

## Risk assessment. Westway Building.

4Parish Hub (Westway)

Assessment carried out by: Nick Morley

Date of next review: 26/04/20

Date assessment was carried out: 20/04/20

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
Fire in premises.	Volunteers working in Westway building. Trapped by heat and smoke.	Existing hardwired Fire alarm system and Westway fire action policy. Commercial kitchen and domestic kitchen currently not in use for any cooking operations.	Briefing of all volunteers on actions to take on hearing fire alarm, how to activate alarm, knowledge of nearest fire exits and rendezvous point. Policy and procedure document and site plan to be read and signed by every volunteer working in Hub. Designated Fire Warden to take roll call at rendezvous point. Roll board updated throughout day	Site Manager/Fire Warden.	20/04/20 Ongoing. Training for every new volunteer working in building is to be done prior to commencing work.	

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Accident or injury	All staff	First aid kit and de fib on site	Nominated first aiders	Named first aider on roll board.		
Infection of Covid 19 by personal transmission.	All personnel working in Hub. Viral infection.	Signage to prompt hand washing on initial entry to building. Designated wash basins for hand washing (Toilet areas)	Signage to maintain 2m distancing for personnel. Workstations set out a minimum of 2m apart, with hazard tape floor markings to indicate safe working areas, no workstations to operate face to face and operate as per Covid 19 Government guidelines.	All persons working in Hub to adhere to Risk assessment/policy guidance. Site Manager to brief and enforce if needed.	20/04/20	
Infection of Covid 19 form Hard surface areas.	All personnel working in the Hub. Viral infection.	Signed policy document advising of procedures to be followed in Hub. Deep clean of all areas every evening	All phones are to be cleaned before allocation to Volunteers, using antibacterial wipes and cleaned at change of shift/volunteer use. All hard surface work areas to be wiped before start of work or change of volunteer working in that area. Encourage volunteers to use personal headsets for phone use	Site manager to ensure phones are sterile before initial use. And to remind oncoming volunteers that use them to thoroughly clean before use.	20/04/20	

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More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

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Cross contamination of virus to admin area, from external volunteer shoppers and cash handling onto admin staff.	Admin staff. Viral infection.	PPE and safe practice carried out by shopping volunteers.  Gloves to be worn when receiving cash payments into admin and regular hand washing.  Separate entrance and exit doors for Admin staff and Shoppers.  Any incoming goods are subject to a 72-	Segregation of Admin area and shopping operation area. Admin services operate in a separate area of building demarked by signage and hazard tape barriers. Operational volunteers have separate toilet and hand wash facilities and preparation areas.  All Hi viz vests washed after single use  Designated quarantine room, with facilities to date mark	All volunteers need to be aware of segregation and procedures for cash handling.  Monitored and enforced by Managers	20/04/20	

Cross contamination of viral infection from incoming goods and donations entering the Hub.	All staff working within the hub. Viral infection.	hour quarantine. All incoming goods to be handled wearing PPE (gloves)	arrival time, with a designated clean room to store cleared goods	Anyone receiving goods into the building.		
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Safety of volunteers working off site delivering goods	Shoppers Injury/accident illness.	Briefing of volunteers. (video) Roll call board of lone persons leaving and returning to building to carry out shopping deliveries	Monitoring and updating roll board throughout the day	Site manager	20/4/20	
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Points of Reference.

<https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance>

Government advice on key worker policy.