

# MANCHESTER SETTLEMENT -

## RISK ASSESSMENT **General Covid-19 Operating Procedures**

This risk assessment is intended to assist Manchester Settlement to assess and implement precautionary measures to reduce the spread of COVID-19 disease. The risk assessment is based on guidance from Public Health England and Department for Education for educational settings and their key workers.

Specific service and activity risk assessments /procedures reinforce and add detail to this

Focus	Area of consideration	Preventative action taken
Staff	<b>Attendance</b>	<ul style="list-style-type: none"> <li>• Staff will only attend the work if they are symptom free, have completed the required isolation period or achieved a negative test result.</li> <li>• Individual health and personal needs will be considered in determining when staff should return to working from the centre</li> <li>• Returning staff will be risk assessed with a health declaration</li> <li>• Working from home options will be available for specific tasks that do not require presence at the workplace</li> <li>• The e sign in system should continue to be used, with the "USE/WIPE" System</li> </ul>
	<b>Spacing/ Distancing</b>	<ul style="list-style-type: none"> <li>• Social distancing must be maintained with colleagues and the public</li> <li>• Workstations will be positioned 2m apart, alternatively a physical barrier between workstations will be implemented.</li> <li>• Public facing desks such as the reception desk will have plastic screens as a barrier</li> <li>• All 2m distancing rules can be adapted to 1m where a physical barrier is in place, such as a mask or visor</li> <li>• Staff members will avoid physical contact with each other including handshakes, hugs etc. and will maintain a 2 metre distance.</li> <li>• Office based meetings etc will take place in rooms where social distancing can be maintained</li> <li>• Each room will have a set layout that ensure social distancing</li> <li>• Signs in each room will indicate capacity and layout</li> <li>• Alterations to room layouts that heed social distancing must be approved by a senior manager</li> <li>• Staff and visitors should not pass on the stairs, wait here spots are located on landings where 2m distancing can be maintained</li> <li>• Lifts are only to be used by one person at a time, unless all parties are wearing masks</li> </ul>
	<b>Training and Communication</b>	<ul style="list-style-type: none"> <li>• All staff members will receive appropriate instruction and training in infection control and the operating procedure and risk assessments within which they will be operating</li> <li>• Risk Assessments will be available to all staff and visitors</li> <li>• Visitors will be greeted with information on how covid 19 systems operate, a summary briefing note will be issued</li> </ul>

<b>Visitors</b>	<b>Events Planned meetings or group events</b>	<ul style="list-style-type: none"> <li>• All planned events should be entered into the admin calendar</li> <li>• The admin calendar will be reviewed at the weekly Internal Communications Meeting and matters resolved</li> <li>• Front door should be opened from the reception desk</li> <li>• On entry all visitors will be required to sign a manual sign in sheet with contact details and declaration they understand our systems</li> <li>• Group leaders need to plan/ manage reception as part of their group planning to ensure that 2m distance is maintained</li> <li>• Each Meeting or event will have a lead member of staff who will carry the responsibility for communicating responsibilities to participants (*visitor briefing sheet)</li> <li>• If the event is led by another organisation, the external group leader will be briefed by a linked staff member (*visitor briefing sheet)</li> <li>• Social distancing measures will apply for any essential visits, visitors and staff must remain 2 metres apart or 1 metre with a face mask or visor.</li> <li>• Visitors must use hand sanitizer on entry and departure</li> <li>• Equipment brought into the centre should be cleaned before entry and immediately after entry</li> <li>• Each event will need to have a distinct plan for refreshments. Refreshments should be minimised and should make use of disposable materials.</li> </ul>
<b>Visitors</b>	<b>Unplanned Callers</b>	<ul style="list-style-type: none"> <li>• On entry all visitors will be required to sign a manual sign in sheet with contact details</li> <li>• Services are not currently planned that invite unplanned callers</li> <li>• Unplanned callers will be greeted according to social distancing measures and required to use the handwash station</li> <li>• Unplanned callers should be seated in reception, and key members of staff asked to attend, they should not be left alone</li> </ul>
<b>Travel</b>		<ul style="list-style-type: none"> <li>• If public transport is necessary, current guidance on the use of public transport must be followed</li> <li>• Parents prams, car seats, scooters, etc.. can only be stored in the external pram shed</li> </ul>
<b>Hygiene and Health &amp; Safety</b>	<b>Hand Washing and Hygiene</b>	<ul style="list-style-type: none"> <li>• All staff and visitors must wash their hands sanitiser on entry to the building. If they wish to use soap and water, they must be escorted to the facility nearest the event</li> <li>• Staff and visitors should use toilets for thorough hand washing (20 seconds)</li> <li>• Staff and visitors should use cleaning resources provided to clean surfaces after using toilets and meeting rooms and staff kitchens</li> <li>• PPE will be available for settings that have been specifically assessed as requiring PPE. It should be disposed of using the double bag system</li> <li>• An optional supply of masks will be available from reception for any visitors requesting</li> </ul>
	<b>Cleaning</b>	<ul style="list-style-type: none"> <li>• An enhanced cleaning schedule in line with government COVID-19 cleaning of non- healthcare settings guidance will be implemented that includes staff PPE recommendations, furniture, toilets, surfaces and equipment.</li> <li>• Communal area, touch points and hand washing facilities will be cleaned and sanitised regularly, cleaning materials such as antibacterial spray/wipes will be available in each room.</li> </ul>

	<b>Staff Offices</b>	<ul style="list-style-type: none"> <li>• Desks will not be shared</li> <li>• Staff should use cleaning materials to clean desks and equipment at the start and end of the day</li> <li>• The sharing of equipment should be avoided. Computers, stationery and telephones should be used where possible by one person only</li> <li>• Where it is not possible to avoid shared equipment – such as a shared phone or printer, copier etc. These items should be subject to the USE/WIPE system</li> </ul>
	<b>Waste disposal</b>	<ul style="list-style-type: none"> <li>• All waste will be disposed of in a hygienic and safe manner</li> <li>• PPE must be double bagged</li> <li>• Tissues must be put in the bin immediately</li> <li>• Waste with paper towels and tissues must be double bagged and disposed of twice a day</li> </ul>
	<b>Laundry</b>	<ul style="list-style-type: none"> <li>• All items within the setting requiring laundering must be washed in line with NHS laundry guidelines</li> <li>• Staff kitchen areas will not have towels or cloths</li> </ul>
	<b>PPE</b>	<ul style="list-style-type: none"> <li>• Government guidance is that PPE is not required for general use to protect against COVID- 19 transmission.</li> <li>• An optional supply of masks will be available from reception for any visitors requesting</li> <li>• Specific tasks – deep cleaning and personal care are subject to the use of PPE</li> </ul>
<b>Premises</b>	<b>Building Management</b>	<ul style="list-style-type: none"> <li>• Normal health and safety checks and routines will continue</li> <li>• Windows or Vents will be opened where possible to ensure ventilation</li> <li>• use of lifts will be avoided and 1 person at a time other than where absolutely essential</li> <li>• Hand sanitiser will be available in reception and on each floor</li> <li>• 1 person at a time will be permitted in the kitchens and equipment must be cleaned after use.</li> </ul>
<b>Supplies</b>	<b>Procurement &amp; monitoring</b>	<ul style="list-style-type: none"> <li>• The premises manager will manage stocks of PPE and cleaning products to ensure risks of running out are minimised</li> </ul>
<b>Responding to a suspected case</b>	<b>Suspected case</b>	<ul style="list-style-type: none"> <li>• In the event of a staff member or visitor/ service user reporting that they have developed symptoms, they will be reminded of the need to take a test and to inform us of the result</li> <li>• The area should be thoroughly cleaned, immediately if the area cannot be left unvisited, and if the area can be left unvisited then cleaned after 72 hours</li> <li>• The person responsible for cleaning the area should wear appropriate PPE</li> <li>• In the event of a staff member developing suspected coronavirus symptoms whilst working at the nursery, they should return home immediately and isolate at home in line with the NHS guidance. Staff will apply to be tested online either via a home test or at the testing centre advised by the NHS</li> </ul>

	<b>Confirmed case</b>	<ul style="list-style-type: none"><li>• If a visitor/service user or staff member tests positive for COVID-19 they should inform the setting immediately. Staff will be required to follow isolation guidelines</li><li>• In the event that we are informed that a staff member/or visitor/ service user has been diagnosed as having coronavirus. The CEO or deputy will coordinate follow up telephone contacts to others that are assessed to have been in the vicinity of the infected person</li><li>• If further cases are confirmed in the group or setting public health England will conduct a rapid investigation and advise the setting of the appropriate actions to take.</li></ul>
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**Checked: SMT**

**The risk assessment will be reviewed as required in line with Government, DFE and public health England guidelines.**

**Created 09/07/20**

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**Shared with staff on**