

Holloway Neighbourhood Group - OFS

Risk Assessment:	Spread of Coronavirus (COVID-19) and reopening Old Fire Station	Date	March 2021
Those at risk:	<ul style="list-style-type: none"> - Staff, Volunteers, Tenants and Room Hirers - HNG and Tenant and Room Hirers' Visitors & Service Users - Contractors and Cleaners 	Reviewed and endorsed by:	
Key Update:	On February 22 nd 2021, the government announced its <i>roadmap for easing lockdown</i> (link). In order to understand the implications and impact on work and provision of services at HNG, this assessment has been undertaken to help guide our preparedness to reopen the premises and host activities safely.		

Current Controls	Additional Controls	Action to be taken	Who	When	Done
<p>General Management</p> <ul style="list-style-type: none"> ○ Risk assessment has been reviewed, updated and yielded to actions ○ Information on Covid Control measure must be communicated to all staff, visitors and stakeholders. ○ Staff (and others) should be regularly reminded of the Covid control measures in place and the need to follow all of the relevant procedures ○ Phased return of activities agreed (Wednesday and Fridays) ○ Tenants and tuition sessions (w/c 5th April), Men & Women's Group (w/c 12th April), Bingo & Art Class, Film Club (w/c 3rd May), Space Hire (w/c 26th April) 	<p>Upon further review and guidance - physical and group activities like dance and gardening (w/c 17th May)</p> <p>New walking group activity and opportunities for new activities that encourage use of outdoor spaces and nearby parks</p> <p>Stay up-to-date on government guidance that may inform further actions (see https://www.gov.uk/coronavirus)</p>	<p>Inform and update staff</p> <p>Inform and update stakeholders</p> <p>Staff rota for cover</p> <p>Blended activity equipment</p> <p>Timetable/Calendar</p>	<p>HNG</p> <p>AS, CK, TB</p>	<p>15-Mar</p> <p>25-Mar</p>	<p>Yes</p> <p>Yes</p>
<p>Information and Communication</p> <ul style="list-style-type: none"> ○ Information regarding risk assessment and control measures must be communicated to all staff, visitors and customers. ○ Staff (and others) are to be regularly reminded of the control measures in place and the need to follow all of the relevant procedures. 	<p>All HNG and tenants' staff requested to act as Physical Distancing Champions</p>	<p>Meeting with renters etc.</p> <p>Review posters and signage.</p> <p>Update website information</p>	<p>AS/CK/TB</p> <p>TB</p> <p>DC</p>	<p>25-Mar</p>	<p>Yes</p>

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<ul style="list-style-type: none"> ○ Managers or appointed 'covid marshals' shall check to ensure that appropriate procedures are being followed and that facilities provided are maintained. ○ Display our physical distancing rules on our website and at the building entrance. ○ One way system to be maintained 		Volunteer Recruitment across OFS and SP	AS/CL		
<p><u>Premises, Space Hire and Other Use</u></p> <ul style="list-style-type: none"> ○ Establish maximum occupancy for each space, communicate to room hirers and tenants and display in each room. <u>Space Capacity</u> Community Room – 7 including tutor Hall – 11 including tutor standing or 10 including tutor sitting at tables Upstairs office – 1 Kitchen – 1 ○ Sharing of telephones, tablets, photocopier and computers to be minimised and to be disinfected after each use. ○ Staff responsible for cleaning their workstation and disposing of rubbish at the end of their shift. ○ Do not allow personal deliveries and keep business deliveries to a minimum. ○ Open doors and windows to allow and use ventilation where possible. 	<p>All personnel to be reminded to continue to champion physical distancing inside and outside the premises.</p> <p>Regularly checked and reviewed by management</p> <p>Engage tenants and room hires in drawing up and agreeing protocols and activity schedules.</p> <p>Kitchen is off limits to visitors – only HNG personnel and tenants may access.</p> <p>All activities have a Facilitator present and informed of protocols. Participants book ahead / no drop ins</p> <p>Deliver activities in the garden when possible. Paving to be pressure washed at regular intervals / non-slip coating applied. Allocate time for gardeners each week in OFS transition calendar</p>	<p>Premises and facilities needs have been checked and addressed.</p> <p>Review posters and signage</p> <p>Additional items and stock to be ordered i.e. KN95 masks, cleaning products</p> <p>Reception service needs further reviewing with regards to visitors handling and enforcing protocols i.e. use of calendars</p>	<p>TB</p> <p>TB</p> <p>CK</p>	<p>22-Mar</p>	<p>Yes</p> <p>Yes</p>
<p><u>Toilets and Hand Washing</u></p> <ul style="list-style-type: none"> ○ Reduced access to toilet facilities. Only toilets in use are 2 disabled, 1 gents, 1 ladies. 	<p>All personnel and visitors are reminded on a regular basis to wash their hands and are</p>	<p>Review of measures in place</p>			

