

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:09/12//2021

Last Review: 09/06/21

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
Arriving at Coldharbour Mill	All persons visiting the Mill Any Staff & Volunteers	We are only allowing volunteers on site when deemed appropriate as per Government guidance.	A Hand sanitisation facility will be provided after crossing the bridge from the car park, this should be used by all volunteers entering the premises and can be used on exit too. There are further	GM	All Actions Completed	✓

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			<p>sanitisation points in all high-traffic areas.</p> <p>We will be installing a new fob based clocking-in system which will be hosted in the Volunteer Break Room - 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	All Actions Completed	✓
Access to handwashing facilities	Any persons on the Coldharbour Mill Site	We currently provide handwashing	We will install hand sanitisation facilities in the following areas:	GM	All Actions Completed	✓

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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.			
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	GM	All Actions Completed	✓

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			equipment will also be provided to wipe down keyboards, surfaces and phones as well as any other equipment used during the course of work.			
Uncleanliness of work areas and equipment	Any persons visiting the Mill	Areas are regularly cleaned	Thorough cleaning of all areas will be completed prior to volunteers & Visitors arriving for the day. Gloves can be provided for handling shared equipment. 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.	GM	All Actions Completed	✓
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	GM	All Actions Completed	✓

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			outside of these areas to encourage cleaning on entry.			
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 be worn.</p>	GM	All Actions Completed	✓