

Risk assessment – including new community kitchen space / COVID-19



Company name: ETNA Community Centre

Assessment carried out by: VJ/SC/IP

Date of next review: 16th August 2021

Date assessment was carried out: 16th July 2021

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Slips and trips	Staff, clients/visitors may be injured if they trip over objects or slip on spillages.	<ul style="list-style-type: none"> • General good housekeeping • All areas well lit, including stairs • No trailing leads or cables • ETNA and partners to keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately • Offices cleaned every evening 	<p>Better housekeeping in GF/FF kitchen needed, e.g. on spills</p> <p>Ensure no items are left unattended in communal areas</p> <p>Regular checking of all areas internal and external to check for hazards or maintenance repairs that are required</p> <p>Use of Yellow Hazard sign when floor is wet/spills</p>	<p>All staff to monitor</p> <p>All staff to monitor</p> <p>Centre Director</p>	<p>Daily</p> <p>Daily</p> <p>Weekly</p>	
Manual handling of paper, office equipment etc	Staff risk injuries or back pain from handling heavy/bulky objects, e.g. deliveries of paper	<ul style="list-style-type: none"> • Trolley used to transport boxes of paper and other heavy items when collecting deliveries etc. • High shelves for light objects only 	<p>Remind staff that they should not try to lift objects that look or appear too heavy to handle</p> <p>Ask delivery personnel to take items to the relevant offices</p>	All staff	Daily/as required	
Display screen equipment	Staff risk posture problems and pain, discomfort, or injuries, e.g. to their hands/ arms, from overuse or improper use or from	<ul style="list-style-type: none"> • DSE training and assessments of workstation carried out by all new starters. Actions carried out asap • Reassessment to be carried out at any change to work feature, e.g. equipment, 	Centre Director to ensure staff continue to get breaks away from the computer	Centre Director	If any changes to work-stations in the future for the ETNA office team	

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	<p>poorly designed workstations or work environments. Headaches or sore eyes can also occur, e.g. if the lighting is poor</p>	<p>furniture, or the work environment such as lighting</p> <ul style="list-style-type: none"> • Workstation and equipment set to ensure good posture and to avoid glare and reflections on the screen • Work planned to include regular breaks or change of activity • Lighting and temperature suitably controlled • Adjustable blinds at window to control natural light on screen • Noise levels controlled • Eye tests provided when needed, duty holder to pay for basic spectacles specific for regular users of visual displays • Laptop users trained to carry out own DSE assessment for use away from office. When used at office, laptop should be used with docking station, screen, keyboard, and mouse 	<p>Check that identified actions from self-assessments are followed up ASAP</p> <p>Tell staff that they are to inform Centre Director of any pain they have that may be linked to computer use</p> <p>Remind laptop users to carry out regular DSE assessment to avoid problems and identify any issues</p>	<p>Centre Director</p> <p>All staff</p> <p>Centre Director</p>	<p>If any changes to work-stations in the future for the ETNA office team</p> <p>Ongoing</p> <p>Ongoing if working from home</p>	

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Working at height Filing on top shelves, putting up decorations, changing lights etc	Falls from any height can cause bruising and fractures	<ul style="list-style-type: none"> • Staff stand on chair to file on high shelves, put up decorations etc. • Internal windows cleaned/lights changed by staff using a chair 	<p>Ensure an appropriate stepladder is available and show staff how to use it safely. Ensure two people are available at all times.</p> <p>Only allow contractors to change lights/clean windows who are trained in the specific task or use the correct stepladder if necessary to carry out the repair by the ETNA team</p>	<p>Centre Director</p> <p>Staff</p>	<p>September 2020</p> <p>Ongoing</p>	
Stress	All staff could be affected by factors such as lack of job control, bullying, not knowing their role etc.	<ul style="list-style-type: none"> • Staff understand what their duties and responsibilities are • Staff can talk to Centre Director if they are feeling unwell or if they are feeling stressed/over worked • Centre Director can talk to Chair of trustees if any concerns about their role or staff members • 'No bullying' policy 	Remind staff they can speak confidentially to their Centre Director/Chair of BoT if they are feeling unwell or ill at ease because of work	Centre Director/Chair	Ongoing	
Electrical	<p>Staff could get electrical shocks or burns from using faulty electrical equipment</p> <p>Electrical faults can also lead to fires</p>	<ul style="list-style-type: none"> • Staff trained to spot and report (to Centre Director) any defective plugs, discoloured sockets, or damaged cable/equipment • PAT testing for all electrical equipment annually and staff asked to bring in mobile phone/lap top chargers and any other electrical leads • Defective equipment taken out of use, safely and promptly replaced • Staff told not to bring in their own appliances, toasters, fans etc. 	<ul style="list-style-type: none"> • PAT testing due in September, comms to teams to get as many electrical items including mobile phone and lap top chargers tested • Report to FM team to ensure they make safe any damage to building installation electrics, e.g. broken light switches or sockets 	<p>Centre Director</p> <p>Centre Director/Office Admin/Facilities Coordinator</p>	<p>September 2021</p> <p>Ongoing</p>	

