

This risk assessment applies to Swindon Workshed specifically and sets out the measures being used to maintain a safe environment for all occupants and visitors and reduce the transmission risk of covid-19 coronavirus as far as is reasonably practicable. Particular attention is given to those at greatest risk including vulnerable groups, pregnant women, and those with underlying health conditions.

By applying the control measures set out below, each of these workplaces is deemed to be COVID secure. You will need to review and monitor this assessment regularly, and adapt as necessary.

The risk assessment relies on the cooperation and vigilance of all employees.

Note: to complete this please refer to the COVID Building Risk Assessment – Hub as a guide.

Principles of controlling transmission risk	Controls being applied	Specific actions and monitoring
<p><u>1. Control of access to buildings</u></p> <p>Keeping occupancy as low as is practicable will reduce potential levels of covid-19 transmission.</p> <ul style="list-style-type: none"> - stay at home groups - essential work only protocols - controlled access points - deliveries - contractors - parts of buildings closed or out of bounds 	<p>Secure, card access to building for tenants only.</p> <p>Access by other visitors, contractors etc. controlled by the individual business or by TEN Staff.</p> <p>NO business visitors permitted until further notice.</p> <p>Contractor visits by appointment only and co-ordinated by TEN staff. PPE (face mask) required for operatives</p> <p>Showers de-commissioned</p>	<p>Access to main building enabled for Tenant businesses only (co-working suspended, and all meeting activity cancelled).</p> <p>IJ in attendance Mondays NW in attendance Wednesdays MB in attendance as required</p>
<p><u>2. Social distancing protocols</u></p>		

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<p>Maintaining social distancing between occupants as far as is practicable will reduce potential levels of covid-19 transmission.</p> <ul style="list-style-type: none"> - public waiting arrangements - meeting rooms and communal spaces - workstations - pedestrian traffic protocols - revisions to working patterns 	<p>Enhanced signage in place throughout the Centre to encourage Social distancing. Kitchens operating on a '1-in, 1-out' basis. Reduce footfall by restricting access to the main building initially to Tenant businesses only (co-working suspended, and all meeting activity cancelled). Tenants allocated dedicated toilets.</p>	<p>Signage in place Meeting Rooms locked IJ in attendance Mondays NW in attendance Wednesdays MB in attendance as required</p>
<p><u>3. Hygiene and cleaning regimes</u></p> <p>Encouraging and facilitating good personal hygiene techniques and operating a comprehensive cleaning regime will help to reduce potential levels of covid-19 transmission.</p> <ul style="list-style-type: none"> - hand washing - hand drying - hand sanitisers - provision of wipes - workstation cleaning protocol - communal surfaces cleaning protocol - general building cleaning protocol 	<p>Hand washing guidance in place in toilets hand towel supplies increased Covered bins in toilets Sanitization Station at entrance to main part of building. Revised cleaning regime in place from Churchills. Anti-Bac sprays and hand wash placed in Kitchens</p>	<p>Hygiene items replenished by on-site staff weekly.</p>
<p><u>4. Use of PPE</u></p> <p>Using suitable PPE in the correct manner will reduce potential levels of covid-19 transmission.</p> <ul style="list-style-type: none"> - generic principles - specific tasks 	<p>Suitable PPE to be made available</p>	<p>Use of PPE (face masks) onsite in meeting rooms and communal areas will be mandated for tenant businesses, employees and TEN staff.</p> <p>PPE will not be supplied to tenant businesses by TEN.</p> <p>PPE must NOT be disposed of on site.</p>

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<u>5. Information and instruction</u> Maintaining a high level of awareness of the sensible precautions to adhere to, will help to reduce potential levels of covid-19 transmission. <ul style="list-style-type: none"> - Return to work briefing/induction - Signage - Monitoring protocols 	Advising Tenants, Co-Workers & Virtual Office users of strategies & protocols in place for return to work Signage in place	MB has maintained contact with Tenants, Co-Workers & Virtual Office Users throughout Lock Down updating on plans for return to work.
<u>6. Emergency procedures</u> Maintaining adequate emergency arrangements is essential for the safe usage of buildings and will allow the continuation of essential covid-19 service delivery. <ul style="list-style-type: none"> - fire and assembly point - first aid provision 	Normal Fire Safety procedures apply	Normal Fire Safety procedures in operation
<u>7. Employee wellbeing</u> Providing a comprehensive range of employee support services will enable frontline covid-19 services to be maintained by reducing staff absences and tackling sources of anxiety and stress. <ul style="list-style-type: none"> - management responsibility - support services 	Weekly virtual meetings with admin staff to discuss Covid-19 related issues and wellbeing.	Weekly virtual meetings with admin staff to discuss Covid-19 related issues and wellbeing.

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Date of issue:	19 June 2020
Date of review:	Weekly intervals
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