

COVID-19 Risk Assessment

Bell Tower Drop In at 104 The Hornet

Proposed Return Date: Sept 2020

Review date: TBC

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Hazard	Risk	Initial Rating (L/M/H)	Control Measures	Final Rating (L/M/H)	Additional Action Required (action by whom and completion date)
Not keeping a record of visitors and team	Not being able to provide information for 'Test and Trace'	H	<p>For all activity that lasts more than fifteen minutes in duration should capture the following information on all leaders and young people in attendance on Churchsuite: Name, Phone number of next of kin or the individual if over 16, Email address for next of kin, or the individual if over 16 Date, Time of entrance and exit.</p> <p>See government guidance for further information https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace</p>	L	Notice to advise that data will be collected on arrival at 104 and how it will be used.

<p>Pick up infection from clean air</p> <p>Picking up infection door handles on entry and exit.</p>	<p>Picking up infection from contact and lack of airflow.</p> <p>Touching door handles on entry and exit</p>	<p>H</p>	<ul style="list-style-type: none"> - Keep air ventilation on. - Regular door handle cleaning. 	<p>L</p>	
<p>Someone coming in with symptoms of COVID-19</p>	<p>Infecting other people with COVID-19</p>	<p>H</p>	<ul style="list-style-type: none"> - No staff or young people to enter the premises if displaying COVID-19 symptoms - Check temperatures of young people as they come in with a contact free temperature gun. - If someone presents as unwell with a new continuous cough or a high temperature, they will be sent home. - If advised that someone has developed COVID-19 in 104 the building should be deep cleaned. - See government guidance for further information. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings 	<p>L</p>	<p>Adult team should have their temperature checked before starting the session.</p>

<p>People not social distancing in the venue. (Young people)</p>	<p>Infection from COVID-19</p>	<p>H</p>	<ul style="list-style-type: none"> - Reduce the number of young people in the venue with a 1 metre plus recommended by the public health agency. - Redesign venue to ensure social distancing can work. - Markings on the floor around activities. - Use of screens between seated users. - At the beginning of every session a reminder of the regulations. - Messages up to ensure entry and exit doors are uses correctly - Face covers to be worn at all times 	<p>L</p>	<p>Ensure that 104 is Covid Secure against the NYA five step document by time of opening -</p> <p>Have spare face coverings for young people</p>
<p>People not social distancing in the venue. (Adult Team)</p>	<p>Infection from COVID-19</p>	<p>H</p>	<ul style="list-style-type: none"> - Where possible have set teams for adults - Adult team to manage social distancing in young people and make sure they stick to it. - One team member behind the counter (pre-agreed) - Brief team beforehand on social distancing rules and ask for feedback on how it's working. - Face coverings to be worn at all times 	<p>L</p>	<p>Have spare face coverings for adult team to use</p>
<p>Gatherings outside waiting to come in.</p>	<p>Infection from COVID-19</p>	<p>H</p>	<ul style="list-style-type: none"> - Young people should be encouraged to book in to avoid queues and gatherings. - Floor markings should be placed outside to ensure social distancing. (need to check with Revs) 	<p>L</p>	

Young people not Hand washing	Infection from COVID-19	H	<ul style="list-style-type: none"> - Hand washing stations on entrance and exit. Supervised by an adult team. - Poster at the stations to give clear guidance on proper hand washing. - Hand washing and sanitiser provided for all visitors - Strict hand washing in place. 	L	
Infection from gaming consoles/PC's	Infection from COVID-19	H	<ul style="list-style-type: none"> - Set up area with divider between players to enable social distancing at computers. - Ensure that all equipment is cleaned before and after use. - Explain cleaning and use on arrival. - Changing the game to be done by adult team and disk cases to be cleaned as used. - Floor markings behind users for spectators to enable social distancing. 	L	
Infection from not social distancing whilst in tuck area	Infection from COVID-19	H	<ul style="list-style-type: none"> - Only 2 people allowed in tuck area at one time - Food and drink not to be shared - Surfaces to be cleaned after every purchase - Hand sanitizing before and after purchase from young person and adult team member who is in charge of tuck 	L	
Infringing on the social distancing whilst talking in the 1 2 1/ game area	Infection from COVID-19	H	<ul style="list-style-type: none"> - Only 2 people - Screen up in front on a table to divide. - Games that are easily cleaned to only be used 	L	

			<ul style="list-style-type: none"> - Clean all equipment after use. 		
Infection from using the toilet	Infection from COVID-19	H	<ul style="list-style-type: none"> - Have a waiting line and advise young people as they come in. - Adult team member cleans toilet door handle and door lock every 30 minutes during a session. - Sink and toilet to be cleaned after each session. - Only one toilet to be used 	L	
Social distancing whilst serving young people.	Infection from COVID-19	H	<ul style="list-style-type: none"> - Screen installed on counter top. - One member of the team only behind the counter. - Manage queuing and prevent gathering at the counter, remind young people about social distancing. 	L	Queue markings in place for counter service (check with revs)
Contaminating food	Infection from COVID-19	H	<ul style="list-style-type: none"> - Only selling cans of drink and sealed packet snacks. - All stock to be stored behind the protective screens. - Young people not to touch stock. - Team member to wear gloves whilst serving. - Pick up cans and bottles from the base, and packets from a corner. 	L	<p>Purchase bottles of water instead of giving glasses of water out.</p> <p>Staff training on correct use and removal of gloves.</p>

Taking payment	Infection from COVID-19	H	<ul style="list-style-type: none"> - When taking cash do the transaction first and then wash hands before handing the items over to the customer. 	L	Hand sanitizer or use of sink in kitchen with a sign to show correct procedure for hand washing for adult team member
Handling stock	Contaminate stock	H	<ul style="list-style-type: none"> - Always wear gloves. - Use correct stock rotation 	L	Source stock 3 days away or more from session to allow it to sit for three days or wipe all stock down thoroughly
Not Cleaning	Spread of COVID-19	H	<ul style="list-style-type: none"> - Frequently clean and disinfect surfaces that are touched regularly such as door handles, hand washing stations. - Clean all games equipment after use. - Display and follow end of session cleaning schedule. - Display and follow post-session cleaning schedule. 	L	<ul style="list-style-type: none"> - Extra cleaning needed with extra routines of cleaning surfaces. - Review of cleaning schedules - Team training for end of session cleaning
If someone becomes unwell whilst at a session	Infection from COVID-19	M	<ul style="list-style-type: none"> - Adult team to wear gloves and face shields when helping sick person. - Isolate sick person from others in the 104 - Contact next of kin immediately to arrange for sick person to be collected. - Deep clean of venue if COVID-19 is confirmed by a positive test as per government guidance. 	L	<ul style="list-style-type: none"> - Team training on use of protective equipment

Individual concerned if they will be safe whilst at Bell Tower (in 104)	Not wanting to attend Bell Tower (in 104)	M	- On arrival, team leader to explain how the session works and all the measures we have in place to reduce risk.	L	
Members of the public coming in		M	- Signs up in the window giving clear guidance on not entering	L	Other church staff members to use alternative entrance and go straight to upstairs office
Adult team not aware of our COVID-19 prevention measures	Infection from COVID-19	H	<ul style="list-style-type: none"> - Hold a restart induction for all team members - Training on how to manage the kitchen area, PPE and how to handle stock and new till system - Training on cleaning and engaging with young people 	L	Arrange a date for all staff and volunteers (groups of six only, so maybe two sessions) for an induction