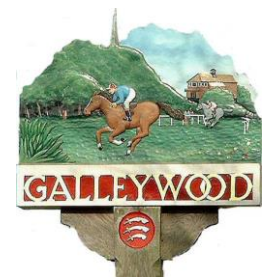


Galleywood Heritage Centre

(Registered Charity No 1128416)



The Common, Galleywood, Chelmsford, Essex, CM2 8TR

Galleywood Heritage Centre Trustees RISK ASSESSMENT- COVID Secure June 2020

Galleywood Heritage Centre will share this Risk Assessment with all hirers, and in return we require a Risk Assessment from each hirer, to reduce anxiety and help avoid any misunderstandings.

What is the hazard? Coronavirus / COVID -19

Why is it a risk? People could become infected (directly and indirectly) and then become seriously ill, or pass the infection onto other members of their family who could become seriously ill

Who is at risk? All staff, hirers and any contractors or visitors to Galleywood Heritage Centre

Every Hirer is required to carry out a COVID-19 Risk Assessment, so that sensible measures can be put in place to control the risks associated with COVID-19 for hirers, their customers, visitors and staff.

Hirers will be expected to consult their staff. Bookings will not be secured until risk assessment provided to Galleywood Heritage Centre at Mail@galleywoodheritagecentre.org.uk, or in person at the office at least seven days in advance of next hire.

Everyone is asked to comply with signage, particularly for new requirement to follow one-way entry and exit of rooms you are hiring, social distancing and handwashing advice

Risk	Likelihood	Impact	Combined	Action/Management
1. Contact with individuals who are unwell	2	4	8	To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.hse.gov.uk/news/coronavirus.htm . No unwell individuals are allowed in the centre and if they attend they must be sent home.
2. Hand Cleanliness	2	4	8	Hand washing facilities with soap and water is in place. Notices are displayed in WCs and in the office. Everyone is reminded to regularly wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.

3. Respiratory Hygiene	1	4	4	Reminders to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it. Avoid touching face, eyes, nose or mouth with unclean hands.
4. Surface Cleanliness	2	4	8	Frequently clean and disinfect of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, toilet seats, flush handles, reception area using appropriate cleaning products and methods.
5. Room Ventilation	1	3	3	Windows and doors open where possible.
6. Pinch Point, proximity of People	2	4	8	One way system in place to be observed. Signs and advice to adhere to social distancing rules set by government. Social Distancing -Reducing the number of persons in any area to comply with the 2 metre (6.5 foot) gap recommended.
7. PPE	2	3	6	Provide bins for disposal of PPE

Risk Categories
Likelihood
4. High probability - unsurprising, would expect on half or more occasions.
3. Moderate probability - might happen on between 20-50% of occasions.
2. Low probability - might happen between 5-20% of occasions.
1. Minimal probability - a rare, unexpected event, say less than 5%.

Risk Categories
Impact.
4. High impact - could result in event being stopped, serious injury to person.
3. Moderate impact - some delay or change of arrangements, involvement of several organisers and/or, minor injury to person.
2. Low impact - would occasion minor involvement of one of the organiser to resolve/deal with.
1. Minimal impact - taken in stride, no change to activity.

COVID-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. The hazard this risk assessment is to assist to reduce the spread of COVID-19 Coronavirus

Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done By & When
<ul style="list-style-type: none"> • Staff • Trustees • All Visitors to our premises including Members of public • Cleaners • Contractors • Drivers • Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions (Stay at Home follow Government advice) • Anyone else who physically comes in 	<p>Hand Washing</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place. • See hand washing guidance. <p>https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <ul style="list-style-type: none"> • Drying of hands with disposable paper towels or hand dryers. <p>https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</p> <ul style="list-style-type: none"> • Gel sanitisers in any area where washing facilities not readily available 	<p>Employees and all other users to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme</p> <p>https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.hse.gov.uk/news/coronavirus.htm</p>	<p>Trustees</p> <p>ALL</p> <p>Trustees</p>	<p>Notices displayed in WCs and in the office</p> <p>Ongoing</p> <p>Notices displayed in all buildings</p>	<p>MH Done Mar-20</p> <p>MH Done Mar-20</p>

<p>contact with a member of staff in relation to our business</p>		<p>Posters, leaflets and other materials are available for display. https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</p>			
<ul style="list-style-type: none"> • 	<p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p>	<p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p>	<p>Trustees</p>	<p>Volunteer or Unfurlough Part-time? Action prior to re-opening and before each subsequent opening</p>	
<ul style="list-style-type: none"> • 	<p>Social Distancing Social Distancing -Reducing the number of persons in any work area to comply with the 2 metre (6.5 foot) gap recommended by the Public Health Agency https://www.hse.gov.uk/news/coronaviruses.htm https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks. Redesigning processes to ensure</p>	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to. Visitors to the centre should continue to be excluded until such time there is further guidance from the Government.</p>	<p>Trustees</p>		

	<p>social distancing in place.</p> <p>Ensuring sufficient rest breaks for staff.</p>				
•	<p>Wearing of Gloves</p> <p>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Gloves to be worn when cleaning. Strong rubber gloves to provided and used. Staff wash rubber gloves after using them and store them in a clean place.</p> <p>https://www.hse.gov.uk/skin/employ/gloves.htm</p>		Strong rubber gloves to provided and used.	
•	<p>Masks</p> <p><i>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</i></p> <p>If wearing masks, wearers must be clean shaven.</p>	<p>To minimise the risk of transmission of COVID-19</p> <p>https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</p>			
•	<p>Symptoms of COVID-19</p> <p>If anyone becomes unwell with a new continuous cough or a high temperature, loss of taste and smell in the workplace they will be sent home and advised to follow the stay</p>	<p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>			

	<p>at home guidance. 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 the Public Health Authority 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. https://www.hse.gov.uk/news/coronaviruses.htm</p>				
•	<p>Drivers Procedures in place for Drivers to ensure adequate welfare facilities available during their work - Reference https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm</p> <p>COVID-19-guidance on freight transport.</p> <p>Persons should not share vehicles or cabs, where suitable distancing cannot be achieved</p>	<p>Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities.</p> <p>Works operatives should be encouraged not to travel vehicles together. If this is not possible, they should wear gloves, masks and use sanitiser.</p>			
•	<p>Mental Health Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and</p>	<p>Regular communication of mental health information and open door policy for those who need additional support.</p>			

	<p>will offer whatever support they can to help</p> <p>Reference - https://www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/ www.hse.gov.uk/stress</p>				
•	<p><u>Working Safely</u></p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</p> <p>The five steps are also key</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely</p>	<p>Staying COVID-19 Secure in 2020</p> <p>We confirm we have complied with the government's guidance on managing the risk of COVID-19</p> <ul style="list-style-type: none"> • FIVE STEPS TO SAFER WORKING TOGETHER <p>We have carried out a COVID-19 risk assessment and shared the results with the people who work here</p> <p>We have cleaning, handwashing and hygiene procedures in line with guidance</p> <p>We have taken all reasonable steps to help people work from home</p> <p>We have taken all reasonable steps to maintain a 2m distance in the workplace</p> <p>Where people cannot be 2m apart we have done everything practical to manage transmission risk</p>			

Version	Date	Author	Status	Approved By
0.1	29 th May 2020	Richard Hyland	Draft	
0.2	30 th May 2020	Richard Hyland	Draft	
0.3	04 th June 2020	Richard Hyland	Draft	
1.0	08 th June 2020	Richard Hyland	Final - Published	GHC Management Committee