

| RISK ASSESSMENT FOR LEEDS JEWISH WELFARE BOARD: COVID19: Infection control at the Marjorie & Arnold Ziff Community Centre | | | |
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| Date of Assessment: | 27 th May 2020 | | |
| Assessors: | Adam Ellis, Facilities & Contracts Manager |  | 25 th June 2021 |
| | Szczepan Swiatkowski, HR Manager |  | 27 th May 2020 |
| Assessment frequency: | When circumstances change and in fitting with latest UK Government COVID19 guidance . | | |
| Approved by Head of Department: | Cate Tracey, Head of Facilities, Finance & HR |  | 27 th May 2020 |
| Approved by CEO: | Elizabeth Bradbury, CEO |  | 10 th June 2020 Revised 10 th August 2020 Revised 25 June 2021 Revised 16 August 2021 |

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](#) 14 July 2021;
- 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 & 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>Hand Washing</p> <ul style="list-style-type: none"> Hand washing facilities with soap and water in place throughout site. Additional hand washing stations positioned at main entrance. Enforcement of hand washing upon arrival to site. See NHS hand washing & drying guidance Drying of hands with disposable paper towels (rather than jet air dryers). Staff encouraged to protect the skin by applying emollient cream regularly: https://www.nhs.uk/conditions/emollients/ Gel sanitisers in any area where washing facilities not readily available <p>Face covers</p> <ul style="list-style-type: none"> LJWB strongly recommends to staff and volunteers the use of face coverings when moving around buildings, including communal areas, and areas where there are likely to be high numbers or concentrations of people. <p>Cleaning</p> | <ul style="list-style-type: none"> Guidance posters, leaflets and other materials displayed around site to remind site users of government guidance. Site users also reminded to catch coughs and sneezes in tissues –Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues/ disposable paper towels made available throughout the workplace. Online. infection control training and refresher training mandatory for all staff working at LJWB Should we add something about tennants and that we have requested their cvooperation. Lateral Flow Device (LFD) testing facilities & procedures in place for all staff, tenants & volunteers Weekly PCR & LF testing mandatory for all LJWB staff. Vaccinations available for staff & volunteers through LJWB if not undertaken through national vaccination programme Encourage staff to report any problems (resulting from excessive hand hygiene measures) and implement remedial controls e.g. provision of skin emollient as necessary according to NHS guidance. To help reduce the spread of COVID-19, reminding staff of the general public health advice, by means of regular staff bulletins. | FACILITIES/ CE&I/ HR |

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| | | <ul style="list-style-type: none"> • 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. • Cleaners trained on COSHH regs. • Restricted access around building to reduce effected areas, number of touch points and site users. • Checks carried out by line managers to ensure that the necessary procedures are being followed. | <ul style="list-style-type: none"> • 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. • 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. | CE&I/ FACILITIES |
| | | <p>Deliveries:</p> <ul style="list-style-type: none"> • Site access restrictions in place. | <ul style="list-style-type: none"> • Provide clear guidance to delivery workers • 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. • Staff are not permitted to have personal items sent to the MAZCC until further notice. • Lateral Flow Device (LFD) testing facilities & procedures in place for external contractors accessing LJWB sites. | CE&I / FACILITIES |
| | | <p>Symptoms of COVID-19</p> <p>If anyone becomes unwell with COVID-19 symptoms in the workplace they will be sent home and advised to take a PCR & or Lateral Flow Device test, in line with current UK Government guidance.</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"> • a new continuous cough • a high temperature (e.g. temperature of 37.8 degrees or higher) • a loss of, or change in, your normal sense of taste or smell (anosmia) <p>For most people, COVID-19 will result in a mild illness. However, the guidance states that individuals and anyone they live with displaying any of the symptoms above should not leave home until they receive their test results, except to post the test kit or for a PCR test appointment.</p> | <ul style="list-style-type: none"> • Following UK Government 'Stay at Home' guidance, staff members to inform line managers in line with sickness and absence reporting procedure. • LJWB, will arrange a PCR test for individuals or LFT tests can be obtained online or from the local pharmacy. • 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. • In line with NHS Test & Trace guidance, any member of staff who has symptoms of COVID-19 or lives in a household with someone who has symptoms will be encouraged to follow the steps set out: <ul style="list-style-type: none"> ○ Isolate ○ Test ○ Results ○ Share contacts • If advised that a member of staff or public has developed COVID-19 and were recently on our premises (including | LINE MANAGERS/ HR MANAGER |

