <li>The maximum capacity for each room is as follows, with signage on doors to remind users:                             <ul style="list-style-type: none"> <li>Lecture Room – 22 people</li> <li>Diner – 16 people</li> <li>Essex Room – 6 people</li> </ul> </li> <li>Clear How To... Covid-19 information made available to user groups at the point of booking, on arrival to the site and consideration given in communications to those with additional needs.</li> </ul>	1	5	5	Low

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Identified Hazards	Key Risks	Results prior to controls				Existing Control Measures/Precautions	Results after controls			
		Likelihood	Impact	Score	Factor		Likelihood	Impact	Score	Factor
Transmission of Coronavirus in Housing	<ul style="list-style-type: none"> <li>Residents showing signs of Covid-19 symptoms</li> </ul>	2	5	10	<b>Med</b>	<ul style="list-style-type: none"> <li>Clear How To... Covid-19 information available for residents. Consideration given in communications to those with additional needs or ESOL.</li> <li>Residents to be alert, notify the housing team, and stay in their flat for 7 days (from when symptoms first started), if they are showing Covid-19 symptoms or have tested positive for Covid-19, or 14 days (from when first person in household displayed symptoms) if a member of their household or support bubble is showing Covid-19 symptoms.</li> <li>When self isolating, follow current Government guidance found at: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></li> <li>All residents should arrange to have a test if they display symptoms to identify if they have Covid-19 or not. <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></li> <li>Arrangements for clinically extremely vulnerable residents should be discussed with housing team and dealt with on an individual basis.</li> <li>Residents will be told to isolate where they have been in close recent contact with someone who has tested positive and received a notification to self-isolate from NHS test and trace. The period of self-isolation will be for 14 days from the point of most recent contact with the person who has tested positive for coronavirus (<a href="https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance#guidance-for-employers">https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance#guidance-for-employers</a>) Residents who have not had close contact with the confirmed case do not need to take any precautions.</li> <li>If residents have any coronavirus symptoms or have been confirmed as having coronavirus, they must use the 'Covid-19' toilet, there is one on each floor (floors 3-10).</li> <li>Bathrooms to be cleaned twice daily and cleaning standards to be monitored on a regular basis</li> <li>Residents who are self-isolating must not go to the restaurant for food. You can order food from the restaurant and it will be delivered to your room by a member of the housing team, your food will be delivered to your door and placed on the floor outside your door, the housing team member will knock on the door and walk away.</li> </ul>	1	5	5	<b>Low</b>

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Identified Hazards	Key Risks	Results prior to controls				Existing Control Measures/Precautions	Results after controls			
		Likelihood	Impact	Score	Factor		Likelihood	Impact	Score	Factor
Transmission of Coronavirus in Housing (Cont'd)	<ul style="list-style-type: none"> <li>Transmission person to person or via contact surfaces may lead to coronavirus infection that can result in illness. Although symptoms are mild in most cases, this infection can result in serious illness and death.</li> <li>Access to and from the hostel floors</li> <li>Use of public transport</li> </ul>	3	4	12	High	<ul style="list-style-type: none"> <li>All residents are to wash their hands regularly throughout the day, always after using the toilet, before eating and if cough or sneeze into hands. Coughs and sneezes are to be caught in disposable tissues and disposed of in a waste bin wherever possible.</li> <li>Hand sanitising stations installed on floors 3-10.</li> <li>Avoid physical contact with others (handshaking/hugging etc).</li> <li>Avoid touching your face with your hands as this will help to prevent infection, particularly around your eyes, nose and mouth.</li> <li>Open windows in your flat regularly where possible to help with ventilation.</li> <li>Lift to only be used by one person at a time and fire exit staircase to remain open for access to and from the hostel via the Lecture Room.</li> <li>Residents to use face coverings and hand sanitiser when travelling on public transport (To be provided by YMCA and freely available)</li> </ul>	2	4	8	Med



