

COVID-19 HEALTH AND SAFETY RISK ASSESSMENT FORM

Completed by: Gillian Bowlas

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Event name	Workplace (Office) and Friday Play and Education Sessions	Date	Office – ongoing Fridays in term time	Time	Ongoing Fridays – 930am-230pm
Location	Bodmin Road Church	Event organiser	Downright Special	Event safety controller	Gillian Bowlas
Paediatric First Aiders	Katie Bewell, Laura Nichols	Emergency First Aiders	Sarah Hyde, Louise Smith, Gillian Bowlas		

Hazard	Persons at Risk	Existing control measures	Extra implemented control measures	Who needs to carry out action?	Action to be done by when?
Spreading of Coronavirus by asymptomatic staff and volunteers	Staff Volunteers Parents Children Visitors	All staff and volunteers involved in face-to-face activities to do at least twice-weekly lateral flow tests (LFTs). Anyone with a positive test will be asked to self-isolate, report the test results to Downright Special and follow government guidelines	Staff and volunteers will not come to work if someone in their household tests positive for coronavirus until the end of the household member's isolation Staff and volunteers are encouraged to have vaccine when they become eligible. Parents given information on the priority groups for vaccines for unpaid carers and encouraged to have the vaccine when they are eligible. Parents encouraged to do lateral flow tests and given information on where to order testing kits. https://www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/		
Getting or spreading coronavirus by not washing hands or not washing them adequately	Staff Volunteers Parents Children Visitors	Everyone to wash hands or use hand sanitiser on entry to building Hand sanitiser is provided at entry to building.	Put up signs to remind people to wash hands and use hand sanitiser. At Friday sessions a designated person will 'meet and greet' families and remind to use sanitiser.		

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		<p>Soap and hand dryers provided in toilets.</p>			
<p>Getting or spreading coronavirus in common use high traffic areas such as corridors, toilet facilities, entry/exit points to facilities, and other communal areas</p>	<p>Staff Volunteers Parents Children Visitors</p>	<p>Numbers of people in the building limited to Downright Special families only at our Friday group sessions.</p> <p>Toilets to have only one person in at a time or one family/household. Disabled toilet designated for attendees of groups. Staff to use other toilet facilities.</p> <p>Everyone to wash hands or use hand sanitiser on entry to building</p> <p>'Touch points' such as door handles, toilets, chairs, desks to be cleaned regularly. (After every group has been in the building).</p> <p>Soft play area is only used by our families on a Friday and each week is only used on a Tuesday and Sunday by other church groups allowing a 48 hour break between user groups.</p>	<p>'Meet and greet' person will ensure each family sanitises hands and signs in on entry to the building</p> <p>'Meet and Greet' person doesn't have to wear a face covering but their personal choice will be respected if they would like to do so.</p> <p>Put up a sign at the entrance to toilets that it is one person at a time only.</p> <p>Soft play area inspected for cleanliness before use</p> <p>.</p>		

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		Reminders sent to families to not attend if feeling unwell for any reason.			
Contracting or spreading the virus by not social distancing	Staff Volunteers Parents Children Visitors	<p>Government guidelines are that social distancing is not required at work or in sessions such as these but we continue to have some measures in place to mitigate risk:</p> <p>Numbers in building are limited to Downright Special families only on Fridays.</p> <p>Teachers to sanitise hands regularly</p> <p>All equipment, toys, resources, tables, to be cleaned after each use.</p> <p>Magic Bag</p> <ul style="list-style-type: none"> - singing and signing will be in the back room with windows open for ventilation. - the full available space will be used to spread people out as much as possible <p>If someone develops symptoms during the session then they will be asked to leave the building immediately and follow the government guidelines on getting a test. We will follow</p>			

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		government guidelines on test and trace.			
Getting or spreading coronavirus by not cleaning surfaces, equipment, resources and workstations	Staff Volunteers Parents Children Visitors	Wash hands on arrival at office. Hand sanitiser and wipes easily accessible in the office Toys, resources, equipment to be cleaned after each use.	If someone develops symptoms at work they will be asked to leave immediately and arrange a PCR test.		
Poor workplace ventilation leading to risks of coronavirus spreading	Staff Volunteers Parents Children Visitors	Group sessions will be run in the main church hall, café area, back room, soft play area and office. Windows in the café to be opened before children arrived as well as windows in the large back room, soft play area and office			
Increased risk of infection and complications for vulnerable workers	Staff	Identify if any staff fall into one of the following categories: <ul style="list-style-type: none"> ➤ Clinically extremely vulnerable ➤ People self-isolating ➤ People with symptoms of coronavirus ➤ Groups who may be at higher risk of poorer outcomes (see the Public Health England report 	Staff and volunteers encouraged to have vaccine when they are offered.		

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		<p>Disparities in the risk and outcomes of COVID-19)</p> <p>Discuss with employees what their personal risks are and identify what need to do in each case</p>			
Mental health and wellbeing affected through isolation or anxiety about coronavirus	Staff Volunteers	<p>Regular calls or meetings (virtual or in person) with everyone working at home to talk about any work issues</p> <p>Include staff in the completion of this risk assessment, so they can help identify any potential problems and identify solutions.</p> <p>Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren't working long hours</p>			
Musculoskeletal disorders as a result of using DSE at home for a long period of time	Staff	<p>Information on DSE sent out to all workers including information on setting up workstation correctly, taking regular breaks.</p> <p>Recommended purchase of keyboards, mouse and any other equipment required. to work safely at home</p>			