

Memory Lane Day Care Ltd
 Ingots Building, Cemetery Road, LS19 7UP
Location: Main Site

Title : Memory Lane COVID 19 Risk Assessment	Date of Assessment : 14/12/2020	Risk Assessor : Amy Botterill
Risk Assessment Reference : ML RA 01	People involved in making this assessment : Pamela Clough, Amy Botterill, Amanda Botterill	
Task/ Process : All Activities	People at Risk : Employees, Contractors, Members of the Public, Service Users	

Hazard : Employed staff Staff who are not fully aware and understanding of the procedures and arrangements we have put in place to work within government guidelines on essential working could compromise our arrangements and jeopardise the health of others.

- Control Measures:**
1. All staff have received copies of this risk assessment and any other company procedures relating to COVID-19
 2. Employees can raise any concerns with their line manager.
 3. Health & Safety communications available to all employees.
 4. Plans and procedures have been shared and co-ordinated with our landlord on our owned or managed premises.
 5. Communication warning posters displayed throughout all premises.
 6. Every member of staff has been fully briefed to ensure that that they are aware of the hazards and risks and understand the rules and procedures we have put in place.
 7. Specific procedures and measures to reduce the risk of spreading Coronavirus have been prepared. These are based on NHS, Public Health and Government guidance and instruction. They are updated daily to reflect any changes in the official advice and guidance.
 8. E-learning courses, toolbox talks on COVID-19 and Personal Hygiene have been delivered to staff.

Hazard : Food & Drink Preparation Areas Potential risk or transfer of virus through cross-contamination.

- Control Measures:**
1. Employees instructed to ensure that good hygiene standards must be maintained when food or drinks are being prepared.
 2. Ensure that when spills of food or liquids occur, they must ensure that the work surfaces are left in a clean and sanitised condition.
 3. Use your own drinking mugs, cups and glasses to prevent cross contamination.
 4. Employees reminded to keep your hands out of food and waste bins or receptacles as they may contain contaminated products, food or tissues.
 5. Wash your hands thoroughly for 20 seconds before and after using these facilities.
 6. Leave the microwave ovens as they should be left in a clean condition and wiped out after use.
 7. Put uneaten food products in a clean, sanitised, sealed wrapper, bag or container, if they are to be stored in the communal refrigerator.
 8. Employees encouraged to bring in their own prepared food and drink for lunch breaks.

9. Employees to make their own hot or cold drinks during the working day.

10. Kitchen areas are marked with signage or tape to allow for social distancing.

11. Crockery and cutlery must be thoroughly cleaned after use.

12. Single use paper tissues rolls are provided within kitchen areas and to be disposed of correctly in waste bins provided.

13. Thoroughly wash crockery and cutlery after each use before putting them away.

Hazard : Communal facilities, entrance, toilets, stairs. etc entrance, toilets, stairs. etc. Risk of cross-contamination from equipment, surfaces etc. that may have been touched or otherwise contaminated by coronavirus and create a risk to health.

Control Measures:

1. Employees are required to ensure that coats, scarfs and other outdoor items are stored separately (where applicable) within coat cupboards avoiding contact with other people's personal items.

2. Employees instructed to ensure that the toilet seat is in the closed position before flushing to prevent aerosols becoming airborne and contaminating the facilities with potential pathogens.

3. Employees made aware that where welfare facilities are used during the working day, they must have an awareness of surfaces (toilets, sinks, door handles, soap, and soap dispensers, etc. and objects which are visibly contaminated with body fluids must not be touched, but reported to a manager.

4. Employees instructed to clean their hands after using the toilet, by washing their hands with soap and water for at least 20 seconds.

5. Supplies of soap and sanitising agents are provided and regularly topped-up at all hand washing stations. NHS, Public Health and hand washing advice posters displayed.

6. Cleaning has been increased. Toilets and communal areas, along with workspaces, are cleaned more frequently than before and the cleaning routine is to a higher specification.

Hazard : Waste Ill-health as a result of the transfer of coronavirus and other pathogens through cross-contamination after contact with waste (accidental or otherwise).