# Risk Assessment



Identified Hazards	Key Risks	Results prior to controls				Existing Control Measures/Precautions	Results after controls			
		Likelihood	Impact	Score	Factor		Likelihood	Impact	Score	Factor
Transmission of Coronavirus in Housing. (Cont'd)	<ul style="list-style-type: none"> <li>Transmission person to person or via contact surfaces whilst undertaking essential repair works may lead to coronavirus infection that can result in illness. Although symptoms are mild in most cases, this infection can result in serious illness and death.</li> </ul>	3	5	15	High	<ul style="list-style-type: none"> <li>No repairs or maintenance work will be carried out in a residents' accommodation if the resident is self-isolating or shielding. Where work is essential to remedy a direct risk i.e. an emergency repair. Under these circumstances additional steps must be taken to ensure the safety of the resident and the safety of the person completing the repair. The following should be put in place. Complete a risk assessment for the task in hand. Ensure good communication with the resident before your arrival at their residence and on your arrival, this is to ensure they understand the hygiene and social distancing measures that must be followed and to agree how to minimise risk to both parties, including the avoidance of face to face contact i.e. when answering the door. Ask the resident/s to stay in a separate room while the work is carried out. If this is not possible ask them to stay as far away from you as possible. Before commencing work, ensure the room is well ventilated.</li> <li>Be particularly strict about washing your hands,</li> <li>Limit the number of surfaces you touch and inform the resident what you have what you have been in contact with and clean these surfaces yourself before leaving.</li> <li>The following PPE must be worn when carrying out emergency work in the premises of a resident who is self-isolating or shielding. (Covid-19 PPE kit located in the Property Office) <ul style="list-style-type: none"> <li>✓ Fluid-resistant (Type IIR)</li> <li>✓ Disposable gloves.</li> <li>✓ Disposable apron.</li> <li>✓ Eye protection (in self-isolation cases only)</li> </ul> </li> <li>Avoid transmission during visits i.e. by not sharing pens or other objects.</li> </ul>	1	5	5	Low

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Identified Hazards	Key Risks	Results prior to controls				Existing Control Measures/Precautions	Results after controls			
		Likelihood	Impact	Score	Factor		Likelihood	Impact	Score	Factor
Transmission of Coronavirus in Housing (Cont'd)	<ul style="list-style-type: none"> <li>Transmission person to person or via contact surfaces whilst undertaking essential void cleaning works may lead to coronavirus infection that can result in illness. Although symptoms are mild in most cases, this infection can result in serious illness and death. (Cont'd)</li> </ul>	3	5	15	High	<ul style="list-style-type: none"> <li>When cleaning a setting that has been occupied by a person with suspected or confirmed coronavirus, the minimum PPE is as above (use the Covid-1 PPE kit), hands should be washed with soap and water for at least 20 seconds after all PPE has been removed.</li> <li>If a risk assessment of the setting indicates a higher level of virus may be present i.e. an accommodation unit where there is visible contamination with body fluids, then the need for additional PPE to protect the cleaners' eyes, nose and mouth might be necessary. The local Public Health England (PHE) Health Protection Team (HPT) can advise on this.</li> <li>All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:                             <ul style="list-style-type: none"> <li>➤ Objects visibly contaminated with body fluids</li> <li>➤ All potentially contaminated high-contact areas such as bathrooms, kitchens, door releases and handles, telephones and grab rails in corridors and stairwells</li> </ul> </li> <li>Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.</li> </ul>	2	4	8	Med

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Identified Hazards	Key Risks	Results prior to controls				Existing Control Measures/Precautions	Results after controls			
		Likelihood	Impact	Score	Factor		Likelihood	Impact	Score	Factor
Transmission of Coronavirus whilst giving First Aid	<ul style="list-style-type: none"> <li>Transmission person to person or via contact surfaces whilst giving or receiving first aid may lead to coronavirus infection that can result in illness. Although symptoms are mild in most cases, this infection can result in serious illness and death.</li> <li>First Aider called to a person who displays symptoms and whose condition rapidly deteriorates or experiences trouble breathing.</li> </ul>	2	5	10	High	<ul style="list-style-type: none"> <li>All accidents are to be reported to duty management and through Inform or the digital reporting forms.</li> <li>Adequate provision of first aid personnel and equipment to be present at all times.</li> <li>First aid boxes are to be checked monthly to ensure contents are complete and remain in-date.</li> <li>First aiders must always wear gloves when giving first aid.</li> <li>If first aid is given to a person who has been displaying coronavirus symptoms or has been confirmed positive for the virus, then a fluid resistant (Type IIR) surgical mask (FRSM) should be worn along with a disposable apron and eye protection.</li> <li>All PPE should be donned/doffed using the guidance in the Covid-19 PPE kits.</li> <li>All used PPE should be disposed of in the appropriate clinical waste container.</li> <li>Medical room to be used to isolate and supervise any persons that starts to display symptoms whilst in our care and is awaiting pick-up from a parent/carer. Covid-19 PPE to be worn by staff in these circumstances.</li> <li>In an emergency, if a person's condition rapidly deteriorates or experiences trouble breathing, call 999.</li> <li>Property Team to follow government guidance for cleaning in non-healthcare settings when a case of Covid-19 is suspected or confirmed.</li> </ul> <p>Guidance can be found here:-  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>	1	4	4	Low

