

A	Name of Assessor	Catherine Snell	Date	8.7.20
B	Time	14.00	Work area	Talbot Street FWC
C	Task being assessed	Use of Talbot FWC during COVID 19	Work activity	
D	Review date	8.8.20	Assessment No	RA 002
Signature				

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures?	Existing risk rating			Additional controls required?	Target risk rating			Action/monitored by whom?	Action / Monitored by when?
				L	C	R		L	C	R		
Transmission of COVID - 19	Staff, Visitors, Cleaners, Contractors	Transmission of infection on entering the building either by touching or airborne particles.	<p>Hand gel, masks and aprons available on entry</p> <p>Ensure each person who enters the building immediately washes their hands or uses sanitising gel</p> <p>Ensure social distancing of 2 metres between all building users.</p> <p>Everyone who enters the building will be signed in by the SEHW on duty with their name and contact details recorded. This information will be stored in compliance with GDPR regulations and securely disposed of after 21 days</p> <p>Daily clean paying particular attention to "touch points" such as handles, key pads etc</p> <p>Greet visitors from within the reception cubicle with the glass window closed. Clean the door open buttons after each new user has touched them.</p> <p>Visitors to be kept in the outer reception area and prevented from entering the main building until the purpose of their visit established and then directed to the appropriate room</p>	2	5	10					Duty SEHW	2x daily building walkround
		Transmission via post/deliveries	All deliveries to be contact free. Where possible ask driver to take items direct to the room/area the goods need to be to prevent unnecessary additional handling.	1	5	5						

			<p>All parcels to be sprayed with disinfectant and left for 10 mins including food parcels, hampers etc and then wash hands</p> <p>Internal post to be placed in tray and tray offered through the reception window for driver to pick up.</p> <p>Hands washed after opening post.</p>								
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Transmission of COVID - 19	Staff	Transmission of COVID-19 whilst using staff office area either by touch or airborne particles	<p>Staff have been placed in 5 separate work groups of no more than 7 people. Each group will only be required to enter the building on 1 day each week. Members of each work group should not mix unless previously agreed.</p> <p>On days when that work group is not required in the building staff should work from home.</p> <p>The office has been moved to a larger room</p> <p>Desks have been limited in number to 8</p> <p>The centre of each desk is a least 2m from its neighbour. The desks that face each other have approx. 5m between them, other desks face the wall.</p> <p>Each desk has its own monitor, keyboard and mouse which must be wiped with sanitising spray before use.</p> <p>Staff should use the same desk space and chair throughout the day they are in the building</p> <p>No staff members have been risk assessed as being in the “extremely clinically vulnerable” category. If this was to change consideration would be given to the appropriateness of them entering the building</p> <p>Some staff have health conditions or are of a BAME background which places them in the moderately vulnerable category and should be adequately protected by current procedures</p> <p>1X staff member is pregnant and currently working from home. If she needs to come into the workplace she will not be able to enter the staff office and will only be able to work in an individual room to ensure social distance</p>	2	5	10	<p>Office chairs are upholstered and cannot be easily sanitised. We are sourcing disposable seat covers for use by each worker on the day they are in the building</p> <p>Peddle bins with lids have been ordered to dispose of tissues, wipes, paper towels etc that may have come into contact with COVID 19. There will be rules about how this waste is disposed of.</p> <p>Each staff member will be provided with their own supply of basic stationery eg pen, ruler, pencil etc and should not share with others or leave on desks when they are not in building</p>	1	5	5	duty SEHW	2x daily walkround
		Using the telephone	Desk phones have been removed. Staff	2	5	10						

	Staff, visitors, contractors	Transmission of COVID 19 either by touch or airborne particles when using the corridor	<p>Try to move around the building as little as possible which will limit the amount of time spent in this narrow space.</p> <p>Do not stop to talk to other people if this blocks the safe use of the space by other people.</p> <p>Avoid passing in the corridor as it is not possible to do this 2m apart. If passing is unavoidable, pass back to back and not face to face.</p>	2	5	10	When contacts start only parents will access the corridor and children and foster carers will enter rooms via garden doors thus reducing number of people in this space.	2	5	10	Duty SEHW	2x daily walk round
	Staff	Using the dining area	<p>Tables have been moved from the dining area as they were too close together to allow social distancing. Staff must now eat their meals at the large table in the new staff office. As meal breaks will be staggered only 2 people at a time will be using this table and 2m distance can be kept. Visitors and families cannot access this space.</p>	1	5	5						
	Staff and visitors	Access to toilets	<p>Staff to use the accessible toilet next to their office or the cubicle in the bathroom next door. These will be labelled "staff only"</p> <p>Families and visitors using Sunshine Room must use the facilities adjacent to their room labelled 1& 2</p> <p>Families and visitors using Rainbow Room must use toilets at the top of the corridor labelled 3&4</p> <p>Families using Dunes Room must use toilets at the bottom of the corridor labelled 5&6</p> <p>All users to wash their hands with soap and water for 20 secs before leaving the toilet area</p>	2	5	10	<p>Once equipment arrives all users will be expected to spray/wipe the toilet seats, flush handles and door locks with sanitiser before and after they use the facilities.</p> <p>Wipes and paper towel must be disposed of in the lidded peddle bins provided</p>	1	5	5		
Transmission of COVID - 19	Staff and visitors	<p>Transmission of COVID-19 via touch or airborne particles during virtual contact</p> <p>WL/KL</p>	<p>There are currently only 2 virtual contacts taking place in Talbot FWBC</p> <p>WL to wash his hands as soon as he enters</p>	2	5	10					Duty SEHW	Daily before each contact

in the room safely and then taken home at the end of the session. Where this is not possible a box of easily cleanable toys will be kept for sole the use of that family. It will be the parent's responsibility to sanitise these in their half hour prep time before the children arrive

