



SOHO

Covid-19 Risk Assessment v3.6

This risk assessment has been compiled following guidance from government and NHS guidelines. As the covid-19 pandemic evolves, this risk assessment will be revised in order to reflect the current trend.

Guidance Notes

| | Severity | | | | |
|---------------|----------|--------|----------|---------|---------|
| | Marginal | Minor | Moderate | Major | Severe |
| Very Likely | Medium | High | High | Extreme | Extreme |
| Likely | Medium | Medium | High | High | Extreme |
| Possible | Low | Medium | Medium | High | Extreme |
| Unlikely | Low | Medium | Medium | Medium | High |
| Very Unlikely | Low | Low | Medium | Medium | High |

Risk Matrix

| LOW | MEDIUM | HIGH | Extreme |
|--|--|---|---|
| Continue with existing control, however monitor for changes. Implement any additional control measures required, within the timescales given in the risk assessment. | Requires attention to reduce the rating as well as regular ongoing monitoring. Implement any additional control measures required, within the timescales given in the risk assessment. | Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the risk assessment and continue to review working practices to reduce the probability of an accident to the lowest possible level. | Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible. |

| Identified Hazards & Risk level | People at Risk | Control Measures | Final Risk Level |
|---|------------------------|---|------------------|
| Multiple people present at once within the facilities | Everyone coming onsite | <ul style="list-style-type: none"> ○ All staff who are able to work remotely can work from home. ○ Client's presence is limited to room occupancy guidelines ○ Social distancing in effect through the facilities ○ Runner service working at a reduced capacity ○ Safe working policies in place ○ Face coverings mandatory to enter and while moving around buildings ○ Health declaration on sign in for all ○ Clients and visitors advised to have a recent COVID19 negative test before visiting facility ○ Fast result lateral flow tests are available onsite for all staff | Low |
| Room with multiple occupancy | Staff and Clients | <ul style="list-style-type: none"> ○ Rooms have been assessed and regularly checked with ventilation readings re airflow and space and a maximum safe occupancy number has been determined to ensure social distancing can be practiced. ○ Any exceptions to room occupancy must comply with the COVID 19 testing requirements laid out in our Policies and Maximum Room Occupancy Guidelines documents. ○ Fast result lateral flow tests are available | Low |

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| | | <ul style="list-style-type: none"> ○ Staff have access to free lateral flow tests ○ Wipes and antibacterial gel available in each room | |
| Congestion in Reception Area | Everyone coming onsite | <ul style="list-style-type: none"> ○ A one way system in effect ○ Sofas will only sit one person ○ Electronic signing In will be done away from the reception desk on a table where antibacterial hand gel and wipes are available. | Low |
| Congestion in the Bar and Common areas | Everyone onsite | <ul style="list-style-type: none"> ○ Social distancing advised in all communal areas. ○ Mask wearing in communal areas | Low |
| Congestion in Lifts | Everyone onsite | <ul style="list-style-type: none"> ○ Lift occupancy will be limited to one person at a time | Low |
| Congestion in Toilets | Everyone onsite | <ul style="list-style-type: none"> ○ One person at a time allowed in the bathroom ○ External sign in place to indicate occupancy | Low |
| Congestion in Kitchen | Everyone onsite | <ul style="list-style-type: none"> ○ Kitchens are single person use only. 1 in 1 out system | Low |
| Food | Everyone onsite | <ul style="list-style-type: none"> ○ Until further notice only takeaway food is on offer to staff and clients. This includes bread, biscuits, sweets and fruits ○ Client's lunch and dinners will remain in take away packages and won't be plated out by the runner. | Low |
| Glasses and coffee cups | Everyone onsite | <ul style="list-style-type: none"> ○ Everyone onsite is urged to bring in their own coffee cup and water bottle in order to limit potential cross contamination. ○ People will be responsible to clean their own cups when possible. ○ Water fountains are available throughout the building for both hot and cold water. | Low |
| Cash Handling | Receptionist & Runners | <ul style="list-style-type: none"> ○ We have gone cashless and will only use a contactless card ○ Card will be wiped clean after every use ○ Clients' orders will be billed to project | Low |
| Reception cover | Reception Staff | <ul style="list-style-type: none"> ○ Headset, keyboard, mouse, and surfaces to be wiped clean when reception shift ends. ○ Only two people maximum allowed behind reception at all time ○ Antibacterial spray and wipes available | Low |

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| Signing In Ipad | Everyone | <ul style="list-style-type: none"> ○ People asked to sanitise their hands before signing in ○ Ipad wiped clean every hour ○ Ipad set away from reception in spacious area to allow for social distancing | Low |
| ADR equipment | Voice artists and staff | <ul style="list-style-type: none"> ○ ADR booth cleaned after every session | Low |
| Cleaning and Personal Hygiene | Everyone onsite | <ul style="list-style-type: none"> ○ Toilets and client areas to be cleaned frequently by runner onsite ○ Hand Sanitiser provided at entrances and throughout the building ○ Antibacterial spray and wipes available throughout the building ○ Antibacterial soap available in all toilets and kitchens ○ Hand paper towels available in all toilets ○ Hand lotion available in every bathroom to limit skin damage due to frequent handwashing | Low |
| Door Handles & Buttons | Everyone onsite | <ul style="list-style-type: none"> ○ Door handles to be wiped regularly by runner on site ○ Elevator & door buttons to be wiped regularly by runner on site | Low |
| Handling deliveries | Staff | <ul style="list-style-type: none"> ○ Reception and Dispatch to handle all deliveries ○ Hand gel available in reception | Low |
| Congestion in Bike shed | Staff and Clients | One in One out system in place | Low |
| | | ○ | |
| High Risk/Vulnerable People | Staff and Clients | All high risk staff and clients are asked to work from home. | Low |
| Suspected cases | Everyone onsite | <ul style="list-style-type: none"> ○ Should someone onsite shows symptoms of Covid-19 – They will be asked to leave immediately ○ They will be encouraged to get tested through the Government Testing Program https://www.gov.uk/apply-coronavirus-test-essential-workers ○ Following any suspected case, a deep clean of the facilities will be orchestrated ○ Anyone who would have been in close contact with a suspected or known case of Covid-19 will be | Low |

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| | | asked to follow government guidelines and isolate if required. | |
| Site attendee coming in unwell | Everyone coming onsite | As above | Low |
| Meetings | Staff and Clients | <ul style="list-style-type: none"> ○ Conference calls to be used and room occupancy levels adhered to. ○ Meeting room windows to be opened where possible. | Low |
| Staff Mental Health | Staff | <ul style="list-style-type: none"> ○ Regular communication of mental health information and open door policy for those who need additional support. <p>Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress</p> | Low |
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Symptoms of Covid-19

If anyone becomes unwell with a new continuous cough, a high temperature or any other Covid-19 related symptoms in the workplace they will be sent home and advised to follow the stay at home guidance.

Line managers will maintain regular contact with staff members during this time.

If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.

<https://www.publichealth.hscni.net/>

Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.

Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.

Molinare COVID-19 Safe working policy

Policy with guidelines produced for clients and employees and distributed to all clients prior to project starting at Molinare.

The latest employee policy is available on 'Moli hub' staff intranet and updates communicated to all staff when they occur. Policies are also available on our website.