

Coronavirus - Charity/ Community Centre Risk Assessment

Your organisation: Family Voice Peterborough

Assessment carried out by: FVP Trustee Board and COO

Date assessment was carried out: 25th June 2020 Date for review: In line with Government advice and guidance

Review Frequency: Fortnightly

Who/what might be impacted?	How might they be impacted?	What can you do to reduce the impact?	Who needs to carry out the action?	When is the action needed by?	Who do you need to communicate with?	Risk Level
People:						
Trustees	Not Relevant - no physical contact	All work/ meetings remaining virtual	Trustees	Ongoing	Trustees	Low
Staff	Returning to work presents increase of COVID-19 risk through people being in the same space; Changes to working environment	Social distancing measures being followed with no more than 10 people in the office space at any one time, but this will be monitored closely. Where this cannot be followed it will be reviewed and people asked to work from home; Surfaces and equipment (i.e keyboards/ phone) will be cleaned more often, with wipes at all work stations; Marking on floors to highlight distancing; Where feasible designated work stations - 2 in reps room, 1 in admin office, 4 on top floor office area and 3 in kitchen area at any one time; Everyone will be encouraged to hand washing regularly- there are 6 hand washing areas across three toilet areas and two kitchens; One way system for entrance and exit is not possible due to building design so careful management of who is in what area is required. Only one person can use the stairs at a time - stair wells provide enough distance between rooms. Extra cleaning implemented - at the end or start of the working day all touchable surfaces are given extra wipe and recorded on a new cleaning form; There are staggered arrival for work times and finish times. Break times will be taken in designated areas that enable good social distancing. Where feasible meetings will be remotely, especially if they involve people outside the core team at the office, and meetings will take place in the designated space maintaining full 2m social distance. This is a well ventilated area, with hand sanitiser available. All employees/ volunteers will keep their own stationary stock, and must not share items such as pens. All employees/volunteers will have their own mug, and must keep it cleaned themselves. Only the admin will take in deliveries, and will wear gloves to take the items and unpack them, then wash their hands after they have packed everything away. All changes will be shared with the team, via email who will required to reply and confirm they have read and understood the changes being implemented.	Everybody	Ongoing	Everybody	Medium
Volunteers	Returning to work presents increase of COVID-19 risk through people being in the same space; Changes to working environment	Social distancing measures being followed with no more than 10 people in the office space at any one time, but this will be monitored closely. Where this cannot be followed it will be reviewed and people asked to work from home; Surfaces and equipment (i.e keyboards/ phone) will be cleaned more often, with wipes at all work stations; Marking on floors to highlight distancing; Where feasible designated work stations - 2 in reps room, 1 in admin office, 4 on top floor office area and 3 in kitchen area at any one time; Everyone will be encouraged to hand washing regularly- there are 6 hand washing areas across three toilet areas and two kitchens; One way system for entrance and exit is not possible due to building design so careful management of who is in what area is required. Only one person can use the stairs at a time - stair wells provide enough distance between rooms. Extra cleaning implemented - at the end or start of the working day all touchable surfaces are given extra wipe and recorded on a new cleaning form; There are staggered arrival for work times and finish times. Break times will be taken in designated areas that enable good social distancing. Where feasible meetings will be remotely, especially if they involve people outside the core team at the office, and meetings will take place in the designated space maintaining full 2m social distance. This is a well ventilated area, with hand sanitiser available. All employees/ volunteers will keep their own stationary stock, and must not share items such as pens. All employees/volunteers will have their own mug, and must keep it cleaned themselves. Only the admin will take in deliveries, and will wear gloves to take the items and unpack them, then wash their hands after they have packed everything away. All changes will be shared with the team, via email who will required to reply and confirm they have read and understood the changes being implemented.	Everybody	Ongoing	Everybody	Medium
Centre Visitors	Being in the same building together, poses risk of contracting virus	Applicable in line with government guidelines/ usage - Social distancing measures being followed; new signage; hand sanitising products readily available; Marking on floors to highlight distancing; To ensure social distancing measures the maximum capacity is currently 15 which has been decreased from 60; Centre not open to the general public, visitors to centre have set requirements relating to covid response; Centre staff monitoring adherence to new social distancing measures and requirements; increased cleaning regimen. Any visitors will be required to have conducted their own risk assessment. Track and trace As part of the NHS Test and Trace FVP will be keeping a temporary record of any customers and visitors for 21 days, and assisting in the NHS Test and Trace with requests for that data if needed. This could help contain clusters or outbreaks. When on site, visitors will be required to use a newly implemented one way system (which will mapped out on the ground), and they will only be allowed on the public/ community side of the building.	Management/ Visitors	Ongoing	Everybody	High
Beneficiaries	Not applicable at this moment	Not applicable - this will be regularly reviewed and re-visited when the trustees feel it is safe to re-open to the centre to the public.	Not applicable	To be reviewed		Low
Suppliers/ Trade persons	Being in the same building together, poses risk of contracting virus	Social distancing measures being followed; new signage; hand sanitising products readily available; Marking on floors to highlight distancing; Centre not open to the general public, visitors to centre have set requirements relating to covid response; Centre staff monitoring adherence to new social distancing measures and requirements; increased cleaning regimen; FVP to request that any trades persons/ suppliers have conducted their own risk assessments/ have their own supplies of PPE as required	Management/ Suppliers	Ongoing	Everybody	High
Community Centre	Reduced usage; reduction in numbers who can use hall at any one time; increased need for cleaning has cost implications; reduced income; increased level of personal hygiene and cleaning products required ; changes to hire agreements/ need for services users to demonstrate their own safety measures	When open to public - Stagger user groups and limit to one per day; Limit numbers who can attend centre as part of user groups; increase cleaning sessions; increase availability of hand sanitiser/ cleaning products for use by groups; request user groups to conduct risk assessment and share copies with FVP for file; mark floor with social distance spaces; amend centre use rules/ guidelines and share accordingly with user groups. When being used as COVID response hub - maximum numbers of 15 to 18; increase availability of hand sanitiser/ cleaning products; mark floor with social distance spaces; more signage (see centre visitors section). Building is set out in two distinct areas - community centre - FVP charity offices. The two areas are separated via fob access door entry system. There are two toilet areas with hand washing facilities and handwashing facilities in the community kitchen. Paper towels are supplied for hand drying purposes, and there is a ready supply of liquid hand soap.	Management/ Admin	2020-06-30	Everybody	High