

Building Risk Assessment

Description of Activity / Person / Area / Equipment being assessed	Preventing Covid19 Spread
Section(s) / Team(s) covered	All current and future occupiers and visitors of building
Location(s) covered	Leyton Children and Family Centre 215 QUEENS ROAD COMMUNITY CENTRE
Date of Original Assessment	April 2020

What date did staff (through the H&S co-ordinator) covered by this risk assessment, have the opportunity to comment on this risk assessment?	Sent to Area Manager and shared with staff at team meetings	
Will staff covered by this risk assessment be aware of the controls noted and understand them (for example receive a copy or have access to it on the Council's website)?	Yes	
Copy of form sent to Trade Union Safety Representative for consultation	Yes	
A completed copy of this form has been sent to H&S team who will publish on Forest Hub	Yes	

Has action been taken	YES
Confirmed by Building Manager?	YES
Lead Assessors name (print)	Richard Jones
Lead Assessor's signature	Rwjones
Date:	01/07/2020

Has action been taken	YES
Building Manager's name (print)	Daniel Phelps
Manager's signature	
Date:	

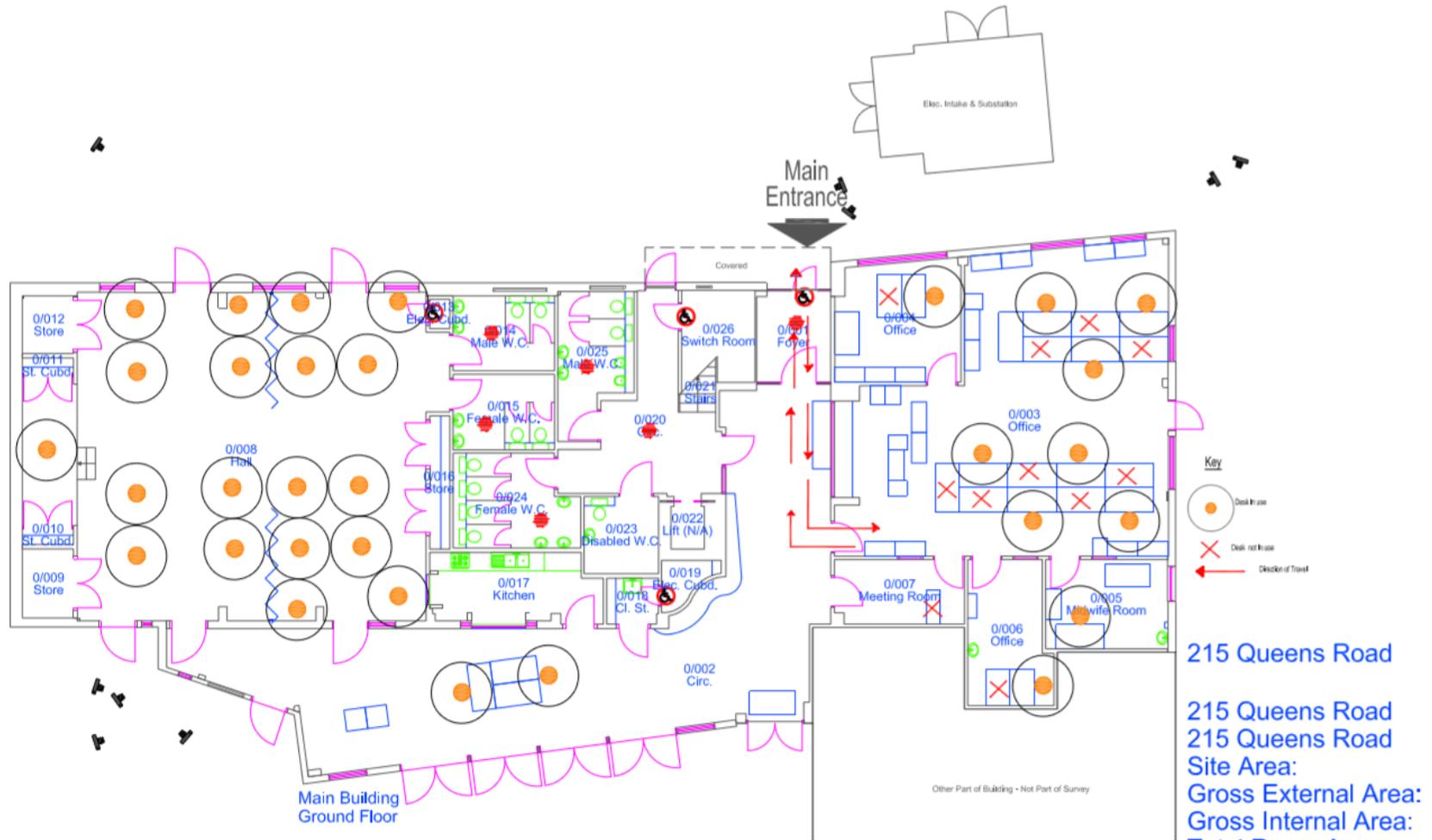
Review Dates

Future Review Date (depends on Action Plan findings)	Actual Review Date	Were Changes Made?	Name of Lead Reviewer	Date Staff updated about change
Monthly	31/07/2020		Richard Jones	
Monthly	3 rd Aug	No	Richard Jones	
Monthly	2 nd Sept	No	Richard Jones	2 nd Oct

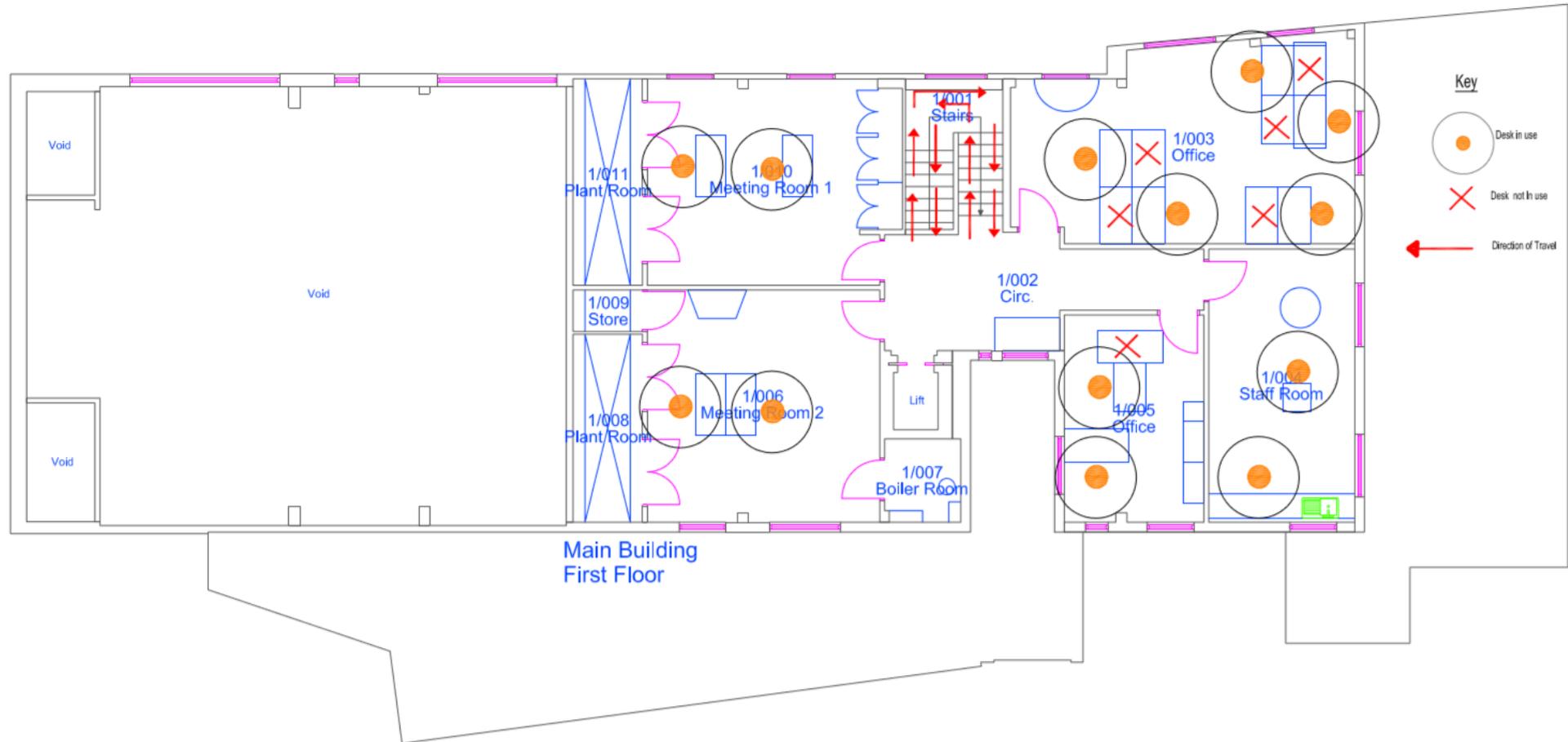
<p>Monthly Sept/Oct</p>	<p>8th Oct</p>	<p>Due to update face coverings are to be worn in all communal areas where public are present.</p> <p>We have started some services to the public all risk assessments have been supplied by the organisers. The groups are in small numbers adhering to safe social distancing in place with cleaning regime in place. All groups are booked in advance with pre covid questions asked around house holders and wellbeing.</p>	<p>Richard jones</p>	
<p>Monthly</p>	<p>Nov</p>			

