

Holloway Neighbourhood Group – Stress Project

Risk Assessment:	Spread of COVID-19 and Reopening the Stress Project	Date	March 2021
Those at risk:	<ul style="list-style-type: none"> - Staff, Volunteers, Tenants and Room Hirers - HNG and Tenant and Room Hirers’ Visitors & Service Users - Contractors and Cleaners 	Reviewed and endorsed by:	
Key update:	On February 22 nd 2021, the government announced its <i>roadmap for easing lockdown</i> (link). In order to understand the implications and impact on work and provision of services at HNG, this assessment has been undertaken to help guide our preparedness to reopen the premises and host activities safely.		

Current Controls	Additional Controls	Action to be taken	Who	When	Done
<p>General Management</p> <ul style="list-style-type: none"> ○ Risk assessment has been reviewed, updated and yielded to actions ○ Information on Covid Control measure must be communicated to all staff, visitors and stakeholders. ○ Staff (and others) should be regularly reminded of the Covid control measures in place and the need to follow all of the relevant procedures ○ Phased return of activities agreed with HNG presence provided on Tuesdays, Wednesdays and Thursdays) ○ Counsellors (12/04), Mindfulness and complementary therapies (19/04), Space hire and client support group (03/05) 	<p>Returning activities RAs are reviewed.</p> <p>Upon further review and guidance, space hire, physical activities and gardening (17/05)</p> <p>Sufficient staffing levels are in place to manage hosting of activities at SP.</p> <p>Note: Mindfulness to be hosted at SP with access via Garden entrance.</p> <p>Stay up-to-date on government guidance that may inform further actions (see https://www.gov.uk/coronavirus)</p>	<p>Inform staff</p> <p>Inform stakeholders</p> <p>Staff rota for cover at SP</p>	<p>HNG</p> <p>CL, TB</p> <p>All</p>	<p>15-Mar</p>	
<p>Information and Communication</p> <ul style="list-style-type: none"> ○ Staff (and others) are to be regularly reminded of the control measures in place and the need to follow all of the relevant procedures. ○ Managers to check to ensure that appropriate procedures are being followed and that facilities provided are maintained. 	<p>All HNG and tenants’ staff requested to act as Physical Distancing Champions</p>	<p>Review posters and signage.</p> <p>Update website information</p>	<p>TB/HNG</p> <p>DC</p>		

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<ul style="list-style-type: none"> ○ Display our physical distancing rules on our website and at the building entrance. 					
<p><u>Offices and Common Areas</u></p> <ul style="list-style-type: none"> ○ Comply with the 2-metre rule in any area and update all relevant parties. ○ Update signage in each therapy room and on stairs and outside the premises to remind people of 2-metre gap when queuing for sessions. ○ Encourage enquiries by phone and one-to-one meetings by appointment only. 	<p>Provision of masks, gloves, hand sanitiser, wipes etc. made available in rooms and common areas</p>	<p>Review posters and signage.</p>	<p>TB/HNG</p>		
<p><u>Premises, Space Hire and Other Use</u></p> <ul style="list-style-type: none"> ○ Establish maximum occupancy for each space, communicate to room hirers and tenants and display in each room. <ul style="list-style-type: none"> Office – 3 Kitchen - 1 Zen, Ocean and Healing – 3 Front Earth – 6 Back Earth – 4 *Garden by gazebo – 6 *Garden by gate – 3 <p>[*Not for use earlier than 17th May]</p> ○ Sharing of telephones, tablets, photocopier and computers to be minimised and to be disinfected after each use. ○ Do not allow personal deliveries and keep business deliveries to a minimum. ○ Open windows to allow for appropriate ventilation where necessary ○ Physical distance is maintained in the garden. No group activities can take place before May 17th. 	<p>All personnel to be reminded to continue to champion physical distancing inside and outside the premises.</p> <p>Regularly checked and reviewed by management</p>	<p>Premises and facilities needs have been checked and addressed.</p> <p>Review posters and signage</p>	<p>TB</p> <p>TB</p>		

