

2020

# Covid-19 Risk Assessment



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Risk Assessment Number: 03	Customer: Leeds Survivor-Led Crisis Service	Location: Dial House	Date: 18.11.20
Brief description of task: • Use of Dial House building for Dial House Crisis Support service		Relevant Legislation:  • Health and Safety at Work Act etc 1974 • Management of Health and Safety at Work Regulations 1999 • The Provision and Use of Work Equipment Regulations 1998	
Equipment Used: • Personal protective equipment – face masks, gloves, aprons		• The Personal Protective Equipment at Work Regulations 1992 • Covid 19 Government Guidelines	

Hazard Identified	Who may be harmed	P	S	Risk rating before controls applied	Control measures to be implemented	P	S	Risk Rating after controls applied
Covid 19 and the Coronavirus - prevention and Control	Staff Visitors	2	4	8	See specific measures for each activity (below)	1	4	4
Contracting or spreading the virus while working at Dial House	Staff Visitors				Workers to only work on site at Dial House after completing personal risk assessment and online risk control training; and being authorised by a Senior Manager to do so. (Any workers who have a recognised and increased risk of developing COVID-19 will continue to work from home – the Dial House crisis service will operate as a 'hybrid' service, offering a mixture of face-to-face, building-based support, and phone/Zoom support, offered by staff working from home). Workers who use public transport to be given PPE for			

use while travelling. Where possible, such workers are to be encouraged to work from home.

[UPDATE: Staff who use public transport will be offered taxis to and from work.](#)

Dial House has been assessed as being safe (under the most up-to-date COVID-19 guidelines) for up to three staff. The Dial House crisis service will operate with 2 workers initially.

[UPDATE: In line with this, there will be three workers on site if a BSL interpreter is required to help support a deaf visitor.](#)

Staff to coordinate arrival/leaving times, so only one person at a time is entering and exiting the building.  
Staff to wash their hands immediately upon arrival; and wipe down any door handles etc they've touched prior to doing so.

Staff to wipe down surfaces, keyboards, phones at desks they've used.

All workers on site to have their own PPE, to be worn whenever there is anyone else in the building.

Prior to returning to work and being given personal PPE, workers must watch an appropriate video on appropriate usage of PPE and infection control.

All workers to have an allocated toilet for their own use.

All workers to wipe surfaces down in toilets after use.

All workers to practice social distancing – minimum of two meters apart at all times.

Hand sanitizer and alcohol wipes to be available in every room.

Staff to wash hands regularly for twenty seconds minimum.

Any worker with any Covid-related symptoms to avoid coming in to work.

Any worker who develops Covid-related symptoms whilst at work to isolate and leave as soon as safe to do so.

Only one worker to use the kitchen at any one time.

Only one worker to use the photocopier at any one time – this to be wiped down after being used.

Pens to be removed from signing in area – workers to be given their own individual pen.

[UPDATE: All staff working on-site are given an individual gym bag for their own personal use, containing a pen,](#)

sanitiser, wipes; with space for their PPE.

If staff need to meet, they are to sit minimum two metres apart and, having used a particular chair, continue to use it if they have to leave and return to the meeting.

Outdoor area to the rear to be used for breaks and debriefs/meetings where possible.

Windows to be opened regularly and kept open wherever possible.

A minimum of two staff will be on shift initially. This can rise to three, based on Dial House currently being assessed as safe for up to three workers, if worker availability and service demands indicate this. (To reassess on a monthly basis how many staff are required to work from Dial House when it's open for crisis support, in line with up-to-date guidelines).

UPDATE: where deaf visitors need support and a BSL interpreter is required, three people can be together in a room, using two Perspex screens. All will abide by the other guidance as detailed in this risk assessment.

Housekeeper to carry out their duties when no other staff are in the building; and to maintain a regular link with the Finance and Resources Manager, to keep up-to-date with cleaning protocols and latest Government guidance.

Bins to be emptied at the end of each Dial House shift, to reduce any risk from waste and to ensure used tissues etc can be safely disposed of.

Dial House Manager to liaise with our taxi contractor re. their risk assessment procedure (our expectation is that drivers will wear masks while transporting our passengers).

One visitor at a time will visit Dial House. The visitor will be given outline of covid-19 risk issues prior to attending and have a clear plan to:

- Enter the building separately to anyone else
- Wash hands for twenty seconds upon arrival
- Wipe surfaces down in bathroom afterwards
- Use a specific room, agreed in advance
- Practice social distancing if, e.g. going to the

Contracting or spreading the virus while visiting Dial House

Visitors  
Staff

- outside area to the rear for a cigarette
- Leave the building separately to anyone else

No visitor/caller to visit Dial House if they have any Covid-19 related symptoms. This is to be checked with them immediately prior to the visit

If visitor/caller develops Covid-19 symptoms whilst in the building, they are to isolate in their allocated room until a worker can agree next steps.

Visitors will make their own drinks and prepare their own food (where it feels that this is an important aspect of their visit)

[UPDATE: We will not provide food, to minimise risk of viral transmission.](#)

Visitors will visit for 1:1 support only in general. Where it is felt that a 'social time' aspect is important, e.g. when a visitor needs some time to 'decompress' after a 1:1, this will be kept to a minimum of 30 minutes. A staff member will be available for 'socialising', with 2 meter social distancing observed.

Only one person to be in the kitchen at any one time. Prior to a new visitor arriving, staff will wipe down surfaces in the downstairs bathrooms.

[UPDATE: during support sessions, a Perspex screen is to be placed between the worker and visitor.](#)

[Windows/doors to be open throughout the building, to ensure good ventilation.](#)

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This Risk Assessment must be reviewed, amended and signed by the supervisor and the contents understood by the working party prior to work commencing. All operatives will at all times wear the required PPE as designated by their supervisor.

Whilst on site all operatives will keep good housekeeping.

Signed:

Date: