



Red Balloon NWL COVID-19 Risk Assessment Feb 2021

<u>The main Hazard Identified</u>	<u>Who is affected</u>	<u>Measures to reduce risk</u>	<u>Actions/by</u>
<p>Spread of Covid-19 Coronavirus</p>	<p>Staff</p> <p>Students</p> <p>Visitors</p>	<p><u>Hand Washing</u> Hand washing facilities with soap dispensers and water in place. Hand sanitiser to be available at the main entrance to the building. All staff and students to be encouraged to use hand sanitiser when entering the building and to wash hands regularly including before meals and as usual when using the toilet</p>	<p>Employees are 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 your face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p>
		<p><u>Cleaning</u> Thorough cleaning of the centre at the end of the day.</p>	<p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p>
		<p><u>Symptoms of Covid-19</u> If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised</p>	<p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>

		<p>to follow the stay at home guidance as well as seeking an immediate test. Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff, student, or member of the public has developed Covid-19 and were recently on our 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.</p>	
		<p><u>Lateral Flow testing</u> All staff and students will be tested for COVID-19 twice weekly using a home testing kit (lateral flow system). If anyone has a positive test result they will not be permitted to attend the centre and should follow current government guidance. Close contacts of this person will also be advised to follow current government guidance on self isolation.</p>	<p>COVID testing team leaders (CT and FK)</p>
		<p><u>Mental Health</u> Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p>	<p>Regular communication of mental health information and open door policy for those who need additional support.</p>
		<p><u>Face coverings</u> All staff, students and visitors to be encouraged to wear face coverings at all times except when</p>	<p>Face coverings to be worn following the procedures set out in the following guidance</p>

		eating/drinking, unless exempt.	https://www.gov.uk/government/publications/face-coverings-in-education
		<u>Visitors</u> Visitors to be kept to essential visits only and meetings to take place via video link where possible.	
Working from home - overuse injuries or injuries caused by poor working arrangements/posture	Staff Students	Management to encourage staff and students to assess their working arrangements at home, to ensure they are sitting on appropriately supportive chair and are using the laptop at a comfortable height for the eyes. Staff and students who require equipment such as chairs, laptop stands or keyboards in order to create a more ergonomic workplace will be provided with this equipment.	