

Building Risk Assessment v1-2

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	Queens Road Learning Centre
Date of Original Assessment	17 th June 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?	18 th June 2020	
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	No
Copy of form sent to Trade Union Safety Representative for consultation	Yes	No
A completed copy of this form has been sent to H&S team who will publish on Forest Hub	Yes	No

Has action been taken	YES / NO / ONGOING / NONE REQUIRED (Please circle)
Confirmed by Building Manager?	YES / NO
Lead Assessors name (print)	Celia Willson
Lead Assessor's signature	C. Willson
Date:	17/06/2020

Has action been taken	YES / NO / ONGOING / NONE REQUIRED (Please circle)
Building Manager's name (print)	SHARON TASSELL
Manager's signature	<i>S. Tassell</i>
Date:	17/06/2020

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
September 2020	07/09/2020	Yes Face coverings and paper handling	Sharon Tassell	07/09/2020
October 2020	07/10/2020	Yes information for QR code	Sharon Tassell	07/10/2020
December 2020				

Queens Road First Floor



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	All building users and visitors	<p><u>Workspace Setup</u></p> <p>There is one office on the first floor which is shared and has 15 workstations. There is another office on the second floor which is also shared and has 14 workstations. We have 1 tutor preparation room which has 7 workstations and 1 photocopying room which has 2 photocopiers in.</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 and visitors keep their distance Staff must not share their workstation or hot desk during the day.</p> <p>As it is not possible to have one-way routes, staff must check their route and be prepared to allow space for someone walking in the other direction. Where they are following someone in the same direction they must be at least 2m behind them</p> <p>Where practicable fire doors will be held open by an electromagnetic catch or “dorgard” or hands free mechanism to reduce requirement for handling doors, whilst maintaining suitable building security</p> <p>Tutor prep room and photocopier room will have reduced numbers allowed in at any one time. Signage will show capacity numbers.</p> <p>Toilets with more than one cubicle inside will be reduced to one person at a time. Signage will be installed to show this.</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>Windows will be open at all times to allow ventilation.</p>	Low

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			<p>Building manager will undertake walkthroughs with members of staff, familiarising them with the new layouts.</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 and will refer to this assessment to ensure there is no conflicting arrangements.</p>	
			<p><u>Classroom Setup</u></p> <p>There are 17 Classrooms on the second floor. The classroom space has been reconfigured to ensure there is 2m social distancing for each learner and the lecturer. Markers will be put in place to allow learners and lecturers to keep their distance. A one-way system will be put in place to reduce the risk of individuals bumping into one another when entering and leaving the classroom. High risk area will be by the door. Those leaving the classroom have priority over those entering.</p> <p>All classrooms adjusted to allow for:</p> <ul style="list-style-type: none"> -2 metre rule -safe route out of class for toilet use -safe entrance and exit at start and end of class -fire evacuation 	Low
			<p><u>Reception Area</u></p> <p>The reception area has been redesigned to create appropriate social distancing, sneeze guards are in place to protect frontline staff and visitors. They are of a temporary construction as they will be removed once it is safe to do so.</p> <p>Social distancing markers are in place to allow visitors to reception to keep their distance from each other. A one-way route is in place to reduce individuals bumping into each other. Where practicable doors will open automatically, or be open, to reduce the need to handle doors whilst maintaining security.</p>	Low
			<p><u>Access and Egress Staff & Public</u></p> <p>There is only one staircase in and out, we have a lift but advice is to reduce capacity and encourage use of stairs. Signage will be installed to ask visitors and staff to keep to the left going up and coming down. In high risk areas signs will be displayed showing who has</p>	Low

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			<p>priority on the two-way route along with where the waiting space is for those going in the opposite direction.</p>	
			<p><u>Handling of Paper</u></p> <p>Paper should only to be handled after 48/72 hours by someone else as the virus is unlikely to survive on paper after this length of time. If it has to be handled sooner then wash your hands immediately after handling the paper for 20 seconds with soap and water, or use the sanitiser provided.</p>	Low
			<p><u>Good Hand Hygiene</u></p> <p>Hand gels and soap and water have been provided in suitable locations throughout the building</p> <p>Staff & Learners must follow the Covid-19 Office Protocol when entering, using and leaving the building</p> <p>Managers and Social Distancing Champions (SDC) will monitor and encourage best behaviour.</p> <p>Frequent checks will take place in the office & classrooms and all good and bad behaviour recorded to identify best behaviour and where there are behaviour issues.</p> <p>Managers advise and monitor that high levels of hand hygiene are in place and being maintained.</p> <p>Staff have been made aware of good hand hygiene practice from the NHS</p>	Low
			<p><u>Face Coverings</u></p> <p>Face coverings should be worn by adults (staff, learners and visitors) when moving around indoors, such as in corridors and communal areas where 2 metres social distancing is difficult to maintain. As in the general approach, it will not usually be necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and they may inhibit teaching and learning.</p>	Low
			<p><u>Social Distancing</u></p> <p>The number of staff allowed in Queens Road Learning Centre building is 36. The number of Learners allowed in is 70.</p>	Low

