

**COVID-19 SECURE COMPLIANT RISK ASSESSMENT FORM – 4<sup>th</sup> Jan 2022**

**DINGLE MULTI AGENCY CENTRE  
LTD  
PREMISES: TOXTETH TOWN HALL  
COMMUNITY RESOURCE CENTRE**

**PART A. ASSESSMENT DETAILS:**

**Area/task/activity: Address risk from COVID-19 Coronavirus Pandemic Re Government requirements from 4<sup>th</sup> Jan 22**  
**Location of activity: Charity premises Toxteth Town Hall CRC**

<b>Address &amp; Contact details:</b>	Dingle Multi Agency Centre Ltd Toxteth Town Hall Community Resource Centre 15 High Park Street Liverpool L8 8DX	<b>Name of Person(s) undertaking Assessment:</b>	DENISE BERNARD
		<b>Signature(s):</b>	<i>D Bernard</i>
	VERSION 7	<b>Date of Assessment:</b>	14/7/2021 & 19/7/21, 9/12/21, 4/1/22
<b>Signature:</b>		<b>Step 5 Planned Review Date: (Minimum 12 months)</b>	AS REQUIRED BASED ON ADVICE FROM GOVERNMENT, PHE, NHS ETC
<b>How communicated to staff:</b>	COPY OF RISK ASSESSMENT AND DISCUSSION	<b>Date communicated to staff:</b>	Thursday 15 <sup>th</sup> July 2021 & 19 <sup>th</sup> July 2021, 9 <sup>TH</sup> Dec 2021, 4/1/22

**PART B1. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

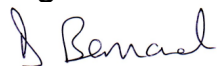
<b>Step 1 Identify significant hazards</b>	<b>Step 2 Identify who might be harmed and how</b>		<b>Step 3 identify precautionary measures <u>already in place</u></b>
List of significant hazards (something with the potential to cause harm)	Who might be harmed?	Type of harm	<b>Existing controls</b> (Actions already taken to control the risk)

Coronavirus on hard surfaces	Staff, visitors, all	Contract virus	<ul style="list-style-type: none"> <li>a) Notices and signs based on published advice and guidance around the centre</li> <li>b) Access to hand sanitizer and/or hand-wash facilities for anyone visiting the centre</li> <li>c) Provision for staff with hand sanitizer/sanitizer wipes and access to hand washing, tissues etc.</li> <li>d) Enhanced cleaning schedule covid-19 compliant.</li> <li>e) Face coverings required</li> <li>f) Track &amp; Trace system operational</li> <li>g) Social distancing in effect and capacity limits</li> </ul>
Coronavirus in air	Staff, visitors, all	Contract virus	<ul style="list-style-type: none"> <li>a) Ventilate as much as possible</li> <li>b) Follow guidance from PHE and NHS England</li> </ul>
Ensure latest guidance is being observed	Staff, visitors, all	Contract virus	Registered for government updates on COVID-19

This COVID-19 risk assessment will apply to operations in Toxteth Town Hall providing the control measures described are in operation and there are no further local significant hazards known presently. If it does not fully apply, **please go to Part B2 on the next page.** If it fully applies please sign below.

I certify that the risk assessment above fully applies to the area/task/activity under assessment in Toxteth Town Hall CRC

Signed:



Name:

Denise Bernard

Risk Assessor.

Denise Bernard

If the control measures described are not in operation and further action is required or there are further local significant hazards please record these here, transfer any actions required to the Action Plan at Part C below and sign off below. Do not sign off above if further actions are required. This has been amended due to Step 4 Government Restrictions easing effective from 19<sup>th</sup> July 2021

PART B2. HAZARD IDENTIFICATION AND CONTROL MEASURES:				
Further significant hazards	Who might be harmed?	Type of harm	New controls (Actions to be taken to control the risk effective from 19 <sup>th</sup> July 2021)	LEAD PERSON
A) Coronavirus on hard surfaces	Staff, visitors, all	Contract virus	<ol style="list-style-type: none"> <li>1) Erect revised notices based on published advice and guidance on Coronavirus re non entry if symptomatic</li> <li>2) <b>Strongly Encourage</b> use of hand sanitizer and/or hand-wash facilities for anyone on entry into rear staff entrance and entry into reception and as they exit of the centre..</li> <li>3) Access to tissues which need to be flushed down toilet</li> <li>4) Facemasks/faceshields are mandatory as of 10<sup>th</sup> Dec 21 and must worn in the centre. They are freely available for staff. This is in addition to providing staff with access to hand sanitizer/sanitizer wipes and access to hand washing, tissues etc.</li> <li>5) New enhanced cleaning schedule <b>to be continued</b></li> <li>6) Ladies toilets – new vacant / occupied turn handle on outer door to be removed and signs indicating limits on people to be removed. All cubicles to be in use.</li> <li>7) Changes to men’s toilets – remove sign on limits on nos. of people and allow all cubicles to be in use</li> <li>8) PPE &amp; Refuse disposal - All refuse including PPE (face masks, face shields, gloves, aprons etc). to be disposed of daily into outside refuse bin unless anyone in centre has reported symptoms – if they have then PPE/Refuse must be double bagged, date labelled and stored securely for 72 hours before being disposed of in outside bin.</li> </ol>	DB  ALL  ALL  CC & JL  JK/GW JK/GW ALL USE – GW/JK/ CC & SA RE DISPOSE