Control Measures:

1. Waste bins are provided at employee desk areas, at cleaning stations throughout the store and within staff kitchen areas.

2. Employees instructed to not put their hands directly into food waste or general waste bins or receptacles as they may contain contaminated products, food or tissues.

3. Employees instructed that disposable tissues should be used when coughing and or sneezing and put directly into a waste bin, preferably bagged, or pocketed and taken home.

4. All waste bins and receptacles are carefully and safely emptied daily by staff.

Hazard : Dealing with Carers Employees working on the premises may be at risk of exposure from carers who are carrying coronavirus, knowingly or unknowingly during drop off and pick up of clients as this usually takes place in a close proximity.

Control Measures:

1. Markings placed on floor to highlight safe distances and standing positions.

2. In-line with government guidance all employees are expected to wear a face covering when at work and all carers are requested to wear a face covering whilst in the building.

3. All carers must only enter the reception area of the building, and are not allowed into the main room, to help prevent the unnecessary spread of COVID 19.

Hazard : IT and telephone equipment Direct contact with potentially cross-contaminated IT or telephony equipment may cause adverse coronavirus health effects.

Control Measures:

1. Employees are advised to ensure that IT and telephony equipment, such as keyboards, screens and phones are cleaned and sanitised on a regular basis throughout the working day.

2. Suitable wipes and cleaners that do not damage equipment are provided.

3. Telephone equipment is cleaned at the end of each working day by staff.

4. Employees advised not to share personal mobile phones with others to prevent accidental cross contamination.

Hazard : Close contact Employees working on the premises may be at risk of exposure to other employees or visitors who are carrying coronavirus, knowingly or unknowingly.

Control Measures:

1. Employees instructed to avoid close face-to-face contact or touching other employees, visitors, etc. and follow the 2m social distancing rule.

2. Physical contact, such as handshakes, hugs, pat on the back, etc. is to be avoided.

3. Employees are required to be environmentally aware and sit out of the immediate air flow from fan heaters, cooling fans and or ventilation systems that could spread the virus. Where possible the use of such systems will be avoided.

4. Controls on access and egress to building at all times.

5. Staff kitchen areas with only one person at a time using to allow for social distancing. Signage or tape markings will highlight this control.

6. Visitors to sites are to be limited and if possible video conferencing software to be utilised to reduce face to face contact.

7. Contractors to sites will be managed and controlled by the director for only essential maintenance.

8. Any visitors or contractors to sites are to sign the visitors book.

Hazard : Vulnerable employees Vulnerable employees with existing health conditions are at a higher risk of contracting COVID-19, which may have a significant increased adverse affect on their health and wellbeing.

Control Measures:

1. Employees who are in the vulnerable and high-risk categories must inform management and decisions will be made in accordance with Govt guidelines.

2. Employees with family members in high risk categories have been instructed to inform their management team. Decisions in accordance with Govt. guidelines are taken on a case by case basis.

3. Those employees who fall within the extremely vulnerable category (Shielded) cannot work at Memory Lane in accordance with Govt guidelines. Decisions regarding furlough etc will be made on a case by case basis.

4. Employees who are high risk vulnerable (but not extremely clinically vulnerable) that cannot work from home, then management should offer the option of the safest available on-site role, enabling them to stay 2 meters away from others.

5. In-line with government guidance all employees are expected to wear a face covering or visor when working with clients.

Hazard : Cleaning and hygiene Inadequate cleaning & hygiene standards pose a risk of spreading infection by way of cross-contamination from surfaces contaminated with the coronavirus.

Control Measures:

1. Cleaning regimes and the frequency of cleaning of hard surfaces (floors, handrails, door handles, building equipment buttons, switches, etc). have significantly increased.

2. Suitable disinfectant cleaning products are used by staff.

3. A colour coded cleaning system is used by staff to prevent cross-contamination of surfaces.

4. Sufficient hot water, liquid soap, disposable towels and hand sanitiser dispensers are provided throughout the buildings.

5. Management and employees are required to report anything contaminated or spilt that requires cleaning.

Hazard : Personal hygiene Poor personal hygiene standards pose a risk of passing or contracting the infection.

