

Coronavirus (COVID-19) Risk assessment		
<b>Establishment:</b> Hillbrook House Brighton Road, Redhill	<b>Assessment by:</b> Lee Fabry	<b>Date:</b> 22/12/2021
<b>Review Date:</b> 22/01/2022 (or if governments rules change sooner)	<b>Red</b> – high risk <b>Yellow</b> – medium risk <b>Green</b> – little or no risk	<b>Original Draft:</b> 1 June 2020

This risk assessment is to be used in conjunction with the existing building risk assessment and any service specific risk assessments that are carried out, in conjunction with Government guidelines. This risk assessment will remain current and staff will be informed immediately if any changes or amendments are carried out.

People who are at risk	Time & area of consideration	Risks	Description of preventative measures	Action	New risk level after preventative measures & actions
Staff, Service users, visitors	Communal areas including entrance, reception area, corridors, rear garden	<ul style="list-style-type: none"> <li>Staff/service users enter the building with COVID-19 symptoms</li> <li>Social distancing is not maintained</li> <li>COVID-19 is brought in on food, clothing, equipment or other items</li> <li>Non-essential travel and social interaction guidelines not followed by staff, service users and families</li> </ul>	<p>Following advice and guidance from the Health and Safety manager YMCA East Surrey instruct that all staff, visitors and service users are to wear masks in communal areas to protect themselves and those around them.</p> <p>Masks are not compulsory in offices. This is a personal choice, though safety distancing is required.</p> <p>If you have tested positive for Covid-19 you must self-isolate for 7 days It is now possible to end self-isolation after 7 days, following 2 negative LFD tests taken 24 hours apart. The first</p>	<p>Rotas and logistics of staff working led by managers</p> <p>Hand sanitisers at main entrances to staff</p> <p>Hand sanitisers and wipes at other high touch point areas</p> <p>Wearing of face coverings in all internal communal areas to be a personal choice but recommended</p> <p>Risk assessment to be shared with all staff</p>	<p>Staff, service users, visitors with symptoms entering building</p> <p>Social distancing not maintained</p> <p>COVID-19 is brought in on food, clothing, equipment or other items</p> <p>Non-essential travel and social interaction Guidelines not followed by staff, service users and families</p>

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		<p>Transfer of body fluids (sputum, saliva) by coughing or talking</p>	<p>LFD test should not be taken before the sixth day.</p> <p>If you develop any of the following symptoms: a new continuous cough, a high temperature, or a loss of, or change in, your normal sense of taste or smell (anosmia), you should self-isolate and <a href="#">arrange to have a PCR test</a> for COVID-19 either online or by phone by calling 119, even if your symptoms are mild.</p> <p>It is important that we all take steps to reduce the spread of COVID-19 infection in the community to save lives and protect the NHS.</p> <p>If you have been informed by NHS Test and Trace that you are a contact of a person who has had a positive test result for COVID-19, you are legally required to stay at home and self-isolate if you are aged over 18 years and 6 months and are not fully vaccinated.</p>	<p>Staff to keep up to date with coronavirus and infection control awareness</p> <p>Protocols and signage to be displayed within building and on doors limiting numbers of people to be in the same room at the same time to remain</p> <p>Numbers of people allowed in the rooms at any one time to be displayed outside doors to rooms</p> <p>The cleaner and staff to be informed of additional cleaning responsibilities</p> <p>Manager to ensure assigned staff are cleaning certain assigned areas in the agreed timeframes. Eg Reception staff are in charges of wiping down all doors,</p>	<p>Social distancing not maintained</p> <p>Guidelines not followed</p> <p>Guidelines not followed</p> <p>Guidelines not followed</p>