BUILDING PLANS GO HERE

Ground floor



First Floor



C & FC SERVICES PROVIDED BY OUR PARTNERS IN OUR HUBS WILL BE SUBJECT TO REVIEW ON THE 31ST AUGUST 2020. HOWEVER, IF THERE ARE ANY CHANGES TO THE SERVICES PROVIDED OR BUILDING USAGE BEFORE THE 31ST AUGUST 2020, WE WILL IMMEDIATELY UNDERTAKE A REVIEW AND AMEND OUR RISK ASSESSMENT

The appropriate Government guidance on working safely during COVID-19 has been followed, details can be downloaded from:
<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

Significant hazards and current controls in place

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/Low
1	Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Staff • Visitors to your premises • Cleaners • Contractors • Drivers • Higher risk groups – Elderly, Pregnant workers, those with existing underlying health conditions • Anyone else who physically comes in contact with you in relation to the work 	<p><u>Workspace Setup</u></p> <p>The office space has been reconfigured to ensure there is 2m social distancing for each workstation. Where reasonably practicable staff will sit back to back or all in the same direction.</p> <p>Walkways will be marked with 2m spacing to help staff keep their distance</p> <p>Staff must not share their workstation or hot desk during the day. Where peripatetic workers share a workstation additional cleaning of these areas will be undertaken, see Covid-19 Office Protocol</p> <p>One-way systems have been put in place along with visible signage. Staff must follow these at all times, unless the fire alarm is sounded, at which time staff should make their way to the nearest safe exit and socially distance when outside.</p> <p>Where practicable fire doors will be held open by an electromagnetic catch or “dorgard” to reduce requirement for handling doors, whilst maintaining suitable building security</p> <p>Staff must use the same desk every time they are in the office, where practicable.</p> <p>Staff must follow the Covid-19 Office Protocol when entering, using and leaving the building.</p> <p>Service managers will maintain a risk assessment agreed with their staff specific to their use of the workspace on managing Covid-19 risks.</p> <p><u>Reception Area</u></p> <p>Social distancing markers are in place to allow visitors to reception to keep their distance from each other. Our Receptionist is always behind a glass partition and signs all visitors into the building.</p>	Medium

