

Sefton Health and Safety Risk Assessment Form V1 July 2019

A	Name of Assessor		Date	May 2020
B	Time		Work area	Netherton FWBC
C	Task being assessed	Managing the use and footfall of Netherton FWBC during Covid19	Work activity	
D	Review date	Weekly	Assessment No	RA 001
Signature				

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures?	Existing risk rating			Additional controls required?	Target risk rating			Action/monitored by whom?	Action / Monitored by when?
				L	C	R		L	C	R		
Transmission of covid	Centre users and staff Also high risk (clinically extremely vulnerable), moderate risk (clinically vulnerable), including staff aged 70 and over, pregnant women, anyone with specific chronic pre-existing conditions or a low immune system and BAME staff, contractors, visitors or members of the public.	Transmission of infection via touch or airborne particles	Hand gel and hand washing facilities in main entrance bathroom Ensure each person who enters the building immediately washes their hands and or uses sanitising gel Social distancing of 2metres apart Everyone who enters the building is signed in by the admin officer or Senior Early help Worker who is on rota, to ensure all contact information is recorded and stored to comply with GDPR regulations Daily cleaning of "touch points" such as keyboards and handles	3	5	15	Social distancing of 2metres apart	2	4 / 5	10	Admin/ SEHW/Covid host/individuals	Daily
" "	" "	Transmission due to Congregation of busy areas-such as corridors	none	5	5	25	Signs up to inform people one person in corridor at any one time	2	4 / 5	10		Daily
" "	" "	Coming into contact with others-	Signing in book	4	5	20	Staff/visitor signing in-if a diagnosis of Covid, the individuals who have been in contact with the person can be notified	5	4 / 5	20	Admin / SEHW/covid host	Daily
" "	" "	Coming into work	Netherton Team	5	5	25	Staff rota of same individuals coming into contact regularly sitting at same work spaces when in office with no hot desking Vehicles not to be shared	4	4 / 5	16	SEHW/covid host	Daily
" "	" "	Nursery on site that has bubbled groups of children Staffing that use facilities within centre ie Toilets, Kitchen. In keeping with government guidelines and reduced risk of contamination	Own risk assessments in place that will be shared with FWBC senior and Nursery manager	5	5	25	Only nursery manager to enter the building premises through reception all other staff and parents to access nursery by garden entrance Nursery and FWC to share risk assessments and control measures	4	4 / 5	16	SEHW/ADMIN	DAILY

“	“	“	“	Completing work duties in Office space	Centre/EH Staff	5	4 / 5	25	In staff upstairs EHW office min of 3 staff at any one time 3 staff only in WYP/QIO office at any one time -Admin on reception -SEHW in Office Every team member has a designated desk with their names on. Plastic screens are now in situ on reception and officer with allocated desk space	3	4 / 5	15	SEHW/covid host	Daily
				Waste -with 72 hr holding area this is required for dealing with suspected covid 19 waste ste	All centre staff and cleaners	2	5	10	Bins should be lidded throughout with 72 hr holding area	2	5	10	SEHW/Covid host	Daily
“	“	“	“	Transmission via touch or contamination on cutlery, cups etc	Centre/EH Staff	4	4 / 5	16	Own food to be brought into Centre Use of own cup-Not to make drinks/food for others Clean dishes and surfaces used straight away after use with hot soapy water Disinfectant spray used on all worktops handles etc	2	4 / 5	10	SEHW/covid host	Daily
“	“	“	“	Transmission into building	All Centre users	5	5	25	Handwashing/hand gel when entering/leaving Centre	3	4 / 5	15	Admin SEHW/covid host	Daily
“	“	“	“	Transmission via post/deliveries	Deliveries	5	4 / 5	20	Deliveries to be dropped off at main reception, sprayed with antibacterial spray and left before touching for 15 minutes	2	4 / 5	10	SEHW Admin or Covid Host	Daily
“	“	“	“	Transmission via coming into contact with others	Meetings/1:1 work	5	4 / 5	20	Essential participants invited and to remain 2 metres apart Use of Woodland Way room which has a big area for distancing Tables to be wiped down after use	3	4 / 5	15	Admin/Covid Host	Daily
“	“	“	“	Transmission via coming into contact with others	Maintenance of building	5	4 / 5	20	All maintenance work to be booked in advance, to reduce the number of individuals using the Centre at any one time.	4	4 / 5	20	Admin/Covid Host	Daily
				Transmission via coming into contact with others	Use of public toilets	5	5	25	All toilets to have hand sanitisers/antibacterial hand washes available inside as well as paper towels and blue roll where needed	4	4 / 5	16	CLEANERS/S EHW	DAILY
				Transmission via coming into contact with others	Use of staffing toilets	5	5	25	All toilets to have hand sanitisers/antibacterial hand washes available inside as well as paper towels and blue roll where needed, staff will also have disinfectant spray provided inside toilets Nursery have own staff toilet for sole use in main corridor	4	4 / 5	16	AWAITING DETAILS FROM HIGHER MANAGERS	DAILY

