

CIO No 1100358

NARTHEX
SPARKHILL



RnR Organisation™

AB SPARKBROOK HUB - NETWORK RESTART RISK ASSESSMENT

**Questions to be asked and actions you may need to take
when restarting your network or community activity**

Ted Ryan
tedab@narthex.org.uk

Introduction

Guidance concerning Covid 19 is updated and modified on a regular basis

We have not included any such guidance in this document as it may be out of date by the time you are reading it.

We have included links to the relevant Government website for up to date advice, each page has a date when it was updated so you know you are getting the most recent advice

You may need to discuss the guidance with your Network Enabler who may have additional information.

1. Government guidelines

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

2. Coronavirus outbreak FAQs: what you can and can't do

<https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>

3. Work and financial support during coronavirus

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/updates>

4. Local restrictions: areas with an outbreak of coronavirus (COVID-19) *only if applicable to Birmingham*

<https://www.gov.uk/government/collections/local-restrictions-areas-with-an-outbreak-of-coronavirus-covid-19>

These are correct as of 22nd September 2020 – you will need to constantly check any changes or modifications to national or local guidance / restrictions.

You may / will be asked to undertake a risk assessment by the venue where you have your meetings / sessions.

A risk assessment is used to identify hazards or problems and the 'risk' that may cause harm or problems to an event. The assessment analyses the risk and identifies measures to control the risk.

The risk assessment related to Covid 19 should identify what activity or situations might cause transmission of the virus

- You should think about who could be at risk and how
- Decide how likely it is that someone could be exposed to transmission
- Identify what has been done, by you as network lead or the venue, to remove the situation, or if this isn't possible, what controls will be initiated to reduce the risk.

Once you have done this you may need to decide if all the measures are appropriate for you to restart your network.

- Some of the measures should be implemented by the venue – these are identified within this form
- Some measures you will have to implement in your network sessions. You will also have to ensure that your participants comply with the venue requirements.

This document is in three parts.

Part One is a 16 point check list for the venue you use, a basic check list

Part Two provides guidance for addressing issues pertinent to your group, it includes some guidance and suggestions of issues and actions

Part Three is a more in depth guidance to a risk assessment providing, in greater detail, an outline of issues and methods of addressing them

The contents of this document have been modified from the Health and Safety Executive (HSE) document "What to include in your Covid-19 risk assessment". While this document is targeted at business and commercial activity, we have identified specific issues related to network and community activity.

<https://www.hse.gov.uk/coronavirus/working-safely/risk-assessment.htm>

<https://www.hse.gov.uk/coronavirus/working-safely/index.htm>

Part one - 16-point check list for the venue you use

This is a basic check list of factors you will/may need to address when considering restarting your network.

References are included in this section to part two which is a more thorough outline of processes that can/ should be implemented either by the venues where you meet or yourself as network lead.

HAZARD	MEASURES	YOUR ACTIONS	✓
A <i>Changes in Guidelines</i>	1) Government guidelines on meetings, activities etc.	Acquaint yourself with Government Guidelines. Discuss issues with Network enabler	
B <i>Getting or spreading coronavirus by not washing hands or not washing them adequately</i>	2) Washing hand provision	You will need to identify where the wash stations are located and if there are enough	
	3) Hand sanitiser provision	You will need to identify location of hand sanitisers and inform your group / network	
C <i>Getting or spreading coronavirus in common use high traffic areas</i>	4) Modify meetings	Can you meet online?	
	5) Numerical restrictions	Check venue numbers and discuss your groups needs	
	6) Barriers and movement restrictions (one-way system)	Identify and inform your participants	
	7) Marker tape in place	How can your group comply with social distancing rules?	
	8) Provision of PPE	How do you acquire it?	
	9) Maximum room numbers and differences within building	Acquaint yourself with centre requirements and rules that effect your group	
D <i>Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations</i>	10) Cleaning surfaces	Identify surfaces that are touched by many people, identify cleaning regime Add to if necessary, inform your group members	
	11) Cleaning regimes and products	Acquaint yourself with any cleaning products and processes	
	12) Cleaning your equipment / storage	If you use storage boxes etc regular cleaning of such items	
	13) Rubbish disposal	Identify processes for disposal of group rubbish	
	14) Information to your group	Identify how you share this information with your group	
E <i>Getting or spreading coronavirus through workers or group participants living together and/or travelling together</i>	15) Issues for travel to and from groups	Identify issues for people travelling to and from group	
	16) Planning trips for the group	Current Government guidelines concerning meetings and group activities should be adhered to. Social distancing guidance for transport should be adhered to. PPE should be worn by all participants	

Part two – some examples of actions for restarting your group

Network activity is very varied, this section offers some examples of issues you will / may need to deliberate if, or when, considering restarting your network. You know your activity better than others, use this list to start your risk assessment, you may have additional requirements based on your specific activity.