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			<p>You are fully vaccinated 14 days after having received two doses of an approved vaccine (such as Pfizer/BioNTech, AstraZeneca or Moderna/Spikevax) or one dose of the single-dose Janssen vaccine.</p> <p>You are not legally required to self-isolate as a contact if you are fully vaccinated or aged under 18 years and 6 months.</p> <p>If you have had close contact with someone who has COVID-19 you are at higher risk of becoming infected yourself.</p> <p>If you have been vaccinated with a COVID-19 vaccine, you are less likely to become severely ill if you catch COVID-19. You are also less likely to spread COVID-19 to other people, but it is still possible for this to happen.</p> <p>Housekeeping to clean high contact areas such as door entry key pads, door handles and light switches every 3 hours</p>	<p>handles, key fob areas, every 3 hours</p> <p>Managers to ensure compliance</p> <p>All who enter to ensure compliance</p> <p>All who enter to ensure compliance</p> <p>Completed by managers</p> <p>All who enter to ensure compliance</p> <p>All who enter to self-ensure compliance</p> <p>All to ensure compliance</p> <p>All staff to ensure actions are carried out</p> <p>Assigned staff by the Head of Housing to ensure actions are carried out</p>	<p>Guidelines not followed</p> <p>Guidelines not followed</p> <p>Guidelines not followed</p>

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			<p>When the cleaner goes home, staff on duty to continue this process 24/7 when the cleaner is not on shift</p> <p>Management and staff on duty to limit number of staff and services using in any one area at one time</p> <p>Il individuals coming to the building should avoid all non-essential public transport travel, and outside of setting hours, follow national guidelines for social interaction</p> <p>Staff and service users should limit possession brought into work and limit sharing with others</p> <p>Staff to wash hands after collecting deliveries, equipment or other items that are brought in to the building</p> <p>Staff and residents to wear masks in a responsible manor</p>	<p>Assigned staff by the Head of Housing to ensure actions are carried out</p> <p>Assigned staff by the Head of Housing to ensure actions are carried out</p> <p>Follow government guidelines</p> <p>Monitored by 24/7 staff on duty</p> <p>Monitored by 24/7 staff on duty</p> <p>Individual responsibility plus monitored by staff on duty and managers</p> <p>Conduct meetings via media platforms if possible, eg zoom or teams if possible. If face to face meetings are</p>	<p>Guidelines not followed</p> <p>Guidelines not followed</p> <p>Guidelines not followed</p> <p>Guidelines not followed</p> <p>Guidelines not followed</p> <p>Guidelines not followed</p>

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			All person in building to wear masks in communal areas to prevent the spread	required no more than 30 minutes and masks to be worn.	
Staff, visitors, Service users	Toilets	<ul style="list-style-type: none"> <li>COVID-19 is transmitted via hard surfaces in toilet areas</li> <li>Social distancing is not maintained</li> <li>Staff/service users do not wash hands effectively</li> </ul>	<p>Communal toilets to be opened. Anti bac wipes should be provided to clean after use and signage displayed advising of this and that wipes should be thrown away in the bin.</p> <p>Cleaning of the toilet areas to be cleaned every 3 hours every week day by the cleaner</p> <p>Outside of the cleaner working shift (8am – 2pm Mon- Fri) staff who use the toilet - clean the toilet!</p> <p>During out of cleaner hours staff to clean all areas planned to use/used and touched before and after use. This will ensure double cleaning, and reduce risk.</p> <p>If a professional uses the toilet, staff to explain the procedure, they must follow. As above, to clean all areas used and touched</p>	<p>Residents, visitors, staff and cleaner to be informed of additional cleaning</p> <p>Head of Housing to unlock the toilets</p> <p>Handwashing posters to be displayed</p> <p>Posters to be displayed</p> <p>Staff assigned by Head of Housing</p> <p>Staff assigned by Head of Housing</p> <p>Staff assigned by Head of Housing</p>	<p>COVID-19 is transmitted via hard surfaces in toilet areas</p> <p>Social distancing is not maintained</p> <p>Staff/service users, visitors do not wash hands effectively</p> <p>Instructions not followed</p>