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| | | <p>Lateral Flow Device (LFD) and Polymerase Chain Reaction (PCR) testing protocols in place for all staff and volunteers.</p> | <p>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..</p> | |
| | | <p>Social Distancing</p> <ul style="list-style-type: none"> • Reduced number of persons in any work area to 1m+ social distancing with risk mitigation where 1m is not viable by wearing a face covering in line with the Coronavirus: how to stay safe and help prevent the spread • Enable staff to work from home in line with LJWB procedure with approval from line managers • Review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. • Desks and workspaces to be allocated and access managed to support UK government close contact guidelines floorplans below. • Relocate workers to other tasks where appropriate. • Restrict access in to and around building i.e. <ul style="list-style-type: none"> ○ Using Paxton Net2 door access system to limit travel between floors. ○ Volunteer access restricted to certain doors and small areas of MAZCC. • Conference calls (i.e. Zoom) to be used where possible instead of face to face meetings. • Close contact guidelines also to be adhered to in food service areas and smoking area. • Doors between Skyte House and MAZCC to remain closed at all times, as this is not a fire exit door. • Access from Skyte house can be gained using LJHA members personal fobs with a booking required prior to entry via LJWB reception. • Hand sanitiser is available immediately to those entering from Skyte house. • Prior approval is gained to to open them to permit access to service users with restricted mobility or due to poor weather conditions. | <ul style="list-style-type: none"> • Staff and tenants to given re-induction about specific control measures in place at the MAZCC and procedures for social distancing and infection control. • Key staff to support service users and clients in the MAZCC to observe close contact guidelines and to implement 'crowd management' measures, i.e. one-way sytems in food service areas. • Line managers to undertake specific risk assessments for their services, staff, service users and clients,as required. • Physical barriers in place where required (see floorplans below): <ul style="list-style-type: none"> ○ Around reception, cash office and delivery hatch. ○ In corridor adjacent to Oasis café and Vine restaurant. • Furniture to be arranged so as to support close contact guidelines (see floorplans below.) • Restricted access to office desks (see floorplan below). • Booking system in place to support line managers to schedule use of available desk space. • Redesigning processes to support close contact guidelines. | <p>FACILITIES/ HR</p> |

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| | | <ul style="list-style-type: none"> • Signage in place to support social distancing measures and remind staff of procedures. • . | | | |
| | | <p><u>Workers at higher risk:</u></p> <ul style="list-style-type: none"> • Workers with serious underlying health conditions who have been advised to shield against coronavirus by their doctor should continue to do so for the duration of their shielding period. • 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. | <ul style="list-style-type: none"> • Self-assessment questionnaire distributed to ascertain whether individual staff members consider themselves to be in a vulnerable or at risk group. • Line managers to undertake risk assessments on an individual basis with members of their team as required, in response to the questionnaires. | <p>ALL STAFF & MANAGERS</p> | |

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| | | <p><u>Wearing of Gloves</u> Gloves should be used following appropriate COSHH assessment, risk assessment or government guidance on the use of PPW</p> <p>. 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><u>Working patterns:</u></p> | <p>To support infection control, we have introduced the following measures:</p> <ul style="list-style-type: none"> • Staggering workforce start/ finish/ break times. • Using fixed teams or partnering (i.e. to minimise contact between different groups of workers). • Rotating different workers i.e. by a shift pattern • Provided training for all staff in Infection Control | <p>SLT</p> |