		Transmission via coming into contact with others	Supervised contacts rooms use	5	5	25	Rooms to be cleaned and wiped down before and after used for the use of contacts – toys allocated for contacts in boxes to be used only in sessions and cleaned before and after use	4	4 / 5	16	AWAITING DETAILS FROM HIGHER MANAGERS	DAILY
		Transmission via coming into contact with others	Use of Rooms for groups	5	5	25	Rooms to be cleaned before and after use numbers to be in line with being able to sit as socially distant Woodland Way to be used for delivery with no more than 6 participants and 2 facilitators spaced out, all tables to be cleaned before after use as with any surfaces that have been touched and materials used	4	4 / 5	16	AWAITING DETAILS FROM HIGHER MANAGERS	DAILY
		Cleaners	Currently the cleaner arrives early morning before staff arrive which means they can safely distance PPE, gloves and aprons to be provided	2	5	10	When direct family contact commences rooms that are to be used will require cleaning after use. PPE, gloves and aprons to be provided To be confirmed.	2	5	10		
		Transmission via coming into contact with others	Use of rooms by other parties such as Health, SWACA PPE, gloves and aprons to be provided	5	5	25	Rooms to be cleaned before and after use numbers to be in line with being able to sit as socially distant Woodland Way to be used for delivery with no more than 6 participants and 2 facilitators spaced out, all tables to be cleaned before after use as with any surfaces that have been touched and materials used rooms that are to be used will require cleaning after use. PPE, gloves and aprons to be provided	4	4 / 5	16	AWAITING DETAILS FROM HIGHER MANAGERS	DAILY
		Transmission via coming into contact with others	Use of garden areas	3	5	15	Gardens to have no more than 6 people in socially distancing from 1-2 households	2	4 / 5	10	EHW/Admin/ SEHW/EHLW	Per session

Likelihood	1 Very Unlikely	2 Unlikely	3 Fairly Likely	4 Likely	5 Very Likely		
Consequences						20-25	Stop – stop activity and take immediate action
5. Catastrophic	5	10	15	20	25	15-19	Urgent action – take immediate action and stop activity if necessary, maintain existing controls rigorously
4. Major	4	8	12	16	20	11-14	Action – improve within specified timescale
3. Moderate	3	6	9	12	15	6-10	Monitor – look to improve at next review or if there is a significant change
2. Minor	2	4	6	8	10	1-5	No action – no further action but ensure controls are maintained and reviewed
1. Insignificant	1	2	3	4	5		

Narrative

As the Covid virus is highly contagious, special measures have been put in place previously in response to the Government guidance and 'lockdown' measures. Menai has not been a place of work and Netherton FWBC was the main Centre for Early Help, with an implementation of a staff rota.

As this is an uncertain time, this risk assessment has been devised as a guideline, being reviewed daily and in accordance with Government guidelines.

Although the scoring outcomes are between 20-25, immediate action has been put in place, however the outcome of contacting the virus remains.