

<b>Establishment:</b> Heath House Cheadle Road, Uttoxeter, ST14 7BY	<b>Date:</b> <b>July 2020</b> <b>04 September 2020</b> <b>16 September 2020</b>	<b>Assessor(s)</b> (1) Emma Northam  (2) Bruce Mcalpine
<b>Task/Activity/Location/Work Equipment:</b> <b>Disease and infection: Protection against Covid-19</b>		<b>PBMRA 000</b>

**PART A:**

<b>Hazards identified:</b> <b>COVID - 19</b>	<b>Coronavirus infection is acquired by 2 principle routes</b> - Whilst Coronavirus symptoms are often mild, it can cause acute illness & in some individuals death. Infection is acquired by 2 principle routes: <ol style="list-style-type: none"> <li>1. Airborne droplets carrying the virus which have been exhaled by an infected person. The risk is greatest when a person is displaying symptoms, but not all infected persons have symptoms. Coughs &amp; sneezes increase infection risk. The virus can enter another person via mouth, nostrils or eyes.</li> <li>2. Contamination of hands from touching a surface contaminated with virus particles (because an infected person has coughed or sneezed over it, or passed on the germs with their hands) &amp; then touching your own face (mouth, nostrils, eyes) <b>with your contaminated hands.</b></li> </ol>	<b>Risk Rating (tick)</b> (without controls in place) <b>HIGH</b> MEDIUM LOW  <b>We cannot alter the severity of the illness.</b>  <b>We can implement measures to reduce the risk of infection.</b>  <b>The severity of the disease: Potentially death</b>  <b>The risk of infection: Continually changing dependant upon the R rate</b>
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**PART B:**

<b>Who is at risk (tick)</b>	Employees	x	Clients / Customers	x	Visitors	x
	contractors	x	Others (specify)			

**PART C:**

<b>Control measures required to manage health and safety:</b>	
<b>1.</b>	<b>Everyone must protect themselves from infection in 2 principle ways</b> - Assume everyone is infected: A. <u>SAFE SOCIALISING</u> - Social distancing – as far as possible, keep the minimum distance advocated by the government from all other people. This will reduce the risk that you inhale airborne virus particles from an infected person. B. <u>WASH HANDS REGULARLY</u> . Ensure all team members wash hands frequently & vigorously using soap and water for 20 seconds in which they have been trained. Avoid touching your face.
<b>2</b>	<b>EMPLOYEES:</b> <ul style="list-style-type: none"> <li>All team members must complete in-house Coronavirus Training before returning to work &amp; on recruitment. This will make them aware of the controls within this RA (Risk Assessment).</li> </ul>

	<ul style="list-style-type: none"> <li>• No team members may work unless they have completed the training.</li> <li>• All employees to be assessed on fitness to return to work</li> <li>• All employees to confirm if they are classed as vulnerable</li> <li>• Separate risk assessments to be carried out for those who are vulnerable. No one on the current team is vulnerable.</li> <li>• Should a team member develop symptoms whilst at work, they should be sent home immediately to self-isolate (10 days) and get tested.</li> <li>• If an employee tests positive, we will cooperate with requests from test and trace to help them in contacting those who have used the building.</li> </ul>
4	<p><b>How to keep the virus out of the building</b> – The Virus will only enter the building with another person, either because they are infected or because they carry the virus on their hands.</p> <ul style="list-style-type: none"> <li>• Clear signage to be displayed at entrances to the building, instructing persons with Covid-19 symptoms not to enter the building.</li> <li>• Employees must not come to work if they have symptoms or have had symptoms in the last 10 days OR someone in their household has had symptoms in the previous 14 days.</li> <li>• Before each employee starts their shift they must take their temperature. If above 37.8C, that individual must immediately return home &amp; self-isolate.</li> <li>• Hand hygiene stations are available at entry points to the building.</li> <li>• Signage asks everyone to play their part and sanitise their hands on entering the building.</li> <li>• Employees must wash hands thoroughly &amp; in accordance with their training, on arrival at work.</li> <li>• Unless travelling alone in a private vehicle, employees must not travel to work in their work clothing. They should change on arrival at work washing hands before &amp; after changing. As per pre-existing guidance, those working in the kitchen must bring clean clothes and change into them on arrival.</li> <li>• CONTRACTORS / SUPPLIERS / DELIVERIES must attend outside of trading hours wherever possible. Where possible, they must: <ul style="list-style-type: none"> <li>○ Make an appointment</li> <li>○ Call from car park/street on arrival so that access can be arranged, maintaining social distancing &amp; coming into contact with minimum number of people.</li> <li>○ Wear a face covering mask whilst in the building.</li> <li>○ Always wear disposable gloves</li> </ul> </li> </ul>
	<p><b>REDUCING INFECTION BY SOCIAL DISTANCING</b>  <b>Current guidance: 2 meters OR 1m+ mitigation</b>  Social distancing is one of the most effective means of reducing the risk of infection. Current guidance is to maintain a 2 metre distance between people OR 1 metre plus an additional measure.</p> <p><b>EMPLOYEES</b></p> <ul style="list-style-type: none"> <li>• Office space has been rearranged so that computer stations are 1 metre apart.</li> <li>• Desks have been rearranged so that employees do not face each other.</li> <li>• Where possible, employees will reduce the amount of time that they spend in the office together.</li> </ul> <p><b>CONFERENCE AND MEETING CUSTOMERS</b></p> <ul style="list-style-type: none"> <li>• Entry to the building: Markers outside the building at 2m intervals. <b>[Not to be done until we have an opening date]</b></li> </ul>

