

The Management Centre Covid-19 Risk Assessment

Location:	<p>The Management Centre</p> <p><u>KEY PLANNING GUIDES/ADVICE:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Social distancing guidance for Wales: Wales <input type="checkbox"/> HSE's guidance on being COVID-secure. <input type="checkbox"/> HSE's coronavirus website <input type="checkbox"/> Keep Wales Safe: guidance for tourism and hospitality [HTML] GOV.WALES <input type="checkbox"/> Test and Trace in the workplace: https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance#guidance-for-employers 	Activity (Summary):	<p>This Risk Assessment details the significant hazards identified in preventing the Spread of Covid-19 Coronavirus:</p> <p>Whom might be harmed:</p> <p>Staff, Visitors to the Management Centre, Customers, Contractors and Building Occupiers. Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions, anyone else who physically encounters you in relation to Management Centre business.</p> <p>Further information and the general organisation and arrangements that must be established to ensure the health and safety of staff and others affected by the Centre's activities can be found in the <i>Management Centre H&S Policy</i>, prepared in accordance with legislative and University requirements.</p> <p><u>Symptoms of Covid-19:</u></p> <p>High temperature – this means that you feel hot to touch on your chest</p> <p>A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours</p> <p>A loss or change to your sense of smell or taste – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal</p>
Assessment:	<p>19 January 2021</p> <p>NOTE: This RA will be monitored and amended as necessary. All amended versions will be brought to the attention of relevant staff</p>	Assessor(s):	<p>Ron Stewart (Facilities and HR Manager, Management Centre)</p> <p>abs60f@bangor.ac.uk</p>
Actions to be reviewed by	<p>Facilities and HR Manager (FHRM), Head Housekeeper (HHK), Housekeeping Supervisor (HKS), Coffee Shop Manager (CSM), Events Manager (EM),</p> <p>Duty Manager (DM)</p>	Next RA Review date	<p>26 February 2021</p>

NOTE: Arrangements must be in place to communicate new and/or revised Risk Assessments to relevant persons and remove older version from use.

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider to control the risks?	Who needs to carry out the action?	When is the action needed by?
Getting or spreading coronavirus by not washing hands or not washing them adequately	Staff Occupiers Customers Contractors Visitors Students	<p>Follow HSE guidance on cleaning, hygiene and handwashing to make the Management Centre COVID-secure:</p> <p>https://www.hse.gov.uk/coronavirus/cleaning/index.htm</p> <p>Provide water, soap, and drying facilities at wash stations.</p> <p>Paper towel dispensers and bins provided in all toilets and hand dryers disabled</p> <p>Provide information on how to wash hands properly and display guidance posters</p> <p>Provide adequate number of wash stations</p> <p>Provide hand sanitiser for the occasions when people cannot wash their hands</p> <p>There is a legal duty to provide welfare facilities and washing facilities for visiting drivers</p>	<p>Put in place monitoring and supervision to make sure people are following controls</p> <p>Put signs up to remind people to wash their hands</p> <p>Provide information to staff about when and where they need to wash their hands</p> <p>Identify if and where additional hand washing facilities may be needed</p> <p>If people cannot wash hands, provide information about how and when to use hand sanitiser</p> <p>Replenish hand washing/sanitising facilities</p> <p>Make sure people are checking their skin for dryness and cracking and tell them to report to Line Managers if there is a problem.</p>	FHRM HHK HKS DM CSM	1 April 21

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Getting or spreading coronavirus in common use high traffic areas such as Hugh Owen Hall, Restaurant, Coffee shop, corridors, rest rooms, toilet facilities, entry/exit points to facilities, lifts, changing rooms and other communal areas	Staff Occupiers Customers Contractors Visitors Students	Follow HSE guidance on welfare facilities, catering areas etc.: Identify: <ul style="list-style-type: none"> ➤ areas where people will congregate, e.g. Hugh Owen Hall, coffee shop, restaurant, changing rooms, Reception, meeting rooms, smoking areas, tea points, kitchens etc. ➤ areas where there are pinch points meaning people cannot meet the social distancing rules, e.g. narrow corridors, doorways, customer service points, storage areas ➤ areas and equipment where people will touch the same surfaces, such as in kitchens, e.g. kettles, shared condiments etc. ➤ areas and surfaces that are frequently touched but are difficult to clean ➤ communal areas where air movement may be less than in other work areas, e.g. kitchens with no opening windows or mechanical ventilation 	Put in place monitoring and supervision to make sure people are following controls put in place, e.g. following hygiene procedures, washing hands, following one-way systems Near-miss reporting may also help identify where controls cannot be followed, or people are not doing what they should	FHRM HHK HKS DM CSM	1 April 21

