

Bridgend Centre - Risk Assessment

Organisation name:	Bridgend Centre
Task being assessed:	Charity Shop and Bridgend Centre operations – in relation to Coronavirus
Person undertaking assessment:	Rebecca Lea
Date of assessment:	June 2020
Review date:	Annual
Overall assessment of risk:	Medium

All hazards identified in this document are in relation to the contraction of Covid-19, the disease caused by the novel Coronavirus, which can result in serious health conditions or even death.

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What is the hazard?	Who might be harmed? ie staff/visitor	What existing control measures are in place?	Current risk scoring (A) (key at bottom)		Risk Level H.M.L. (for A)	Further actions required	Revised risk score with additional control measures in place (B)	Revised risk level with (B)
1. Transmission of coronavirus	Staff and volunteers who have been notified as being 'extremely vulnerable' (sometimes referred to as the Shielded Group)	Centre Manager contacted all staff and volunteers to ascertain their status in relation to vulnerability. All 'extremely vulnerable' staff or volunteers must stay at home and be shielded. They cannot volunteer until government guidance changes.	Severity	5	L			
		Frequency	1					
		Probability	1					
		Risk Score	5					
	Staff and volunteers who are able to work at the Centre	<p>Implement control measures for virus transmission in shop (listed below)</p> <p>Arrange kitchen and toilet facilities for staff and volunteers in flats so separate from customers</p> <p>Regular cleaning of surfaces and touch-points</p> <p>We recommend wearing masks if possible</p> <p>Recommend stringent and regular washing of hands. Signage to reflect this.</p> <p>Anti-bac hand gel readily available</p>	Severity	3	M			
		Frequency	4					
		Probability	2					
		Risk Score	24					

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		<p>No kitchen/drink making or seating facilities to be made available for customers and the public</p> <p>Customer toilets closed and not to be used for changing room</p> <p>No Bridgend activities or groups to take place</p> <p>Office – no more than two people in the office at anyone time. Clean keyboard, mouse, desk and chair after use with anti-viral spray/cleaner</p> <p>Ways of working document and communicated to all team members</p>						
	Staff and volunteers who are in the 'vulnerable' group	Staff and volunteers in this group need to take extra care when implementing social distancing	Severity	4	M			
			Frequency	4				
			Probability	2				
			Risk Score	24				
	Virus transmission among people in shop	<p>Clear signage to remind people to 'keep their distance'</p> <p>Only allow 6 customers in the shop at any one time (1 per 10m2)</p> <p>Ask customers to use anti bac hand gel at entry point (provided)</p> <p>One-way system implemented</p>	Severity	3	M			
			Frequency	4				
			Probability	2				
			Risk score	24				

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		Signage to remind people to maintain social distance Move till to kitchen area which has more space Screen at till Preferred payment method– contactless card No changing rooms Toilets only available on specific request. Clean afterwards Ask people to remove hangers themselves at the till and put in a box. Quarantine hangers Regular cleaning of building and hard surfaces, touch points Ways of working communicated to customers on website, signage and information leaflets						
	Virus transmission when sorting donated goods	Donations by appointment	Severity	3	M			
		Frequency	4					
		Probability	2					
		Risk Score	24					

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		<p>When donation is brought in, it is put straight in receptacle by the donor and left for 72 hours with no one touching it</p> <p>Gloves and anti bac/viral cleaning products to be provided for sorting</p> <p>Reminder to clean surfaces and equipment (tagging guns, pens etc) before and after use</p> <p>Sorting tables/benches to be well spaced away from others in well aired position</p>					

Severity	Score	Frequency	Score	Probability	Score
No injury	1	Infrequent	1	Not likely	1
Minor injury	2	Once a month	2	Possible	2
Minor injury with lost time	3	Once a week	3	Even chance	3
Major injury	4	Once a day	4	Probably	4
Fatality	5	Constantly	5	Certain	5

0 -20 = Low, ensure controls are in place and working. Monitor to ensure risk does not increase.

21-50 = Medium, ensure controls are in place and working. Reduce risk where practicable.

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50 = High, ensure control measures in place and working. Monitor closely. Re-evaluate to establish more stringent controls. Plan to reduce risk where practicable.