	<ul style="list-style-type: none"> <li>• Arrival times: To be staggered as part of the booking process</li> <li>• Groups to be directed straight to their meeting room.</li> <li>• Meeting room capacity recalculated: <ul style="list-style-type: none"> <li>○ Boardroom style: (Sitting facing each other around a meeting table) Customers MUST be 2 metres apart OR 1 metre apart and must wear visors or masks</li> <li>○ Lecture style: 1 metre, plus mitigation. Clients sit in rows facing the same direction. Facing the same direction is a mitigating step</li> <li>○ Classroom style: Customers MUST be 2 metres apart OR 1 metre apart and must wear visors or masks</li> <li>○ Cabaret. (Sitting facing each other around a meeting table) Customers MUST be 2 metres apart OR 1 metre apart and must wear visors or masks</li> </ul> </li> <li>• Screens have been considered as a means of keeping people safe. Our evaluation is that this is unlikely to reduce the risk of infection if the individual is in the meeting room for more than 15 minutes. Air circulates and so the screens serve little or no purpose.</li> <li>• Where practical, each group assigned specific toilets to further reduce contact between groups.</li> <li>• Where practical, each group will break at a different break time when they will use the toilet facilities. This will be established as part of the booking process. Toilets will be cleaned after each group has finished their break. Antiviral products will be provided for customers to use. A cleaning time sheet will be displayed in each toilet.</li> <li>• Ventilation: All customers will be advised to make maximum use of ventilation by keeping windows open. Where appropriate, customers will be asked to keep their meeting room door closed to reduce the risk of transmission between groups.</li> </ul>
5	<p><b>ALL CONTACT SURFACES</b> pose a risk of infection. eg tables, handles, rails, light switches, pull cords, chairs, pens, toilet flush cords, taps or equipment.</p> <ul style="list-style-type: none"> <li>• Treat all surfaces as though they are infected.</li> <li>• Reduce the risk of infection by only touching surfaces when absolutely necessary.</li> <li>• Where possible, prop open doors on arrival and at break times (Not fire doors)</li> <li>• Signage will be displayed to ask everyone to play their part in staying safe. Don't touch surfaces unless it is necessary and wash hands after touching surfaces.</li> <li>• Reduce the need to share equipment or touch surfaces. <ul style="list-style-type: none"> <li>○ Water Jugs for conference customers: Either a jug per person OR sanitiser and paper towels available.</li> <li>○ Coffee Flasks for Conference Customers: Signage, sanitiser, paper towels next to coffee stations</li> <li>○ Coffee cups: Conference Customers cannot help themselves to coffee cups. Instead, set a cup next to each persons place.</li> <li>○ Pens cannot be shared when signing in – routines have been amended and where necessary, those who need to sign in have been asked to carry their own pens.</li> <li>○ Conference customers: Pens: Where possible, customers will be advised to bring their own pens. Where it is not possible to avoid using pens, we will provide pens. Pens can only be reused if they are treated with antiviral spray and then quarantined for more than 7 days.</li> <li>○ Shared spaces: eg coffee lounge. Customers can no longer use shared areas freely. Shared areas will be booked out and managed in the same way as the meeting rooms. This prevents cross-infection between groups and ensures that thorough cleaning can take place.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Toilets: Where possible, each conference group is assigned to use a toilet(s). <b>EG Toilet A</b> is only used by <b>Group A</b> and <b>Toilet B</b> is only used by <b>Group B</b>. Where this is not possible, we will reduce the risk by separating usage by time. Antiviral spray will be available for customers to use.</li> <li>○ Office: Where practical employees must avoid sharing equipment. Computer keyboard, desk and mouse identified as risk – shared by two employees. Steps have been taken to reduce the need for employee B to use the computer. This issue has been discussed with employees. Antiviral wipes provided. Equipment to be cleaned at the end of a shift by the person using it. To be cleaned again at the beginning of a shift.</li> <li>○ REMOTE CONTROLS: To be placed in a clear food bag and changed after every customer.</li> </ul> <p>Other surfaces:</p> <ul style="list-style-type: none"> <li>● Initially, table cloths will not be used. When appropriate, we will start to use table cloths. We already change table cloths between customers.</li> <li>● Linin Napkins cannot be used. Disposable napkins only until measures are relaxed by government.</li> </ul> <p>Cleaning routines:</p> <ul style="list-style-type: none"> <li>● All frequently used contact surfaces <b>MUST</b> be cleaned as each group leaves. They should be cleaned again as part of the opening checks each day and again as part of the closing checks each night. This will be documented on a dated tick sheet.</li> <li>● With the exception of food preparation areas, contact surfaces should be cleaned using an antiviral disinfectant. Contact time 5 mins. Always with a clean disposable cloth.</li> </ul> <p>NOTE: Chemicals used within the kitchen area are strictly controlled in order to avoid contamination. Chemicals that can be used in the kitchen area are H2 sanitiser</p>
	<p><b>PPE:</b>  PPE offers some protection, but this is limited.  Each member of staff will be issued with two visors, two reusable face masks. These will be replaced periodically.  In addition, disposable latex-free gloves, disposable masks and disposable aprons will be available.</p> <ul style="list-style-type: none"> <li>● Customer-facing: Employees <b>MUST</b> wear a visor to protect their eyes nose and mouth. Masks and gloves are available if the employee wishes to wear them.</li> <li>● Cleaning: Employees <b>MUST</b> wear a visor to protect their eyes nose and mouth, disposable gloves and a disposable apron. Disposable PPE must be bagged and binned after use.</li> <li>● Food Preparation: In addition to the usual requirements, current advice is <b>NOT</b> to wear gloves but continually wash hands. Masks to be worn to cover mouth and nose. Aprons should already be worn in the kitchen and rules are already in place to ensure chefs and kitchen staff change into whites / blacks on arrival at work.</li> </ul> <p>CUSTOMERS</p> <ul style="list-style-type: none"> <li>● MASKS: No specific guidance exists for meeting rooms so we will follow guidance for conference centres and exhibition halls until further clarification is issued.  <a href="https://www.legislation.gov.uk/uksi/2020/791/contents">https://www.legislation.gov.uk/uksi/2020/791/contents</a></li> <li>● With the exception of those who are deemed to have reasonable excuse, and those explicitly excluded, customers must wear masks in the corridors and also within the meeting rooms.  The guidance gives the following as reasonable excuse  Someone who cannot put on, wear or remove a face covering—</li> </ul>