PART B2. HAZARD IDENTIFICATION AND CONTROL MEASURES:				
Further significant hazards	Who might be harmed?	Type of harm	New controls (Actions to be taken to control the risk prior to re-opening Centre)	LEAD PERSON
B) Coronavirus in air	Staff, visitors, all	Contract virus	<ol style="list-style-type: none"> <li>1) First aiders- additional PPE required – disposable aprons, gloves, face mask FFP2 or FFP3 grade and glasses/goggles – see First Aid for COVID-19 Pandemic document</li> <li>2) Protection screen at reception desk to remain</li> <li>3) Corridors – remove all social distancing signs</li> <li>4) Follow guidance from PHE and NHS England</li> <li>5) Waiting area – place 4 chairs at 1 metre apart and 1 chair in reception</li> <li>6) Hall is limited to 40 people max and room 15 limited to 10 people max and ventilate rooms as much as possible</li> <li>7) <b>One-way system</b> for public access is removed and access and egress can be obtained by using both public entrances</li> <li>8) Remove all signage externally and internally on social distancing, erect new signage of optional face coverings and if symptomatic</li> <li>9) Smoking/Vaping outside – <b>Vaping remains barred within the centre.</b> No smoking/vaping outside High Park Street entrance – No smoking/vaping near rear staff entrance – smoking /vaping must be 4 metres away from any entrance or exit of the centre and not in any natural walkway - suggested area far side of car park near palisade fencing to garden.</li> <li>10) <b>Face coverings</b> by public entering the centre – from 10<sup>th</sup> December 2021 face coverings are mandatory. Signage and updates to be issued. Face coverings include face mask, bandana, scarf etc. If possible, a disposable face mask can be provided subject to resources.</li> <li>11) <b>NHS Track and Trace will continue but it is no longer mandatory, it is optional for visitors to provide a contact detail</b> - Where we do obtain this data we will need to keep a temporary record of visitors to the centre who are let in to attend a service/activity etc, for 21 days. Were able to we will record name and contact numbers for our visitors. In any event for fire regs. we are required to take some names of visitors, time in and who to see at reception. Certain tenants record these details themselves. All tenants should keep their log of staff/vols in and out as this is not recorded at reception.</li> </ol>	<p>FIRST AIDERS</p> <p>JK/G ALL JK/GW</p> <p>DB, JK/GW</p> <p>DB &amp; CC</p>

PART B2. HAZARD IDENTIFICATION AND CONTROL MEASURES:				
Further significant hazards	Who might be harmed?	Type of harm	New controls (Management of COVID-19 symptoms, illness and confirmed cases)	LEAD PERSON
C1) People showing Symptoms (including those considered at increased risk)	Staff, Visitors, all	Infectious to others	<ul style="list-style-type: none"> <li>• Staff to confirm with Denise Bernard (Line Manager) if they: -               <ul style="list-style-type: none"> <li>➢ Have a high temperature, new persistent cough, loss of smell or taste or other covid-19 symptoms</li> <li>➢ Are classed as clinically extremely vulnerable and have been strongly advised not to work outside the home</li> <li>➢ Living with someone who is self isolating</li> <li>➢ If they have just returned from abroad</li> </ul> </li> </ul> <p>The above staff will not be allowed to return to work. For staff who have returned from abroad may need to quarantine for 10 days before returning to work – see latest Government requirements in this regard as it changes regularly</p> <ul style="list-style-type: none"> <li>➢ Staff who are classed as clinically vulnerable (but not clinically extremely vulnerable) will be encouraged to work from home if possible</li> <li>➢ Living with someone in self-isolation or a vulnerable person</li> </ul> <p>If the above are allowed to work, then special arrangements will be put in place to ensure social distancing can be maintained</p>	DB & ALL
C2 - Procedures if someone falls ill with Covid 19 symptoms	Staff, visitors, all	Infectious to others	<p>If a member of staff/tenants staff or visitor develops a high temperature or a persistent cough, loss of smell or taste while at work, they should:</p> <ul style="list-style-type: none"> <li>• Advise of any illness or symptoms as soon as they feel unwell and return home immediately</li> <li>• If they can't return home immediately, they will be moved to a designated isolated area</li> <li>• Avoid touching anything</li> <li>• Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow</li> <li>• If staff are not able to drive themselves home, then a household member will be contacted (details to be provided at re-induction).</li> <li>• Staff must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed</li> <li>• People that were in contact with the person who became unwell will wash their hands for 20 seconds with soap and water immediately</li> <li>• Staff / Tenant/Visitor to inform DMAC Ltd/Denise Bernard Line Manager, whilst also</li> </ul>	DB & ALL

