

LOCATION	Visitors Property Wide				
DEPARTMENT	Property Wide	HEAD OF DEPT.	Mike Bird, Centre Manager	DATE	27/05/2020
ACTIVITY	Coronavirus Risk Assessment for Visitors using HEART				

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.

Nature of hazard	Worst outcome	Groups at risk	Current precautions	Estimation of risk	Further precautions
Spread of Covid-19 Coronavirus	Death or Major Illness	Pulse members	<p>Front car park to remain closed to enable more space for queueing and ensure 2m distancing is managed on-site.</p> <p>Pulse members/room hirers to access through pedestrian gate, other users through main gate, where possible.</p> <p>Keeping café (takeaway) customers out of the main building limits the potential spread of Covid.</p> <p>Pulse members requested to use the toilets on their respective floors. Café visitors to only use Buckingham toilet.</p> <p>Wheelchair users will be allowed access through the main door to use the changing place toilet and should exit the same way: although this doesn't maintain a one-way flow it does ensure the wheelchair user doesn't exit into the middle of any takeaway queue.</p>	<p>Severity of hazard :3 Likelihood of event :2 Adequacy of controls :Good</p>	<p>As more people return to the building these precautions will be updated and amended as necessary. This may include additional cleaning/hygiene measures or greater emphasis on direction of travel through the building.</p>

Markings are clearly laid out for those using café ensuring a 'one-way' system. Pulse members to use fire exit to access café but ideally can pre-order and have 'delivered' their menu choices.

Pulse members to be requested either to bring their own lunch or eat from Assembly rather than visiting other establishments on a lunch break.

The kitchen area of Pulse should be limited to one person at a time and Pulse members should ensure they limit the use of mugs and utensils they use, washing up all items. (HEART staff and volunteers will not take on responsibility for removal of or washing up of items).

Hand washing facilities with soap and water in place.

See hand washing guidance.

<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

Drying of hands with disposable paper towels.

<https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/>

Hand sanitisers available throughout the building and directly outside Pulse

As soon as we have details of all returning Pulse members we can then ensure the layout meets the needs of those returning and is

			<p>doors to be used when entering or exiting.</p> <p>Cleaning products available in the kitchen area alongside anti-bacterial wipes which each Pulse member should use to wipe down their own desk space and any other surfaces they have come into contact with; particularly door handles, kitchen area, kettle etc.</p> <p>All current Pulse members have been contacted about returning.</p>		<p>compliant with social distancing regulations.</p>
<p>Spread of Covid-19 Coronavirus</p>	<p>Death or major illness</p>	<p>Room hirers</p>	<p>Front car park to remain closed to enable more space for queueing and ensure 2m distancing is managed on-site.</p> <p>Pulse members/room hirers to access through pedestrian gate,</p> <p>Keeping café (takeaway) customers out of the main building limits the potential spread of Covid.</p> <p>Markings are clearly laid out for those using café ensuring a 'one-way' system.</p> <p>Where possible toilets will be allocated per room:</p> <p>Ridge: Disabled toilet</p> <p>Claremont, Broomfield, Newport: Disabled toilet</p> <p>Granby, Beckett, Shire Oak: groundfloor toilets.</p> <p>Staff and wheelchair users: Changing place.</p> <p>Hand washing facilities with soap and water in place.</p> <p>See hand washing guidance.</p>	<p>Severity of hazard :3</p> <p>Likelihood of event :2</p> <p>Adequacy of controls :Good</p>	<p>As more people return to the building these precautions will be updated and amended as necessary. This may include additional cleaning/hygiene measures or greater emphasis on direction of travel through the building.</p> <p>In particular circumstances (the return of Solace or the AA as an example there may be a need to review current practice and look at revised room occupancy and/or the use of Reception as an area where people meet.</p>

<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

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Signage in all toilets indicates the need to wash hands and anti-bacterial wipes to wipe down surfaces on leaving the toilets.