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			<p>before and after use. This will ensure double cleaning, and reduce risk.</p> <p>Effective hand washing posters to be displayed above sinks</p> <p>Residents not to use staff/visitor toilets at any time</p> <p>Resident single rooms - to use their own toilets in their own rooms.</p> <p>Residents shared rooms - who use the toilet - clean the toilet! Residents to clean all areas used and touched before and after use. This will ensure double cleaning, and reduce risk.</p>	<p>All staff to take responsibility</p> <p>All person to take individual responsibility</p> <p>All staff to take responsibility</p> <p>Residents to take responsibility. Monitored by staff</p> <p>Residents to take responsibility. Monitored by staff</p>	<p>Instructions not followed</p> <p>Instructions not followed</p> <p>Instructions not followed</p>
<p><b>Staff, visitors, Service users</b></p>	<p><b>Support office (ground floor)</b></p>	<ul style="list-style-type: none"> <li>COVID-19 is transmitted via hard surfaces, computer and telephone equipment</li> </ul>	<p>Office to be only accessed by staff who need to use it. A maximum of 3 staff at any one time</p> <p>Only one residents allowed to the office at any one time and must stay in the marked area by</p>	<p>Housing Support Manger to identify desks to be used and mark off ones not to be used</p> <p>Cleaning equipment to be available in each office</p>	<p>COVID-19 is transmitted via hard surfaces, computer and telephone equipment</p> <p>Social distancing is not maintained</p>

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		<ul style="list-style-type: none"> <li>Social distancing is not maintained</li> </ul>	<p>the door, assigned by the Housing Support Manager</p> <p>Housing Support Manager to identify which desks can be used that maintain 2m social distance. Other desks to be marked off</p> <p>Desks, where possible, should not face each other</p> <p>Staff informed to clean desk areas upon arrival and leaving their desk</p> <p>Posters on doors to highlight maximum number of people permitted in the office</p> <p>Staff using the office to clean high contact areas, such as door handles, printers, filing cabinets</p> <p>Windows to be opened as appropriate</p>	<p>Room capacity and social distance Signage to be displayed</p> <p>Managers approve staff coming into the office prior to arrival, and inform Head of Housing who has oversight of building use</p> <p>Housing Support Manger to coordinate a rota of staff using the office</p> <p>Managers to relax social distancing and challenge any non-essential office use</p>	<p>Staff/service users, visitors do not wash hands effectively</p> <p>Instructions not followed</p> <p>Instructions not followed</p> <p>Instructions not followed</p>
Staff	Staff room and kitchen	<ul style="list-style-type: none"> <li>COVID-19 is transmitted via hard surfaces and</li> </ul>	The kitchen and staff room to be accessed by staff only.	Cleaner and staff to be informed of additional cleaning responsibilities	COVID-19 is transmitted via hard surfaces and

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		<p>communal equipment and/or food products and packaging</p> <ul style="list-style-type: none"> <li>• [redacted]</li> <li>• Social distancing is not maintained</li> </ul>	<p>Only one staff to use the kitchen at one time, and maintain 2m social distancing at all times</p> <p>Three staff max to use the staff room at any one time</p> <p>Equipment such as kettles, microwaves, dishwashers etc. should be cleaned prior and after use by those who use it</p> <p>Food preparation should be for personal consumption only, and all utensils and equipment cleaned prior to leaving the kitchen area</p> <p>Kitchen to be deep cleaned every weekday by the cleaner</p> <p>Bins to emptied every morning</p> <p>Staff to only makes their own drinks only</p> <p>Staff to continue to share items such as milk and sugar so should clean and wipe down any</p>	<p>Room capacity, no entry and social distance signage to be displayed</p> <p>Staff to be informed of requirements and expectations prior to using the staff room and kitchen</p> <p>Residents to take responsibility. Monitored by staff</p> <p>Residents to take responsibility. Monitored by staff</p> <p>Residents to take responsibility. Monitored by staff</p>	<p>communal equipment and/or food products and packaging</p> <p>Social distancing is not maintained</p> <p>Staff/service users, visitors do not wash hands effectively</p> <p>Instructions not followed</p> <p>Instructions not followed</p> <p>Instructions not followed</p>



