

RISK ASSESSMENT FORM

Location:	Centrepoint Services COVID-19 Risk Assessment (Review 1)	Assessment Date:	30.09.2020	Assessor:	P W Hall MA CFIOSH
	All Centrepoint Service Locations	Review Date:	30.01.2021	Contact Tel No:	M.07917-521023
Contact:	Peter W Hall MA CFIOSH	Contact Tel No:		Total No. Pages	7

Introduction:

Initial Risk Assessment: 25 June 2020

This risk assessment has been prepared from the Covid-19 Risk Assessment Questionnaire for Centrepoint Services Settings initiated through a Centrepoint wide assessment process – All returns are held by the Centrepoint Head of Property & Landlord Compliance.

Note: Reviewed and Revised 30. September 2020

This risk assessment is intended to assist Centrepoint staff in meeting their legal obligation to protect the health, safety and welfare of all employees, young people, visitors and contractors within our services from Covid -19 infection and transmission to others.

This risk assessment addresses actions taken and controls following review of the initial risk assessment developed from the Covid-19 Risk Assessment Questionnaire for Centrepoint Services Settings initiated through a Centrepoint wide assessment process – All returns are held by the Centrepoint Head of Property & Landlord Compliance.

Government Guidelines recommend the following five key principles in regard to Covid-19 secure actions:

1. A Covid-19 risk assessment should be carried out in consultation with employees or representatives
2. In line with Government Guidelines and Centrepoint instruction regarding working from home
3. In line with Government Guidelines maintain social distancing (2 meters) to manage potential transmission risk
4. Review and implement additional cleaning processes and rotas ensuring availability of appropriate and sufficient cleaning products
5. Ensure there is suitable and sufficient PPE, hand washing facilities and sanitisers (min alcohol content 70%)

Ref No:	Hazard	Risk	People at Risk	L 1	S 2	Rating (L x S)		Hierarchy	Current Controls & Next Actions - Owner	L	S	R R 3
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¹ Likelihood (See Matrix)

² Severity (See Matrix)

³ Residual Risk - See Matrix, Likelihood x Severity

1.	Covid – 19 Infection / Potential exposure to Covid-19 virus in the workplace	<p>Spread of infection through failure of Infection Control processes initiated within services.</p> <p>Infection of young person, self-Isolation and actions within service.</p> <p>Indirectly: Family or household members of the public.</p> <p>Through: transmission of Covid-19 Virus which may result in related symptoms including serious illness or death.</p> <p>Stress & Anxiety</p> <p>Potential increase in existing physical or mental health conditions</p>	Staff & Young Persons, Visitors, Contractors	2	5	10	M		<p>Current Controls:</p> <ol style="list-style-type: none"> 1. Each office has been individually risk assessed and results incorporated. 2. No resident or external meetings until social distancing guidelines relaxed. 3. Guidance has been provided to Young Persons with regard to COVID-19 infection, reporting and actions to be taken within the services environment. 4. Planning of actions in the event of a COVID-19 infection being confirmed within the service. 5. Local procedures introduced for induction of locum personnel. 6. All staff rota's have been reviewed and reorganised where risk assessment indicates this is necessary. 7. Communal spaces restricted within services to facilitate social distancing. 8. Services office capacity limited to ensure social distancing. 9. Signage provided to all service locations in line with Government recommendations. 10. Screens (for reception areas) are being made available to all offices and if assessed as a requirement between office desks to ensure social distancing. 11. PPE has been made available to staff and guidance available to staff on use of PPE. 12. On site communal cleaning has been increased. Cleaning times have been reviewed with a focus on infection-control, 			
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								<p>daily infection control cleaning recorded.</p> <p>13. Staff are required to clean all work equipment prior to and after work telephone. Desk-top / work surfaces, keyboard, and screen and any other fixed fitting used.</p> <p>14. All none essential seating within offices and meeting rooms have or are being removed to encourage social distancing.</p> <p>15. Kitchen use has been restricted and cleaning increased</p> <p>16. Sanitisers and cleaning goods have been provided for each table, desk and in meeting room within each office.</p> <p>17. Paper hand towels have been provided to replace other hand towel / air blower types.</p> <p>18. Hand sanitisers have been made available in all public areas.</p> <p>19. Ventilation in office and communal areas assessed and where windows can open to provide natural ventilation this is advised.</p> <p>20. All communal doors have been assessed to establish if automatic non-touch replacement could be considered. Where this is not practicable additional cleaning recommended.</p> <p>21. Open non-touch waste bins are to be or are available through in each service.</p> <p>22. Reduction of face to face contact has been introduced where this is not practicable face masks have been recommended.</p>			
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								<p>23. Wellbeing - All staff are made aware of guidelines around self-isolating and shielding.</p> <p>24. Wellbeing – All staff absences are being logged on Cascade and return to work meetings held in line with HR guidance.</p> <p>25. Wellbeing – Staff are made aware of the wellbeing resources that Centrepoint can provide.</p> <p>26. Wellbeing – Staff are made aware of health and wellbeing advice from the PIE team and EAP.</p> <p>Actions:</p> <p>1. Order screens for reception and staff office where indicated by assessment. Completed</p> <p>2. Provide floor markings to all services and communal areas to denote social distancing and flow routes – to be provided ASAP by Centrepoint procurement. Completed</p> <p>3. Additional signage to promote social distancing and provide Covid-19 information. To be provided by Centrepoint procurement. Completed</p> <p>4. Provide guidance ASAP on frequency and occasions when deep cleaning should be done for kitchen and toilets. Completed</p> <p>5. Provide all offices with a thermal or non-contact thermometer. Completed Procurement.</p> <p>6. Wellbeing – Centrepoint Centre to provide regular updates and advice. Completed & On-Going</p>	2	4	L
									2	4	L
									2	4	L
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									2	4	L