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			<p>Where staff exceeds workstations managers allocated these workstations have developed a rota for attendance, whilst ensuring staff in high risk categories are kept safe, ie work at home, or reassigned to safer work to ensure the social distancing requirements are met.</p> <p>Meetings will take place using Teams or with staff maintaining the social distancing requirements.</p> <p>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.</p> <p>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>Staff are encouraged to take a walk at lunchtime to get a change of scenery, as rest areas are extremely limited.</p> <p>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</p> <p>Toilets & kitchens will have vacant/engaged signs attached to the doors.</p> <p>Each room will have a capacity number attached and each room will have signage showing social distancing.</p> <p>Social Distancing Champions will be all Managers and Lecturers.</p> <p>SDCs will make regular tours of their office & classroom to ensure social distancing requirements are being followed and provide advice where there are issues.</p> <p>No smoking, including vaping, on site is strictly enforced.</p>	
			<p><u>Cleaning</u></p> <p>The cleaning regime has been reviewed and adapted to reduce the risk of spreading Covid-19.</p> <p>All surfaces will be cleared of material and moveable equipment prior to the building being opened for staff and customer use</p> <p>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 in the mornings.</p>	Low

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			<p>All worksurfaces to be cleaned at the beginning of the day with visible signage reminding staff to keep their hands clean</p> <p>Staff will also have access to alcohol wipes to wipe their areas on entering the building</p> <p>Regular checks will be carried out and recorded by Social Distancing Champions to ensure that the necessary procedures are being followed</p> <p><u>Deliveries</u></p> <p>Deliveries will be accepted at reception. Once received and stored safely the member of staff will wash their hands for 20 seconds. Where practicable once stored deliveries will be left for 72 hours before being accessed.</p> <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</p> <p>Staff are aware of the employee assistance programme - 0800 328 1437</p>	<p></p> <p>Low</p> <p>Low</p>
			<p><u>Track and Trace</u></p> <p>Members of the public will be asked to use a QR code provided at gov.uk with posters prominently displayed to enter track and trace details. Where customers are unable to do this, these will be manually collected by staff members. This information will be purged every 22 days.</p>	<p>Low</p>
2	Member of staff shows symptoms of Covid-19	Staff & Public	<p>Management will engage fully with the local authority's public health team's Local Outbreak Control Plan and the NHS Test and Trace system</p> <p>Staff and have been advised they will need to be ready and willing to:</p> <ul style="list-style-type: none"> o book a test if they are displaying symptoms. Staff must not come into the ALS buildings if they have symptoms and must be sent home to self-isolate if they develop them in the ALS buildings. o provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace 	<p>Low</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>o self-isolate if they live in a household with someone who develops coronavirus (COVID-19) symptoms or they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if asked to do so by NHS Test and Trace Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet.</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> <p>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>	
3	There is an ALS confirmed case of Covid-19	Everyone	<p>As set out in the Local Outbreak Control Plan, if made aware of a positive case in a staff, the manager will immediately contact the London Coronavirus Response Centre (LCRC) on 0300 303 0450 for advice on isolation of contacts and for a risk assessment to be completed. The manager will notify the Public Health Team, The LCRC will provide guidance on communications and letter templates for the ALS to send to staff, customers, and the wider community.</p> <p>Ongoing infection control advice and support will be made available to ALS via the Public Health team</p>	Low
4	Member of the public shows signs of Covid-19	Staff and public	<p>Member of public will be asked to leave the ALS building immediately and advised to go straight home and call NHS 111 for advice.</p> <p>The area they are in will be closed and cleaned before access is allowed to other members of the public.</p> <p>If the member of the public is awaiting collection they should be moved, if possible, to room 17 where they can be isolated behind a closed door. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p>	Medium

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			<p>If they need to go to the bathroom while waiting to be collected, they should use the disabled toilet opposite room 17. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>The member of public will be advised tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet.</p>	
5			<p>Teaching</p> <ul style="list-style-type: none"> ○ Use of equipment will be monitored by staff any shared items will need to be wiped down between each class. ○ Lecturers will have an activity risk assessment which will be shared with the learners. ○ Where possible, technology (such as screen sharing) should be used in the classroom to allow learners to be helped with problems, but maintaining 2 metres ○ Blended learning will be in place – a mixture of online teaching and classroom teaching to accommodate the 2m social distancing rule. ○ All staff and learners notified they can legitimately request someone to move away ○ Keep a record of all learners in on which days so social contact can be monitored and notified if someone displays symptoms. ○ Staff to immediately self-isolate if display symptoms and notify health and safety officer who, in turn contacts all staff who they have been in contact with in last 7 days ○ Revision of learner Behaviour Management Policy 	Medium

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

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.