

Coldharbour Mill Trust Ltd

COVID-19 Risk assessment – Offices

Company name: Coldharbour Mill Trust Ltd.

Assessment carried out by: P.Holdway-Bradley

Date of next review:31/08/2020

Last Review: 31/07/2020

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	Currently we are not allowing volunteers on to the site to minimise risk	Advising all Staff & Volunteers to avoid public transport and use other methods of transport i.e. walking, cycling, own car.	GM	Before Volunteers are allowed back to CHM	✓
Arriving at Coldharbour Mill	Any Staff & Volunteers	Currently we are not allowing volunteers on to the site to minimise risk	A Hand sanitisation facility will be provided after crossing the bridge from the car park, this should be	GM	Before Volunteers are allowed back to CHM	✓

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			<p>used by all volunteers entering the premises and can be used on exit too.</p> <p>We will be installing a new fob based clocking-in system which will be hosted in the 'Café' this is a touchless system to minimise risk for volunteers and will allow us to track the amount of volunteer hours at the mill.</p>			
Face Coverings	Any Staff, Visitors & Volunteers	Face Masks have previously been available	Face coverings must be worn at all times inside any building on the Coldharbour Mill Property unless exempt (please see list of exemptions in the Covid-secure working document)	GM	31/07/2020	✓
Access to handwashing facilities	Any Staff & Volunteers	We currently provide handwashing	We will install hand sanitisation facilities in the following areas:	GM	Before Volunteers are allowed back to CHM	✓

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		facilities in all toilets and the staff room.	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.			
People not observing Social Distancing guidance	Any Staff & Volunteers	We are not allowing volunteers on site and staff are strictly adhering to social distancing	We will advise all volunteers 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	GM to provide guidance	Before Volunteers are allowed back to CHM	✓

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			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.			
Desks & Workspaces	Any Staff or Volunteers who work at desks/computers	Staff members and volunteers are provided with their own desk/workspace and their own equipment	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.	GM	Before Volunteers and Staff are permitted to work in these areas.	

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Uncleanliness of work areas and equipment	Any Staff & Volunteers	Areas are regularly cleaned	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.	GM	Before Volunteers are allowed back to CHM	✓
Use of Common Areas	Any Volunteers & Staff	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.	GM	Before Volunteers are allowed back to CHM	✓

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			New volunteer Tea Room set-up in what was the café to allow more space. Maximum of 10 persons should be in this area at one time. This area will be wiped down regularly to avoid touch contamination.			
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	✓