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: July 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.

| 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. The Government guidance changed on in March 2021 and now states that ‘extremely vulnerable’ people no longer have to shield from 29th March 2021.  Staff and volunteers can volunteer if they feel comfortable and are maintaining adequate social distancing measures while they work. | Severity | 5 | L |  |  |  |
| Frequency | 1 |
| Probability | 2 |
| Risk Score | 10 |
|  | Staff and volunteers who are able to work at the Centre | Implement control measures for virus transmission in shop (listed below)  Staff and volunteers will continue to wear face masks when at the Centre. We will ask customers to do so on entry if they can.  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.  Staff and volunteers advised to maintain a 2 metre social distance where possible.  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  Regular cleaning of surfaces and touch-points  Recommend stringent and regular washing and sanitising of hands. Signage to reflect this.  Anti-bac hand gel readily available for everyone within the building.  Drinks and refreshments made available for those sitting on the veranda. Not available inside at this time. Tables and chairs spaced well apart.  Customer toilets not to be used for changing room. Toilets are available for customers to use, but are regularly cleaned.  No Bridgend activities or groups to take place indoors.  Ways of working document and communicated to all team members  Staff and volunteers working in workshop are given a ‘ways of working sheet’ to restrict transmission of virus. | Severity | 5 | M |  |  |  |
| Frequency | 4 |
| Probability | 2 |
| Risk Score | 40 |
|  | 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 | Clear signage to remind people to ‘keep their distance’  Only allow 8 customers in the shop at any one time (1 per 10m2). Only 14 people permitted on the veranda at any one time.  Ask customers to use anti bac hand gel at entry point (provided)  One-way system implemented  Signage to remind people to maintain social distance  Move till to kitchen area which has more space  Screen at till  No changing rooms  Ask people to remove hangers themselves at the till and put in a box. Clean hangers  Regular cleaning of building and hard surfaces, touch points  Ways of working communicated to customers on website, signage and information leaflets | Severity | 5 | M |  |  |  |
|  |  |
| Frequency | 4 |
| Probability | 2 |
| Risk score | 40 |
|  | Virus transmission on guided walks | Walks will be outside, so risk of infection is lower than indoors  Participants advised to maintain 2 metres’ social distance. If this is not possible, they should wear a mask in those instances.  Group refreshments after the walk at Bridgend only available for 12 walkers. This will be served on the veranda. 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.  Bridgend will retain details of participants for contact tracing purposes ‘track and trace’. This will be through the online booking system. | Severity | 5 | L |  |  |  |
| Frequency | 3 |
| Probability | 1 |
| Risk Score | 15 |
|  | Virus transmission when sorting donated goods | Donations to be deposited in cages by the donor.  Gloves and anti bac/viral cleaning products to be provided for sorting  Reminder to clean surfaces and equipment (tagging guns, pens etc) before and after use and for staff and volunteers to regularly wash their hands during sorting.  Sorting tables/benches to be well spaced away from others in well aired position | Severity | 5 | L |  |  |  |
| Frequency | 4 |
| Probability | 1 |
| Risk Score | 20 |
|  | |

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| --- | --- | --- | --- | --- | --- |
| **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.

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