										7. Property team to provide support regarding automatic doors. Completed	2	4	L
										8. Order new pedal bins for offices that require them. Completed	2	4	L
										9. Where indicated arrange deep clean throughout service. Completed	2	4	L
										10. Arrange deep clean for disabled and staff toilet within Centrepoint service demise. Completed	-	-	-
										Owner: Service Manager / Operations Manager.	-	-	-

Severity Likelihood	Multiple Death (6)	Death (One Person) (5)	Major (Several Persons) (4)	Major (One Person) (3)	Minor (2)	Trivial (1)
Common (6)	High (36)	High (30)	High (24)	High (18)	Medium (12)	Low (6)
Regular (5)	High (30)	High (25)	High (20)	Medium (15)	Medium (10)	Low (5)
Frequent (4)	High (24)	High (20)	Medium (16)	Medium (12)	Low (8)	Low (4)
Occasional (3)	High (18)	Medium (15)	Medium (12)	Medium (9)	Low (6)	Low (3)
Possible (2)	Medium (12)	Medium (10)	Low (8)	Low (6)	Low (4)	Low (2)
Improbable (1)	Low (6)	Low (5)	Low (4)	Low (3)	Low (2)	Low (1)

Likelihood of Occurrence (L)	Potential Severity of Hazard (S)	Rating (L x S)	Priority (P)	Residual Rating (RR) - Post controls
1 = Improbable	1 = Trivial	1 – 8 = Not a priority but needs attention	Low	Low
2 = Possible	2 = Minor			
3 = Occasional	3 = Major (1 person)	9 – 17 = Requires attention as soon as possible (< 90 days)	Medium	Medium
4 = Frequent	4 = Major (several persons)			
5 = Regular	5 = Death (1 person)	18 – 36 = Immediate action required (< 30 days)	High	High
6 = Common	6 = Multiple Death			

Assessor: Peter W Hall MA CFIOSH	Signature: Peter W Hall	Date: 25.June.2020
Site Representative: Operation Managers	Signature:	Date: 25.June.2020
Actioned by: Peter W Hall MA CFIOSH	Signature: Peter W Hall	Date: 01.July.2020

REVIEWED		
Name / Reason for review: Peter W Hall MA CFIOSH 3 Monthly Review - post initial Covid-19 risk assessment (25.06.2020) Additional introduction information added. (As above). Additional hazard - risk information added. All outstanding actions – Completed RR reviewed and amended.	Signature: Peter W Hall	Date: 30 September 2020