

RISK ASSESSMENT RECORD FORM (Rating: 1-4: Acceptable. 5-9: Adequate.10-16: Tolerable. 17-25: Unacceptable.)			
Area	Woodroyd Centre; Atrium/Common Areas	Date:	15 June 2020
Operation/Task:	Using and visiting the Centre	Ref No:	015
Personnel at Risk:	Employees, Tenants, Patients, Customers, Visitors	Review	14 June 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
Transmission of Covid-19 Access and movement	3	4	12	Separate access doors for Staff – NHS via secure car park.	3	1	3	Weekly checks for all below.
				Separate access doors for Patients/Customers/Visitors through main entrance doors.				
				Automatic main entrance doors in place to minimise public contact with surfaces.				
	3	4	12	At main Entrance/Exit doors; ground/floor sign/sticker; 'Wait until Clear to go through'.	3	1	3	Awaiting supplies
	3	4	12	At entrance/exit doors; hand sanitiser dispenser provided – with signage to use when entering/leaving building. (also provided at other key locations around the building - including outside public lift doors - ground and first floor).	3	1	3	Awaiting supplies

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Transmission of Covid-19	3	4	12	Rear public access doors closed to prevent people walking through building (entering through front access doors and leaving through rear access doors as 'short cut').	3	1	3	
				Sofas in atrium area removed and first floor waiting area seating reduced and placed 2m apart.				
	3	4	12	To avoid crowding in Atrium area – Floor Stickers installed; 'stand 2m apart'.	3	1	3	Awaiting supplies
				One-way route signage displayed to go up and down stairs on left side.				Awaiting supplies
	3	4	12	Lift occupancy reduced; – signage displayed 'Maximum 1 or Same family'.	3	1	3	

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Transmission of Covid-19	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	
	3	4	12	Daily cleaning to incorporate cleaning of touch surfaces with disinfectant; using Acti-chlor.	3	1	3	
	3	4	12	Maintenance/Handyman - Midday - to apply disinfectant to contact surfaces in Atrium/Common areas (door handles, door plates, hand rails etc.).	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	

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Transmission of Covid-19 Tenant partnership	3	4	12	Advise Tenants to schedule appointments with their patients/customers at timely intervals that avoid people congregating at the centre. Schedule appointment arrives – seen – leaves building – next appointment arrives.	3	1	3	
	3	4	12	Share Risk assessment with tenants and issue clear, concise guidance on key messages: Symptoms, Hygiene, Social distancing.	3	1	3	
	3	4	12	Advise tenants 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.	3	1	3	
Anxiety around the fear of catching Covid-19	3	4	12	Displaying facts on ways in which everyone can keep safe – posters and banners with information. Signage in place on what staff and visitors need to do. Sharing information; Risk assessments and Government Guidance, information signage.	3	1	3	

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Transmission of Covid-19	3	4	12	<p>All staff, tenants, patients, 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