




<b>RISK ASSESSMENT FOR LEEDS JEWISH WELFARE BOARD:</b> <b>COVID 19: Infection control at the Marjorie &amp; Arnold Ziff Community Centre</b>			
<b>Date of Assessment:</b>	26 September 2023		
<b>Assessors:</b>	Adam Ellis, Facilities & Contracts Manager		26 September 2023
	Szczepan Swiatkowski, Head of HR and Facilities		26 September 2023
<b>Assessment frequency:</b>	When circumstances change and in fitting with latest <a href="#">UK Government COVID-19 guidance</a> .		
<b>Approved by CEO:</b>	Elizabeth Bradbury, CEO		10 <sup>th</sup> June 2020 Revised 10 <sup>th</sup> August 2020 Revised 25 June 2021 Revised 16 August 2021 Revised: 27 September 2023

**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 COVID 19 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: [Reducing the spread of respiratory infections, including COVID-19, in the workplace](#) 10 June 2022

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

Hazard identified	Who may be harmed?	Controls Measures in place	Additional Controls	Person implementing Control measures <i>Print name &amp; sign to accept</i>
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.	<b><u>Hand Washing</u></b> <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>Gel sanitisers in any area where washing facilities not readily available</li> </ul> <b><u>Face covers</u></b> <ul style="list-style-type: none"> <li>LJWB will follow UK Government advice in relation to recommendation the use of face coverings</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 and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues/ disposable paper towels made available throughout the workplace.</li> <li>Online infection control training and refresher training mandatory for all staff working at LJWB</li> <li>LFT recommends testing for staff who display COVID-19 symptoms (LJWB will offer reimbursement for the LFT test up to amount agreed by the internal procedure)</li> <li>Covid 19 vaccinations available for staff &amp; volunteers through LJWB in line with the national vaccination programme.</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/ HR
		<b><u>Cleaning</u></b> <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>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</li> </ul>	FACILITIES  ALL OFFICE STAFF & VISITORS
		<b><u>Deliveries:</u></b> <ul style="list-style-type: none"> <li>There are no current restrictions in place</li> </ul>	<ul style="list-style-type: none"> <li>Provide clear guidance to delivery workers</li> <li>Staff are not permitted to have personal items sent to the MAZCC until further notice.</li> </ul>	FACILITIES

		<p><b><u>Symptoms of COVID-19</u></b></p> <p>If anyone becomes unwell with COVID-19 symptoms in the workplace they will be sent home and advised to take a Lateral Flow Device test, in line with current <a href="#">Living safely with respiratory infections, including COVID-19</a></p> <p>Line managers will maintain regular contact with staff members during this time.</p> <p>Symptoms of COVID-19, flu and common respiratory infections include:</p> <ul style="list-style-type: none"> <li>• continuous cough</li> <li>• high temperature, fever or chills</li> <li>• loss of, or change in, your normal sense of taste or smell</li> <li>• shortness of breath</li> <li>• unexplained tiredness, lack of energy</li> <li>• muscle aches or pains that are not due to exercise</li> <li>• not wanting to eat or not feeling hungry</li> <li>• headache that is unusual or longer lasting than usual</li> <li>• sore throat, stuffy or runny nose</li> <li>• diarrhoea, feeling sick or being sick</li> </ul> <p>Some people may continue to have a cough or feel tired after other symptoms have improved, but this does not mean that they are still infectious. You can find information about these symptoms on the <a href="#">NHS website</a>.</p> <p>LJWB introduced internal procedure for Lateral Flow Tests.</p>	<p>We have introduced a variety of measures to keep you safe and prevent transmission of covid-19 in our workplace. These are:</p> <ul style="list-style-type: none"> <li>• Following government PPE requirements in our domiciliary and learning disability services.</li> <li>• Regular ventilation of the offices in MAZCC, wherever possible.</li> <li>• Vaccination for all staff and regular boosters in line with national programme</li> </ul> <p>All Employees are required to follow our sickness reporting procedures when they test positive for covid-19 or develop symptoms.</p> <p>For further details please see: LJWB – Living with COVID-19 in the workplace policy</p>	<p>LINE MANAGERS/HR</p>
		<p><b><u>Workers at higher risk:</u></b></p> <ul style="list-style-type: none"> <li>• Please speak to your line manager.</li> </ul>	<ul style="list-style-type: none"> <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>	<p>ALL STAFF &amp; MANAGERS</p>

		<p><b><u>Mental Health</u></b> 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/www.mindwell-leeds.org.uk">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/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>Management of COVID-19 patients in health and care settings- updated 31 March 2023</u></b></p> <p>As we learn to live safely with coronavirus (COVID-19), this guidance should be used to help reduce the spread of COVID-19 in adult social care settings.</p> <p>COVID-19: <a href="#">information and advice for health and care professionals</a> plus <a href="#">COVID-19 supplement to the infection prevention and control resource for adult social care</a></p> <p><a href="#">National infection prevention and control</a></p>	<p>All employees should follow these guidelines from the World Health Organisation (WHO) on infection control, both whilst at work and in their daily lives. This includes:</p> <ul style="list-style-type: none"> <li>Frequently cleaning their hands by using alcohol-based hand rub or soap and water,</li> <li>When coughing and sneezing, covering mouth and nose with flexed elbow or tissue, throwing this tissue away immediately and washing their hands,</li> <li>Avoiding close contact with anyone who has a fever and cough.</li> <li>Risk assessments must be completed and approved by senior leaders prior to activities commencing if any restrictions are in place</li> </ul>	LINE MANAGERS  SLT
		<p><b><u>Wearing of Gloves</u></b> 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>	LINE MANAGERS