

Covid 19 Risk assessment

Company name: Rowley Regis Disability Centre

Assessment carried out by: Mike Hollis

Date of next review: Ongoing

Date assessment was carried out: 18/8/2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Transfer of the virus from locks and doors at front of building	Person opening the centre		Wear gloves when opening the centre, clean locks and door handles with cleaning solution. Gloves should be disposed of after entering the centre.	Person opening the centre	Each time centre is opened	Ongoing
Transfer of virus from hard surfaces in the centre entrance	Anyone entering the centre	Deep clean the centre on a weekly basis, carried out by management committee.	Clean all hard surfaces prior to any meeting starting and at the end of any meeting.	Group organiser that opens the centre, prior to anyone else entering.	Each time the centre is used	Ongoing
Maintaining social distancing at all	Anyone entering the centre	Markings at 2metres in the entrance hall,	Group organiser to ensure social distancing is	Group organiser	Every meeting	Ongoing

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times		signage explaining the need to keep 2metres distance in the entrance hall and the main room.	maintained at all times			
Need to wear a mask when inside the premises	Anyone using the centre	Signage displayed in the entrance hall and in the main room explaining the need to wear masks when inside the building	Group organiser to ensure everyone entering the building is wearing a mask, except people with medical exemptions.	Group organiser	Every meeting	ongoing
Transfer of the virus from surfaces in the toilets	Anyone using the centre	Deep clean the centre on a weekly basis, carried out by management committee.	Clean surfaces in the Toilets	Group organiser that opens the centre, prior to anyone else entering	Each time the centre is used	Ongoing
Social Distancing not possible in the toilets	Anyone using the centre	Restrict the number of people in the toilets to one at a time.	Group organiser to advise group and ensure restriction is enforced.	Group Organiser	While social distancing is in place	Ongoing

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		Sign on outside of toilets to show restriction.				
Social Distancing not possible in the kitchen area	Anyone using the centre	Restrict the number of people allowed in the kitchen to 1. Sign on outside of the kitchen to show the restriction.	Group organiser to ensure the group follows the restrictions.	Group Organiser	While social distancing is in place	Ongoing
Transfer of the virus from hard surfaces in the kitchen	Anyone using the kitchen	Deep clean the centre on a weekly basis, carried out by management committee.	Group organiser to clean hard surfaces in the kitchen	Group organiser to clean the surfaces prior to anyone else using the kitchen	Each time centre is used	Ongoing
Transfer of the virus from cutlery, crockery and cooking utensils used	Anyone using the centre	All items of cutlery, crockery and cooking utensils to be washed after use.	All items of cutlery, crockery and cooking utensils to be washed prior to being used and after use.	Person using the kitchen	Each time centre is used	Ongoing
Transfer of the	Anyone using the	Centre has provided	Group organiser to supply	Group organiser	Each time centre	Ongoing

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virus from the hands of people using the centre	centre	a hand sanitiser dispenser in the entrance hall.	hand sanitiser for all group members to use on entry to the centre.	to provide sanitiser, everyone to use	is used	
Social distancing in the main room	Anyone using the centre	Only 30 chairs are available for use in the main room.	Group organiser to ensure the furniture is positioned to maintain social distancing, in a way to meet the needs of the meeting.	Group organiser	Every meeting	Ongoing
Transfer of virus from hard surfaces in the main room	Anyone using the centre	Deep clean the centre on a weekly basis, carried out by management committee.	Group organiser to clean all surfaces at the end of any meeting.	Group organiser	Every Meeting	Ongoing
Flow of people in and out of the centre to compromise social distancing	Anyone using the centre		Group organiser to control the flow of people in and out of the centre to maintain social distancing. There should be no situation where people are	Group organiser	Every meeting	Ongoing

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			entering and leaving at the same time since this could lead to a break down of social distancing.			
Disposal of used PPE masks and gloves	Masks may still transmit the virus	Additional bin has been provided with a blue bin bag just for the disposal of these used items	At the end of each meeting the bag will be sealed and put in another bag for disposal.	The group organiser will need to remove and dispose of this waste.	End of every meeting.	Ongoing