	<ul style="list-style-type: none"> <li>• because of any physical or mental illness or impairment, or disability (within the meaning of section 6 of the Equality Act 2010 <a href="#">F1</a>), or</li> <li>• without severe distress;</li> </ul> <ul style="list-style-type: none"> <li>• <b>MASKS AND TUTORS:</b> The guidance states that the requirement does not apply “to any other person providing services in the relevant place under arrangements made with the person responsible for a relevant place;” This suggests that tutors are exempt, however we advise tutors to wear visors rather than masks as this will enable better interaction with the audience and will give their delegates or colleagues a sense of safety.</li> </ul> <p>Face coverings can be removed in order to eat, drink, take medication, verify identity.</p> <p>Face coverings can be temporarily removed in meeting rooms when answering a question</p> <p>We will not provide PPE for customers, but we will have spare items available to help anyone who forgets to bring their mask.</p>
	<p><b>VENTILATION</b></p> <p><b>All rooms have windows that open.</b></p> <ul style="list-style-type: none"> <li>• Employees advised to open windows to increase the circulation of FRESH air</li> <li>• Customers will be advised to open windows to lower the risk of infection.</li> </ul>
	<p><b>TEST AND TRACE</b></p> <p>Everyone entering the building must agree to be contacted by authorities responsible for testing and tracing those at risk of infection.</p> <p>Self-declaration forms will be provided.</p> <ul style="list-style-type: none"> <li>• Employees will sign a self declaration.</li> <li>• Conference users will be given two options. <ul style="list-style-type: none"> <li>▪ A group declaration form will be available which will be sent out with the final details.</li> <li>▪ Where a group declaration is not appropriate, individuals will be asked to complete an individual declaration form.</li> </ul> </li> <li>• Visitors who do not fall into another group will be signed in to the building and will be asked if they are suffering from any COVID symptoms.</li> <li>• Anyone who does not agree to this, cannot enter the building.</li> <li>• Where appropriate, self declaration forms will be used instead of asking people to sign into and out of the building. (Removes the need to share a pen and desk)</li> </ul>
	<p><b>KEEPING THE VIRUS OUT OF THE BUILDING</b></p> <ul style="list-style-type: none"> <li>• Staff will take their own temperatures upon arrival at work: Temperature of 37.8 degrees or more and they cannot enter. They must leave and must self isolate.</li> <li>• Conference customers arriving for a meeting will be subject to a self declaration and will be asked about temperature and wellbeing.</li> <li>• Employees have been trained to ask these questions. Employees have been given the right to refuse entry.</li> <li>• This will be discussed with regular conference clients and a procedure agreed to manage this difficult situation sensitively.</li> </ul>
	<p><b>TEMPERATURE CHECKS:</b></p> <ul style="list-style-type: none"> <li>• Employees will check their own temperature at the start of every shift.</li> <li>• Temperature checks will be requested for anyone entering the building.</li> </ul>
	<p><b>ONE WAY SYSTEMS:</b></p> <ul style="list-style-type: none"> <li>• These have been evaluated and will not be used as they will not be effective in our setting. Instead, entry and exit to the building can be controlled by time.</li> </ul>