All room organisers to explain toilet allocation to their clients/those attending their group or session.

Rooms will have anti-bac wipes and, at the close of the meeting, surfaces should be wiped down including chairs, tables and door handles before leaving the room.

Gloves will be available and these can be worn by both room organiser and clients but it should be recognised this is not a substitute for good hand washing procedures.

Social distancing should be adhered to by all room users. HEART will ensure – as much as possible that rooms are set with a layout to enable 2m spacing. However, it is up to the individuals at each meeting/session to maintain good social distancing.

Furniture in reception will remain but clients will be asked to wait near the room of the person they are meeting: Hollin on the first floor and at the end of the corridor for Granby.

HEART reserves the right to stop any meeting and disperse the participants if, in our judgement, the rules on social distancing are being flouted.

			There is no access to Assembly through reception and, if room hirers or clients want food or drink they would either join the queue for takeaway from the front car park or we could provide teas and coffees in the room.		
Spread of Covid-19 Coronavirus	Death or major illness	General users or visitors eg those looking to hire space, look at art etc (Please note risk associated with customers using the café as takeaway is covered in the Café Risk Assessment)	<p>Front car park to remain closed to enable more space for queueing and ensure 2m distancing is managed on-site.</p> <p>Keeping café (takeaway) out of the main building limits the potential spread of Covid.</p> <p>Markings are clearly laid out for those using café ensuring a 'one-way' system. Where possible, if people have come to enquire about the space, hiring rooms etc this will have been notified in advance and either space dedicated in reception or a room booked for staff member to meet them.</p> <p>Ad hoc visits will occur and these people kept at reception (or ideally outside) until a staff member is able to see them safely. At a minimum the 2m social distancing should be adhered to.</p> <p>Signage on office door indicates no-one should now be entering without permission other than current working members of staff.</p> <p>Hand washing protocols exist for all visitors and, at a minimum, all visitors should use the hand sanitiser available at reception.</p> <p>A perspex screen on reception ensures a barrier between volunteers and visitors.</p> <p>Any payments (for tickets, books etc) should be made by card only.</p>	<p>Severity of hazard :3</p> <p>Likelihood of event :2</p> <p>Adequacy of controls :Good</p>	<p>It may be possible to allow visitors to look at the art exhibitions if we can do that safely and ensuring 2m social distancing. We need to ensure having people in corridors and rooms does not adversely affect Pulse users or room hirers.</p> <p>Training to be given to volunteers on Green Yard procedures as and when they become clearer.</p>

			Plants from the Green Yard should also be bought by card. There is no access to Assembly through reception		
Emergency – First Aid, Fire Evacuation	Fatality	Visitors, Staff and Volunteers	5 members of staff have current First aid although some continue to be furloughed. Additional care needs to be taken due to the possible transmission of Covid. If a user has Covid-like symptoms the current procedure is to find a room (or outdoor space) well away from others for them to stay in until further advice can be sought. First Aid Kits available from reception and the café. Weekly testing of fire alarm completed. Regular servicing of fire alarm and fire extinguishers by competent contractor. Fire risk assessment undertaken April 2014. Fire exits and routes to fire exits are well sign posted and exit routes and doorways are kept clear. Appointed fire wardens. Emergency procedures training and booklet issued to all members of staff and volunteers. Full evacuation tests carried out 6 monthly.	Severity of hazard :3 Likelihood of event :1 Adequacy of controls :Good	Need to re-assess all first-aiders and have protocols in place for Covid related issues. The existing fire procedures cover the building for evacuation. If any changes are made these will be detailed on the individual room 'maps'. (During a fire evacuation the 2m rule does not need to be complied with if there is an issue of immediate safety.) We will aim to conduct an evacuation within one month of reopening.

Assessment carried out by	Mike Bird	Date of previous assessment	n/a new assessment for Covid
Job title	Centre Manager	Date of this assessment	27/05/2020
Signed	Mike Bird	Assessment review	As and when required if regulations change