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<ul style="list-style-type: none"> ○ Hand washing facilities with soap and water in place and Stringent hand washing taking place ○ Display hand washing guidance posters at entrance and at all sinks. ○ Drying of hands with disposable paper towels. 	<p>guidance via posters and signage is available., such as:</p> <ul style="list-style-type: none"> ▪ Wash hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. ▪ Display signs that remind people to wash their hands, and where to find hand sanitiser ▪ Catch, Bin It, Kill It and Hands, Face, Space signs and reminders <p>Monitor stock levels and identify areas that require replenishing. Regularly reviewed by management</p>				
<p>Cleaning</p> <ul style="list-style-type: none"> ○ Frequent cleaning, disinfection and wipe down of objects and surfaces such as door handles, light switches, shared desks/tables are undertaken by users of the premises. ○ Maintain a log of all areas that the cleaning company (and appointed cleaner) least once on each respective day. ○ Chairs and tables in public / activity spaces to be wiped down before and after each activity including door handles and surfaces touched. <p>Cleaning (after a suspected case of COVID-19)</p> <ul style="list-style-type: none"> ○ <i>Cleaning after someone suspected of coronavirus has left the building: building users leave the building and person doing the cleaning must wear disposable gloves, mask and apron and use disposable cloths and mop heads, which must be double bagged, labelled and stored for 72 hours before disposal. After removal of PPE, wash hands for 20 seconds. Clean all hard surfaces, floors,</i> 	<p>All personnel, renters and space hirers are required to clean and disinfect areas they use and access</p> <p>Regular and rigorous checks are carried out by management to ensure that necessary procedures are being followed.</p> <p>Cleaner will undertake a two-hour cleaning process on the days the Stress Project is open.</p> <p>Display sign/reminders asking users to clean surfaces and equipment after use.</p>	<p>Cleaners are adequately trained and informed of target areas</p>			

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<p><i>chairs, door handles, and sanitary fittings with warm soapy water and then disinfectant with usual cleaning products which are effective against enveloped viruses.</i></p>					
<p><u>People and Personnel</u></p> <ul style="list-style-type: none"> ○ HNG and tenants’ personnel are encouraged to maintain a mixture of on-site working and working from home, taking into account lone-working guidelines. ○ Virtual meetings are to be encouraged. In cases of one-to-one meetings, this should be by appointment only where possible. ○ Observe and adhere to all implemented procedures including posters and signage. ○ Observe and adhere to room capacity limits i.e. 1 person in kitchen at a time. ○ Redesigning movement of people throughout the building to ensure physical distancing in place 	<p>Where possible, community room and main hall can be used by tenants</p>	<p>Review of measures in place</p>			
<p><u>PPE</u></p> <ul style="list-style-type: none"> ○ It will remain a requirement for those visiting to wear (masks, scarfs or shields) in public spaces. 	<p>Stock is available on site for this to be provided where necessary</p> <p>Sign to encourage washing/sanitising of hands after fitting and removing face coverings is provided.</p>				
<p><u>Managing risk of infection</u></p> <ul style="list-style-type: none"> ○ Signage at entrance explaining that you should not enter if displaying coronavirus symptoms or live with someone who is displaying symptoms. ○ If anyone becomes unwell with a high temperature or has a new continuous cough, 	<p>Effective communication is maintained and cascaded as soon as possible</p> <p>All personnel are supported if they or a close family member of theirs is affected by coronavirus.</p>				

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<p>they are to be sent home and encouraged to stay home.</p> <ul style="list-style-type: none"> ○ Workplace testing and details of COVID-19 testing centres is highlighted and encouraged where necessary. ○ COVID-19 cleaning protocol will be initiated if there if a suspected case has been confirmed on site. ○ HNG, room hirer’s and tenants’ personnel will be required to co-operate with Track and Trace procedure and share information with building users as appropriate ○ Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. ○ All personnel and visitors are to be made aware of Track and Trace points. Visitors will also be required to share contact information with their host 	<p>Stay up-to-date on government guidance that may inform further actions (see https://www.gov.uk/coronavirus)</p> <p>Regularly review RA and update accordingly</p>				
<p>Mental Health</p> <ul style="list-style-type: none"> ○ Management will promote mental health and wellbeing awareness to all personnel and stakeholders, and offer whatever support is possible. <p>Reference: mind.org.uk</p>	<p>Open and regular communication of mental health information and open-door policy for those who need additional support.</p>				