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/Low
			<p>We have sanitisers in the reception areas with social distancing signage throughout the building.</p> <p>Our entrance is via push button buzzer for public and controlled by our receptionist Staff use a fob to access the building.</p> <p>Where practicable doors will open automatically, or be open, to reduce the need to handle doors whilst maintaining security.</p>	Med
			<p><u>Public Access</u></p> <p>All visitors will be directed to reception on arrival where the receptionist will take their name, address; sign them in and direct them to the correct service area. This data will be stored securely and will only be used when requested in relation to the NHS test and trace system and we will adhere to all NHS Test and Trace guidelines and protocols.</p> <p>Where practicable one-way routes will be developed to minimise members of the public crossing each other. Where this is not possible signs will be displayed showing how has priority on the two-way route along with where the waiting space is for those going in the opposite direction.</p> <p>We have a waiting area for public with social distancing hazard tape dividing off 2 metre gaps, plus signage supporting social distancing.</p> <p>The Midwife Clinic is by appointment only and will be spaced to minimise the potential for clients crossing over on arrival/departure</p> <p>Domestic Violence is a drop-in service, the maximum number, at any one time that can attend is 2</p>	Medium

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/Low
			<p><u>Shower Area (if applicable)</u> Staff must pre book use of a shower with reception to ensure social distancing can be maintained. The use of the shower area is a maximum of 30 minutes.</p> <p><u>Good Hand Hygiene</u> Hand gels and soap and water have been provided in suitable locations throughout the building Staff must follow the Covid-19 Office Safety Protocols when entering, using and leaving the building Managers and Social Distancing Champions (SDC) will monitor and encourage best behaviour. QRCC Social Distancing Champions are R Jones C Cooper Frequent checks will take place in the office and all good and bad behaviour recorded to identify best behaviour and where there are behaviour issues. Our Site Service Officers will also wipe down areas throughout the day in a building.</p> <p><u>Social Distancing</u> The number of staff allowed in their offices will be confirmed when we have received the floor plans from Daniel Reynolds Capital Delivery Where the numbers of staff wanting to attend work exceeds the number of workstations available managers will introduce a rota of attendance, whilst ensuring staff in high risk categories are kept safe, i.e. work at home, or are reassigned to safer work to ensure the social distancing requirements are met. Meetings will take place using Teams or with staff maintaining the social distancing requirements. Where face to face meetings will be kept as short as practicable and where possible to under 15 minutes. Desk meetings are not allowed where the 2m social distancing rule cannot be maintained, e.g. where two useable desks next to each other are occupied. Shared spaces like lifts, meeting rooms, toilets and kitchens have signs indicating maximum occupancy numbers, Toilets have signage to advise “in use” or “available”.</p>	<p>Medium</p> <p>Medium</p> <p>Medium</p>

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/Low
			<p>Staff are encouraged to take a walk at lunchtime to get a change of scenery, as rest areas are extremely limited.</p> <p>Staff must follow the Covid-19 Office Safety Protocols when entering, using and leaving the building</p> <p><u>Ante Natal Clinics</u></p> <p>The midwives will operate their ante natal clinic from their usual clinical room located within the centre's main office. Adjustments have been made to the waiting area to ensure that women social distance. The room has now one table with one chair with two-meter gaps allowing for social distancing. There are two chairs for the clients in the room with appropriate signage and sanitiser.</p> <p>The midwives have completed their own risk assessment for safe working practices when providing the service. They also participated in developing the centres main risk assessment and are consulted with weekly</p> <p>All ante natal appointments are confirmed with the client 24 hours in advance checking the wellbeing of the client and checking all household members are free from Covid-19</p> <p>Clients are asked "Are they well?" on the day of the appointment including family members. We only allow the client into the building.</p> <p><u>Domestic Violence Drop Ins</u></p> <p>These sessions are provided upstairs in rooms 1 & 2. Domestic Violence workers have been successfully located in our building during the lockdown period. The two rooms they always use have been reconfigured by reducing tables and chairs, so safe social distancing is in place. Signage has been placed in the room and sanitiser is available</p> <p>SDCs will make regular tours of their office to ensure social distancing requirements are being followed and provide advice where there are issues.</p>	Med