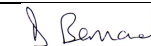
			<p>notifying anyone else that they were in contact with in the workplace</p> <ul style="list-style-type: none"> <li>• The workplace will be cleaned, disinfecting objects and surfaces that have been touched regularly using standard cleaning products</li> </ul>	
C3 - Self-Isolation	Staff, visitors, all	N/A	<p>Staff will be instructed in the following;</p> <ul style="list-style-type: none"> <li>• If you live alone and you have symptoms of Covid-19, however mild, stay at home for 10 days from when your symptoms started or a positive Coronavirus test result</li> <li>• If you live with others and you are the first in the household to have symptoms of coronavirus, then you must stay at home for 10 days. If your family member is the first to display symptoms then you must self isolate for 10 days . The 10-day period starts from the day when the first person in the house became ill. <b>Updated information on self-isolation. Workers who have tested positive or have symptoms, can stop self-isolating after 7 days instead of 10 days if they get 2 negative lateral flow test results on day 6 and 7. Effective from 23 December 2021</b></li> <li>•</li> <li>• If you have had 2 Covid-19 vaccinations then you do not need to self isolate as a close contact unless you have symptoms UNLESS – SEE NEXT POINT.</li> <li>• <b>Contacts of individuals with a suspected or confirmed case of the Omicron variant, must self-isolate, regardless of their age or vaccination status</b></li> </ul>	DB & ALL
C4 - Confirmed Covid 19 case	Staff, Visitors, all	Contract virus	<p>If there is a confirmed case of Covid-19 in the workplace, the following action will be taken;</p> <ul style="list-style-type: none"> <li>• The area were the individual has worked will be cleaned see section on Enhanced Cleaning Schedule and/or visit <a href="http://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>• All staff who have been in close contact with the individual will be informed, including; <ul style="list-style-type: none"> <li>○ Staff who have been talking with or coughed on for any length of time while the member of staff was symptomatic.</li> <li>○ Anyone who has cleaned up any bodily fluids.</li> <li>○ Close friendship groups or workgroups or travelling together.</li> <li>○ Any member of staff living in the same household as a confirmed case.</li> <li>○ The staff members work area and associated risk assessment will be reviewed</li> </ul> </li> <li>• A review will be undertaken as to any further action required and staff will be offered support and guidance</li> <li>• Were able, staff will be supported in arranging for Covid 19 tests</li> <li>• Any RIDDOR requirements will be reviewed and applied as required</li> </ul>	DB & ALL

\*C3

PART B2. HAZARD IDENTIFICATION AND CONTROL MEASURES:				LEAD PERSON
Further significant hazards	Who might be harmed?	Type of harm	New controls (Actions to be taken to control the risk re activities in the Community Garden external space & hall)	
D) Coronaviruses in air and on surfaces	Staff, club members, visitors, all	Contract virus	<ol style="list-style-type: none"> <li>1) PPE - All personnel should wear hand gloves for each session with face shields optional – if using disposable gloves then to dispose of as per A8 procedure. Club members will be <b>strongly encouraged</b> to wash their hands for 20 seconds with warm water and soap provided <b>or</b> use hand sanitizer provided prior to entering the garden and when leaving the garden. They will be encouraged to wear gardening gloves on site providing by us. If so then they will need initials writing on them. They can take the gloves home or hang them up until the following weekly session. If disposable they must be placed in the bucket/bag provided. Face covering is optional.</li> <li>2) Tools – The tools are used once a week and so in between uses there is 7 days – beyond the 72 hours that COVID-19 can surface on any hard surface. Club member must not use the same tools and equipment that same day unless disinfected in between. A bucket with disinfectant in will be available.</li> <li>3) Follow guidance from PHE and NHS England and other relevant bodies</li> <li>4) At the start of each slot in the session, verbal instructions on safety and hygiene measures must be communicated verbally to all club members. This should be repeated every week even for club members who have been before.</li> <li>5) Covid symptoms prior to attendance of club activity – Activity Co-ordinator must communicate to club members about not attending if they or a member of their household have developed any of the COVID-19 symptoms. Activity Co-ordinator to send message weekly to all club member to check before attending the clubs.</li> <li>6) Hall capacity limit is 40 including personnel – outdoor is no limit</li> <li>7) Enhanced cleaning in hall in between different users by CC and equipment to be cleaned/wiped during session by Sudipta</li> <li>8) Activities in hall should be spaced out to encourage distance</li> </ol>	<p>ALL/CLUB MEMBERS</p> <p>MM</p> <p>ALL MM &amp; SS</p> <p>SS &amp; MM</p> <p>CC &amp; SS</p> <p>SS &amp; JK</p>

