

## Covid-19 Workplace Risk Assessment

### Premises: Our Place Community Hub, Farthing Lane, Sutton Coldfield, B72 1RN

<b>Task:</b>	Carrying out routine activities in the workplace	<b>Assessment Number:</b>	RSVP/OPCH/01
<b>Assessor(s):</b>	Anjella Darcy	<b>Assessment Date:</b>	December 2021
		<b>Assessment Review Date:</b>	In alignment with phased approach; as and when Public Health England announcements are made (surrounding relaxation of social distancing measures).

### For RSVP Rooms at Our Place Community Hub, Farthing Lane, Sutton Coldfield, B72 1RN

**Please use in conjunction with The Our Place Community Hub (hereinafter referred to as 'OPCH') Policies & Procedures (including Covid-19 Policies, Procedures, Risk Assessments & Guidelines).**

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	
	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>				<b>Step 4</b>
<b>01</b>	<b>OPCH is not adequately prepared to commence with opening work premises or accepting external visitors or clients on site</b>	All employees, clients and visitors.	<b>Before Re-opening Premises:</b> <ul style="list-style-type: none"> <li>Completed risk assessments for RSVP staff to work alongside external policies &amp; procedures created by OPCH.</li> <li>Completed/reviewed individual risk assessments to assess staff members' needs and to facilitate additional precautionary measures for staff who are considered to be 'at risk'.</li> <li>Clients will attend appointments at OPCH via invitation only and will be screened for COVID-19 symptoms via a COVID-19 self-health checklist, sent prior to their appointment (sent by RSVP).</li> <li>Ensure we are able to access OPCH safely in line with the OPCH H&amp;S policies and in accordance with social distancing measures as directed by Government.</li> </ul> <p><i>Please refer to the OPCH Policies &amp; Procedures.</i></p>			5	<b>Before Re-opening Premises:</b> <ul style="list-style-type: none"> <li>Results of risk assessment and procedures implemented to be shared with workforce and in wider communications (website).</li> </ul>
<b>02</b>	<b>Transmission of Covid-19 upon employees entering workplace</b>	All employees, clients and visitors	<b>Upon Arrival to Workplace</b> <ul style="list-style-type: none"> <li>Before entering the building, all individuals need to use hand sanitiser and immediately following arrival, ensure they have washed their hands for at least 20 seconds with soap and water.</li> <li>All individuals to wash their hands for at least 20 seconds before vacating the building.</li> <li>Ensure that all clients and employees sign in and out. Signing in &amp; out sheets at entrances. Pen will be wiped after use.</li> <li>Procedures implemented to ensure staff's arrival to workplace is safe and reduces the opportunity for Covid-19 to enter the workplace.</li> </ul> <p><i>Please refer to the OPCH Policies &amp; Procedures.</i></p>			5	<b>Upon Arrival to Workplace</b> <ul style="list-style-type: none"> <li>Ensure staff are informed of OPCH's procedures upon their entry to the building (<i>Please refer to the OPCH Policies &amp; Procedures</i>).</li> </ul>

									<p><b>Preventing Covid-19 From Entering Workplace</b></p> <ul style="list-style-type: none"> <li>• Communication to all employees, clients and visitors informing them of when they should not attend OPCH (eg. if they are symptomatic or have come into contact with a confirmed case of Covid-19), in accordance with Government guidance.</li> <li>• All clients are informed of the measures implemented and when they should not attend appointments if displaying COVID-19 symptoms, in line with Governemnt guidance; whilst also being provided with a COVID-19 self-health checklist</li> </ul>
--	--	--	--	--	--	--	--	--	---

