

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:	27 January 2022
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	General operation of the Bridgend Centre shop, services and activities	<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> <p>Staff and volunteers advised to maintain a 2 metre social distance.</p> <p>From 27th January, government ‘Plan B’ restrictions will end and mask wearing will no longer be legally required. However, we will ask staff, volunteers and customers to wear them in the shop where they can. They will not be required during activities.</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>Provide cleaning materials in toilets to regularly clean, including after use.</p> <p>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.</p>	Severity	4	M			
Frequency	4	Probability	2					
Risk Score	32							

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	Activity groups and sessions	<p>Activity groups can operate in meeting rooms but numbers should be limited in rooms in order to ensure a distance of 1m between each person. Capacity limited to 8 people in the Library and 11 in the Education Room (including teacher/instructor)</p> <p>Mask wearing is not a requirement in activities but people may do so if they wish.</p> <p>Rooms should be kept well ventilated where possible. In times of low temperatures, ventilate room before and after session.</p> <p>Clean hard surfaces after sessions</p>	Severity	4	M			
Frequency	4	Probability	2					
Risk score	32							
	Café/Refreshments	<p>Drinks and refreshments served to the public on the veranda and in the kitchen. Social distancing maintained with spacing of tables and chairs and limited numbers of people around each table. Regular cleaning of tables and chairs.</p> <p>Customer toilets open for use however, not to be used as changing rooms. Regular cleaning of toilets and cleaning supplies available for customers to use</p>	Severity	4				
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	Virus transmission among people in shop	<p>Clear signage to remind people to 'keep their distance'</p> <p>Ask customers to use anti bac hand gel at entry point (provided)</p> <p>One-way system implemented</p> <p>Signage to request that people wear face masks</p> <p>Screen at till</p> <p>No changing rooms</p> <p>Ask people to remove hangers themselves at the till and put in a box. Clean hangers before re-use.</p>	Severity	4	M				
Frequency	4								
Probability	2								

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			Risk score					
		<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> <p>Monitor numbers of people in the shop at any one time. If the shop is crowded, staff may stop more customers coming in for a short time until it has quietened down.</p>	Risk score	32				

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.