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Asbestos (Asbestos may be present in basement boiler room walls and inside doors)	<p>Staff carrying out normal activities at extremely low risk</p> <p>Asbestos only a risk if fibres are released into air and inhaled</p> <p>Maintenance workers most at risk</p>	<ul style="list-style-type: none"> • Systems in place to inform contractors and others who might disturb the asbestos, where it is and to ensure safe working • Signing in book for contractors • Walls painted with asbestos protective paint in basement boiler room. Unlikely that asbestos would be disturbed during normal activities • Staff told to report any accidental damage immediately • Condition of partition walls checked periodically • Staff aware that any maintenance work that involves drilling to a wall/door must have a full asbestos survey before works are carried out 	<p>Ensure any new members of the team or contractors on site are reminded of the risk</p> <p>Annual check by FM team, this check is out of date so a new report has been instructed. Once report received then team to review and take any necessary action.</p>	<p>All staff</p> <p>FM Team/Contractor</p>	<p>Ongoing</p> <p>July/Aug 2021</p>	
Fire	If trapped, staff or client could suffer fatal injuries from smoke inhalation/ burns	<ul style="list-style-type: none"> • Annual checks of fire extinguishers • Fire Drills every 6 months (nursery more regularly) • Fire Risk Assessment carried out by Council Team Oct 2020 and plans created for the centre • Floor Plans available in all rooms (updated 2020) 	<ul style="list-style-type: none"> • Fire extinguishers are checked weekly to ensure that have not been tampered with/damaged and are in their correct positions. Each fire extinguisher is numbered and located on the floor plans • Carry out actions from tests to improve the leaving of the property and ensure the safety of all users of the Centre • Grab bag to be created for ground floor, first floor and nursery 	<p>Office Admin/Facilities Coordinator</p> <p>Centre Director/Office Administrator/Facilities Coordinator</p> <p>Office Administrator</p>	<p>Weekly</p> <p>Every 6 months</p> <p>August 2021</p>	

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Lone working	Staff could suffer injury or ill health while working alone in the office	<ul style="list-style-type: none"> • Staff to try and limit working alone in the building by checking Skedda to see if others are booked into the Centre • Clients informed of lone working on safeguarding policy and asked to do their own risk assessment 	<ul style="list-style-type: none"> • Centre Director to be informed of ETNA staff working alone/late at night in the Centre • Sensors on internal lights and improved external lighting for arriving/leaving the building both at the front and the rear of the premises 	<p>Centre Director</p> <p>Facilities Coordinator to check regularly that lights are in working order</p>	<p>Ongoing</p> <p>Ongoing</p>	
Spread of COVID-19 Coronavirus	<ul style="list-style-type: none"> • ETNA staff • Volunteers • Visitors to the Centre • Charity partners/nursery staff • Activity users • Cleaners • Contractors • Vulnerable groups – elderly, pregnant workers, those with existing underlying health conditions, those not fully vaccinated 	<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. https://www.nhs.uk/livewell/healthy-body/best-wayto-wash-your-hands/ • Drying of hands with hand dryers or disposable paper towels in kitchen • This will include 1) on arrival 2) after using toilets 3) on moving from one area to another 4) after touching identified risky “touch points.” • Avoid touching eyes, nose, and mouth with unwashed hands • Hand sanitisers available in key places throughout the Centre 		<p>All staff, volunteers and visitors</p> <p>Staff to brief all Centre users</p> <p>Cleaner</p>	<p>Ongoing</p> <p>Ongoing alert</p>	