# Risk Assessment



Identified Hazards	Key Risks	Results prior to controls				Existing Control Measures/Precautions	Results after controls			
		Likelihood	Impact	Score	Factor		Likelihood	Impact	Score	Factor
Transmission of virus between H&WB members, YMCATG staff and other service users	<ul style="list-style-type: none"> <li>High number of members using the facilities at any one time</li> <li>Transmission person to person or via contact surfaces</li> <li>Members understanding of our social distancing and hygiene measures</li> <li>Storage of personal items</li> <li>Service users arrival and departure</li> </ul>	3	5	15	High	<ul style="list-style-type: none"> <li>A cap on numbers of people using the fitness centre to be put in place of 59.</li> <li>All H&amp;WB activities must be pre-booked. Pay and Play members will be asked to pay using card payment wherever possible.</li> <li>Communicate details of online booking system to all fitness users.</li> <li>Ensure all members know how to book online and provide guidance where needed and introduce two week booking period Each service user to have a conduct and behaviour information prior booking access to the venue.</li> <li>Ask service users not to arrive more than 15 minutes before their activity to avoid congestion at entrance and pinch points.</li> <li>H&amp;WB users will continue to enter the building via main reception and should follow the keep right system to enter reception and adhere to the social distancing and contact reducing measures in place.</li> <li>On entering the building they should clean their hands using the sanitising gel provided in wall mounted dispensers.</li> <li>Define and mark routes around the fitness areas that promote social distancing.</li> <li>The toilets and changing rooms will be open for H&amp;WB members however they are encouraged to come dressed for their activity and not to use the changing rooms and showers where possible.</li> <li>Ensure cleaning materials and hand sanitiser are provided in the changing rooms and shower areas to ensure good hygiene can be maintained.</li> <li>Agree opening times and a staggered timetable for gym, resistance room, group exercise and RPM/TRX.</li> <li>Clear How To... Covid-19 information on display at entrance for customers and on YMCATG website. Consideration given in communications to those with additional needs.</li> </ul>	1	5	5	Low

# Risk Assessment



<p>Transmission of virus between H&amp;WB members, YMCATG staff and other service users (Cont'd)</p>	<ul style="list-style-type: none"> <li>• High number of members using the facilities at any one time</li> <li>• Transmission person to person or via contact surfaces</li> <li>• Members understanding of our social distancing and hygiene measures</li> <li>• Storage of personal items</li> <li>• Service users arrival and departure (Cont'd)</li> </ul>				<ul style="list-style-type: none"> <li>• If a H&amp;WB member needs to use the changing room or showers, cleaning materials will be provided to allow cleaning of the area.</li> <li>• Clean as you go procedures in place for music system, touch screens, keyboards telephones and remote controls.</li> <li>• Full final clean of all areas to be completed at end of the day.</li> <li>• Members are to be encouraged to clean the equipment before and after use. Spray cleaner and cloths / blue roll in all areas (gym, free weights, sports hall and dance studio) will be provided.</li> <li>• Instructors to wear freshly laundered uniform for each shift.</li> <li>• Lockers taken out of use and service users asked to limit personal items brought on site.</li> </ul>				
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# Risk Assessment



Identified Hazards	Key Risks	Results prior to controls				Existing Control Measures/Precautions	Results after controls			
		Likelihood	Impact	Score	Factor		Likelihood	Impact	Score	Factor
Transmission of virus between H&WB members, YMCATG staff and other service users (Cont'd)	<ul style="list-style-type: none"> <li>Visitors to the venue for the purposes of joining the gym</li> <li>New/prospective member show arounds</li> </ul>	3	3	9	<b>Med</b>	<ul style="list-style-type: none"> <li>Consideration will be given to allowing new prospective members to be shown around the gym with a trained member of staff.</li> <li>Visits and tours to venue will be by prior appointment only.</li> <li>All measures should be taken to minimise contact between the staff and visitor.</li> <li>Video of virtual walk around of venue to be used for new/prospective members rather than physical visit to venue where possible</li> <li>A limit will be place on number of individuals attending at same time.</li> <li>Visitors name and contact details to be kept for 21 days to support Track and Trace</li> <li>Staff to ensure items are not passed between staff and customers, however where unavoidable, they are wiped down after each use using the anti-bacterial/anti-viral spray and paper towel provided e.g. pens.</li> </ul>	1	3	3	<b>Low</b>

