

**RISK ASSESSMENT**

<b>Company Name:</b> Sutton Coldfield YMCA	<b>Date:</b> 18/01/2021	<b>Review Date:</b> Monthly	<b>Assessment No:</b> CV1
<b>Assessor:</b> Sinead Frith	<b>Task:</b> Lockdown January 2021		

Haz No.	Significant Hazards 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.  (STEP 1)	People Affected List groups of people who may be at risk e.g. maintenance staff, contractors, cleaners, public etc.  (STEP 2)	Existing Controls List controls that are already in place to control the risk e.g. physical safeguards, training, personal protective equipment etc.  (STEP 3)	Level of Risk Decide on the level of risk remaining.  (Likelihood x Severity)			Further Action Required List further action required to control significant risks. If there is lots to do, make an action list.  (STEP 4)
				High	Med	Low	
01	CATCHING CORONA VIRUS	Residents Staff Volunteers	<ul style="list-style-type: none"> <li>No New residents arriving During Lockdown.</li> <li>Anyone arriving from overseas countries within last 14 days and displaying symptoms will self-isolate for 2 weeks. This is in line with the public health guidance where the patient meets both clinical and epidemiological criteria for isolation.</li> <li>No visitors to main site except for emergency services and mental health professionals</li> <li>Spread prevention notices displayed around whole of site</li> <li>Staff will ensure deep cleaning is completed on a daily basis (refer to cleaning risk assessment)</li> <li>Staff and service users to use hand sanitiser when entering the building</li> </ul>	x			<ul style="list-style-type: none"> <li>European Volunteers on hold</li> <li>If in doubt call 111 for advice.</li> <li>Visit NHS and government websites daily for up to date advice.</li> <li>Staff and residents to liaise with Sinead, Clare and Kirsty if they have concerns.</li> <li>YMCASC staff need advice re: coronavirus they can contact Steph 07974450084</li> <li>To regularly review and follow guidelines.</li> </ul>

			<ul style="list-style-type: none"> <li>Residents and staff to wear a face mask in all common areas such as corridors or other shared spaces.</li> <li>No residents or staff permitted in the main office unless instructed.</li> </ul>				<ul style="list-style-type: none"> <li>Staff to make face masks available to all residents.</li> </ul>
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02	Hand washing	All staff, volunteers and residents	<p><b>Posters will be displayed around the YMCA</b></p> <p>Staff and service users will wash their hands</p> <ul style="list-style-type: none"> <li>after coughing or sneezing</li> <li>after toilet use</li> <li>after touching eyes, nose, mouth or ears.</li> <li>before eating</li> <li>before and after preparing food</li> <li>if you are in contact with a sick person</li> <li>if your hands are dirty</li> <li>If you have touched animals or animal waste.</li> <li>Before and after personal care tasks undertaken.</li> </ul>	x			Staff and service users to remind and prompt each other to wash hands.

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03	<p>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.</p> <ul style="list-style-type: none"> <li>Residents with health issues including but not limited to:               <ol style="list-style-type: none"> <li>Rheumatoid arthritis</li> <li>Systemic lupus Crohn's + Ulcerative colitis + IBD</li> <li>Type 1 diabetes</li> <li>M.S</li> <li>Psoriasis</li> <li>Graves' disease</li> <li>Guillain-Barre syndrome.</li> <li>Hashimoto's thyroiditis (hypothyroidism)</li> <li>Myasthenia gravis.</li> <li>Vasculitis.</li> <li>Chronic inflammatory demyelinating polyneuropathy.</li> <li>Addison's Disease</li> <li>Scleroderma</li> </ol> </li> <li>Other people at high risk of becoming seriously ill if they catch COVID 19 include:               <ul style="list-style-type: none"> <li>Older adults</li> <li>People who have serious chronic medical conditions</li> </ul> </li> </ul>		<p>List controls that are already in place to control the risk e.g. physical safeguards, training, personal protective equipment etc.</p> <ul style="list-style-type: none"> <li>Health/Covid RAG system for residents to be reviewed weekly</li> <li>Staff to be extra vigilant with cleaning and handwashing every day and throughout the day.</li> <li>Anyone presenting with cold and flu symptoms <b>not to visit the YMCA</b></li> <li>Staff and housekeepers to be vigilant when entering resident's rooms. To use anti-bacterial products around the building.</li> </ul>	x			<p>List further action required to control significant risks. If there is lots to do, make an action list.</p> <p>Staff team to contact family/support staff if someone presents with symptoms at YMCASC and send anyone home with symptoms.</p> <p>Staff to monitor and take action accordingly to reduce the risk of any YMCASC service users/ staff and their families from becoming seriously ill from COVID-19.</p>

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05	Visitors	Staff Residents	No visitors other than medical professionals			√	
06	Shared common spaces	Staff/residents	<ul style="list-style-type: none"> <li>Staff to work separately from home with virtual support with residents</li> <li>Residents to remain in their own blocks</li> <li>Residents to carryout daily temperature checks</li> </ul>				<ul style="list-style-type: none"> <li>Breakfast amenities will be made available in each block</li> <li>Temperature gun will be made available in each block</li> </ul>
07	Washing machines/washing tokens	Staff/residents	<ul style="list-style-type: none"> <li>Tokens to be sanitized and disseminated to the separate blocks</li> <li>Washing machines to be wiped down after use.</li> </ul>				
08	Breakfast	Staff/residents	<ul style="list-style-type: none"> <li>Breakfast to be made available tin the main kitchen of each block permanently during a lockdown period. Staff responsible for topping up breakfast supplies as required.</li> </ul>				<ul style="list-style-type: none"> <li>Breakfast must be taken back the residents room for consumption.</li> </ul>
09	Rubbish	Staff/residents	<ul style="list-style-type: none"> <li>All rubbish from bedrooms must be doubled bagged with the date and time written on it. Rubbish cannot be removed until 72 hours have passed.</li> </ul>				
10	Support	Staff/residents	<ul style="list-style-type: none"> <li>All one to one and group support will now be delivered via zoom/phone</li> <li>Staff to send out weekly zoom links for support</li> </ul>				

			<ul style="list-style-type: none"> <li>• Appointments can be made</li> <li>• Staff will support residents who need a mobile phone</li> </ul>				
<b>11</b>	Residents with a positive result/symptoms	Staff/residents	<ul style="list-style-type: none"> <li>• See Covid positive risk assessment)</li> <li>• Daily well being checked will be carried out via zoom/phone</li> </ul>				

**Action Timescale Guidelines**

**High Risk** – Action Immediately    **Medium Risk** – Action within 2 months    **Low Risk** – Re-assess after any changes & at next review