

Assessor	Job Title	Assessment Date	Review Dates	
J. Giles	Chief Executive Officer	31/07/2020	20/08/20	
Assessment Location	Premises of Nottinghamshire Deaf Society, 22 Forest Road, Nottingham, NG7 4EQ			
Persons at Risk	Staff (employees and workers), volunteers, service users including BSL learners.			

The risk assessment and controls/measures below have been put in place to evaluate the risk to staff/contractors and visitors in respect of the Coronavirus and to eliminate/reduce the potential for infected persons entering the premises, contamination of surfaces, and to maintain social distancing practices according to both the premises and tasks undertaken by staff and contractors.

This risk assessment has been completed in accordance with the government’s guidance on managing the risk of COVID-19. Copies of the signed COVID-19 Secure Notice are on display at selected parts of the Location.

Factors Causing Spread of Virus	Existing Controls	Further Measures
Contact with infected people	<ul style="list-style-type: none"> • Circulate information to staff/volunteers on self-checking • All staff/contractors/visitors must self-assess their health and fitness to work BEFORE travelling to work. • Any persons with symptoms must not attend work and report to their line manager 	Translate and circulate info to Deaf community
Proximity to other staff	<ul style="list-style-type: none"> • Staff working at home where possible. <i>For those working at office:</i> • Social distancing measures of 2m should be maintained in all parts of the workplace wherever possible. • Open windows where possible and practical to ensure good ventilation. Where available use additional fans to improve air circulation e.g. A/C units in fan mode. • Use signage and floor markings to assist with physical separations where appropriate 	Provide face coverings with transparent windows for optional use.
Proximity to visitors/service users	<ul style="list-style-type: none"> • Social distancing measures of 2m should be maintained in all parts of the workplace wherever possible. • Open windows where possible and practical to ensure good ventilation. Where available use additional fans to improve air circulation e.g. A/C units in fan mode. • Service users do not enter staff areas • Meetings with service users only held in specific meeting rooms. 	

Factors Causing Spread of Virus	Existing Controls	Further Measures
Contaminated and potentially contaminated surfaces	<ul style="list-style-type: none"> • Premises deep cleaned w/c 17/8/20 using standard cleaning products. • Daily cleaning • Additional cleaning of high touch/traffic areas • Staff wipe down equipment/workstations before and after use 	
Contamination and potential contamination of surfaces	<ul style="list-style-type: none"> • Hand sanitiser/Handwashing regime in place • Additional hand sanitisers placed at entrance and key areas according to building flows. 	
Overcrowding	<ul style="list-style-type: none"> • Number of staff limited to ensure office occupancy levels remain safe. • Staff arrival and departure times will be staggered. • Limit number of appointments for any visitors. • Contractors must be booked in advance and advised of control measures. 	Review occupancy levels when Government advice changes

Action Required	Actioned By	Date
Circulate info on infection control to deaf community before building reopens for visitors		
Consider provision of facemasks with transparent window if/when suitable items available.		
Review room/occupancy levels following any change to legislation/government advice.		

Workplace Premises	Controls	Further Measures
Entrance Lobby	<ul style="list-style-type: none"> • All staff to use own keys and entry fobs. • Use hand sanitiser before entering premises. • Door handles received additional cleaning as high touch area 	
Stairways and landings	<ul style="list-style-type: none"> • Users remain 2m apart and avoid using handrails. 	
Lift	<ul style="list-style-type: none"> • Maximum of 1 person in lift due to size unless from same household or support bubble. • Lift controls receive additional cleaning 	
Main Office and reception	<ul style="list-style-type: none"> • Maximum occupancy of 5 • Desks organised to avoid face-to-face working • Separate desks where needed to provide 2m distance • Reception window installed with Perspex window • No sharing of workstations • Communal equipment (e.g. copier) wiped after each use • Hand sanitiser and surface wipes available in office 	Consider location of copier as it is in a potential “pinch point”
Coordinators Office and small office	<ul style="list-style-type: none"> • Maximum occupancy of 3 (2 in office, 1 in small office) • Separate desks where needed to provide 2m distance • Use 2nd door to reduce need to go through office. When fully occupied, staff use separate entrances to avoid passing. • No sharing of workstations • Communal equipment (e.g. printer) wiped after each use • Hand sanitiser and surface wipes available in office • Relocate training resources cabinet to main office • Locate secondary stock of stationery in main office. 	
Interpreters Office and VRS room	<ul style="list-style-type: none"> • Not in use initially until interpreters required to work from office. • Max occupancy 4 • Other measures as other office space. 	
Meeting rooms	<ul style="list-style-type: none"> • Maximum occupancy determined for each room with signs on doors. • Excess furniture removed (to hall) to enable maximum distancing • Equipment wiped down after use • Not practical to implement one way so occupants should consider carefully how they enter and leave room to maintain 2m distancing 	Consider reduce distance to 1m plus when face coverings in use and hand sanitiser used on entrance. <i>Noted this is not practical when meetings/activities include deaf people.</i>


