

## YMCA ST HELENS – COVID-19 WORKPLACE RISK ASSESSMENT

ACTIVITY	PERSON AT RISK	SIGNIFICANT HAZARDS	RISK*			RISK CONTROL MEASURES	RESIDUAL RISK**		
			L	S	DR		L	S	DR
Working from Home	Staff Family Members	<ul style="list-style-type: none"> <li>- Injury if DSE is not set up correctly</li> <li>- Slips, trips and falls</li> </ul>	4	2	8	<ul style="list-style-type: none"> <li>- Ensuring that DSE equipment is set up and used appropriately</li> <li>- All staff have received DSE training</li> <li>- All staff have received homeworking training</li> <li>- All staff have received risk assessment training</li> </ul>	3	2	6
Working in and around the Main Building	Staff Service Users	<ul style="list-style-type: none"> <li>- Coming into contact with service users / staff who may be infected</li> <li>- Coming into contact with service users belongings which may carry infection</li> <li>- Coming into contact with surfaces which may carry infection</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>- All staff / residents are required to wear a face covering in all public (non-staff only) areas or where 2 metre social distancing cannot be maintained</li> <li>- Maintaining the 2 metre social distancing at all times, with wall or floor signage in place</li> <li>- All staff to use their good professional judgement and if in doubt to raise any concern with their line manager</li> <li>- No tasks to be undertaken if there is any doubt about safety</li> <li>- Managing shift patterns to ensure that there will be fixed teams to minimise the number of staff in contact with each other</li> <li>- PPE is to be worn (gloves, aprons, overalls) and changed regularly in line with PPE training</li> <li>- Hand sanitiser is available to all staff / clients and hand washing facilities are easily accessed</li> <li>- Reception staff to sign in all visitors to the site to prevent cross contamination with the pen or book</li> <li>- Additional cleaning measures introduced: wipes and/or cleaning products are available to all staff to clean high contact objects in their areas, additional cleaning time has been allocated for mornings and afternoons and on Sundays.</li> </ul>	1	4	4

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						<ul style="list-style-type: none"><li>- Any clients required to self-isolate will do so within their own rooms, meals will be delivered to them and no staff will be entering</li><li>- Screens will be provided where deemed appropriate</li><li>- All deliveries will if possible be left for 72 hours before unpacking, otherwise the packaging will be wiped down.</li></ul>			
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			L	S	DR		L	S	DR
Working in and around the Beacon	Staff	- Coming into contact with service users / staff who may be infected				<ul style="list-style-type: none"> <li>- All staff / tenants are required to wear a face covering in all public (non-staff only) areas or where 2 metre social distancing cannot be maintained</li> <li>- Maintaining the 2 metre social distancing at all times with wall or floor signage in place</li> <li>- All staff to use their good professional judgement and if in doubt to raise any concern with their line manager</li> <li>- Reception staff to sign in all visitors to the site to prevent cross contamination with the pen or book</li> <li>- PPE is to be worn (gloves, aprons, overalls) and changed regularly in line with PPE training</li> <li>- Hand sanitiser is available to all staff / clients and hand washing facilities are easily accessed</li> <li>- Additional cleaning measures introduced: wipes and/or cleaning products are available to all staff to clean high contact objects in their areas, additional cleaning time has been allocated for mornings and afternoons.</li> <li>- Lifts usage will be limited to one person at a time, signage in place</li> <li>- All deliveries will if possible be left for 72 hours before unpacking, otherwise the packaging will be wiped down.</li> </ul>			
	Service Users	- Coming into contact with surfaces which may carry infection	4	4	16		1	4	4

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			L	S	DR		L	S	DR
Working in the Nursery	Staff  Parents Children	<ul style="list-style-type: none"> <li>- Coming into contact with clients / staff who may be infected</li> <li>- Coming into contact with surfaces which may carry infection</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>- All staff are required to wear a face covering in all public (non-staff only) areas or where 2 metre social distancing cannot be maintained</li> <li>- Maintaining the 2 metre social distancing at all times staff to parents, floor or wall signage is in place. A safe drop off location for children is in place.</li> <li>- All staff to use their good professional judgement and if in doubt to raise any concern with their line manager</li> <li>- Nursery staff to sign in all visitors</li> <li>- PPE is to be worn (gloves, aprons, overalls) and changed regularly in line with PPE training</li> <li>- Hand sanitiser is available to all staff / client and hand washing facilities are easily accessed</li> <li>- Additional cleaning measures introduced: wipes and/or cleaning products are available to all staff to clean high contact objects in their areas, additional cleaning time has been allocated for mornings and/or afternoons.</li> <li>- All deliveries will if possible be left for 72 hours before unpacking, otherwise the packaging will be wiped down.</li> <li>- A detailed nursery risk assessment is in place and available for viewing.</li> </ul>	1	4	4

