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| Staff/volunteers displaying known symptoms of Covid-19, or living with those who do | Potential for Covid-19 virus to be brought to site by infected staff, transfer to human and/ or surfaces by coughs, sneezing, unclean hands. | Staff, Volunteers, members | 4 | 5 | 20 | H | Staff briefed on requirement to follow current government guidelines on what Covid-19 symptoms are, and the need to isolate at home for a minimum of 7 days if they have them, or a minimum of 14 days if a member of their household does.  Any staff member reporting a covid-19 related absence will be advised to follow the government guidelines  All Covid-19 related absences are tracked on a specific absence tracker to monitor potential safe return to work dates, with staff not permitted to return until at least that date unless proof of a negative covid-19 test is provided. Or if they have been contacted by Test & Trace when even if they have proof of a negative covid-19 test they still need to self-isolate following Government guidelines.  Any staff member displaying symptoms on site will be sent home immediately and all workstations sanitised.  *Return to work call to be made to staff day prior to due return, with extended isolation period enforced if household is not clear of symptoms.* | 2 | 5 | 10 | M |
| Members displaying known symptoms of Covid-19, or living with those who do | Potential for Covid-19 virus to be brought to site by infected staff, transfer to human and/ or surfaces by coughs, sneezing, unclean hands. | Staff, Volunteers, members | 4 | 5 | 20 | H | As above, all Covid-19 related exclusions are tracked on a specific exclusion tracker to monitor potential safe return to the Youth Zone dates, with members not permitted to return until at least that date unless proof of a negative covid-19 test is provided. Or if they have been contacted by Test & Trace when even if they have proof of a negative covid-19 test they still need to self-isolate following Government guidelines.  Any member displaying symptoms on site will be sent home immediately and areas they have been in will be sanitised. | 2 | 5 | 10 | M |
| Staff with underlying health conditions and/ or with people in their household who do. | Public Health England have identified certain health conditions that leave people at very high risk of severe illness as a result of contracting Covid-19 and have classified them as either “Clinically Extremely Vulnerable”, or “Clinically Vulnerable”. | Staff, Volunteers | 4 | 5 | 20 | H | Staff in the “clinically extremely vulnerable” group should follow current government advice on shielding at home; this includes staff not classified in this group but living with those who are, and speak to HR.  Staff who have conditions listed in the “Clinically Vulnerable” group must identify themselves to their manager and will have their individual role and circumstances assessed as to any extra precautions that need to be taken in addition to 2 metre distancing and good hand hygiene. | 1 | 5 | 5 | L |
| Pregnant workers | Guidance from the Royal College of Obstetricians and Gynaecologists identifies pregnant people with underlying heart conditions as being high risk, as well as pregnancies at 28 weeks or later. | Staff, volunteers | 4 | 5 | 20 | H | Pregnancy checklist to be completed with any worker who declares their pregnancy, with appropriate control measures put in place for those who highlight potential new hazards.  Any pregnant worker with an underlying medical condition must seek further professional medical advice.  Reassessment every 3 months, or if any new health concerns arise, whichever is soonest.  Guidance from the Royal College of Obstetricians and Gynaecologists being followed, with pregnancies entering the 28th week being assessed as to whether the level of social distancing required can be achieved in that persons job role and what adjustments may be required, including the possibility of taking holidays or starting maternity cover early. | 1 | 5 | 5 | L |
| Visitors to site | Potential for Covid-19 virus to be brought to site by external visitor or staff, transfer to human and/ or surfaces by coughs, sneezing, unclean hands. | Staff, volunteers, visitors, contractors, members | 4 | 4 | 16 | H | All non-essential visits to site to be postponed until further notice.  All visits deemed business critical i.e. essential repair, maintenance and/ or legally required inspections must be approved by the Facilities Manager/Chief Executive, with contractors submitting a covid-19 working policy in advance of visit.  All visitors/contractors to be briefed on current Inspire covid-19 policy for visitors and contractors, and complete the questionnaire/declaration including not permitted on site if showing symptoms of virus and/ or living in the same household as those who are, to be checked by site contact.  All essential works to be planned with minimal contact to site personnel, adhering to minimum 2 metre social distancing at all times, not sharing tools or stationery.  Persons visiting site must be allowed access to toilet and hand washing facilities and encouraged to wash and sanitise hands whenever possible.  Any equipment worked on must be thoroughly cleaned and sanitised with 70% alcohol wipes/Spray and disposable paper towel after use, by personnel wearing vinyl gloves that are disposed of straight after use. | 2 | 4 | 8 | M |