Workplace Premises	Controls	Further Measures
Kitchen	<ul style="list-style-type: none"> • Maximum 1 person occupancy • All users must wash hands before any activity and before leaving. • All commercial food preparation suspended. • All utensils, mugs etc to be placed in dishwasher immediately • Dishwasher should be run daily at end of every working day. • Bin bag removed at end of every working day. 	Review external catering provision.
Toilets	<ul style="list-style-type: none"> • Max of 1 in toilet facility (most are single occupancy). Those waiting should stay 2m away from entrance. • Handwashing signage in place • Paper towels and/or electric dryers in place • Wash hands before and after using toilets • Additional cleaning of high contact areas 	Occupied indicator – cone? Busy, laminated sign?
Other spaces/rooms less than 8m ² (i.e. less than 4m minimum dimension.)	<ul style="list-style-type: none"> • Limited to 1 person occupancy. • For single entrance spaces, clear signage in place. • For thoroughfares, warning signs designating a “pinch point” and ensuring people keep moving. 	Review need for one way system on ground floor through bar/games room and or for the hall.

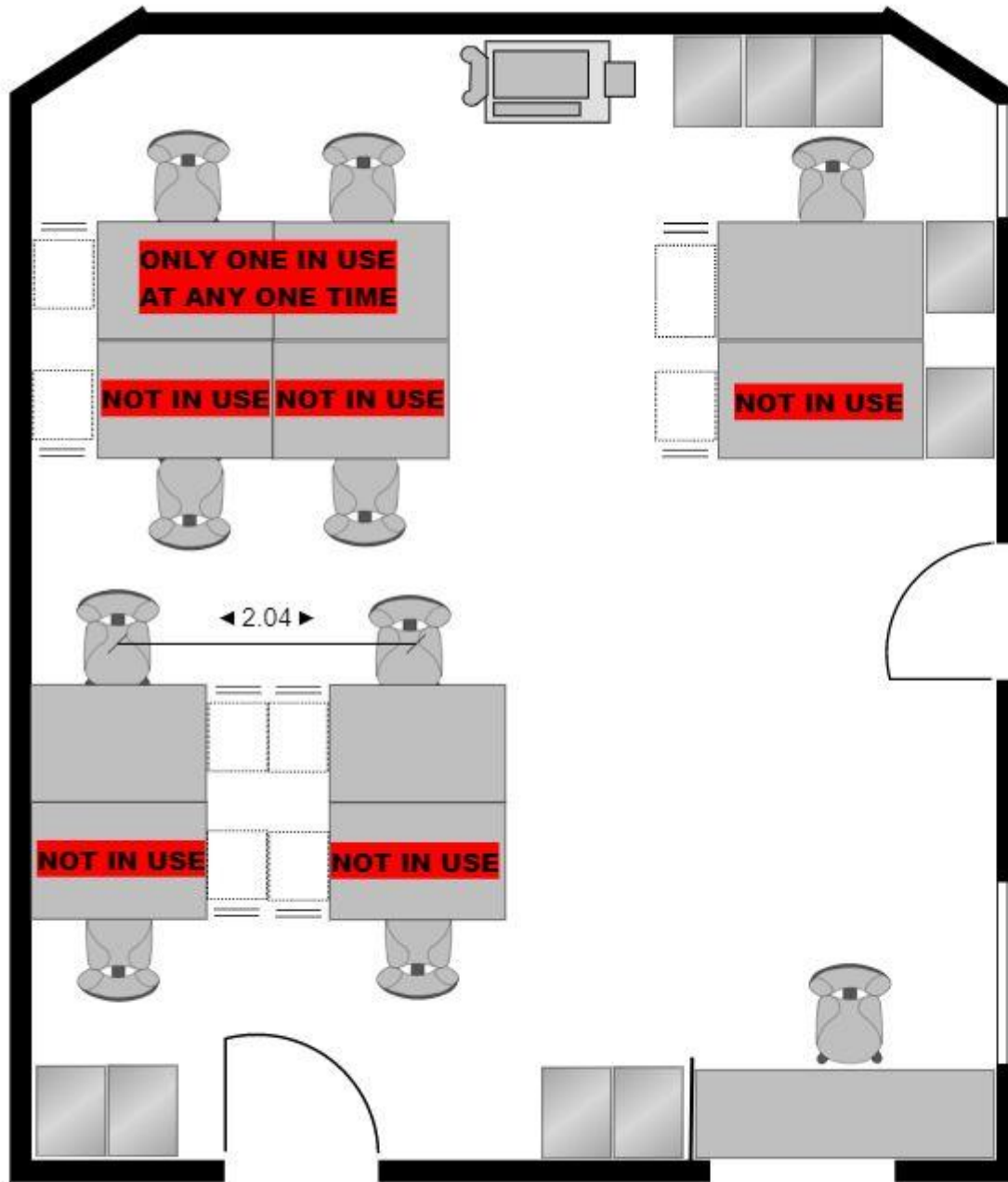
Action Required	Actioned By	Date
Review location of photocopier	JG	19/08/20
Review 2m distance if and when suitable transparent face coverings are available.		
Review external catering provision.		
Consider method for indicating toilet occupancy		
Consider 1 way system on ground floor through games room and also one way access to hall.		

