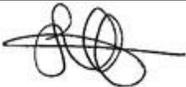


**RISK ASSESSMENT FOR LEEDS JEWISH WELFARE BOARD:  
COVID19: Infection control at the Marjorie & Arnold Ziff Community Centre**

<b>Date of Assessment:</b>	27 <sup>th</sup> May 2020		
<b>Assessors:</b>	Jon Lamb, Facilities & Contracts Manager		27 <sup>th</sup> May 2020
	Szczepan Swiatkowski, HR Manager		27 <sup>th</sup> May 2020
<b>Assessment frequency:</b>	When circumstances change and in fitting with latest <a href="#">UK Government COVID19 guidance</a> .		
<b>Approved by Head of Department:</b>	Cate Tracey, Head of Facilities, Finance & HR		27 <sup>th</sup> May 2020
<b>Approved by CEO:</b>	Elizabeth Bradbury, CEO		10 <sup>th</sup> June 2020 Revised 10 <sup>th</sup> August 2020

**Context of risk assessment:**

COVID-19 is a new Coronavirus illness that can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal.

As an employer, LJWB has a legal responsibility to protect workers and others from risk to their health and safety. This means we need to think about the risks they face and do everything reasonably practicable to minimise them, recognising that we cannot completely eliminate the risk of COVID-19.

This risk assessment aims to support the process of mitigating transmission of COVID19 between site users at the Marjorie & Arnold Ziff Community Centre. It aims to take reasonably practicable consideration of the various activities and business operations that are based at the MAZCC, to support a measured and safe return to 'normal' activities while implementing control measures to mitigate the spread of the disease as far as possible.

This risk assessment should remain a 'live' document, responding dynamically to the needs of the organisation, our clients and service users, and in response to changes to UK Government guidance and enforced restrictions. This version is undertaken in line with current UK Government guidance as outlined in guidance documents:

- HM Government: *Working safely during COVID-19 in offices and contact centres Guidance for employers, employees and the self-employed* 11 May 2020;
- HM Government: *OUR PLAN TO REBUILD: The UK Government's COVID-19 recovery strategy* May 2020;
- Along with other relevant UK Government guidance documents.

This document has been produced collaboratively and in the spirit of LJWB's values:

\*OPEN\* \*TRANSFORMATIVE\* \*CARING\* \*NEEDS-LED\*

Hazard identified	Who may be harmed?	Controls Measures in place	Additional Controls	Person implementing Control measures  <i>Print name &amp; sign to accept</i>
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Transmission of COVID-19 coronavirus	All MAZCC site users e.g.: office workers; Facilities personnel; Moorcare care workers; contractors; community volunteers; service users; clients; customers; tenants; etc.	<p><b>Hand Washing</b></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place throughout site.</li> <li>• Additional hand washing stations positioned at main entrance.</li> <li>• Enforcement of hand washing upon arrival to site.</li> <li>• <a href="#">See NHS hand washing &amp; drying guidance</a></li> <li>• Drying of hands with disposable paper towels (rather than jet air dryers).</li> <li>• Staff encouraged to protect the skin by applying emollient cream regularly: <a href="https://www.nhs.uk/conditions/emollients/">https://www.nhs.uk/conditions/emollients/</a></li> <li>• Gel sanitisers in any area where washing facilities not readily available</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance posters, leaflets and other materials displayed around site to remind site users of <a href="#">government guidance</a>.</li> <li>• Site users also reminded to catch coughs and sneezes in tissues –<a href="#">Follow Catch it, Bin it, Kill it</a> and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues/ disposable paper towels made available throughout the workplace.</li> <li>• Encourage staff to report any problems (resulting from excessive hand hygiene measures) and implement remedial controls <a href="#">e.g. provision of skin emollient as necessary according to NHS guidance</a>.</li> <li>• To help reduce the spread of COVID-19, reminding staff of the <a href="#">general public health advice</a>, by means of regular staff bulletins.</li> </ul>	FACILITIES/ CE&I/ HR
		<p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>• Frequent cleaning and disinfecting objects and surfaces that are touched regularly ('touch points') particularly in areas of high use such as door handles, light switches, reception area, using appropriate cleaning products and methods.</li> <li>• Cleaners trained on COSHH regs.</li> <li>• Restricted access around building to reduce effected areas, number of touch points and site users.</li> <li>• Checks carried out by line managers to ensure that the necessary procedures are being followed.</li> </ul>	<ul style="list-style-type: none"> <li>• Reduce number of touch points, i.e. by controlling access around building and installing fire door retainers where appropriate so that doors can remain open and don't need to be touched.</li> <li>• Office desk, chair and telephone to be cleaned by the staff member using the desk after they have finished using it according to booking system.</li> </ul>	CE&I/ FACILITIES
		<p><b>Deliveries:</b></p> <ul style="list-style-type: none"> <li>• Site access restrictions in place.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide clear guidance to delivery workers</li> <li>• Allow for non-contact deliveries, e.g. by utilising the glass sliding hatch between reception and in entrance as a pick-up and drop-off point.</li> <li>• Staff are not permitted to have personal items sent to the MAZCC until further notice.</li> </ul>	CE&I / FACILITIES