# Risk Assessment



Identified Hazards	Key Risks	Results prior to controls				Existing Control Measures/Precautions	Results after controls			
		Likelihood	Impact	Score	Factor		Likelihood	Impact	Score	Factor
Transmission of virus between H&WB members, YMCATG staff and other service users (Cont'd)	<ul style="list-style-type: none"> <li>Transmission of virus in the Gym and Resistance Room through sharing of equipment</li> <li>High number of people using the Gym and Resistance Room facilities at any one time</li> </ul>	3	5	15	High	<ul style="list-style-type: none"> <li>To maintain social distancing, only 16 pre-booked people plus a staff member will be permitted in the gym at any one time.</li> <li>Of those in the gym, only 4 people will be permitted in each of the weight machine and multi-function trainer areas at any one time (upstairs and downstairs).</li> <li>Take out of use every other cardio machine and putting some weight machines out of use to ensure correct social distancing can be maintained while members workout.</li> <li>At the end of each session gym users will be asked to leave via the fire exits in the main corridor.</li> <li>Strict cleaning regimes have been introduced, taking between 15 and 30 minutes to complete between sessions.</li> <li>The gym will be staffed at all times between 06:30 and close.</li> <li>The resistance room will be limited to a maximum of 4 users at any one time, booked in advance in one hour time slots, with breaks between each session to permit cleaning to take place.</li> <li>Signage installed for the gym showing maximum numbers permitted at any one time and the code of conduct for members.</li> <li>2 metre distance lines installed under the multi-function trainer.</li> <li>Cleaning materials provided for staff and customers for use in the gym and resistance room.</li> <li>Clear How To... Covid-19 information on display at entrance for customers and on YMCATG website. Consideration given in communications to those with additional needs.</li> <li>Increased existing ventilation rate by fully opening dampers and running fans on full speed; 100% fresh air; Operating the ventilation system 24 hours a day; Increase the frequency of filter changes; In the absence of known ventilation rates, a carbon dioxide sensor shall be used as an indicator to open windows. Further guidance is provided in the CIBSE <a href="#">COVID-19 Ventilation guidance</a>.</li> </ul>	1	5	5	Low

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Identified Hazards	Key Risks	Results prior to controls				Existing Control Measures/Precautions	Results after controls			
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Transmission of virus between H&WB members, YMCATG staff and other service users (Cont'd)	<ul style="list-style-type: none"> <li>Transmission of virus in group exercise classes, TRX and RPM</li> <li>Transmission through contact surfaces, sharing of equipment</li> <li>High number of participants in each class</li> </ul>	3	5	15	High	<ul style="list-style-type: none"> <li>TRX classes will take place in the dance studio with numbers limited to 10</li> <li>RPM classes will take place in the dance studio with numbers limited to 10.</li> <li>Group exercise to take place in the sports hall. Only 16 spaces on each session allows correct social distancing.</li> <li>Two zones in sports hall allows one zone to be thoroughly cleaned while a session takes place in the other, clearly identified through floor markings in two different colours to ensure correct social distancing.</li> <li>Only one class to take place at a time.</li> <li>45 minute sessions with 15 minutes between sessions to allow cleaning of floor and equipment.</li> <li>At the end of each session customers will leave via the fire exits in the fitness corridor as per one way system.</li> <li>Signage showing maximum permitted numbers to be displayed.</li> <li>Adequate first aid equipment to be available at all classes. Fitness instructors are trained first aiders.</li> <li>Provide boxes for users to place belonging in, rather than using lockers.</li> <li>Consideration to be given to limiting the number of classes that rotating instructors teach to minimise exposure.</li> <li>Determine the number of facilities we are comfortable with instructors rotating amongst to minimise exposure and implement a system to monitor this.</li> <li>Increasing ventilation rate in Dance Studio by fully opening dampers and running fans on full speed; 100% fresh air; Operating the ventilation system 24 hours a day; Increase the frequency of filter changes; In the absence of known ventilation rates, a carbon dioxide sensor shall be used as an indicator to open windows. Further guidance is provided in the CIBSE <a href="#">COVID-19 Ventilation guidance</a></li> </ul>	1	5	5	Low



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Identified Hazards	Key Risks	Results prior to controls				Existing Control Measures/Precautions	Results after controls			
		Likelihood	Impact	Score	Factor		Likelihood	Impact	Score	Factor
Transmission of Coronavirus in Children's Services						(SEPARATE DETAILED RISK ASSESSMENT CURRENTLY ON WEBSITE FOR PRE-SCHOOL & HOLIDAY CLUB)				

<b>Assessed By:</b>	Paul S Underhill	<b>Reviewed by:</b>	Karen Knapp	<b>Reviewed by:</b>	
<b>Position:</b>	Consultant	<b>Position:</b>	Director of Quality & Compliance	<b>Position:</b>	
<b>Signature:</b>		<b>Signature:</b>	<i>KKnapp.</i>	<b>Signature:</b>	
<b>Date:</b>	23/06/2020	<b>Date:</b>	15/07/2020	<b>Date:</b>	