

RISK ASSESMENT FORM No:



All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment:

Name of Assessor: Pauline Morgan & Vicki Palmer

Area / Task: Visitors to The Den During COVID-19

Date: 19 July 2021

Signed: Pauline Morgan & Vicki Palmer

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
Staff attending The Den to work	The Den Staff – higher risk of catching COVID-19	<p>Staff will start returning to working from the office. Some will return on a permanent basis; others will work flexibly both from home and The Den. There is no limit to the number of staff in the office at any time.</p> <p>When working in the office they ensure that all surfaces are cleaned after use and social distancing is considered.</p> <p>They must enter the building via The Den side door, and not via JP. They must sign in, and ring reception at JP to confirm their arrival and departure.</p> <p>Staff should wear a fluid resistant disposable mask at all times when with other workers. These must be replaced with a new mask after eating or when</p>	<p>All staff to keep their workspace in The Den clear and to use Dettol and wipes at the start and end of each day on their personal space.</p> <p>Masks to be provided and replenished as necessary.</p> <p>Personal items on the work surface are taken home or put away at the end of the day.</p> <p>The surface, keyboard and mouse to be cleaned each day.</p> <p>Phones to be wiped before and after each use.</p>	All staff	As detailed	

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		<p>leaving and returning to the building. They are single use.</p> <p>Hand washing at regular intervals is necessary for 20 seconds throughout the day.</p>	<p>Windows to be open when the Den is in use. The back door can remain closed providing the windows are open.</p> <p>Airflow should be turned on while office is in use.</p>			
Catching COVID 19	The Den Staff – risk of catching COVID 19	<p>Letteral Flow Testing to be completed twice a week by all staff intending to return to the office (Sunday and Thursday)</p> <p>Staff must forward their test results to admin@thehamletcharity.org.uk whether they receive a positive or negative test.</p>	<p>Tests can be collected from the Den, a Testing Centre or ordered online - https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests</p> <p>If staff member tests positive they must book a PCR test at a test centre and self-isolate. They must also contact Pauline ASAP to advise.</p>	All staff attending the Den		
Food and drink	THE DEN Staff – cross contamination	Staff are asked to bring their own drink, food and utensils. The kettle and microwave can be used but must be cleaned before and after use. Bins can be used.		All staff		
Use of toilets	Staff – cross contamination	The toilet for Den staff is next to the laundry room and can be accessed from the outside so	Signage to be put in place with instructions	Matty (THE DEN Staff)		

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		<p>that staff do not enter the main building.</p> <p>Wipes are available for staff for use after visiting the facilities.</p>	<p>and updated as necessary.</p>			
<p>Visitors to THE DEN</p>	<p>Visitors and THE DEN Staff – higher risk of catching COVID-19</p>	<p>Visitors may gradually return to the Den where communication via email/Microsoft Teams/Zoom/ phone is not suitable.</p> <p>All visitors must do a Rapid Flow Test within the 24 hours before they visit The Den. They must show the member of staff they are visiting the text of their results on their phone before entering The Den.</p> <p>Staff member to wear PPE (mask/visor) and visitor advised to bring PPE with them if they wish.</p> <p>Visitors sign in at the main reception at JP. The team in The Den are phoned and then collect the visitor and bring them down to the Den via the outside of the building.</p>	<p>Limit the number of visitors to site as much as possible.</p> <p>All visitors must be advised of what is expected of them before arrival, including how to get a Rapid Flow Test and PPE they require.</p> <p>Ensure all staff members aware in advance when a visitor is attending the site, including the front office at JP.</p>	<p>Staff and visitors</p>		

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		All surfaces disinfected with Dettol or alcohol wipes and cleaned once the visitor has left The Den. Visitors to take all their personal effects away including rubbish.				
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Employers with five or more employees must have a written health and safety policy and risk assessment.

It is important you discuss your assessment and proposed actions with staff or their representatives.

You should review your risk assessment if you think it might no longer be valid, eg following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

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