

COVID-19 Workplace Risk Assessment

Premises: Kings Heath Lions, 257 Alcester Road South, Kings Heath, Birmingham, B14 6DT

Task:	Carrying out routine activities in the workplace	Assessment Number:	RSVP/KHL/01
Assessor(s):	Anjella Darcy	Assessment Date:	August 2020
		Assessment Review Date:	In alignment with phased approach; as and when Public Health England announcements are made (surrounding relaxation of social distancing measures).

For RSVP Rooms at Kings Heath Lions

Please use in conjunction with The Kings Heath Lions (hereinafter referred to as 'KHL') Risk Assessment produced on 18th May 2020.

This risk assessment has been produced in adherence to the UK Government's five key guiding principles to ensure COVID-19 secure measures:

1. We have carried out a COVID-19 Risk Assessment and shared the results with people who work here;
2. We have cleaning, handwashing and hygiene procedures in line with guidance;
3. We have taken all reasonable steps to help people work from home;
4. We have taken all reasonable steps to maintain social distance in the workplace;
5. Where people cannot social distance, we have done everything practical to manage transmission risk.

Item	Risks	Persons at Risk	Existing Control Measures	Level of Risk			Further Action Required
				High	Med	Low	
	Step 1	Step 2	Step 3				Step 4
01	KHL is not adequately prepared to commence with opening work premises	All employees, clients and visitors.	Before Re-opening Premises: <ul style="list-style-type: none"> Completed risk assessments for RSVP premises (and 'outreach' sites), to work alongside external risk assessments conducted by buildings/premises. Completed individual risk assessments to assess staff members' needs and to facilitate additional precautionary measures for staff who are considered to be 'at risk.' Ensure we are able to access KHL safely in line with the KHL Risk Assessment, H&S policies and in accordance with social distancing measures as directed by Government. <p><i>Please refer to the KHL Risk Assessment – produced on 18th May 2020.</i></p>			5	Before Re-opening Premises: <ul style="list-style-type: none"> Results of risk assessment and procedures implemented to be shared with workforce and in wider communications (website).
02	Transmission of Covid-19 upon employees entering workplace	All employees, clients and visitors	Working From Home <ul style="list-style-type: none"> Working from home practices adopted as the preferred method of work where possible. Only employees in roles critical for business and operational continuity, safe facility management, or undertaking tasks which cannot be performed remotely will return to work when it is deemed safe to do so. A COVID-19 Homeworking Policy has been implemented to ensure sufficient support is provided to homeworkers. Managers will plan for the minimum number of people needed on site to operate safely and effectively. Enhanced IT support and equipment provided to homeworkers to ensure the effectiveness of homeworking arrangements, and the security of information and data (including access to remote work systems). 			5	Working From Home <ul style="list-style-type: none"> Communicate to staff when they should be in the office, an outreach site or continue to work from home until social distancing measures are no longer in place. <p>Upon Arrival to Workplace</p>

			<ul style="list-style-type: none"> • Arrangements should help homeworkers stay connected to the rest of the workforce as appropriate. <p>Upon Arrival to Workplace</p> <ul style="list-style-type: none"> • Encourage staff to comply with social distancing measures and PPE requirements (as outlined by Government) whilst travelling to work (especially on public transport). • Procedures implemented to ensure staff's arrival to workplace is safe and reduces the opportunity for Covid-19 to enter the workplace. <p><i>Please refer to the KHL Risk Assessment – produced on 18th May 2020.</i></p>				<ul style="list-style-type: none"> • Ensure staff are informed of KHL's procedures upon their entry to the building (<i>KHL Risk Assessment – produced on 18th May 2020</i>). <p>Preventing Covid-19 From Entering Workplace</p> <ul style="list-style-type: none"> • Communication to all employees, clients and visitors informing them of when they should not attend KHL (eg. if they are symptomatic or have come into contact with a confirmed case of Covid-19), in accordance with Government guidance.
03	Transmission of Covid-19 in the workplace (GENERAL: KHL BUILDING & COMMUNAL AREAS)	All employees, clients and visitors	<p>Hygiene in the Workplace (measures taken by KHL)</p> <ul style="list-style-type: none"> • Handwashing and hand sanitisation facilities available in the kitchen and toilets. • Signage in place throughout premises to remind staff about the precautions they should be taking (hygiene, handwashing social distancing). 			5	