Your first consideration is the current government guidance, or any local restrictions, you have to comply with these restrictions.

Once you have decided that the guidance allows you, and the environment is right, you will need to consider some specific issues concerning how your group functions. Add your own, as necessary.

ISSUE / HAZARD	MEASURES	YOUR ACTIONS	✓
A Contact list of participants	1) Knowing who is in your group	Keep an up to date contact list of participants so you can contact them if one of your participants tests positive	
B Meeting in a room / venue	2) Is the room ready and appropriate	Liaise with the venue about the cleaning procedures for the room Clean surfaces before use if you wish to be sure	
C What is the nature of your group	3) Identify and list what activities your group does when they are together	How are they to sit in a room Can the room accommodate your group safely? HSE suggest facing back to back, at a distance, rather than facing each other	
		How do people move about in the room? Arrange the room so social distancing can be maintained if participants need to move around	
		Wearing PPE during the session People undertaking activity in close proximity to others should be wearing masks	
D Nature of your activity	4) Do participants share items	In craft activity – glue, knitting / crochet needles, wool etc No sharing of items	
	5) Consider what resources you will be using – these are only some examples	Difficult to sterilise items in between use so reduce the sharing is best answer Art Activities – sharing brushes / paints is a problem Are there enough resources for individuals not to have to share	
	6) Outdoor activity	Being aware of the capability of your participants and the 'additional' requirements that meeting out of doors may have Can they manage walking, how far? How do accommodate the changing weather? Are toilets available? How are participants going to get there and back again?	
E Coming into the venue	7) Checking people in. Provide an outline of requirements and expectation	Making sure they understand the PPE requirements and how to move around the building Ensure requirements are adhered to	
F Moving around the venue	8) Make yourself aware of the requirements of the building	Provide guidance as to how participants should move around the building – any one-way systems, use of toilets etc	
G Providing refreshment	9) Do you provide refreshments?	Do not share utensils, cups or plates. Use disposable items and place in bin once used. Adhere to venues use of kitchen rules	

Part Three - in depth guidance for your risk assessment

1. Hazard - Getting or spreading coronavirus by not washing hands or not washing them adequately

Measure – Regular Hand Washing

Is there a provision to wash your hands?

Does the venue provide water, soap and drying facilities at wash stations?

- Are there signs to remind people to wash their hands
- Is there visible information advising people when and where they need to wash their hands, properly displayed on posters

Does the venue provide hand sanitiser for the occasions when people can't wash their hands

- Information is provided about how and when to use hand sanitiser

Your Actions

You will need to identify where the wash stations are located and if there are enough

You will need to identify location of hand sanitisers and inform your group / network

2. Hazard - Getting or spreading coronavirus in common use high traffic areas such as kitchen areas, corridors, toilet facilities, entry/exit points and other communal areas

Measure - Modification of meetings or premises

Premises modification; Meetings

Increase the use of online meeting facilities, even for people working in the same building, to reduce the number of people moving around

Your Actions

Can your group meet online?

What actions would you need to undertake to enable this to happen?

Measure - Premises modification; Barriers

Identify what measures have been put in place to keep people apart in line with social distancing rules

- Where it isn't possible to meet social distancing rules are there other physical measures to separate people.
- Where possible are there physical impervious barriers in place (e.g. Perspex in reception areas or other rooms) to reduce contact
- Is there a one-way system where possible? Where it is possible has a one-way system been put in place in corridors or extensively used pedestrian traffic routes to manage the flow of people moving around workplaces and to allow social distancing rules to be met?
- Is marker tape used on the floor or other surfaces to demarcate
- Is there a limit to the number of people in the building/venue at any one time?

Your Actions

Identify any numerical compliance requirements, calculate or discuss with venue management how/if it effects your group numbers when meeting.

Identify what measures have been put in place and inform your members.

Identify where you can reduce the contact of people with surfaces, e.g. by leaving open doors that are not fire doors, using electronic documents rather than paperwork

Are you able to leave non-fire doors open to reduce the amount of contact with doors and also potentially improves meeting room ventilation?

Provision of personal protective equipment (PPE) to staff

- Have staff been issues with PPE
- Have centre/venue staff been trained as to how to put on and remove personal protective equipment (PPE) that is used for normal work hazards and how to keep it clean.

Your Actions

Is PPE available to your group /network members?

If not, where can you acquire PPE?

Is the training information available to your group members?	
Pinch points - Areas where there are pinch points meaning people can't meet the social distancing rules, e.g. narrow corridors, doorways, customer service points, storage areas	
<ul style="list-style-type: none"> Has the venue / centre limited the number of people in rooms so that social distancing rules can be met, e.g. stagger breaks, have maximum occupancy numbers for meeting rooms 	
Your Actions	
Identify these numbers and work with venue to comply with them	

Measure - Premises modification; Meeting / communal areas.