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<p><u>Toilets, Wash Facilities</u></p> <ul style="list-style-type: none"> ○ Hand washing facilities with soap and water in place and stringent hand washing taking place. ○ Additional wall-mounted hand sanitisers installed in ground floor hallway, Earth and 1st floor landing. ○ Display hand washing guidance posters at entrance and at all sinks ○ Drying of hands with disposable paper towels. ○ Visitors and therapists will be able to use floor specific bathrooms 	<p>All personnel and visitors are reminded on a regular basis to wash their hands and are guidance via posters and signage is available., such as:</p> <ul style="list-style-type: none"> ▪ Wash hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. ▪ Display signs that remind people to wash their hands, and where to find hand sanitiser ▪ Catch, Bin It, Kill It and Hands, Face, Space signs and reminders <p>Monitor stock levels and identify areas that require replenishing. Regularly reviewed by management</p>	<p>Review control measures in place</p>			
<p><u>Cleaning</u></p> <ul style="list-style-type: none"> ○ Frequent cleaning, disinfection and wipe down of objects and surfaces such as door handles, light switches, shared desks/tables are undertaken by users of the premises. ○ Maintain a log of all areas that the cleaning company (and appointed cleaner) least once on each respective day. ○ All users of therapy rooms and ground floor are responsible for cleaning, wiping down and sanitising the areas they occupy after use. ○ Workstations are cleaned by relevant person who uses it. ○ Hosts are responsible for ensuring their visitors are informed of relevant procedures 	<p>All personnel, renters and space hirers are required to clean and disinfect areas they use and access</p> <p>Regular and rigorous checks are carried out by management to ensure that necessary procedures are being followed.</p> <p>Cleaner will undertake a two-hour cleaning process on the days the Stress Project is open.</p> <p>Display sign/reminders asking users to clean surfaces and equipment after use.</p>	<p>Cleaners are adequately trained and informed of target areas</p>			

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<p>Cleaning (after a suspected case of COVID-19)</p> <ul style="list-style-type: none"> ○ Cleaning after a suspected case of coronavirus at the premises: <i>User will be required to leave the building and person doing the cleaning must wear disposable gloves, mask and apron and use disposable cloths and mop heads, which must be double bagged, labelled and stored for 72 hours before disposal. After removal of PPE, wash hands for 20 seconds. Clean all hard surfaces, floors, chairs, door handles, and sanitary fittings with warm soapy water and then disinfectant with usual cleaning products which are effective against enveloped viruses. HNG responsible for cleaning communal areas.</i> 	<p>Provide training or induction on cleaning protocol and safe disposal of gloves, mask, apron, cloths etc.</p>				
<p><u>People and Personnel</u></p> <ul style="list-style-type: none"> ○ Establish contact with Spiral Centre to inform them of our plans and understand theirs. ○ HNG and tenants’ personnel will encourage a mixture of on-site working and working from home, taking into account lone-working guidelines. ○ Blended or fully virtual meetings are to be encouraged. In cases of one-to-one meetings, this should be by appointment only where possible. ○ Observe and adhere to all implemented procedures including posters and signage. ○ Redesigning movement of people throughout the building to ensure physical distancing in place. Such as on the stairs where priority is given to those travelling upwards. ○ Observe and adhere to room capacity limits i.e. 1 person in kitchen at a time. 	<p>Engage tenants and room hirers in drawing up and agreeing protocols and activity schedules.</p> <p>Develop enhanced communication about detailed use of the building.</p> <p>Access to Earth room via garden gate is optional</p> <p>Regular reviews and checks are carried out.</p>	<p>RAs for individuals and activities undertaken by tenants and space hires are reviewed and approved by HNG.</p> <p>Garden gate lock reviewed</p>	<p>CL/TB</p> <p>TB</p>		<p>Ongoing</p>

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<p><u>PPE</u></p> <ul style="list-style-type: none"> ○ It is a requirement for everyone visiting the premises to wear face coverings in common areas, and therapists will remind their clients to do the same when entering and exiting the building. 	<p>Stock is available on site for this to be provided where necessary</p> <p>Sign to encourage washing of hands after fitting and removing face coverings is provided.</p>				
<p><u>Managing Risk & Promoting Hygiene</u></p> <ul style="list-style-type: none"> ○ Signage at entrance explaining that you should not enter if displaying coronavirus symptoms or live with someone who is displaying symptoms. ○ If anyone becomes unwell with a high temperature or has a new continuous cough, they are to be sent home and encouraged to stay home. ○ Bi-weekly workplace testing for HNG staff and volunteers is being encouraged. ○ Rapid Testing sites identified nearby to premises have been identified. ○ COVID-19 cleaning protocol will be initiated if there if a suspected case has been confirmed on site. ○ All personnel and visitors are to be made aware of Track and Trace points. 	<p>Effective communication is maintained and cascaded as soon as possible</p> <p>All personnel are supported if they or a close family member of theirs is affected by coronavirus.</p> <p>Stay up-to-date on government guidance that may inform further actions (see https://www.gov.uk/coronavirus)</p> <p>Regularly review RA and update accordingly.</p> <p>Further information and guidance on testing is available via Dropbox.</p>				
<p><u>Mental Health</u></p> <ul style="list-style-type: none"> ○ Management will promote mental health and wellbeing awareness to all personnel and stakeholders, and offer whatever support is possible. <p><u>Reference:</u> mind.org.uk</p>	<p>Open and regular communication of mental health information and open-door policy for those who need additional support.</p>				