

RISK ASSESMENT FORM No:



Name of Assessor: Jayne Buckingham

Area / Task: Visitors to Hive during Covid-19 pandemic

Date: 17/05/2021

Signed: J.Buckingham

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Getting or spreading Coronavirus by not washing hands	Staff, visitor	Everyone washes their hands when enter building for a least 20 seconds using soap and hot water or use hand sanitiser Washing facilities in front WC Hand sanitiser and Covi-19 surface wipes are provided for use in the Hive.				
Getting or spreading coronavirus when meeting in The Hive	Staff, visitor	All meetings will be by appointment only, the visitors will receive clear guidance of meeting times and what to expect prior to the meeting, For a Family Support meeting a maximum of 2 people from the same household will be allowed to meet with the staff member. Perspex screens are on the tables and plastic boxes are provide for personal belongings. Where possible children should not attend the meetings, Children can attend the meeting if no other alternative childcare can be arranged. Staff will monitor the toys and equipment children use throughout the meeting and keep this to a minimum, all items will be thoroughly cleaned and sanitised after the meeting.				

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		<p>For Little bees/nurture sessions a maximum of 6 adults can participate in the group</p> <p>Visitors are advised to bring the minimum amount of personal belongings with them to the meeting/group</p> <p>Everyone's temperature is checked when they enter the building if above 37.8c they will not be allowed entry</p> <p>Everyone is encouraged to download the NHS track and Trace app on their smart devices and Sign in using the QR code</p> <p>Everyone will complete a Covid statement and visitors will also provide contact details if they have not scanned the QR code</p> <p>Windows will remain open for ventilation</p> <p>Visitors and staff must wear a face covering throughout the meeting, Disposable face masks will be provided if visitors do not have their own</p> <p>Seating will be arranged to facilitate social distancing there will be a minimum of 1 metre plus between each attendee</p> <p>Everyone will avoid sharing equipment (where possible)</p> <p>Anti-Virus wipes provided in WC and Hive to clean touchpoints after use of facilities The Hive is cleaned after each visit to reduce risk of presence of virus and contact with it</p> <p>There will be a 30-minute break between each meeting to allow for cleaning of the Hive and extra ventilation when the doors will be opened during the winter</p>				
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		<p>Toys and other equipment that is not used for the group will be stored away.</p> <p>Staff trained in how to put on and remove PPE</p> <p>Visitors will bring their own refreshments etc re-heating facilities will not be available during the Covid-19 pandemic</p>				
Person feeling unwell during visit	Staff, visitor	<p>Staff trained in Emergency First Aid at Work appointed each day.</p> <p>Staff ensure they wear full PPE, (disposable aprons, gloves, face mask and visor)</p> <p>Anyone who has been in close contact for 15 minutes or more to someone who develops one or more Covid symptoms are advised to self-isolate according to government advice and get a Covid test if develop symptoms.</p> <p>All other meetings in the Hive are cancelled/postponed</p> <p>A thorough clean of the room is initiated Cloths etc used for cleaning when Coronavirus symptoms have been suspected are bagged and stored safely for 72 hours or until a negative Covid test result has been received. It is then disposed of in black bin in bin store with usual waste</p>				
Contracting virus and spreading it when leaving the building	Staff, visitor	<p>Staff and visitors required to wash hands before leaving building to minimise likelihood of spreading the virus as per Covid risk assessment.</p> <p>Visitors will leave via the Hive's exit door</p> <p>Staff ensure visitors take all their belongings with them to avoid re-entry to the building</p> <p>Staff also advised to shower when they get home</p>				