		<p><b><u>Symptoms of COVID-19</u></b></p> <p>If anyone becomes unwell with COVID-19 like symptoms in the workplace they will be sent home and advised to follow the <a href="#">UK Government 'Stay at Home' guidance</a>.</p> <p>Line managers will maintain regular contact with staff members during this time.</p> <p>The guidance currently identifies the following as being the most common symptoms of COVID-19:</p> <ul style="list-style-type: none"> <li>• a new continuous cough</li> <li>• a high temperature (e.g. temperature of 37.8 degrees or higher)</li> <li>• a loss of, or change in, your normal sense of taste or smell (anosmia)</li> </ul> <p>For most people, COVID-19 will result in a mild illness.</p> <p>However, the guidance states that individuals displaying any of the symptoms above should self-isolate at home.</p>	<ul style="list-style-type: none"> <li>• Following <a href="#">UK Government 'Stay at Home' guidance</a>, staff members to inform line managers in line with sickness and absence reporting procedure.</li> <li>• LJWB, using the Government portal, will arrange a test for individuals.</li> <li>• Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</li> <li>• In line with <a href="#">NHS Test &amp; Trace guidance</a>, any member of staff who has symptoms of COVID-19 will be encouraged to follow the steps set out: <ul style="list-style-type: none"> <li>○ Isolate</li> <li>○ Test</li> <li>○ Results</li> <li>○ Share contacts</li> </ul> </li> <li>• If advised that a member of staff or public has developed COVID-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises or LD Houses), the management team of the workplace will contact the Public Health Authority to discuss the case and take appropriate action..</li> </ul>	<p>LINE MANAGERS/ HR MANAGER</p>
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		<p><b>Social Distancing</b></p> <ul style="list-style-type: none"> <li>• Reduced number of persons in any work area to comply with the 2-metre gap where by the <a href="#">UK government social distancing guidelines</a></li> <li>• Enable all staff to work from home where possible.</li> <li>• Review work schedules including start &amp; finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time.</li> <li>• Desks and workspaces to be allocated and access managed so as to support 2 metre social distancing - see floorplans below.</li> <li>• Relocate workers to other tasks where appropriate.</li> <li>• Restrict access in to and around building i.e. <ul style="list-style-type: none"> <li>○ Using Paxton Net2 door access system to limit travel between floors.</li> <li>○ Volunteer access restricted to certain doors and small areas of MAZCC.</li> </ul> </li> <li>• Conference calls (i.e. Zoom) to be used instead of face to face meetings.</li> <li>• Social distancing also to be adhered to in food service areas and smoking area.</li> <li>• Doors between Skyte House and MAZCC to remain closed at all times.</li> <li>• Signage in place to support social distancing measures and remind staff of procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff to be given re-induction about specific control measures in place at the MAZCC and procedures for social distancing.</li> <li>• Key staff to support service users and clients in the MAZCC to observe social distancing measures and to implement 'crowd management' measures, i.e. one-way systems in food service areas.</li> <li>• Line managers to undertake specific risk assessments for their services, service users and clients, as required.</li> <li>• Physical barriers in place where required (see floorplans below): <ul style="list-style-type: none"> <li>○ Around reception, cash office and delivery hatch.</li> <li>○ In corridor adjacent to Oasis café and Vine restaurant.</li> </ul> </li> <li>• Floor stickers/ tape in place to indicate two metre distance in communal areas.</li> <li>• Furniture to be arranged so as to support social distancing (see floorplans below.)</li> <li>• Restricted access to office desks (see floorplan below).</li> <li>• Booking system in place to support line managers to schedule use of available desk space.</li> <li>• Redesigning processes to support social distancing.</li> </ul>	FACILITIES/ HR
		<p><b>Shielding workers:</b></p> <ul style="list-style-type: none"> <li>• Workers with serious underlying health conditions who have been advised to shield against coronavirus should continue to do so for the duration of their shielding period.</li> <li>• Workers in other vulnerable groups, such as pregnant workers and those aged 70 or over, are being consulted individually about potential adaptations to their role.</li> </ul>	<ul style="list-style-type: none"> <li>• Self-assessment questionnaire distributed to ascertain whether individual staff members consider themselves to be in a vulnerable or at risk group.</li> <li>• Line managers to undertake risk assessments on an individual basis with members of their team as required, in response to the questionnaires.</li> </ul>	ALL STAFF & MANAGERS