Control Measures:

1. The importance of good personal hygiene has been explained to all employees. Particularly the need for regular thorough hand washing and the avoidance of touching eyes, nose or mouth, if their hands are not clean.

2. As the alcohol based hand sanitizer falls under a COSHH item. Employees who use this to disinfect their hands are not to touch their face until the sanitizer dries out due to irritation risk if the goes into eyes.

3. If alcohol gel comes into contact with eyes then employees are to (remove glasses or contact lenses if worn) and rinse eyes with water for several minutes, then seek first aid assistance.

4. If eye irritation persists then employees to seek medical advice or assistance.

5. Employees with a diagnosed skin condition are advise not to use the alcohol hand sanitizer as this may exacerbate their condition, but to use soap and water for 20 seconds.

6. Employees to avoid inhaling the vapours from the alcohol hand sanitizer as this may cause dizziness or drowsiness.

7. Alcohol gel hand sanitizer spillages are to be cleaned up immediately with water and area dried off.

8. Free standing hand sanitizers will be in place at access points.

Hazard : Cold / Infections There is a risk that any cold and or infection could be consistent with COVID-19 symptoms and there is a risk that accidental cross-infection could be transmitted to other persons.

Control Measures:

1. Where symptoms of a cold/infection starts at work employees are required to notify their management team immediately. Decisions to refrain from working will be made accordingly where the is a potential risk.

2. Employees who are currently self isolating due to having tested positive for COVID-19, experiencing symptoms or have a family member who have tested positive or have symptoms are not to return to work and inform their line manager.

3. Employees are advised to isolate in accordance with Government guidelines.

Hazard : Emergency Evacuations Inhalation of smoke or exposure to fire leading to injury or fatality.

Control Measures:

1. All employees are to wash or sanitise their hands at the earliest opportunity.

2. In an emergency, for example, an accident or fire, employees do not have to stay 2m apart as it would be unsafe to do so.

3. Employees are to follow the emergency evacuation procedures for their relevant location.

Hazard : First Aid Provision Lack of first aid provision leading to injury, further injury or prolonged pain.

Control Measures:

1. Trained emergency first aid at work and first aid at work employees.

2. All first aiders provided with face guards to reduce risk of cross-contamination.

3. Additional first aid equipment provided in first aid boxes to reduce risk to first aiders. CPR shields and disposable masks provided.

Hazard : Handling goods, merchandise and other materials Transmission of COVID-19 via contact with objects and items throughout the building.

Control Measures:

1. Payments & Refunds are to be undertaken using contactless methods wherever possible.

2. Increased the amount of handwashing/hand sanitising facilities on the floor for staff and clients.

Hazard : Deliveries Spreading of pathogens either by person to person contact (Staff and delivery drivers) or by touching contaminated objects/stock.

Control Measures:

1. Deliveries are made once weekly to minimise contact.

2. Where possible, no paperwork to be transferred, electronic documents only.

3. Delivery workers are not to enter the building wherever possible.

4. All delivery workers must wear suitable PPE.

Hazard : Workplace Transport Potential risk or transfer of virus through close contact or cross contamination.

Control Measures:

1. Drivers and Chaperones must wear face coverings.

2. Clients must sit alone, and where possible at least 1m apart.
3. Clients will sit in seats and the seat next to them will be signed and taped so that there is social distancing in place.
4. Drivers and chaperones will clean all hard surfaces at the end of every day, and spray upholstery with antibacterial spray.
5. When using private vehicles, seat coverings will be in place.
6. Clients will have their temperature taken when they get on the bus and if their temperature is high, they will not be allowed to travel to the centre.

Hazard : Public or Visitor Access COVID-19 pathogens could be carried on a person, unknowingly, which could cause ill-health to service users and staff.

Control Measures:

1. No members of the public will be allowed in the main room at Memory Lane.
2. All visitors must wear a face covering and sanitise their hands on entry to the building.
3. Staff must wear face-coverings or visors when speaking to visitors.

Documents Associated with this Risk Assessment:	
Review Date : 14/02/2021	Reviewer : Amy Botterill