Workplace Tasks	Controls	Further Measures
Face to face appointments with service users	<ul style="list-style-type: none"> • 2m distance in place • Meeting tables to be wiped down after use. • If anyone is considered Vulnerable face masks should be used by all unless this inhibits communication 	
Travel to/from workplace	<ul style="list-style-type: none"> • Essential Car Users have priority in car park • All other staff aim to drive, cycle or walk where practical • Avoid travel by public transport but where necessary use face-covering unless exempted 	Allocate temporary cycle storage. Consider permanent cycle storage
Personal Item Storage	<ul style="list-style-type: none"> • Only bring necessary items to work • Store small bags under work desk • Store coat on back of chair • When weather wet, use coat rack 	Consider installing lockers for staff usage
Deliveries	<ul style="list-style-type: none"> • No personal orders/ deliveries for staff • Staff to receive deliveries in entrance hall • No contact deliveries with goods set down in hall. 	
Lunchtime/breaks	<ul style="list-style-type: none"> • Staff to avoid eating at workstations – use bar area observing 2m social distancing. • All utensils to be placed in dishwasher immediately. Dishwasher run daily at end of day. 	
Handling payments	<ul style="list-style-type: none"> • Contactless/electronic payments only. • Decline cash payments 	
Visitor book	<ul style="list-style-type: none"> • Staff log visitors in and out on forms provided. • Staff to use own pens. • Ensure compliance with NHS Test & Trace by collecting contact numbers. 	
Desk based working	<ul style="list-style-type: none"> • Update Display Screen Equipment (DSE) Assessments • Staff assigned to own desks • Keep desk clear of all items except phone and IT equipment • Wipe desk and equipment down before/after use 	
Meetings	<ul style="list-style-type: none"> • Held using video conferencing if possible • 2m social distancing and room occupancy limits observed 	
Accidents/First Aid	<ul style="list-style-type: none"> • Provision of additional hand sanitiser/alcohol wipes in first aid kits • Those providing assistance of any kind should sanitise/wash hands as soon as practically possible 	

Workplace Tasks	Controls	Further Measures
BSL Classes	<ul style="list-style-type: none"> • Staggered arrival/start times for classes • Information shared with tutors and students in advance • Furniture positions marked on the floor to maintain 2m distance • No refreshments available – students bring own drinks • Tutors trained in their role as “hosts” to encourage compliance with control measures. 	
Drop in Sessions	Not in scope of initial assessment	Include in review assessment
Community Group and Room rental activities	Not in scope of initial assessment	Include in review assessment

Action Required	Actioned By	Date
Review delivery procedures in line with any changes to government guidance.		
Review need for lockers for personal belongings		

Approved by	J. Giles	Approver's Job Title	CEO
Approver's Signature:		Date:	20/08/20



**NDS Office
 COVID-Secure Floor Plan
 DRAFT v1 (16/7/20)**

- Notes:**
 Assumes we do redesign office
 Max occupancy 6
 Designated places (no "hot desking")
 Consider moving copier adjacent to
 reception workstation
 Note that staff likely to pass each other
 and should aim to remain 2m apart