

# RISK ASSESSMENT

<b>Company Name:</b>	<b>YMCA Sutton Coldfield</b>	<b>Date:</b>	18/01/2021	<b>Review Date:</b>	25/01/2021	<b>Assessment No:</b>	L229
<b>Assessor:</b>	<b>Parveen Akhtar</b>		<b>Task:</b>	House keeping/Main office.			

<b>Haz No.</b>	<b>Significant Hazards</b> Look only for hazards which you could reasonably expect to result in significant harm e.g. slips/trips, work at height, falling objects, vehicles, electricity etc.	<b>People Affected</b> List groups of people who may be at risk e.g. maintenance staff, contractors, cleaners, public etc.	<b>Existing Controls</b> List controls that are already in place to control the risk e.g. physical safeguards, training, personal protective equipment etc.	<b>Level of Risk</b> Decide on the level of risk remaining.  (Likelihood x Severity)	<b>Further Action Required</b> List further action required to control significant risks. If there is lots to do, make an action list.
	(STEP 1)	(STEP 2)	(STEP 3)		(STEP 4)

	Covid 19 - Risk of infection.	Housekeeping/maintenance staff. Secretarial and clerical staff, data processing staff, receptionists, managers and supervisors  Visitors, residents.	Increased cleaning of hard surfaces / emptying of bins frequently Poster of hand washing displayed in all WCs Protocol in place for use of the toilet facilities Minimise sharing / touching of items Adequate number of tissues are available to clear up spills Catch it / Bin it / Kill it advice should be followed Items to be sanitised before sharing (including PCs) / kitchen appliances	<b>Medium</b>	Only staff that are authorised to come into work will need to take their temperature and record this.  Clean and disinfect all door handles, light switches, tables frequently.  Wash and sanitize hands regular.
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			<p>Sanitisation / hand washing protocols to be observed when handling deliveries.</p> <ul style="list-style-type: none"> <li>Any homemade non-disposable face coverings that staff, contractors or visitors are wearing when they arrive at the premises must be removed by the individual and placed into a plastic bag that the individual has brought with them in order to take it home.</li> <li>rubbish must be placed in a plastic bag and tied when full</li> <li>Plastic bag should be placed in a second bag and re-tied</li> <li>Place the bag in a suitable and secure place marked for storage for 72 hours</li> </ul> <p>Waste to be stored safely and securely.</p> <p>Staff to maintain social distancing at all times.</p> <p>Staff are required to wear full PPE at all times while in communal areas. Staff kitchen to be suspended. Staff should use designated toilet/kitchen facilities.</p>	<p><b>Medium</b></p>	<p>Avoid contact with any other person.</p> <p>Maintain social distancing.</p> <p>Appropriate PPE must be worn at all times. (please use disposable masks and not re-useables)</p> <p>Always follow the updated government guidelines.</p> <p>Inform line managers if you are unwell.</p> <p>Do not enter areas that you are not authorised to enter.</p> <p>Protect yourself and protect others.</p>
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I \_\_\_\_\_ have read and understood this risk assessment.

Signed \_\_\_\_\_ Date: \_\_\_\_\_