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/Low
			<p><u>Cleaning</u> The cleaning regime has been reviewed and adapted to reduce the risk of spreading Covid-19. This is also supported by Premises Management Team who wipe down areas throughout the day. Staff must clear the desk and any nearby surface at the end of the day/shift to allow easy access by cleaners for them to be effectively cleaned Staff will be provided with alcohol wipes to clean down their workstation area on arrival and when leaving</p>	Medium
			<p><u>Symptoms of Covid-19</u> <u>This site has a handheld thermometer. Staff will be encouraged to check their temperature on arrival to work</u> If staff becomes unwell with a new continuous cough, a high temperature, or loss of taste and smell, in the workplace they will be sent home and advised to follow the stay at home guidance. The manager and employee will arrange for a Covid-19 Test and follow the instructions given by Public Health England/NHS</p>	Low
			<p>Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact publichealth@walthamforest.gov.uk to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>If staff members have contracted Covid-19 and there is a probability it was an exposure at work this must be reported on the AIR line call 03300 586 469 so an investigation can be completed and a RIDDOR report made, where required</p>	Low

No	Hazard/Hazardous Event (What can go wrong)	People at risk	What is currently being done to control the hazard/hazardous event	Risk Rating - High/Med/Low
			Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a constantly changing situation.	
			<p><u>Mental Health</u></p> <p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Manager and staff refer to stress policy for guidance https://foresthub.walthamforest.gov.uk/sites/default/files/stress_v2-2.pdf</p> <p>Staff are aware of the employee assistance programme - 0800 328 1437</p>	Low

Risk Rating: if High or Medium use Action Plan

High = current controls totally inadequate with serious consequences: death(s), serious injury, long-term ill health, or there is a very high frequency of the hazard/hazardous event occurring Immediate action required, may require task to be suspended until issue resolved

Medium = current controls still poor but consequences less serious: minor injury, short-term ill health with no lasting effects, Action required in specific timeframe, normally within 3/6 months, may be sooner dependent on how serious an issue it is

Low = current controls are adequate to minimise the risk so far as reasonably practicable, check still relevant at next review date

Action Plan for Improvement

No.	Hazard/Hazardous Event (What can go wrong)	Action required to reduce risk so far as is reasonably practicable	Residual Risk	By Whom	Target Date	Completion Date	Completed By
1	Spread of Covid-19 Coronavirus	<p><u>Workspace Setup</u></p> <ul style="list-style-type: none"> Security alarms on fire exit doors being used as exit routes will have to be turned off when the building is in use and reinstated when the building is closed at night Fire exit doors being used as one-way exit routes will require self-closing devices to prevent them being used as entrances, along with suitable signage 	Low	FM		18 th June	R Jones C Cooper
		<ul style="list-style-type: none"> An audit of fire doors will be undertaken to identify which can be held open by an electromagnetic catch or “dorgard” to reduce requirement for handling doors, whilst maintaining suitable building security 	Low	FM		18 th June	R Jones C Cooper
		<ul style="list-style-type: none"> Until corporate signage is in place the walkways should have marked 2m spaces to enable staff to keep socially distance and other signage should be laminated for easy cleaning 	Low			April	R Jones C Cooper
		<ul style="list-style-type: none"> Signage produced by Property and Asset Management has been appropriately installed 	Low	FM		June	R Jones C Cooper
		<ul style="list-style-type: none"> The reception area (if applicable) will be redesigned to create appropriate social distancing, in the interim the reception desk will be at least 2m in depth to ensure social distancing. 	Low	FM		April	R Jones
		<ul style="list-style-type: none"> Showers (if applicable) will be signed, to ensure there is only one person in the changing area at a time. Use and cleanliness will be monitored. We have a single toilet shower toilet facility which is single access only 	Low Low			April	R Jones
		<p><u>Hand Washing</u></p>	Low			April	Jones