			<ul style="list-style-type: none"> • Offices cleaned on a regular basis; step up of cleaning regimes to be more regular and cleaners advised to increase cleaning of door handles, switches and other areas which are regularly used. • Disinfectant is available for PC workstations and telephones. • Gel sanitisers in areas where hand-washing is difficult. • Gloves are available is required by staff. • 'Clear Desk Policy.' • Staff will clean down surfaces within the toilet that they have come into contact with after use. • Procedures implemented to uphold high standards of hygiene in the workplace. • Procedures implemented to ensure UK Government Guidance and current legislation surrounding face coverings is followed within KHL. <p>Social Distancing in the Workplace (measures taken by KHL)</p> <ul style="list-style-type: none"> • Door locked from Kitchen to Office and door to Meeting Room to ensure only one door is used, in the interests of social distancing. • Procedures implemented to maintain social distancing in the workplace. <p><i>Please refer to the KHL Risk Assessment – produced on 18th May 2020.</i></p>				
04	Transmission of Covid-19 in the workplace (RSVP COUNSELLING ROOMS AT KHL)	All employees, clients and visitors	<p>RSVP Counselling Rooms</p> <p>Counselling Rooms</p> <ul style="list-style-type: none"> • Only one staff member and one client in a counselling room at any given time as only one counsellor operating at KHL at a time. • Excess furniture/furnishings removed from counselling rooms. • Room surface and touchpoints to be cleaned after each counselling session. • No need for staggered counselling session times as only one counsellor operating at KHL at a time. • Counsellor is already assigned to same room. • Staff will need to clean the shared filing cabinet after use. 			5	

			<ul style="list-style-type: none"> • Procedures implemented to direct client safely into the counselling room. • Procedures implemented to uphold high standards of hygiene and social distancing in Counselling Rooms. 				
05	Employees exposed to Covid-19 because of contact with visitors and contractors (EXCLUDING CLIENTS) entering the premises.	All employees, clients and visitors	<ul style="list-style-type: none"> • <i>Please refer to the KHL Risk Assessment – produced on 18th May 2020.</i> 			5	<ul style="list-style-type: none"> • Communication to all employees, clients and visitors informing them of when they should not attend KHL (eg. if they are symptomatic or have come into contact with a confirmed case of Covid-19), in accordance with Government guidance.
06	The premises and individuals who have come into contact with the premises have been exposed to a confirmed case of Covid-19 via an employee, client or visitor who has confirmed Covid-19	All employees, clients and visitors	<p><u>If a staff member becomes symptomatic in the workplace</u></p> <ul style="list-style-type: none"> • A deep clean of the office area will be conducted if a case of Covid-19 has been confirmed. • Cleaning after a confirmed case of Covid-19 will follow government guidance. • Staff who show symptoms must be sent home immediately and self-isolate for the appropriate length of time, as advised by government guidance. Individuals should also follow the 'track and trace' guidance. • Self-isolation should also be considered for individuals/clients/other employees who have come into contact with this individual. • Any individuals with confirmed cases of COVID-19 who have visited RSVP will be instructed to report this to the 'track and trace' app. 			5	

			<i>Please refer to the KHL Risk Assessment – produced on 18th May 2020.</i>				
07	Meetings resulting in greater risk of transmission	All employees and visitors (involved with meetings)	<ul style="list-style-type: none"> No physical meetings to take place at KHL. All meeting are virtual. <i>Please refer to the KHL Risk Assessment – produced on 18th May 2020.</i>			5	
08	(Lack of) emergency preparedness and response – fire & first aid (when considering social distancing)	All employees, clients and visitors	<i>Please refer to the KHL Risk Assessment – produced on 18th May 2020.</i>			5	
09	Hazards caused by lack of information or inaccurate information being circulated & threat to effective communication		<p>The following safety arrangements should be applied to mitigate risks caused by misinformation and 'fake news':</p> <ul style="list-style-type: none"> To ensure the safety and wellbeing of staff, business strategies must be based on accurate information and staff must be provided with clear, consistent messages. Official advice should be monitored carefully and all policies and procedures kept updated. Managers to beware of fake news and discourage the circulation of misinformation. Management to review all outward facing communications to ensure messages are consistent and clear to keep stakeholders updated with the organisation' position and measures being taken. 			5	<ul style="list-style-type: none"> Keep staff informed: key messages include the need for unwell staff to stay at home, the maintaining of safety measures implemented in the working environment, the need for frequent handwashing and cleaning of surfaces staff have come into contact with and the need for social distancing to be adhered to.

Understanding your level of risk

The level of risk is decided by looking at the likelihood of injury/illness and the severity of the resulting consequences. The table below is used to determine each perceived risk and the severity of any consequences that may occur.

LIKELIHOOD	SEVERITY				
	5	4	3	2	1
5	25	20	15	10	5
4	20	16	12	8	4
3	15	12	9	6	3
2	10	8	6	4	2
1	5	4	3	2	1

Likelihood of injury/illness	rating	Severity of injury/illness	rating
Very Likely	5	Death/Fatal Illness	5
Likely	4	Major Injury/Disability	4
Possible	3	Lost Time Injury	3
Unlikely	2	First Aid Treatment	2
Very Unlikely	1	Non-Treatment Injury	1

It is advised that risks identified will require an action appropriate to the risk. Guidance is noted below for reference;

- High Risk** Action immediately
- Medium Risk** Action within 2 months
- Low Risk** Re-assess at next review