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			<p>items used, before and after use eg sugar bowl.</p> <p>Cleaner should clean high contact areas such as door handles, fridge handles, photocopier buttons should be cleaned every 3 hours</p> <p>When the cleaner goes home, staff on duty to continue this process 24/7 when the cleaner is not on shift</p> <p>Cleaning to continue through out every day but an additional deep clean to be carried out if anyone is displays any symptoms</p>	<p>Staff to take responsibility. Monitored by cleaner and management</p> <p>Staff to take responsibility. Monitored by cleaner and management</p> <p>Staff to take responsibility. Monitored by cleaner and management</p>	<p>Instructions not followed</p> <p>Instructions not followed</p> <p>Instructions not followed</p> <p>Instructions not followed</p>
<p><b>Staff</b></p>	<p><b>Reception office</b></p>	<ul style="list-style-type: none"> <li>COVID-19 is transmitted via hard surfaces</li> <li>Social distancing is not maintained</li> </ul>	<p>The office to be only accessed by staff who need to use it. Residents, visitors and delivery staff not to be allowed into the office area</p> <p>Head of Housing to identify which desks can be used that maintain social distance.</p>	<p>Head of Housing to identify desks and mark off ones not to be used</p> <p>Cleaning equipment to be available</p>	<p>COVID-19 is transmitted via hard surfaces</p> <p>Social distancing is not maintained</p>

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			<p>Staff using the office informed to clean desk areas upon arrival and leaving the reception office</p> <p>Posters on doors to highlight maximum number of people permitted in the office</p> <p>Staff using the office to clean high contact areas, such as door handles, printers, filing cabinets</p> <p>Windows to be opened as appropriate</p> <p>The reception glass sliding window to remain closed as staff can hear anyone at the reception window</p> <p>At times, the glass sliding reception window needs to be opened, e.g. to hand residents post. Groves, masks and other PPE available and readily available</p> <p>Anyone coming to the reception window must stand a safe</p>	<p>Room capacity and social distance Signage to be displayed</p> <p>Managers approve staff coming into the office prior to arrival, and inform Head of Housing who has oversight of building use</p> <p>Staff to take responsibility. Monitored by cleaner and management</p> <p>All staff to challenge any non-essential office use</p> <p>Staff to take responsibility. Monitored by cleaner and management</p> <p>Managers to enforce social distancing and challenge any non-essential office use</p>	<p>Staff/residents or visitors do not wash hands effectively</p> <p>Instructions not followed</p> <p>Instructions not followed</p> <p>Instructions not followed</p>

People who are at risk	Time & area of consideration	Risks	Description of preventative measures	Action	New risk level after preventative measures & actions
			<p>distance away and adhere to floor markings showing where to stand</p> <p>Office to be only accessed by appropriate staff</p>	<p>Staff to take responsibility. Monitored by management</p>	<p>Instructions not followed</p>
Staff	Next Step Office	<ul style="list-style-type: none"> <li>COVID-19 is transmitted via hard surfaces</li> <li>Social distancing is not maintained</li> </ul>	<p>Office to be only accessed by appropriate staff</p> <p>Housing Services Manager to identify which desks can be used that maintain safe social distance.</p> <p>Staff informed to clean desk areas upon arrival and leaving the desk</p> <p>Posters on doors to highlight maximum number of people permitted in the office Staff using the office to clean high contact areas, such as door handles, printers, filing cabinets</p> <p>Windows to be opened as appropriate</p> <p>Safe distancing by all to remain</p>	<p>Housing Services Manger to identify desks to be used</p> <p>Cleaning equipment to be available</p> <p>Room capacity and social distance Signage to be displayed</p> <p>Housing Services Manger to approve staff coming into the office prior to arrival, and inform Head of Housing who has oversight of building use</p> <p>Housing Services Manger to coordinate a rota of staff using the office</p>	<p>COVID-19 is transmitted via hard surfaces</p> <p>Social distancing is not maintained</p> <p>Staff/residents, visitors do not wash hands effectively</p> <p>Social distancing is not maintained</p>