									prior to their appointment (RSVP).
<b>03</b>	<b>Transmission of Covid-19 in the workplace (GENERAL: OPCH BUILDING &amp; COMMUNAL AREAS)</b>	All employees, clients and visitors	<p><b>Hygiene in the Workplace</b></p> <ul style="list-style-type: none"> <li>Appropriate cleaning should take place frequently (including the cleaning of surfaces individuals have come into contact with after each session in which they haven used).</li> <li>Procedures implemented to uphold high standards of hygiene in the workplace.</li> <li>Procedures implemented to ensure UK Government Guidance and current legislation surrounding face coverings is followed within OPCH.</li> </ul> <p><b>Social Distancing in the Workplace</b></p> <ul style="list-style-type: none"> <li>Procedures implemented to maintain social distancing in the workplace.</li> <li>Clients will be informed prior to their appointment to arrive on-time, to reduce/avoid potential crossover.</li> </ul> <p><i>Please refer to the OPCH Policies &amp; Procedures.</i></p>					5	
<b>04</b>	<b>Transmission of Covid-19 in the workplace (Room/areas occupied by RSVP AT OPCH)</b>	All employees, clients and visitors	<p><b>Room/areas occupied by RSVP</b></p> <ul style="list-style-type: none"> <li>Only one staff member and one client in a counselling room at any given time as only one counsellor operating at OPCH at a time.</li> <li>Room surface and touchpoints to be cleaned after each counselling session.</li> <li>Hands to be washed regularly for at least 20 seconds with soap.</li> <li>Cover your mouth and nose when you sneeze or cough with a tissue or your elbow (do not use your hands) and dispose of all tissues immediately into a bin and ensure the bins are emptied regularly</li> </ul>					5	

			<ul style="list-style-type: none"> <li>• Staff will wear a face covering at all times whilst in OPCH, unless in circumstances where they are unable to maintain a 2 metre distance; in such cases, staff must wear a face mask and visor (unless exempt).</li> <li>• Clients must wear a face covering at all times whilst in OPCH (unless exempt).</li> <li>• Procedures implemented to direct client safely into the counselling room.</li> </ul> <p>Procedures implemented to uphold high standards of hygiene and social distancing in rooms/areas occupied by RSVP.</p>				
05	<b>Employees exposed to Covid-19 because of contact with visitors and contractors (EXCLUDING CLIENTS) entering the premises.</b>	All employees, clients and visitors	<i>Please refer to the OPCH Policies &amp; Procedures (Health &amp; Safety Policy).</i>			5	<ul style="list-style-type: none"> <li>• Communication to all employees, clients and visitors informing them of when they should not attend OPCH (eg. if they are symptomatic or have come into contact with a confirmed case of Covid-19), in accordance with Government guidance.</li> </ul>
06	<b>RSVP staff and clients who have been exposed to a confirmed case of Covid-19 via an employee, client or</b>	All employees, clients and visitors	<p><b><u>If a staff member becomes symptomatic in the workplace</u></b></p> <ul style="list-style-type: none"> <li>• Staff who show symptoms would go home immediately and self-isolate/test for the appropriate length of time, as advised by government guidance. RSVP would inform OPCH of any such instances.</li> </ul>			5	

	<b>visitor who has confirmed Covid-19</b>		<i>Please refer to the OPCH Policies &amp; Procedures.</i>				
<b>07</b>	<b>Meetings resulting in greater risk of transmission</b>	All employees and visitors (involved with meetings)	<ul style="list-style-type: none"> <li>• NO RSVP MEETINGS TO TAKE PLACE AT OPCH.</li> </ul> <i>Please refer to the OPCH Policies &amp; Procedures.</i>			5	
<b>08</b>	<b>(Lack of) emergency preparedness and response – fire &amp; first aid (when considering social distancing)</b>	All employees, clients and visitors	<i>Please refer to the OPCH Policies &amp; Procedures: Health &amp; Safety Policy, Fire Risk Assessment &amp; Lockdown Incident Policy.</i>			5	
<b>09</b>	<b>Hazards caused by lack of information or inaccurate information being circulated &amp; threat to effective communication</b>		<p><b>The following safety arrangements should be applied to mitigate risks caused by misinformation and 'fake news':</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Official advice should be monitored carefully and all policies and procedures kept updated.</li> <li>• Managers to beware of fake news and discourage the circulation of misinformation.</li> <li>• 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.</li> </ul>			5	<ul style="list-style-type: none"> <li>• 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.</li> </ul>

### 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