| Drivers delivering/picking up materials. | Potential for Covid-19 virus to be brought to site by external driver, transfer to human and/ or surfaces by coughs, sneezing, unclean hands. | Staff, drivers | 4 | 4 | 16 | H | As above measures, plus:  All drivers to either drop off/pick up materials from the reception foyer observing social distancing of at least 2 metres.  Deliveries must not be signed for. Any deliveries must not be accepted when the building is open to members. | 1 | 5 | 5 | L |
| Staff/volunteers travelling to work | Staff who do not live in the same household sitting together in a car within 2 metres of each other, potentially transferring Covid-19 virus to an uninfected person during unknown incubation period | Staff, volunteers, members, visitors, contractors | 4 | 4 | 16 | H | All staff travelling to work need to be 2 metresaway from people outside of their household at all times, including reducing the use of public transport, not car sharing unless they have to following Government guidelines, having lifts/drop off away from the entrance, and performing hand hygiene when coming into work. | 2 | 4 | 8 | M |
| Members traveling to the Youth Zone | Members who do not live in the same household sitting together in a car within 2 metres of each other, potentially transferring Covid-19 virus to an uninfected person during unknown incubation period | Staff, volunteers, members | 4 | 4 | 16 |  | All members and parents/carers travelling to the Youth Zone are reminded to follow Government guidelines.  Lifts/drop offs should be away from the main entrance and parents/carers and members must perform hand hygiene by using the sanitiser stations provided when entering the Youth Zone. | 2 | 4 | 8 | M |
| Staff/volunteers entering/ exiting the building | Close contact with other staff members who may be carrying the Covid-19 virus, or items that they have touched such as stationary or fingerprint access, transfer to human and/ or surfaces by coughs, sneezing, unclean hands. | Staff, volunteers, members | 4 | 4 | 16 | H | As above, plus:  Revised/staggered start and end times including hand sanitising wipes/stations at the entrance/ exit point and visual 2 metre distancing floor markers in place.  The main staircase staff to give way to staff coming down the stairs, maintaining a 2-metre distance at all times.  On finishing work, staff must sanitise hands before exiting the building. | 1 | 4 | 4 | L |
| Members entering/exiting the building | Close contact with other members/ staff who may be carrying the Covid-19 virus, or items that they have touched transfer to human and/ or surfaces by coughs, sneezing, unclean hands. | Staff, volunteers, members | 4 | 4 | 16 | H | Revised/staggered start and end times for limited organised and invited sessions. Hand sanitising wipes/stations at the entrance/ exit point and visual 2 metre distancing floor markers in place.  The main staircase all building users to give way to those coming down the stairs, maintaining a 2-metre distance at all times.  On finishing the sessions, members must sanitise hands before exiting the building. | 2 | 4 | 8 | M |
| Working with members in the Youth Zone | Close contact with other staff members who may be carrying the Covid-19 virus, or items that they have touched such as stationary, equipment etc., transfer to human and/ or surfaces by coughs, sneezing, unclean hands. | Staff, volunteers, members | 4 | 4 | 16 | H | 2 metre social distancing in place for all sessions and tasks being performed.  This may not always be possible, but the frequency of less than 2 metre distancing to be monitored and kept to a minimum.  Rooms limited to revised maximum numbers using the governments guidance on social distancing.  Sessions will consist of small groups with the same members and staff/volunteers in each.  Ventilation in smaller rooms will be increased by keeping doors and where possible windows open.  Tasks that require more than one person i.e. Such as sessions with more than one member of staff to be assessed and set up to ensure 2 metre distancing can be achieved. *If cannot be achieved safely, session or task to be re-planned/ or adapted to make it as safe as possible.*  Managers to monitor all working areas regularly.  All areas and activities taking place will have Covid-19 revised updates to risk assessments to comply with government guidelines for reopening public spaces.  Staff, volunteers to sanitise stationery and equipment using 70% alcohol wipes/sanitiser spray regularly.  Staff, volunteers to sanitise hands regularly and encourage members to do the same  Soft toys and furnishings to be stored away and not to be used. | 2 | 4 | 8 | M |
| Using platform and passenger lifts | Close contact with other members of staff, transfer to human and/ or surfaces by coughs, sneezing, unclean hands. | Staff, volunteers, members, visitors, contractors | 4 | 4 | 16 | H | Platform and passenger lift both only to be used by one person at a time.  When waiting for the lift ensure a 2-metre distancing from the lift doors is achieved.  Surfaces to wiped down regularly with using 70% alcohol wipes/sanitiser spray, in particular after use.  During session times, these should only be used out of necessity and locked off at other times. | 1 | 4 | 4 | L |