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		<ul style="list-style-type: none"> Advise and monitor that high levels of hand hygiene are in place and being maintained. Hand washing additional signage in place to enhance good hygiene 		FM			
		<ul style="list-style-type: none"> See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ 	Low	Staff		April	R Jones
		<p>Cleaning</p> <ul style="list-style-type: none"> All surfaces will be cleared of material and moveable equipment daily prior to the office being opened for staff use 	Low	FM / Cleaner		May	AMEY and Jackie
		<ul style="list-style-type: none"> Until agreed with the cleaning contractor the minimum standard will be for all worksurfaces to be cleaned at the beginning of the day and the end of the day with visible signage reminding staff to keep their hands clean 	Low			Ongoing	Users
		<ul style="list-style-type: none"> Regular checks will be carried out and recorded by SDCs to ensure that the necessary procedures are being followed 	Low	SDCs		April/ongoing	Jones CCooper
		<p>Social Distancing</p> <ul style="list-style-type: none"> Where necessary, review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time and preventing staff using public transport at peak times 	Low	Mang		April/ongoing	RJones CCooper
		<ul style="list-style-type: none"> No smoking, including vaping, on site to be strictly enforced. 	Low			Ongoing	RJones CCooper
		<p>Use of lift to first floor signage in place for single occupancy only at Ground and First floor with sanitisers in corridors</p> <p>Midwives. Waiting for their risk assessment however the Matron has emailed to say midwives are trained in safe</p>	Low	FM		April	RJones

No.	Hazard/Hazardous Event (What can go wrong)	Action required to reduce risk so far as is reasonably practicable	Residual Risk	By Whom	Target Date	Completion Date	Completed By
		<p>practises and follow maternity COVID 19 guidelines.</p> <p>Domestic Violence Unit we conducted a site induction and confirmed the guidelines with Coved 19 on good hygiene practises in place / social distancing. The room has been reconfigured by taking out tables and chairs.</p> <p>We have one table placed in the room for staff member with another table as a barrier plus social distancing tape on the floor with signage.</p> <p>The room has two chairs for the visitors as they may attend as a couple.</p> <p><u>Updated Recommendations by Ailsa Williams Site Visit 25th June</u></p> <p>Implementing a one-way system for accessing leaving first floor. I will have signage in place and send the changes to the managers for discussion with staff.</p> <p>Implementing one-way system for entrance and exit using Fire Exits where appropriate without compromising security of the staff and the building.</p> <p>Identify where clients can sit appropriate place within social distancing why waiting the appointments.</p> <p>A maximum of 5 clients can safely sit in the marked area we will manage this process between reception and Premises team.</p>	<p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p> <p>Low</p>	<p>Partner</p> <p>FM / Partner</p> <p>FM</p> <p>PM</p> <p>PM</p> <p>PM</p> <p>PM</p>	<p></p> <p></p> <p></p> <p>1st July</p> <p>1st July</p> <p>1st July</p>	<p>April</p> <p>April</p> <p>April</p> <p>1st July</p> <p>1st July</p> <p>1st July</p>	<p>RJones</p> <p>RJones DV staff</p> <p>R Jones</p> <p>R Jones</p> <p>Premises Manager</p> <p>Premises Manager</p>

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		<p>Upstairs Kitchen I have asked our managers to consider the officer protocol around Fridges Microwaves and any other share appliance.</p> <p>Where practical and possible remove the excess chairs subject to storage or tape of the chairs and label not to be used.</p> <p>Signage is in place limiting the area to two occupants max.</p> <p>Kitchen door to be closed all times</p> <p>Toilet signs have been ordered to confirm Free / Enter</p> <p>Space planning waiting for drawings to be issued once received we will where possible remove the chairs from the office of mark-up not to be used</p> <p><u>Additional Services</u></p> <p>Any new services to the building will be reviewed and Risk Assessed will be provided which will be attached to our own Risk Assessment. The condition of the new service will be in line with LBWF recommendations for dealing with Covid 19.</p>	Low	PM	1 st July	1 st July	Premises Manager
			Low	PM	1 st July	1 st July	
			Low	PM	1 st July	1 st July	
			Low	PM	25 th June	25 th June	
			Low	PM	Waiting delivery date	TBC	
			Low	PM	TBC	TBC	

No.	Hazard/Hazardous Event (What can go wrong)	Action required to reduce risk so far as is reasonably practicable	Residual Risk	By Whom	Target Date	Completion Date	Completed By
		<p>No additional service will be allowed until the Risk Assessments have been completed and the correct control measures are in place.</p>					

Risk Assessment Review: During review of this risk assessment, any new controls identified in the action plan that are now in place should be transferred to the “Significant hazards and current controls” page to reflect the improvements made.