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				Managers to not enforce social distancing but a common sense approach to take place	
Staff, Service users, visitors	Activity room	<ul style="list-style-type: none"> <li>COVID-19 is transmitted via hard surfaces</li> <li>Social distancing is not maintained</li> </ul>	<p>To be open to all to use</p> <p>A maximum 8 people at any one time.</p> <p>Managers to identify which desks and areas can be used that maintain 2m social distance.</p> <p>The cleaner will clean every week day</p> <p>Staff informed to clean desk areas and areas of use (including mini kitchen) upon arrival and leaving the room</p> <p>Posters on doors to highlight maximum number of people permitted in the office</p> <p>Windows to be opened as appropriate</p>	<p>Housing Support Manager to identify desks and areas and mark off areas not to be used</p> <p>Cleaning equipment to be available</p> <p>Room capacity and social distance Signage to be displayed</p> <p>Managers approve staff coming into the office prior to arrival, and inform Head of Housing who has oversight of building use</p> <p>Managers to not enforce social distancing. Staff to use a common sense approach</p> <p>Staff to take responsibility.</p>	<p>COVID-19 is transmitted via hard surfaces</p> <p>Social distancing is not maintained</p> <p>Staff/residents, visitors do not wash hands effectively</p> <p>Instructions not followed</p> <p>Instructions not followed</p> <p>Instructions not followed</p>

People who are at risk	Time & area of consideration	Risks	Description of preventative measures	Action	New risk level after preventative measures & actions
				Monitored by management	
Staff, Service users, visitors	<p><b>All other offices</b></p> <p># Heads Together</p> <p># CEO</p> <p># Head of Housing</p> <p># 1<sup>st</sup> Floor Support office</p> <p># 2<sup>nd</sup> floor overflow office</p> <p># 2 x interview rooms</p>	<ul style="list-style-type: none"> <li>COVID-19 is transmitted via hard surfaces</li> </ul> <p>Social distancing is not maintained</p>	<p>Offices to be only accessed by staff who need to use them</p> <p>On duty managers to identify which offices and desks can be used that maintain safe social distance.</p> <p>Staff using offices informed to clean desk areas upon arrival and leaving their desk/area</p> <p>Posters on doors to highlight maximum number of people permitted in the office</p> <p>Staff using the office to clean high contact areas, such as door handles, printers, filing cabinets</p> <p>Windows to be opened as appropriate</p>	<p>Managers to identify desk and mark off ones not to be used</p> <p>Cleaning equipment to be available in each office</p> <p>Room capacity and social distance Signage to be displayed</p> <p>Managers working that day to coordinate a rota of staff using the office</p> <p>Managers to not enforce social distancing and a common sense approach to be used.</p>	<p>COVID-19 is transmitted via hard surfaces</p> <p>Social distancing is not maintained</p> <p>Staff/residents, visitors do not wash hands effectively</p> <p>Instructions not followed</p>
Staff, Service	Communal areas	Not adhering to government guidance of face coverings to be worn	Following advice and guidance from the Health and Safety manager YMCA East Surrey	Managers and staff to carry out requests and to	Not adhering to government guidance

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users, visitors		if closer than 2 metres to a person	<p>request that all staff and service users continue to wear face coverings in public areas to protect themselves and those around them. This is however a personal choice and is recommended, but is not an enforceable act. Some YMCA East Surrey activities carry a higher risk or involve particularly vulnerable groups; these activities will be individually risk assessed and there may be a requirement for staff and service users to wear a face covering if they want to participate (unless exempt), EG Y-Focus workshops in a small communal area.</p> <p>In summary, we are taking a common sense approach, we will REQUEST face coverings, not enforce it. This is a personal choice, unless the organisation says you have to, which we are not doing at this time, in line with government guidelines. As an example the doctors or hospitals may still insist you wear one due to the nature of</p>	make a self-risk assessment	

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			<p>the work and the users that are at risk in their buildings.</p> <p>Regarding staff, face covering is a form of PPE, so as with any PPE we must supply it, train staff on how to use it and request staff to wear it if it is appropriate, if they chose not to that that is their choice.</p> <p><u>Remind staff</u> face coverings are worn if working in close contact eg. Under 2 metres or in a confined space</p>		
Staff, Service users, visitors	All areas	Not adhering to government guidance of rule of 6	Ensuring all groups use a common sense approach and remain a safe distance to each other	<p>Ensuring all groups use a common sense approach.</p> <p>To adhere to government advice and rules, eg masks wearing and safe distancing.</p> <p>Y-Focus – Interactive as instructed by Management</p>	Not adhering to government guidance