

Coldharbour Mill Trust Ltd

COVID-19 Risk assessment – Steam Complex

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: 23/06/2020

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>			
<p>Access to handwashing facilities</p>	<p>Any Staff & Volunteers</p>	<p>We currently provide handwashing facilities in all toilets and the staff room.</p>	<p>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</p>	<p>GM</p>	<p>Before Volunteers are allowed back to CHM</p>	

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			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 remain in their work spaces and not venture into unnecessary areas where they could come into contact with more risk. Where social distancing is	GM to provide guidance	Before Volunteers are allowed back to CHM	

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			not possible, appropriate PPE will be provided			
Using Machinery/ Mill Equipment	Staff & Volunteers who use machinery in the Mill	Please see Work Equipment Risk Assessments for risks and measures in place for specific Mill equipment	As Mill Equipment/Machinery is determined to require at least two persons operating or performing maintenance, Persons should aim to still social distance where at all possible – where a 2m distance is not possible persons should wear masks provided and aim to work side-to-side or back-to-back rather than facing each other	Guidance and PPE to be provided by management		
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. Gloves can be provided for handling shared equipment. All volunteers and staff will be	GM	Before Volunteers are allowed back to CHM	

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			regularly reminded to avoid touching their face while working especially when wearing gloves to avoid contamination of surfaces and equipment.			
Steam Workshop	Volunteers		As the Steam Workshops are very limited in space, a maximum of two persons should be in this space at once. The door should remain open to provide better ventilation. Signage will be placed on the exterior of this space to inform volunteers of these limitations.	GM	Before Volunteer Returns	
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	GM	Before Volunteers are allowed back to CHM	

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			<p>encourage cleaning on entry.</p> <p>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.</p> <p>Our Steam team usually has their own Break space – for the time being this should not be used and all volunteers should use the café space as it allows for more room which will allow for social distancing.</p>			
Food, Drink & Refreshment	Volunteers		Volunteers should provide their own food from home, as well as cutlery. Though	Volunteers	Upon volunteer return	

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			<p>the café has facilities for making drinks – it is advisable that volunteers bring their own when possible.</p> <p>Storage is now provided in the Engine House for volunteers to keep their personal belongs & Food/drinks separate from others.</p>			
PPE	Volunteers	We already provide PPE for workers who require it	<p>We will continue to provide this as well as gloves for all volunteers who will require shared use of equipment.</p> <p>The Steam Team will be provided with their own masks suitable for use during their work. These should whenever possible.</p>	GM	Before Volunteers are allowed back to CHM	