

Coldharbour Mill Trust Ltd

COVID-19 Risk assessment – Classes

Company name: Coldharbour Mill Trust Ltd.

Assessment carried out by: P.Holdway-Bradley

Date of next review:01/08/2020

Date assessment was carried out: 26/06/20

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. This Risk assessment lays out the actions set out by Coldharbour Mill Trust Ltd to minimise risk to our staff and volunteers once the government advice allows us to re-enter the workspace. Prior to this the Mill has been closed to all volunteers as the government guidance enforced.

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Travelling to Coldharbour Mill	Any Staff, Volunteers & Visitors		Advising all Staff, Volunteers & Visitors to avoid public transport and use other methods of transport i.e. walking, cycling, own car.	GM & Class Facilitator (for class attendees)	Prior to classes resuming	✓
Arriving at Coldharbour Mill	Any Staff, Volunteers & Visitors	Currently classes are not taking place	A Hand sanitisation facility will be provided after crossing the bridge from	GM	Before Staff, Volunteers &	✓

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		on to the site to minimise risk	the car park, this should be used by all volunteers, staff and visitors entering the premises and can be used on exit too.		Visitors are allowed on site	
Access to handwashing facilities	Any Staff, Volunteers & Visitors	We currently provide handwashing facilities in all toilets and the staff room.	We will install hand sanitisation facilities in the following areas: Entrances to level 2,3,4 of the Mill, 2 in the shop/reception area, the entrance to the offices, 1 at the entrance bridge from the car park, entrance to the Tea room, upon entrance to other areas i.e. Steam complex – this is to encourage sanitisation before entering a new area of the building. This will also include signage in these areas.	GM	Before Staff, Volunteers and visitors are allowed back to CHM	✓

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People not observing Social Distancing guidance	Any Staff, Volunteers & Visitors	Staff & Volunteers are strictly adhering to social distancing	We will advise all volunteers, Staff & Visitors to observe strict social distancing. We will install new signage to the building reminding everyone to keep their distance from other staff and volunteers. We will advise all volunteers to remain in their work spaces and not venture into unnecessary areas where they could come into contact with more risk. Where social distancing is not possible the appropriate PPE will be provided.	GM to provide guidance, Class Facilitator to provide guidance to class attendees	Before Classes are allowed to resume	✓
Class Space	Class Facilitator & Attendees	Volunteers for Coldharbour Mill have been informed of strict no access rule for this area.	Volunteers have been informed of the strict no access rule for the class workspace. In addition signage will be added on	GM	Before classes can resume	

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			floor 4 to remind volunteers & staff of this rule			
Desks & Workspaces	Any Staff, Volunteers & Visitors	Staff members and volunteers are provided with their own desk/workspace and their own equipment	<p>We will be advising all staff and volunteers to only use one desk/workspace – these will not be shared as we have ample individual spaces. Computers, keyboards & phones will not be shared between staff members. Cleaning equipment will also be provided to wipe down keyboards, surfaces and phones as well as any other equipment used during the course of work.</p> <p>Class Facilitators will need to adapt the class area to allow for social distancing of work area</p>	GM, Class facilitator to adapt working area for classes	Before Classes can resume	✓

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<p>Uncleanliness of work areas and equipment</p>	<p>Any Staff & Volunteers</p>	<p>Areas are regularly cleaned</p>	<p>Thorough cleaning of all areas will be completed prior to volunteers arriving for the day. All volunteers and staff will be regularly reminded to avoid touching their face while working especially when wearing gloves to avoid contamination of surfaces and equipment. Cleaning products will be provided and handles, surfaces and card machines should be wiped down regularly.</p> <p>Regular deep cleaning will occur in the morning before staff, volunteer or visitor arrivals – concentrating on shared facilities and walk ways (toilet block, offices, stairwells, lift & doors)</p>	<p>GM & cleaning staff</p>	<p>Before Volunteers, Staff & Visitors are allowed back to CHM</p>	<p>✓</p>

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Use of Common Areas	✓ Any Volunteers, Staff & Visitors	Staff room and toilets are cleaned regularly	Handwashing facilities are provided in these areas in addition we will install hand sanitisation dispensers outside of these areas to encourage cleaning on entry. Class facilitator will be solely responsible for precautions put in place for the class space	GM & Class Facilitator	Before Volunteers are allowed back to CHM and before classes can resume	✓
PPE	Volunteers	We already provide PPE for workers who require it	We will continue to provide this as well as gloves for all volunteers who will require shared use of equipment, masks are also available.	GM	Before Volunteers are allowed back to CHM	