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			L	S	DR		L	S	DR
Working in and around Central Court	Staff  Service Users	<ul style="list-style-type: none"> <li>- Coming into contact with service user / staff who may be infected</li> <li>- Coming into contact with surfaces which may carry infection</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>- All staff / residents are required to wear a face covering in all public (non-staff only) areas or where 2 metre social distancing cannot be maintained</li> <li>- Maintaining the 2 metre social distancing at all times, wall or floor signage is in place</li> <li>- All staff to use their good professional judgement and if in doubt to raise any concern with their line manager</li> <li>- PPE is to be worn (gloves, aprons, overalls) and changed regularly in line with PPE training</li> <li>- Hand sanitiser is available to all staff and hand washing facilities are easily accessed</li> <li>- Additional cleaning measures introduced: wipes and/or cleaning products are available to all staff to clean high contact objects in their areas, additional cleaning time has been allocated for mornings and afternoons and on Sundays. Any clients required to self-isolate will do so within their own rooms, meals will be delivered to them and no staff will be entering</li> <li>- Lift usage will be restricted to 1 person at a time, signage is in place</li> <li>- All deliveries will if possible be left for 72 hours before unpacking, otherwise the packaging will be wiped down.</li> </ul>	1	4	4

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			L	S	DR		L	S	DR
Maintenance Tasks	Staff Service Users	<ul style="list-style-type: none"> <li>- Coming into contact with service user / staff who may be infected</li> <li>- Coming into contact with service user belongings which may carry infection</li> <li>- Coming into contact with surfaces which may carry infection</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>- All staff / residents are required to wear a face covering in all public (non-staff only) areas or where 2 metre social distancing cannot be maintained</li> <li>- Restricting maintenance tasks to those absolutely necessary</li> <li>- All staff to use their good professional judgement and if in doubt to raise any concern with their line manager</li> <li>- Maintaining the 2 metre social distancing at all times, floor or wall signage is in place</li> <li>- Managing shift and work patterns to minimise the number of staff in contact with each other</li> <li>- PPE is to be worn (gloves, aprons, overalls) and changed regularly in line with PPE training</li> <li>- Hand sanitiser is available to all staff / client and hand washing facilities are easily accessed</li> <li>- Additional cleaning measures introduced: wipes and/or cleaning products are available to all staff to clean high contact objects in their areas, additional cleaning time has been allocated for mornings and afternoons and on Sundays.</li> <li>- All deliveries will if possible be left for 72 hours before unpacking, otherwise the packaging will be wiped down.</li> </ul>	1	4	4

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			L	S	DR		L	S	DR
Catering	Staff Service Users	<ul style="list-style-type: none"> <li>- Coming into contact with service user / staff who may be infected</li> <li>- Coming into contact with surfaces which may carry infection</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>- All staff / residents are required to wear a face covering in all public (non-staff only) areas or where 2 metre social distancing cannot be maintained</li> <li>- Maintaining the 2 metre social distancing at all times for service users queueing too. If unavoidable (e.g. when serving) then staff will work side by side and not facing each other. Floor or wall signage is in place</li> <li>- All staff to use their good professional judgement and if in doubt to raise any concern with their line manager</li> <li>- All service users will order and collect their meals to take away</li> <li>- Managing shift and work patterns to minimise the number of staff in contact with each other</li> <li>- PPE is to be worn (gloves, aprons, overalls) and changed regularly in line with PPE training</li> <li>- Hand sanitiser is available to all staff / client and hand washing facilities are easily accessed</li> <li>- Additional cleaning measures introduced: wipes and/or cleaning products are available to all staff to clean high contact objects in their areas, additional cleaning time has been allocated for mornings and afternoons and on Sundays.</li> <li>- Screens are installed where it's deemed appropriate</li> <li>- All deliveries will if possible be left for 72 hours before unpacking, otherwise the packaging will be wiped down.</li> </ul>	1	4	4

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			L	S	DR		L	S	DR
Reception	Staff Service Users	<ul style="list-style-type: none"> <li>- Coming into contact with service user / staff who may be infected</li> <li>- Coming into contact with money which may carry infection</li> <li>- Coming into contact with surfaces which may carry infection</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>- Each reception is enclosed and they work alone</li> <li>- All staff / residents are required to wear a face covering in all public (non-staff only) areas or where 2 metre social distancing cannot be maintained</li> <li>- Maintaining the 2 metre social distancing at all times, floor or wall signage is in place</li> <li>- Where keys are issued to service users these will be cleaned when returned by reception staff wearing gloves before handling, then washing their hands.</li> <li>- Money will only be handled while wearing gloves.</li> <li>- All staff to use their good professional judgement and if in doubt to raise any concern with their line manager</li> <li>- PPE is to be worn at necessary times (gloves,) and changed regularly in line with PPE training</li> <li>- Hand sanitiser is available to all staff / client and hand washing facilities are easily accessed</li> <li>- Additional cleaning measures introduced: wipes and/or cleaning products are available to all staff to clean high contact objects in their areas, additional cleaning time has been allocated for mornings and afternoons and on Sundays.</li> <li>- All deliveries will if possible be left for 72 hours before unpacking, otherwise the packaging will be wiped down.</li> </ul>	1	4	4



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LIKELIHOOD (L) = Frequent (5) - Probable (4) - Occasional (3) - Improbable (2) - Remote (1) SEVERITY (S) = Catastrophic (5) - Major (4) - Reportable (3) - Serious (2) - Minor (1) Degree of Risk (DR) = LIKELIHOOD x SEVERITY
* Numbers used are for illustrative purposes only. ** Residual risk is the level of risk that remains after suitable and sufficient control measures are introduced.

Signature sheet

Person(s) completing document:	Sarah Challands			
Signature(s):				
Position:	Operational Director			
Time and date completed:	6.10.2020			
Date for revision ...22.12.2020..... or sooner if significant changes are made to the work area or processes				

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