| Working in offices | Close contact with other staff members who may be carrying the Covid-19 virus, or items that they have touched such as stationary, tools, machinery etc. transfer to human and/ or surfaces by coughs, sneezing, unclean hands. | Staff, volunteers | 4 | 4 | 16 | H | Staff to work from home wherever possible.  Rota put in place for staff working in the office to minimise contact with each other.  When in work, staff to maintain social distancing at all times.  Sneeze screens to be placed between desks and staff sat with 2-metres apart.  All desks and work equipment must be sanitised at the start and end of the working day using 70% alcohol wipes/sanitiser spray, wipes to be disposed of in bins as soon as used.  Avoiding use of hot desks and, where not possible, cleaning, and sanitising workstations between different occupants including shared equipment.  Clear desks at the end of work to allow cleaners to clean and sanitise surfaces and equipment. | 2 | 4 | 8 | M |
| Meetings | Close contact with other staff members who may be carrying the Covid-19 virus, transfer to human and/ or surfaces by coughs, sneezing, unclean hands. | Staff, volunteers, visitors | 4 | 4 | 16 | H | Meetings to take place by phone or video conferencing where possible.  Face to face meetings to be kept to a minimum and held in large open rooms with space for all attendees to maintain effective social distancing at all times. | 2 | 4 | 8 | M |
| Break areas (Staff kitchen, smoking area) | Close contact with other staff members who may be carrying the Covid-19 virus, transfer to human and/ or surfaces by coughs, sneezing, unclean hands | Staff | 4 | 4 | 16 | H | As above plus:  Staggered break times to minimise number of people in break areas at any one time.  Staff to wash hands thoroughly using soap and water for 20 seconds and then sanitise their tables after use with 70% alcohol wipes/sanitiser spray 70% alcohol wipes at start and end of breaks. Seating areas in staff kitchen reduced with posters put up and briefing to all staff to maintain social distancing at all times.  All staff asked to challenge each other and report unsafe behaviours.  Supervisors and managers to regularly monitor these areas and to challenge and discipline if procedure not adhered to. | 2 | 4 | 8 | M |
| Site general | Contact with potentially contaminated surfaces from people touching, sneezing, or coughing on them. | Staff, volunteers, members, visitors, contractors | 4 | 4 | 16 | H | Posters/signage has been placed around the building to instruct and remind building users of the importance of hand washing, personal hygiene, and social distancing, as in line with government guidelines.  Inductions carried for all staff/volunteers, members, visitors and contractors on the updated control measures and movement around the building.  In addition to usual high cleaning standards as expected for a children’s centre, cleaners/staff to carry out additional cleaning and sanitising on high frequency contact surfaces such as door handles, toilets, and kitchen areas.  Staff using facilities to wipe down their tables, equipment etc. after use with 70% alcohol wipes/sanitiser spray.  Hand dryers in toilet facilities to be designated staff and member toilets switched off and paper towels provided for hand drying. Foot operated bins for used towels provided and emptied regularly and disposed in the general waste bins at the rear of the building.  Sneeze Guard installed on reception desk and pump action sanitiser and wipes provided for public facing staff/volunteers. | 2 | 4 | 8 | M |
| First Aid | First aiders providing treatment after injury may have to come into close contact with those they are treating, particularly in an emergency if a casualty became unconscious, increasing the potential for the Covid-19 virus to be transferred. | First Aiders, staff, volunteers, members, visitors/contractors | 4 | 4 | 16 | H | Briefing created and updated First Aid risk assessment for all first aiders issued with sign off based on advice from St John Ambulance and the Resuscitation Council. | 2 | 4 | 8 | M |
| Fire Evacuation | In an emergency evacuation, people may not be able to stay 2 metres apart from others evacuating the building. Increasing the potential for the Covid-19 virus to be transferred | Staff, volunteers, members, visitors, contractors | 4 | 4 | 16 | H | In an emergency, staff do not have to stay 2m apart if it would be unsafe or delay an emergency evacuation.  At the Fire Evacuation Point members and staff/volunteers in their small session groups must keep at least 2 metres distance from other groups.  Building users will be kept below a maximum of 50 people using the building at one time  People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands | 2 | 4 | 8 | M |

Action Page

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| **Log No.** | **Action Required** | **Assigned To** | **Target Completion Date** |
| 1.1 | Covid-19 policy written | D. Brewer | 01/06/2020 |
| 1.2 | Hand sanitising stations installed particularly around reception and other high-traffic areas | D. Brewer | 19/06/2020 |
| 1.3 | Social distancing markers to be placed on the floor around reception | D. Brewer | 19/06/2020 |
| 1.4 | Create questionnaire for contractors/visitors to site | D. Brewer | 01/06/2020 |
| 1.5 | Updated First Aid Risk Assessment, briefing and policy | D. Brewer | 19/06/2020 |

Action Page

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| **Log No.** | **Action Required** | **Assigned To** | **Target Completion Date** |
| 1.6 | Source foot operated bins | D. Brewer | 19/06/2020 |
| 1.7 | Source hand pump sanitiser and/or wipes | D. Brewer | 19/06/2020 |
| 1.8 | Creation of member tracker of exclusion due to infection of Covid-19 | M. Crook | 06/07/2020 |
| 1.9 | Creation of staff/volunteer tracker of absence due to infection of Covid-19 | M. Rothwell | 06/07/2020 |
| 1.10 | Counter-top Perspex sneeze guard sourced and purchased for reception | D. Brewer | 19/06/2020 |