

Covid-19 Risk Assessment – CC Drop Ins



Location: The Coates Centre – The Hub

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Reviewed: SN/LS

Activity: Re-opening of Coates Centre for Drop-in Monday to Friday 10am – 4pm

Date: 16th June 2021

Version: 2

Please be aware that this Risk Assessment is under constant review and guidance may therefore change.

Please ensure that you read any updates to this risk assessment immediately.

Hazard	Who is affected?	Risk (L)	Control Measures	Residual Risk
Spread of virus: Movement of people	Drop-in visitors All Staff/Volunteers in CC	12 – likely/moderate	<ol style="list-style-type: none"> 1. Centre to re-open on basis that visitors come at own risk. Visitors to wear a mask on entry unless exempt. Signage to highlight this. 2. One volunteer to be on duty each session – to manage movement of visitors, prepare drinks, answer telephone etc. 3. Volunteers to be fully briefed on procedures in place for using the Coates Centre prior to re-opening and have copy of RA. 4. Visitors to use hand sanitiser, be reminded on social distancing and respecting others' space. 5. Temperatures taken on arrival if temperature over 37.4 then individual not to attend or enter the building. 6. All visitors to be advised not to enter if any signs or concerns of illness, especially COVID-19. Drop-in visitors asked for contact name and phone number (this information to be retained in locked file for 21 days and then disposed of in secure waste). Contact information of visitors who 'agree' for CC to retain information for future CC publicity/events also to be input into password secure database on S drive. 7. Visitors to use Hub, and outside patio area and to try to remain seated throughout visit as much as possible. Visitors cannot enter the kitchen area. 8. Support groups/wellbeing sessions to meet in the Oak Room which can be accessed directly from the car park and well ventilated. 9. Staff, visitors and volunteers all to adhere to one person only in toilet facilities at any time. 10. Staff in CC and across Oakhaven site to be advised that CC is re-opening – identifying re-opening date, days when open and times. 	6 unlikely/moderate

Hazard	Who is affected?	Risk (L)	Control Measures	Residual Risk
Spread of virus: Use of facilities	Group Participants Staff/Volunteers in CC	12-likely/moderate	<ol style="list-style-type: none"> 1. Table, chairs and settees set out to adhere to social distancing of 1m – 2m. 2. If weather nice/dry visitors have option to sit outside at garden tables and also use benches by Oak Room. 3. Wipes to be available and used where needed. 4. Ladies toilet and Gents toilet to be used for visitors. Disabled toilet to be for staff ONLY (signage in place). Wipes available in toilets. 5. Clear signage in building, rooms and outside reminding people of the need for social distancing. 6. Housekeeping team to be briefed on Centre’s opening days. 7. Visitors not permitted in kitchen area. Sign in place. 8. Any group session in Oak Room to be restricted as detailed in Support Group Risk Assessment. 9. CC staff to be informed of possible visitors and also Volunteers now in building. 10. Staff and volunteers to wear masks when moving around Coates Centre. 	6 unlikely/moderate
Spread of virus: refreshments	Group participants Staff/volunteers in CC	12 – likely/moderate	<ol style="list-style-type: none"> 1. Volunteers to prepare any drinks and foodstuffs, washing hands before and after. 2. Volunteers to do Food Hygiene training course online. 3. Wipes/spray & cloth to be made available and used where needed. 4. Any foodstuffs (cake/biscuits) to be kept covered and offered by Volunteer only. 5. Following each session dirty mugs/glasses to be left on tray and placed & washed in dishwasher in kitchen. 	6 – unlikely/moderate

Hazard	Who is affected?	Risk (L)	Control Measures	Residual Risk
Managing wellbeing & anxiety	Drop in visitors Staff/volunteers in CC	9 possible/moderate	<p>It is acknowledged that anxiety may rise during this time due to COVID-19 and its restrictions. The following will be observed in order to try and maintain individual's wellbeing whilst at the Coates Centre for the duration of the drop-in/group session, and decrease any anxieties.</p> <ol style="list-style-type: none"> 1. This Risk Assessment will be sent to CC staff, volunteers prior to opening. A copy also to be available in Hub. 2. This Risk Assessment will also be available on the Oakhaven website, linked to the Coates Centre pages. 3. There will be Oakhaven staff/volunteer available to discuss any concerns prior to attending or during the session itself. 4. Volunteer Services Team – Mon-Wed 8.30am-4.30pm (HR Team Thurs-Fri 9am-5pm) 	6 – unlikely/moderate
Car Parking		9 possible/moderate	<p>Where space allows, all those attending should leave alternate car parking bays free on arrival to ensure social distancing can be observed when getting in and out of vehicle. Visitors to remain in vehicle until area clears if others are entering or exiting the building or vehicles close by, at time of arrival.</p> <ol style="list-style-type: none"> 1. Visitors to park in CC car park. 2. Staff/Volunteers to use parking in lower car park if possible on busy days. 3. OH Care Agency to park down side of CC building and office end of building. 	6 – unlikely/moderate