

RISK ASSESSMENT RECORD FORM (Rating: 1-4: Acceptable. 5-9: Adequate.10-16: Tolerable. 17-25: Unacceptable.)			
Area	Park Lane Centre, Mayfield Centre	Date:	01 June 2020
Operation/Task:	Using and visiting the Centres	Ref No:	015
Personnel at Risk:	Employees, Tenants, Clients, Customers, Visitors	Review	31 May 2021
Company	Bradford Trident	Completed by	Saleem Hussain

Risk = SEV (severity) X LH (likelihood)

Facilities Mgr.

HAZARD	SEV	LH	RATE (SXL=R)	ACTIONS TAKEN TO REDUCE RISKS	SEV	LH	Residual risk (SXL=R)	Follow on Measures Needed / by
Transmission of Covid-19 Access and movement	3	4	12	Where possible separate the entrance and exit doors to and from the building.	3	1	3	
	3	4	12	Where possible create one-way routes to and from the building.	3	1	3	
	3	4	12	Where separate routes not possible – use line markings on ground to encourage ‘Wait until Clear’ to go through Entrance/Exit doors.	3	1	3	
	3	4	12	At entrance/exit doors provide hand sanitiser dispenser – with signage to use when entering/leaving building. (also provided at other key locations around the building).	3	1	3	
	3	4	12	To avoid crowding in reception area – implement access queue with 2m apart ‘Please Wait Here’ floor markings.	3	1	3	

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Transmission of Covid-19 Close proximity of visitors, users to help desk makes social distancing difficult to maintain.	3	4	12	Help desks protected with installation of Perspex screen	3	1	3	
	3	4	12	Help desk staff limited to one person in help desk area at any one time (therefore currently to suspend college work placements).	3	1	3	
	3	4	12	Help desk staff to sign in/out all visitors/staff	3	1	3	
	3	4	12	Help desk staff – Hourly - to apply disinfectant to contact surfaces in and around reception area (desk, door handles, door plates etc.).	3	1	3	

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Transmission of Covid-19								
Common areas Staff/Tenant kitchen	3	4	12	Staff/Tenant kitchen limited to one person use at any one time (signage advising accordingly). Soap dispenser provided to wash hands. Wipes provided to clean shared equipment before and after use (kettle, microwave, toaster etc.).	3	1	3	
Photocopier	3	4	12	Tissues provided at photocopier to use when lifting cover and pressing buttons etc. to avoid direct contact with hand.	3	1	3	
Awareness, Guidance and Instruction	3	4	12	Signage starting outside the building and then following through inside – to give Guidance and Instruction on procedure in place to safeguard staff and visitors; Symptoms, Hygiene, Social distancing.	3	1	3	
	3	4	12	Signage in toilets to Wash hands for at least 20 seconds with soap and then thoroughly dry hands before leaving toilets.	3	1	3	

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Transmission of Covid-19 Tenant partnership	3	4	12	<p>Tenants to provide Help desk with list of their current day's appointments and co-ordinate peak arrival times (i.e. Nursery, HFT, etc.)</p> <p>Tenants to schedule appointments with their clients/customers at timely intervals that avoid people congregating at the centre.</p> <p>Schedule appointment arrives – seen – leaves building – next customer arrives.</p>	3	1	3
	3	4	12	<p>Share Risk assessment with tenants and issue clear, concise guidance on key messages: Symptoms, Hygiene, Social distancing.</p>	3	1	3
	3	4	12	<p>Help desk staff to monitor how many people in the building/area at any one time.</p> <p>To limit numbers using hall – to allow social distancing. Install/mark 2m grid in hall as visual guide.</p>	3	1	3
	3	4	12	<p>Help desk staff to refer anyone visiting the building (with Covid symptoms) to Covid poster and request they go home IMMEDIATELY and self-isolate and follow NHS guidance.</p>	3	1	3

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Transmission of Covid-19	3	4	12	Help desk staff receiving Post to wash hands or use hand sanitiser after handling. Make hand sanitiser, wipes and tissue available at help desk.	3	1	3	
	3	4	12	Trident office Staff; Homeworking where possible; Remote working IT has been set up and laptops provided. To separate desks at least 2m apart. Staff to wipe down their own desk, keyboard, mouse, phone etc. at Start and End of shift.	3	1	3	
	3	4	12	Before on-site Help desk returns and building is again open access (with the above procedures in place); Deep clean to take place throughout building & sanitising misting in communal areas and toilets.	3	1	3	
	3	4	12	Daily cleaning to incorporate cleaning of touch surfaces with disinfectant.	3	1	3	
	3	4	12	Doors and windows to outside areas to be kept open (weather permitting).	3	1	3	

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Anxiety around the fear of catching Covid-19	3	4	12	<p>Displaying facts on ways in which everyone can keep safe – posters and banners with information.</p> <p>Procedures in place on what staff and visitors need to do.</p> <p>Sharing information; Risk assessments and Government Guidance, information signage.</p>	3	1	3
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Transmission of Covid-19	3	4	12	<p>All staff, tenants, clients, customers, users, visitors to follow guidance/instructions on; Symptoms, Hygiene, Social distancing. (detailed posters around site).</p> <p>Symptoms; Self-isolate and seek NHS guidance if; You have any symptoms of coronavirus (a high temperature, a new continuous cough or a loss of your sense of smell or taste). You've tested positive for coronavirus. You live with someone who has coronavirus symptoms.</p> <p>Hygiene; Wash your hands often, for at least 20 seconds with soap and then thoroughly dry hands. Avoid touching your face, eyes, nose, mouth. Cover your Cough/Sneeze with Tissue/Elbow.</p> <p>Social distancing; Keep your distance. 2m apart where possible. One side of corridor when passing someone. No handshakes.</p>	3	1	3