I certify that the assessment for the task/activity above covers all the significant hazards applicable in Toxteth Town Hall CRC  
Name: DENISE BERNARD Position: COMPANY SECRETARY/INTERIM MANAGER

Signed:





<b>PART C: ACTION PLAN Step 4 Further action / controls required</b>						
<b>Hazard</b>	<b>Action required</b>	<b>Lead Person(s) to undertake action?</b>	<b>Priority</b>	<b>Projected time scale</b>	<b>Notes / comments</b>	<b>Date completed</b>
A	Implement All New Controls And Changes A1 To A8	Denise Bernard Is Lead Supported By George William/Jon Kwao - Caretakers, Cala Comer -Admin & Cleaner Saynab Ali - Cleaner	Physical changes Prior To 19 <sup>th</sup> July 21 UPDATE FOR DEC 21 ACTIONED BY DB	19 <sup>th</sup> July 21		18 <sup>TH</sup> July 21 and 9 <sup>th</sup> Dec 21
B	As Above B1 to B11	As Above	As Above	As Above		
C	As Above C1 to C4	Denise Bernard with support from Jon Kwao and George Williams	As above	As Above		
D	As Above D1 to D6	Denise Bernard, Mike McGrath (Horticulturist) & Sam Swain (Activity Co-ordinator)	As above	As above		

### **SITES USED TO SUPPORT THIS RISK ASSESSMENT**

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

<https://www.gov.uk/guidance/safer-public-places-urban-centres-and-green-spaces-covid-19>

<https://www.gov.uk/coronavirus>

[https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace?utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_source=656a1931-7d4a-4a16-bb78-7cf168c6b2be&utm\\_content=immediately](https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace?utm_medium=email&utm_campaign=govuk-notifications&utm_source=656a1931-7d4a-4a16-bb78-7cf168c6b2be&utm_content=immediately)

<https://www.gov.uk/government/publications/covid-19-response-summer-2021-roadmap/coronavirus-how-to-stay-safe-and-help-prevent-the-spread>

<https://www.gov.uk/government/publications/how-to-stop-the-spread-of-coronavirus-covid-19/how-to-stop-the-spread-of-coronavirus-covid-19>

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

SUMMARY OF KEY CHANGES COMMUNICTATED TO TENANTS VIA EMAIL ON 15/7/21 and updated by email on 19/7/21

- a) no longer required to operate a one way system - therefore both public entrances will be open to enter or leave
- b) no legal requirement to wear a face covering however we will leave signs up letting people know that we strongly encourage it
- c) social distancing and capacity limits will no longer apply, we will cover up/remove relevant signs - However, we are limiting the numbers in the hall to 40 - currently it is 20 at 2 metres (excluding bubbles) so this will 40 at 1 metre. Room 15 we are limiting to 10 from 6.
- d) we will encourage use of hand sanitiser and washing hands but it will not be compulsory for entry but we will strongly encourage it
- e) the toilets will be all available and there will be no limit to numbers
- f) you will still be required to inform me if there is a suspected or confirmed positive case and i will need to follow the enhanced cleaning procedures etc etc.
- g) covid testing for your staff is encouraged but is down to each group
- h) NHS Test and trace details are no longer mandatory but is encouraged
- i) all enhanced cleaning procedures will remain in place
- j) we will still be ventilating and we encourage all offices to open vents/windows wherever possible

PERSONELL CONFIRMATION OF RECEIVING INDUCTION OF THIS RISK ASSESSMENT

NAME OF MEMBER OF STAFF/PERSONNEL	SIGNATURE	DATE