		<p><b><u>Mental Health</u></b></p> <p>Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <ul style="list-style-type: none"> <li>• USEFUL RESOURCES: <ul style="list-style-type: none"> <li>○ <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a></li> <li>○ <a href="http://www.mindwell-leeds.org.uk">www.mindwell-leeds.org.uk</a></li> <li>○ <a href="http://www.themarketplaceleeds.org.uk">www.themarketplaceleeds.org.uk</a></li> <li>○ <a href="http://www.andysmanclub.co.uk">www.andysmanclub.co.uk</a></li> <li>○ <a href="http://www.mindmate.org.uk">www.mindmate.org.uk</a></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Line managers will offer support to individual members of staff who are affected by Coronavirus or has a family member affected.</li> <li>• HR to direct staff to appropriate support mechanism if required. <a href="#">Health Assured Employee Assistance Programme</a> in place to provide free confidential support services to all employees, including a telephone counselling service. Free 24 hour helpline.</li> </ul>	LINE MANAGERS/ HR
		<p><b><u>Personal Protective Equipment</u></b></p> <p><a href="#">UK Government guidance on the use of PPE</a> to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours.</p> <p><b>THE USE OF A FACE COVERING IS NOT A SUBSTITUTE FOR OBSERVING OUR SOCIAL DISTANCING MEASURES</b></p>	<p>In accordance with LJWB's COVID-19 management policy, the use of a face covering (which is not considered PPE) is a matter of individual choice in certain situations, however, face coverings must be worn at all times when in the Community Centre on the ground floor. When wearing a face covering, you must follow the <a href="#">UK Government's advice</a>. This advice includes that you:</p> <ul style="list-style-type: none"> <li>• <i>wash your hands thoroughly before putting a face covering on and after removing it;</i></li> <li>• <i>change your face covering if it becomes damp or if you have touched it; and</i></li> <li>• <i>change and wash your face covering daily.</i></li> </ul> <ul style="list-style-type: none"> <li>• Line managers to undertake risk assessments specific to their activities and services <a href="#">following UK Government guidance on working safely</a> and the <a href="#">5 steps to working safely</a>, as well as other relevant guidance available from, for example, <a href="#">HSE guidance on Working Safely During Coronavirus Ourbreak</a>.</li> <li>• Line managers to undertake risk assessment refresher training to support this process.</li> </ul>	LINE MANAGERS

			<ul style="list-style-type: none"> <li>Line managers to follow and make reference to, specific guidance that applies to their activities, services and workplace, for example guidance on <a href="#">offices &amp; contact centres</a>.</li> <li>Risk assessments must be completed and approved by senior leaders prior to activities commencing.</li> </ul>	<p>LINE MANAGERS/ HR</p> <p>SLT</p>
		<p><b><u>Wearing of Gloves</u></b></p> <p>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>	<p>LINE MANAGERS</p>
		<p><b><u>Working patterns:</u></b></p>	<p>To support infection control, we have introduced the following measures:</p> <ul style="list-style-type: none"> <li>Staggering workforce start/ finish/ break times.</li> </ul>	<p>SLT</p>

			<ul style="list-style-type: none"><li>• Using fixed teams or partnering (i.e. to minimise contact between different groups of workers).</li><li>• Rotating different workers i.e. by a shift pattern</li><li>• Provided training for all staff in Infection Control</li></ul>		
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