Different meeting rooms and communal areas	
<ul style="list-style-type: none"> Has the venue implemented different rules / guidelines for different meeting / communal areas, e.g. in rooms where air movement may be less than in other work areas, e.g. kitchens with no opening windows or mechanical ventilation? Is there guidance for areas where people will congregate, reception, meeting rooms, kitchens, tea points, etc. What measures have been put in place to monitor the implementation of any guidance e.g. following hygiene procedures, washing hands, following one-way systems 	
Has the venue identified how you can keep people apart in line with social distancing rules?	
<ul style="list-style-type: none"> Does the venue limit the number of people on site at one time? Does the venue limit the number of people in rooms so that social distancing rules can be met, e.g. stagger breaks, have maximum occupancy numbers for meeting rooms? Has the centre reorganised facilities in communal areas such as spacing out tables in meeting rooms, etc so social distancing rules can be met 	
Your Actions	
Acquaint yourself with venue rules on social distancing, movement and hygiene requirements so you are able to inform your group/ network	
Check with any venue or room limitations that will affect your group / network	
Can you reorganise room facilities for your group to enable it to function and comply with social distancing rules	

3. Hazard - Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations

Measure - Equipment or surfaces touched by more than one person

<ul style="list-style-type: none"> Does the venue keep surfaces, such as kitchen sides and tables, in communal areas clear for people to sit and eat at to make cleaning easier? Are areas and equipment where people will touch the same surfaces, such as in kitchens, e.g. kettles, shared condiments etc. cleaned regularly or are wipes available? Has the venue reorganised facilities in communal areas such as spacing out tables in meeting rooms, canteens etc so social distancing rules can be met How does the venue monitor areas and surfaces that are frequently touched but are difficult to clean? Does the venue discourage / avoid people sharing work equipment by allocating it on personal issue or put cleaning regimes in place to clean between each user? 	
Cleaning regimes	
<ul style="list-style-type: none"> Has the venue put cleaning regimes in place to make sure high traffic communal areas are kept clean, have they considered frequency, level of cleaning and who should be doing it? Has the venue identified other areas that will need cleaning to prevent the spread of coronavirus, e.g. canteens ,rest areas(staff rooms), welfare facilities / waiting areas, vehicles etc. have they specified the frequency and level of cleaning and who will do it? 	
Are bins provided and are they emptied frequently	
<ul style="list-style-type: none"> Provide more bins and empty them more often Use the guidance on cleaning and hygiene during the coronavirus outbreak 	
Provide lockers for people to keep personal belongings in so that they aren't left in the open	

<ul style="list-style-type: none"> Does the venue provide areas for people to store personal belongings and keep personal items out of work areas? 	
<p>Your Actions</p> <p>Keep surfaces clean and equipment sharing</p>	
<p>Identify surfaces that are frequently touched and by many people (often common areas), e.g. handrails, door handles, vehicle door handles (inside and outside), shared equipment etc and specify the frequency and level of cleaning and by whom</p>	
<p>Identify what cleaning products are needed (e.g. surface wipes, detergents and water etc) and where they should be used, e.g. wipes in vehicles, water and detergent on work surfaces etc</p>	
<p>Consider what rubbish you will have during your session, how will it be disposed of rubbish?</p>	
<p>Do you use any storage boxes, how are you going to clean such boxes regularly?</p>	
<p>Are there any other items you will need to clean</p>	
<p>Inform your group members about the washing facilities and hand sanitiser at accessible places near to where people will have contact with high traffic communal areas, e.g. Sanitiser/washing facilities at the entrance/exit to canteens</p>	

4. Hazard - Getting or spreading coronavirus through workers or group participants living together and/or travelling together

Measure – advising participants on traveling to the venue or on trips with the group

<p>Your Actions</p>	
<p>Discuss with participants who live and/or travel to work together to agree how to prevent the risks of spreading coronavirus</p>	
<p>Provide information and PPE to allow people to travel meeting social distancing rules</p>	
<p>Providing facilities to help people walk or cycle to work, e.g. bike racks</p>	
<p>If trips were planned you need to identify social distancing rules i.e on numbers travelling, requirement of busses, coaches, other transport</p>	

Other websites and information

Health and Safety Executive (HSE) guidance
<https://www.hse.gov.uk/coronavirus/working-safely/risk-assessment.htm>
<https://www.hse.gov.uk/coronavirus/working-safely/index.htm>

HSE cleaning advice
<https://www.hse.gov.uk/coronavirus/cleaning/index.htm>

Support for businesses and self-employed people during coronavirus on gov.uk
<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Centres for Disease Control and Prevention Cleaning and Disinfecting Guidance
<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

All guidance is correct as of 22nd September 2020. As national government and local restrictions change and are modified then it is crucial that you avail yourself up to date information.

The general guidance outlined in Parts One and Two is standard guidance based on current government and public health guidelines, these should not change as regularly as other guidance but you should be aware of ongoing guidelines concerning PPE, sharing items, washing hands etc.