- All garden doors will be open ready for the arrival of parents and children to reduce the risk of transmission through touch points
- Windows will be opened prior to the session and will remain open to enhance ventilation
- Tissues will be provided in each room along with displays reminding of "catch, kill, bin" protocol
- Hand gel, anti-bacterial spray and paper towels/blue role will be available in each room.

Arrival/Departure

- Each session will have a staggered start and end time of 15mins to reduce the amount of people congregating in the car park/reception area at any one time
- On arrival parents and foster carers to telephone the building to say they have arrived. They must not use the bell as this may be a transmission point.
- Reception will advise parent(s) of the location and request they go directly to their room.
- When foster carer arrive, Reception to direct the children to be taken by the FC to via the side gate to the garden door of their room where they will be met by the EHW supervising the session. FC's must not enter the building and remain socially distant at the door whilst they pass over any messages or equipment. FC's to then leave via the gardens.
- At the end of the session FC to again telephone reception to say they have arrived, and they will then be directed to go to the garden door to collect the children. Once again, they should not enter the room but wait in the garden. As usual parent(s) will be asked to remain in the room for a short period to read and sign their contact record and to allow time for their children to clear the car

						<p>park before they leave the building.</p> <p>Contact session</p> <ul style="list-style-type: none"> • Parents and children to use hand gel provided as soon as they get to their room. • EHW to wash hands or use gel before they enter the contact space • EHW to sit on designated chair which will be in the centre of a marked space to ensure social distancing. Parents will be requested to ensure their children do not enter this marked area at any time and that it will be their responsibility to physically prevent this if necessary. • EHW to use own pen and clipboard/form to record the session. Parents to use their own pen to sign. If this is not possible EHW will be provided with wipes to clean the pen before and after parent uses it. • No parents or children will have access to the kitchen area. If snacks are required, the parent should bring pre-packed items, drinks or pieces of fruit. Wipes will be available for these to be cleaned before they are given to the child(ren) • Covered pedal bins will be provided in each room for used wipes, packaging, tissues etc to be disposed of safely • Each contact space has its own self-contained garden space and on days with clement weather families will be encouraged to spend time outside whenever possible. Again any toys such as balls etc will need to be brought from home or sanitised by parents prior to use. 					
		Disposing of waste	<p>Food waste is disposed of into the kitchen swing bin</p> <p>None confidential paper waste is disposed of in office bins.</p> <p>Confidential waste is disposed of into the locked confidential waste bin</p> <p>All internal waste bins are emptied into black</p>	3	5	15	<p>Lidded pedal bins have been ordered for each room. Any tissue, wipe or paper towel that has potentially come into contact with COVID 19 should disposed of in these bins. Cleaners will empty these bins into yellow clinical waste bags and label them with the day of the week.</p> <p>Bin bags to be stored in the outside pantry for 72</p>	2	5	10	

			sacks and placed into the external trade waste wheelie bin which is emptied weekly.				hours and then disposed of into the outside				
Impact COVID 19 changes may have on Fire policy	All staff, visitors and contractors	Availability of Fire Wardens	Our trained Fire Wardens are admin staff who are not currently attending the centre leaving us without one	2	5	10	Full virtual team meeting to be held to reinforce fire evacuation procedure with all staff members. SEHW on duty will be responsible for "sweep and search" process and calling Fire Service as necessary Additional staff will be put on Fire Warden Training as soon as training centre re-opens.	1	5	5	
Impact COVID 19 changes may have on First Aid	All staff, visitors and contractors	Availability of First Aiders	Some of our designated First Aid staff are part of the admin team who are currently not attending the centre but staff team groups have been arranged so there is a First Aider on site each day. It is recognised that administering first aid may mean breaking Social Distancing rules so additional PPE such as masks and the usual gloves should be worn.	3	5	15		2	5	10	
Reporting procedures	All staff, visitors and contractors	Reporting of cases, near misses and breaches.	Raise via H&S reporting system				Report to Public Health England and RIDDOR if necessary				

Likelihood	1 Very Unlikely	2 Unlikely	3 Fairly Likely	4 Likely	5 Very Likely
Consequences					
5. Catastrophic	5	10	15	20	25
4. Major	4	8	12	16	20
3. Moderate	3	6	9	12	15
2. Minor	2	4	6	8	10
1. Insignificant	1	2	3	4	5

20-25	Stop – stop activity and take immediate action
15-19	Urgent action – take immediate action and stop activity if necessary, maintain existing controls rigorously
11-14	Action – improve within specified timescale
6-10	Monitor – look to improve at next review or if there is a significant change
1-5	No action – no further action but ensure controls are maintained and reviewed

Narrative

It is noted that the corridor is a pinch point as it is too narrow to allow staff to pass each other 2m apart however as this is a transit area and staff and visitors should not be in close contact with each other for more than seconds.