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Getting or spreading coronavirus in common use high traffic areas such as Hugh Owen Hall, Restaurant, Coffee shop, corridors, rest rooms, toilet facilities, entry/exit points to facilities, lifts, changing rooms and other communal areas	Staff Occupiers Customers Contractors Visitors Students	<ul style="list-style-type: none"> ➤ provide lockers for people to keep personal belongings in so that they are not left in the open ➤ keep surfaces, such as kitchen sides and tables, in communal areas clear for people to sit and eat at to make cleaning easier ➤ provide washing facilities and hand sanitiser at accessible places near to where people will have contact with high traffic communal areas, e.g. sanitiser/washing facilities at the entrance/exit to Restaurant, link corridors ➤ put signs up to remind people to wash and sanitise hands and not touch their faces ➤ put in place cleaning regimes to make sure high traffic communal areas are kept clean – consider frequency, level of cleaning and who should be doing it 		FHRM HHK HKS DM CSM EM	1 April 21
Getting or spreading coronavirus through workers living together and/or travelling to work together	Staff Occupiers	<p>Identify groups of workers who live together and group them into a work cohort</p> <p>Identify groups of workers who travel to work together and group them into a work cohort</p>	Discuss with workers who live and/or travel to work together to agree how to prevent the risks of spreading coronavirus	FHRM	1 April 21

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Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	<p>Staff</p> <p>Occupiers</p> <p>Customers</p> <p>Contractors</p> <p>Visitors</p> <p>Students</p>	<p>Use the guidance on Cleaning, hygiene and handwashing to make Management Centre COVID-secure: https://www.hse.gov.uk/coronavirus/cleaning/index.htm</p> <p>Identify surfaces that are frequently touched and by many people (often common areas), e.g. handrails, door handles, vehicle door handles (inside and outside), shared equipment etc. and specify the frequency and level of cleaning and by whom</p> <p>Train people how to put on and remove personal protective equipment (PPE) that is used for normal work hazards and how to keep it clean</p> <p>Reduce the need for people to move around the Management Centre as far as possible. This will reduce the potential spread of any contamination through touched surfaces</p> <p>Avoid sharing work equipment by allocating it on personal issue or put cleaning regimes in place to clean between each user</p> <p>Identify where you can reduce the contact of people with surfaces, e.g. by leaving open doors that are not fire doors, providing contactless payment, using electronic documents rather than paperwork</p> <p>Identify other areas that will need cleaning to prevent the spread of coronavirus, e.g. Restaurant, coffee shop, rest areas, welfare facilities, bedrooms and specify the frequency and level of cleaning and who will do it</p>	<p>Put in place monitoring and supervision to make sure people are following controls, i.e. are implementing the cleaning regimes implemented</p> <p>Provide information telling people who needs to clean and when</p> <p>Provide instruction and training to people who need to clean. Include information on: the products they need to use precautions they need to follow the areas they need to clean</p> <p>Identify how you are going to replenish cleaning products</p>	<p>FHRM HHK HKS CSM DM</p>	<p>1 April 21</p>

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Mental health and wellbeing affected through isolation or anxiety about coronavirus	Staff	<p>Follow HSE and University HR guidance on stress and mental health</p> <p>Have regular keep in touch meetings/calls with people working at home to talk about any work issues</p> <p>Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through</p> <p>Involve workers in completing risk assessments so they can help identify potential problems and identify solutions</p> <p>Keep workers updated on what is happening so they feel involved and reassured</p> <p>Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they are not working long hours</p>	<p>Further advice and support</p> <p>Share information and advice with workers about mental health and wellbeing</p> <p>Consider an occupational health referral if personal stress and anxiety issues are identified</p> <p>Encourage workers to use Employee Assistance Programme to talk through supportive strategies</p>	FHRM	1 April 21

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Contracting or spreading the virus by not social distancing	<p>Staff</p> <p>Occupiers</p> <p>Customers</p> <p>Contractors</p> <p>Visitors</p> <p>Students</p>	<p>Follow HSE guidance on social distancing.</p> <p>Identify places where, under normal circumstances, workers would not be able to maintain social distancing rules</p> <p>- Identify how you can keep people apart in line with social distancing rules in the first instance. This may include:</p> <ul style="list-style-type: none"> ➤ using marker tape on the floor ➤ one-way systems ➤ holding meetings virtually rather than face-to-face ➤ staggering start/end times ➤ limiting the number of people on site at one time ➤ having allocated time slots for customers ➤ rearrange work areas and tasks to allow people to meet social distancing rules ➤ using empty spaces in the building for additional rest break areas where safe to do so ➤ implementing 'drop zones' for passing materials between people ➤ providing more parking areas or controlling parking spaces ➤ providing facilities to help people walk or cycle to work, e.g. bike racks 	<p>Put in place arrangements to monitor and supervise to make sure social distancing rules are followed</p> <p>Provide information, instruction and training to people to understand what they need to do</p> <p>Provide signage and ways to communicate to non-employees what they need to do to maintain social distancing</p>	FHRM HHK HKS CSM DM	1 April 21

