

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:	April 2021
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)	<p>Centre Manager contacted all staff and volunteers to ascertain their status in relation to vulnerability. The Government guidance changed on in March 2021 and now states that 'extremely vulnerable' people no longer have to shield from 29th March 2021.</p> <p>Staff and volunteers can volunteer if they feel comfortable and are maintaining adequate social distancing measures while they work.</p>	Severity	5	L			
		Frequency	1					
		Probability	2					
		Risk Score	10					
	Staff and volunteers who are able to work at the Centre	<p>Implement control measures for virus transmission in shop (listed below)</p> <p>Implementation of two 'Bubbles', Bubble A at the beginning of the week and Bubble B at the end of the week. All Staff and Volunteers have to fit into either bubble and not attend the Centre outside of those times.</p> <p>Lateral Flow Testing (LFT) for all staff and volunteers will be carried out once per week for those working up to 2.5 days per week. For those working more than this, they should have two LFT tests per week.</p>	Severity	5	M			
		Frequency	4					
		Probability	2					
		Risk Score	40					

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		<p>Staff and volunteers advised to maintain a 2 metre social distance. If this is not possible, they should wear a mask.</p> <p>Only one desk/PC in the office should be worked at, the other PC on the Reception desk outside the office to ensure further social distancing.</p> <p>Office – no more than two people in the office at any one time. Clean keyboard, mouse, desk and chair after use with anti-viral spray/cleaner</p> <p>Staff and volunteers should wear masks and/or visors when the shop is open (unless there is a medical reason why the individual does not have to wear one)</p> <p>Arrange kitchen and toilet facilities for staff and volunteers so separate from customers. Provide cleaning materials in toilets to regularly clean, including after use.</p> <p>Regular cleaning of surfaces and touch-points</p> <p>Recommend stringent and regular washing and sanitising of hands. Signage to reflect this.</p> <p>Anti-bac hand gel readily available for everyone within the building.</p>						

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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. Volunteers may use toilets but are advised to clean with an anti-bacterial/viral cleaner before and after use.</p> <p>No Bridgend activities or groups to take place</p> <p>Ways of working document and communicated to all team members</p> <p>Staff and volunteers working in workshop are given a 'ways of working sheet' to restrict transmission of virus.</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	5	M			
		Frequency	3					
		Probability	2					
		Risk Score	30					
	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>	Severity	5	M			
		Frequency	4					
		Probability	2					
		Risk score	40					

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		<p>Ask customers to use anti bac hand gel at entry point (provided)</p> <p>One-way system implemented</p> <p>Signage to remind people to maintain social distance</p> <p>Move till to kitchen area which has more space Screen at till</p> <p>Preferred payment method– contactless card</p> <p>No changing rooms</p> <p>Toilets only available on specific request. Clean afterwards</p> <p>Ask people to remove hangers themselves at the till and put in a box. Quarantine hangers</p> <p>Regular cleaning of building and hard surfaces, touch points</p> <p>Ways of working communicated to customers on website, signage and information leaflets</p>						

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	Virus transmission on guided walks	<p>Walks will be outside, so risk of infection is lower than indoors</p> <p>Participants limited to 8 people, including walk leader. This will be managed by a pre-booking system, which will include payment electronically.</p> <p>Participants advised to maintain 2 metres' social distance. If this is not possible, they should wear a mask in those instances.</p> <p>No group refreshments after the walk at Bridgend. If the walk leader takes the group to a café or pub after the walk they should ensure that it is a safe environment that allows social distancing to take place and take part in any track and trace procedures.</p> <p>When route planning, endeavour to avoid stiles and gates where possible. If not possible encourage people to anti-bac hands after touching.</p> <p>Bridgend will retain details of participants for contact tracing purposes 'track and trace'. This will be through the online booking system.</p>	Severity	5	L			
Frequency	3							
Probability	1							
Risk Score	15							

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	Virus transmission when sorting donated goods	<p>Donations by appointment</p> <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	5	L			
Frequency	4							
Probability	1							
Risk Score	20							

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

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Fatality	5	Constantly	5	Certain	5
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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.

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