

Coronavirus (COVID-19) Risk assessment		
Establishment: YMCA East Surrey House Move-on accommodation	Assessment by: Lee Fabry	Date: 23/2021
Review Date: 23/01/2022	<p>Red – high risk</p> <p>Yellow – medium risk</p> <p>Green – little or no risk</p>	Original Draft 1 st 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.

People who are at risk	Time & area of consideration	Risks	Description of preventative measures	Action	New risk level after preventative measures and actions
Staff, Service users	Communal areas including entrance, hallway, corridors, garden	<ul style="list-style-type: none"> Staff/service users enter the building with COVID-19 symptoms Social distancing is not maintained COVID-19 is brought in on food, clothing, equipment or other items Non-essential travel and social interaction guidelines not followed by staff, service users and families 	<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 LFD test should not be taken before the sixth day.</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>Residents to be informed of additional cleaning responsibilities</p> <p>Manager to ensure assigned staff are cleaning certain</p>	<p>Staff, service users, enter the building with COVID-19 symptoms</p> <p>Social distancing is 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>

		<p>Transfer of body fluids (sputum, saliva) by coughing or talking</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 arrange to have a PCR test 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>You are fully vaccinated 14 days after having received two doses of an approved vaccine (such as Pfizer/BioNTech, AstraZeneca or</p>	<p>assigned areas in the agreed timeframes. Eg Reception staff are in charges of wiping down all doors, 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 self-ensure compliance</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>Assigned staff by the Head of Housing to ensure actions are carried out</p> <p>Follow government guidelines</p>	<p>Instructions and guidance not being followed</p> <p>Instructions and guidance not being followed</p> <p>Instructions and guidance not being followed</p> <p>Instructions and guidance not being followed</p> <p>Instructions and guidance not being followed</p>
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			<p>Communal toilets to be opened. Anti bac wipes should be provided to clean after use and signage displayed advising of this and that</p>		<p>Instructions and guidance not being followed</p>

			<p>wipes should be thrown away in the bin.</p> <p>Effective hand washing posters to be displayed above sinks</p> <p>Residents not to use staff/visitor toilets at any time</p>		
Staff, Service users	Toilets and bathrooms	<ul style="list-style-type: none"> • COVID-19 is transmitted via hard surfaces in toilet areas • Social distancing is not maintained • Staff/service users do not wash hands effectively 	<p>Communal toilets to be opened.</p> <p>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 residents</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 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, 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>COVID-19 is transmitted via hard surfaces in toilet areas</p> <p>Social distancing is not maintained</p> <p>Staff/service do not wash hands effectively</p> <p>Instructions and guidance not being followed</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>All staff to take responsibility</p> <p>All person to take individual responsibility</p>	
Staff,	Support office (ground floor)	<ul style="list-style-type: none"> • COVID-19 is transmitted via hard surfaces, computer and telephone equipment • Social distancing is not maintained 	<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 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>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>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>COVID-19 is transmitted via hard surfaces, computer and telephone equipment</p> <p>Social distancing is not maintained</p> <p>Staff/service do not wash hands effectively</p> <p>Instructions and guidance not being followed</p> <p>Instructions and guidance not being followed</p>

			Windows to be opened as appropriate		
Residents	kitchen	<ul style="list-style-type: none"> • COVID-19 is transmitted via hard surfaces and communal equipment and/or food products and packaging • Social distancing is not maintained 	<p>The kitchen to be accessed by residents and staff o.</p> <p>Only 2 persons s to use the kitchen at one time, and maintain 2m social distancing at all times</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>To only makes their own drinks and food only</p> <p>Residents to continue to share items such as milk and sugar so should clean and wipe down any items used, before and after use eg sugar bowl.</p> <p>Residents should clean high contact areas such as door handles, fridge handles, photocopier buttons should be cleaned every 3 hours</p>	<p>Residents to be informed of additional cleaning responsibilities</p> <p>Room capacity, no entry and social distance signage to be displayed</p> <p>REsidents 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>Residents to take responsibility. Monitored by cleaner and management</p>	<p>COVID-19 is transmitted via hard surfaces and communal equipment and/or food products and packaging</p> <p>Social distancing is not maintained</p> <p>Staff/service do not wash hands effectively</p> <p>Instructions and guidance not being followed</p> <p>Instructions and guidance not being followed</p> <p>Instructions and guidance not being followed</p> <p>Instructions and guidance not being followed</p>

Staff, Service users	All areas	<p>Not adhering to government guidance of rule of 5</p> <p>The country continues national lockdown</p>	<p>Following advice and guidance from the Health and Safety manager YMCA East Surrey 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 the work and the users that are at risk in their buildings.</p>	Managers and staff to carry out requests and to make a self-risk assessment	Adhering to government guidance

			<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>		
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