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Contracting or spreading the virus by not social distancing	<p>Staff</p> <p>Occupiers</p> <p>Customers</p> <p>Contractors</p> <p>Visitors</p> <p>Students</p>	<p>Identify where it is not possible to meet social distancing rules and identify other physical measures to separate people. This can include:</p> <ul style="list-style-type: none"> physical screens and splash barriers place markers on the floor (e.g. points of sale) to indicate where people should stand and the direction they should face reducing the numbers of people using lifts <p>If it is not possible to meet social distancing rules and physical measures cannot be used, then put in place other measures to protect people. This can include:</p> <ul style="list-style-type: none"> enhanced cleaning regimes increase in hand washing limiting the amount of time people spend on the task <p>placing workers back-to-back or side-by-side rather than face-to-face when working</p> <p>'cohorting' work teams so they consistently work together</p> <p>improving ventilation</p> <p>Display signs to remind people to socially distance</p> <p>(Please note – personal protective equipment is needed in a limited number of workplaces to protect from the risk of coronavirus)</p>		FHRM HHK HKS CSM DM	1 April 21

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Musculoskeletal disorders as a result of using DSE at home for a long period of time	Staff	<p>Follow HSE guidance on display screen equipment in our Protect homeworkers page</p> <p>There is no increased risk for people working at home temporarily but if this arrangement becomes long term the risks should be assessed</p> <p>For all people working at home using display screen equipment (DSE) put in place information and training on how to protect themselves, e.g. take regular breaks, stretching exercises, set the equipment up properly</p> <p>For people working at home longer term complete a DSE assessment with them and identify what equipment is needed to allow them to work safely at home</p>	Further information on how to set up a workstation for short duration home working and also what to do for long term home working can be found on HSE's Protect homeworkers page	FHRM	1 April 21

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Poor workplace ventilation leading to risks of coronavirus spreading	Staff Occupiers Customers Contractors Visitors Students	<p>Follow HSE guidance on heating ventilation and air conditioning (HVAC)</p> <p>Identify if you need additional ventilation to increase air flow in all or parts of your workplace</p> <p>Fresh air is the preferred way of ventilating the workplace so opening windows and doors (that are not fire doors) can help</p> <p>If you need additional ventilation provide it, e.g. mechanical ventilation, desk fans, air movers etc.</p> <p>Switch heating ventilation and air conditioning (HVAC) systems to drawing in fresh air where they can be, rather than recirculating air</p>	maintain air circulation systems in line with manufacturers' recommendations	FHRM	1 April 21
Increased risk of infection and complications for vulnerable workers	Staff	<p>Identify who in your work force fall into one of the following categories:</p> <ul style="list-style-type: none"> ➢ Clinically extremely vulnerable ➢ People self-isolating ➢ People with symptoms of coronavirus 	Put systems in place so people know when to notify you that they fall into one of these categories, e.g. they start chemotherapy or are pregnant	FHRM HHK HKS CSM DM	1 April 21

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Increased risk of infection and complications for vulnerable workers	Staff	<p>Discuss with employees what their personal risks are and identify what you need to do in each case</p> <p>Identify how and where someone in one of these categories will work in line with current government guidance</p> <p>If they are coming into work identify how you will protect them through social distancing and hygiene procedures</p> <p>Follow current Government guidelines for employers on the NHS Test and Trace Service:</p> <p>https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance#guidance-for-employers</p>		FHRM HHK HKS CSM DM	1 April 21
Exposure to workplace hazards because it isn't possible to get normal personal protective equipment (PPE)	Staff	<p>Follow HSE guidance on PPE during the outbreak</p> <p>There are a very limited number of settings where PPE is needed for protection from coronavirus, e.g. healthcare. This line only considers PPE for workplaces that do not need it for protection from coronavirus</p> <p>Identify tasks where exposures to hazardous workplace substances may happen and put in place measures to protect people – PPE should not be the first choice; it should be the last. Substitution or engineering controls should be put in place in the first instance</p>	Put systems in place to keep PPE supplies under review so we can take action if necessary before we run out	FHRM HHK HKS CSM DM	1 April 21

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<p>Exposure to workplace hazards because it isn't possible to get normal personal protective equipment (PPE)</p>	<p>Staff</p>	<p>Identify which tasks you need PPE for and specify the right protection factor needed for those tasks</p> <p>Provide the right protection factor for each task rather than the highest protection factor respiratory protective equipment (RPE) for all tasks</p> <p>Where supplies are difficult to obtain follow the HSE guidelines and put in place controls suitable to your workplace</p> <p>(Please note – face coverings are not PPE and are not required to be worn in the workplace. Where people choose to wear them, you should support them)</p>		<p>FHRM HHK HKS CSM DM</p>	<p>1 April 21</p>
<p>Returning staff and occupiers not fully aware of risk assessment, new control measures or personal responsibilities in measures to reduce risk of coronavirus infection</p>	<p>Staff Occupiers</p>	<p>Risk assessment and details of Covid-19 measures to be issued to all staff and occupiers on their return to work – informing them of requirement to adhere to these policies.</p> <p>Draw attention to the HSE guidance links contained within this Risk Assessment and ask staff to familiarise themselves with the content</p>	<p>Formal re-induction process for all returning staff and occupiers</p>	<p>FHRM</p>	<p>1 April 21</p>

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Management Centre does not follow current Government guidelines in relation to Covid-19	Staff Occupiers Customers Contractors Visitors Students	Implement weekly review of Welsh Government Guidance: https://gov.wales/keep-wales-safe-work.html		FHRM	Weekly