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		<p>Cleaning</p> <ul style="list-style-type: none"> • Cleaning routine to be strictly adhered to: <ul style="list-style-type: none"> - Thorough cleaning of bathrooms/kitchens/door handles/light switches/intercom & other hard surfaces - Emptying of bins by cleaner in office/communal areas to be done daily and taken straight to outside collection point/cleaning of inside of bins to be regularly undertaken Cleaner to wear gloves and mask - Tea towels to be regularly changed - Hygiene stations to be cleaned and re-filled daily <p>Rigorous checks will be carried out by Centre Director/Office Administrator/Facilities Coordinator/Cleaner to ensure that the necessary procedures are being followed.</p> <ul style="list-style-type: none"> • Deep cleaning to be actioned, if it is brought to our attention that a case of COVID-19 has been within the Centre. <p>Centre to be able to close at no notice if such a situation arises</p>	<p>The team will seek further improvements and feedback from users of the Centre</p>	<p>ETNA Staff</p> <p>Administered by Centre Director/Office Admin</p> <p>All users of offices and meeting rooms</p>	<p>Ongoing alert</p> <p>Ongoing alert</p> <p>Ongoing</p>	

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		<p>Ventilation <i>Ventilation is key to reducing the spread in indoor spaces</i></p> <ul style="list-style-type: none"> - Rooms to be ventilated on entering the building and windows to be left open when using a space - It is recommended that additional layers of clothing are worn to avoid getting cold <p>Offices</p> <ul style="list-style-type: none"> - Cleaning of own desks - Clear desk policy to be adhered to and no sharing of pens/folders etc - Wiping of desks and other surfaces to be undertaken by office staff at beginning and end of the day using disposable antibacterial wipe or anti-bacterial spray and kitchen roll - ETNA will not clean office desks keypads, phones/monitors/intercom - this is the responsibility of the office staff - Staff to provide own mug/glass which should be kept solely for their use and water bottles - Windows to be opened at start of session and then closed upon leaving to create better ventilation 		All partners with office space at ETNA	Ongoing	

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		<ul style="list-style-type: none"> - They must get a negative PCR test before they return to the Centre. - If the person tests positive, and has been in contact with others at ETNA then the group must not return to ETNA until after the period of quarantine as set out by Government. - ETNA should be notified as soon as possible if anyone becomes unwell whilst at the centre or after leaving <p>First Aid In light of COVID the following government guidelines must be followed https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</p> <p>First Aid box available on the first floor and ground floor kitchen cupboard Accident Book located alongside the first aid box ETNA staff to be informed of any accidents on the premises Report to public health if a case occurs at ETNA</p> <p>Social Distancing <i>Where space is tight we are continuing with social distancing in these areas:</i></p>		<p>Everyone using ETNA</p> <p>Everyone using ETNA</p> <p>Nursery team</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	

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	<ul style="list-style-type: none"> • If ETNA office staff become ill – staff to be sent home and follow government guidelines 	<ul style="list-style-type: none"> - First Floor kitchen – one person at a time - Ground Floor kitchen – 3 people in kitchen area <p>In addition we will continue with the flows set up to reduce bottle necks at entrance/exit points</p> <ul style="list-style-type: none"> - New flow for nursery to be adhered to for entering/leaving the premises - Pop up café – entering/exit in new side door - Offices to use front door or rear patio door and be mindful of others entering leaving – social distancing to be adhered to <p>Management of ETNA office In the unlikely event that the ETNA team have to self-isolate or contract COVID, a system is in place whereby the trustees or volunteers will be used to cover the office. Working from home is in place</p> <ul style="list-style-type: none"> • Centre Director to report to Chair of Trustees • Rota for covering the Centre over the illness period to be drawn up <p>Mental Health Management will promote mental health & wellbeing awareness to staff and volunteers during the Coronavirus outbreak and will offer whatever support</p>		TRJFP team Office Staff Centre Director/Trustees Centre Director/Trustees Centre Director	Ongoing Ongoing As required As required As required	

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		they can to help. Reference - https://www.mind.org.uk/information-support/coronavirus-and-yourwellbeing/				
Public using building without ETNA staff present	<ul style="list-style-type: none"> • Anyone not adhering to guidelines on COVID-19 and other risks 	<ul style="list-style-type: none"> • Clear communication of Terms & Conditions/ COVID-Checklist to ensure clear understanding of the new procedures and how to use the Centre safely plus signage around the Centre to remind the public of what is expected • Safeguarding policy • Clear signage around the Centre in fire exits/floor plans marked with fire exits/meeting points etc • Fire extinguishers & first aid kit available 	<ul style="list-style-type: none"> • Updated checklist in the Centre on using the Centre safely whilst COVID-19 is still a risk within the Community 	Centre Director/Office Administrator	Ongoing and to be updated if Government guidelines change	

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

Published by ETNA Centre Director and Board of Trustees 16/7/21