**Covid-19 Building Risk Assessment**

Anyone with control of non-domestic premises (such as a community centre, village or community hall) has legal responsibilities under health and safety law, and must take reasonable measures to ensure the premises, access to it, and any equipment or substances provided are safe for people using it, so far as is reasonably practicable.

To help decide which actions to take prior to re-opening the building for permitted activity, a **COVID-19 risk assessment should be completed**, taking account of the core guidance on social distancing and the points set out below. This will be in addition to any risk assessment which is already in place for the community facility. See guidance on [completing a risk assessment](https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm).

Users and hirers of a community facility have responsibility for managing risks arising from their own activities when they have control of premises and should take account of any guidance relevant to their specific activity or sector.

This is the **Covid Secure Risk Assessment** **for XXXXX** demonstrating how the building is Covid secure for staff working in it and those accessing services from it.

**Important note**:

This risk assessment must be read and worked through in conjunction with the following link on current [**Government guidelines**](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19) applicable to each settings and other relevant guidance.  Of particular relevance should be the guidance on [working safely in offices and contact centres](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres) and [safe use of multi-purpose community facilities](https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities).

Review and tailor the contents of this generic risk assessment to reflect the Covid risks from your service’s activities, deleting anything that is not applicable. Any actions that are not yet in place should be moved from the ‘Controls in place’ column to the “Further actions’ column.

Record any other **significant** findings and actions required to reduce risk further where existing controls are insufficient, assigning these actions to an appropriate manager or member of staff.

**Covid-19 Building Risk Assessment**

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| **Building** |  |
| **Name of assessor** |  |
| **Version Control** | Inspection and first draft XXX |

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| **What are the hazards?** | Infection from the Coronavirus disease (Covid-19) | | | | |
| **Who may be harmed and how?** | * The COVID-19 virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes * The virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc. * People can catch the virus from others who are infected by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth. * Anyone can be affected - staff, contractors, visitors, members of the public etc. | | | | |
| **Controls in place** | | **Further Actions** | **By whom?** | **By when?** | **Date Completed** |
| **Homeworking** | | Message to continue to be reinforced through regular updates and line managers. |  |  |  |
| **Controlled return to the building** | | Service specific activity risk assessments to be undertaken on those services that have been approved for return to the building. These risk assessments must be done in consultation with staff and be approved by Centre Management.  Individual risk assessments to be undertaken for staff identified as being increased vulnerability to COVID-19.  Managers to take into consideration the need for Personal Emergency Evacuation Plans (PEEPs) and how these will be managed and supported. |  |  |  |
| **Signage**  Range of signage displayed throughout building advising on social distancing and hand hygiene. | | Regular communications to the public on availability of services and how to access these. |  |  |  |
| **Social Distancing**   * Maximum building occupancy reduced. * Fire evacuation reviewed to include strategies around social distancing where possible | | Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.  Managers to ensure staff maintain social distancing in the building and take into consideration the need for Personal Emergency Evacuation Plans (PEEPs) and how these will be managed and supported  First aid arrangements to be communicated to staff as well as reminder to staff to social distance at assembly point. |  |  |  |
| **Hand Washing**   * Hand sanitiser provided at building entrance/exit. * Hand washing facilities with soap and water available. * Signage in place to encourage increased frequency of hand hygiene in place across the building. | | No further action required |  |  |  |
| **Cleaning**   * Cleaning regime in place * Enhanced cleaning of frequent touch points - door handles, drinking water taps and sink taps. * Staff advised to use the same work station every day and to clean it before and after use with wipes available for this purpose. | | Management checks to ensure cleaning standards are being adhered to  Additional cleaning to be arranged following confirmed case of Covid in the building |  |  |  |
| **Use of lifts**   * Staff advised to use the stairs * Lifts will be reserved for those with mobility issues * Maximum occupancy within lifts restricted | | Management checks to ensure this is being adhered to. |  |  |  |
| **Use of stairs**   * Staff advised to maintain social distance when using stairs | | Management checks to ensure this is being adhered to. |  |  |  |
| **Use of desks**   * Site plan has been developed which will ensure that people can work at least two metres apart from each other. * Signs on desks to remind staff which desks can be used. * In addition to the in additional to the full daily clean staff are asked to clean desk when arriving at desk at start of day and leaving and to wash their hands after cleaning their desks and monitors | | Management checks to ensure this is being adhered to. |  |  |  |
| **Meetings**   * Meeting rooms have strict maximum occupancy and signage in place on door of each room informing that. * Regular communications to staff to encourage them to hold virtual meetings instead of face to face. | | Managers to continue to encourage the use of virtual meetings instead of face to face meetings where possible. |  |  |  |
| **Air conditioning**   * Air conditioning system maintained regularly and filters cleaned frequently | | No further action required |  |  |  |
| **Kitchen and toilets**   * Signage displayed in kitchen areas reminding staff to maintain social distancing, refrain from sharing food with colleagues, use sealed containers for storage of food and to use the dishwashers for cleaning of cutlery, crockery and glasses. * Signs on the main toilet doors advising people to maintain social distancing. | | Numbers using the toilets at any one time will be kept under review and additional measures to restrict numbers using the toilets will be introduced if necessary. |  |  |  |
| **Confirmed COVID-19 Case in building**   * If any staff start to display COVID-19 symptoms - a new continuous cough; a high temperature; a loss of, or change in sense of taste or smell; they will be sent home and advised to follow the stay at home guidance. * Staff notified via Test and Trace service must self-isolate to help stop the spread of Covid-19. | |  |  |  |  |

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| **Consultation Process** | |
| **Assessment shared with staff** | First Draft XXX |
| **Signed off by the Centre Management Team (CMT)** | To be arranged |
| **Risk assessment will be reviewed dynamically and updated following any significant changes** | |
| **Once the risk assessment has been agreed with staff and signed off then the** [**Covid-Secure poster**](https://www.google.co.uk/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&ved=2ahUKEwixkYiht73qAhVDr3EKHaQmCb0QFjAAegQIAhAB&url=https%3A%2F%2Fassets.publishing.service.gov.uk%2Fmedia%2F5ef2895ee90e075c5582f4d1%2Fstaying-covid-19-secure-accessible.pdf&usg=AOvVaw2Vyr8C1jcmDuophIuaOGWg) **will be displayed in entrances** | |