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

What are the hazards?	Who harme	might be	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	•	Staff Visitors Parents/Car ers Vulnerable	<ul> <li>Hand Washing</li> <li>Hand washing facilities with soap and water in place.</li> <li>Stringent hand washing taking</li> </ul>	Staff and members to hand sanitise on arrival followed by hand washing prior to entering teaching space.	ALL	2020/21	
	members and staff  • Anyone else who physically comes in contact in relation to	members and staff Anyone else who	place. • See hand washing guidance. <a href="https://www.nhs.uk/live-well/healthy-body/best-way-well/healthy-body/best-way-">https://www.nhs.uk/live-well/healthy-body/best-way-</a>	Staff and members to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.	ALL		
		comes in contact in	<ul> <li>Staff encouraged to protect the skin by applying emollient cream regularly</li> </ul>	Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace. Also, to use designated bins.	ALL		
			<ul> <li>https://www.nhs.uk/conditions/emollients/</li> <li>Gel sanitisers in any area where washing facilities not readily available</li> </ul>	Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme  https://www.hse.gov.uk/skin/professional/health-surveillance.htm	Managem ent		

	To help reduce the spread of coronavirus	Staff/Man
	(COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus	agement
	Posters, leaflets and other materials are available for display. <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a>	Managem ent
<ul> <li>Cleaning</li> <li>Ashby community centre responsible for cleaning.</li> <li>Clean and sanitise items used such as drums etc</li> </ul>	No props/costumes to be used	ALL
Social Distancing		
Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by	Staff and members to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.	Staff/Man agement
the Public Health Agency	Management checks to ensure this is adhered to.	Managem ent
https://www.publichealth.hs cni.net/news/covid-19- coronavirus https://www.gov.uk/govern ment/publications/covid-19-	Strict timings of sessions – members to only arrive 15 mins early but leave straight after session finished.	Staff/Man agement
guidance-on-social- distancing-and-for- vulnerable-people	Members not to help set up/ pack away, responsibility of staff.	Staff/Man agement

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		Reduce Music therapy to every 6/7 weeks and	Managem
	<ul> <li>Taking steps to review and</li> </ul>	Arts and Crafts to themed days.	ent
	reduce session times	Stagger breaks when more than 10 members at	Staff/Man
	including start & finish times.	Starlight Arts.	agement
	to reduce number of staff on		
	site at any one time.	Dinner time periods – use hall/outside as well as	Staff/Man
		communal area.	agement
	<ul> <li>Redesigning processes to</li> </ul>		
	ensure social distancing in	One-way system implemented once entering	ALL
	place.	premises. Once in hall no leaving unless toilet	
	F	break needed.	
	Conference calls to be used		
	instead of face to face	Designated area and social distancing for	Chris
	meetings.	payments to be made	Bassenger
	meetings.	1 - 1	/Manage
	<ul> <li>Ensuring sufficient rest breaks</li> </ul>		ment
	for staff.	Larger room to be used (Hall) and outside where	Staff /
	TOT Staff.	appropriate	ACC
	Casial distancias also to be	арргорпасс	Acc
	Social distancing also to be	Hall to be split in half for two groups (Max 10)	Staff/Man
	adhered to in communal area	plus lead with one support staff and a float.	agement
	and smoking area.	plus lead with one support stail and a hoat.	agement
		No parents/carers allowed on site unless	Staff/Man
		accompanying member for duration of session.	
			agement/ ACC
		Carter must adhere to RA and copy will be made	ACC
		available.	
	<u>Facilities</u>		
		Open all deers to reduce read to special serve	Staff/N/lan
	• Reduce the cross	Open all doors to reduce need to open doors	Staff/Man
	contamination of		agement
	members/staff touching	Weather dependant open windows/external	Staff/Man
	surfaces etc	door	agement
			0. 55/0.0
	<ul> <li>Promote ventilation on site</li> </ul>	Utilise Hall for sessions rather than normal room	Staff/Man
			agement
l			<u> </u>

<ul> <li>Extend size of space used for sessions</li> </ul>		Staff/ACC
Contactless cash payments /     bank transfer/ invoice only		
<u>PPE</u>		
<ul> <li>Public Health guidance on the use of PPE (personal protective equipment) to</li> </ul>	Staff to be reminded that wearing of gloves is not a substitute for good hand washing.	Managem ent
protect against COVID-19 relates to health care settings. In all other settings individuals	To minimise the risk of transmission of COVID-19 during face-fit testing the following additional measures should be carried out	Staff/Man agement
are asked to observe social distancing measures and practice good hand hygiene behaviours	Both the fit tester and those being fit tested should wash their hands before and after the test.	Staff/Man agement
<ul> <li>Wearing of PPE will be optional and not enforced due to members with hearing impairments and need to see facial expressions. An</li> </ul>	Those being fit tested with non-disposable masks should clean the mask themselves before and immediately after the test using a suitable disinfectant cleaning wipe (check with manufacturer to avoid damaging the mask).	Staff/Man agement
adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce	Test face pieces that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual.	Staff/Man agement
contamination and how to dispose of them safely.	Fit testers should wear disposable gloves when undertaking cleaning of the tubes, hoods etc. and ensure they remove gloves following the	Staff/Man agement
<ul> <li>Where PPE is used the following measures will be followed</li> </ul>	correct procedure (PDF) Reference	

<ul> <li>Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer's face. A face fit test will be carried out to ensure the respiratory protective equipment (PPE) can protect the wearer.</li> </ul>	https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm  Internal communication channels and cascading of messages through management will be carried out regularly to reassure and support staff in a fast-changing situation.	Managem ent
Wearers must be clean shaven.		
Symptoms of Covid-19  If anyone becomes unwell with a new continuous cough or a high temperature, they will be sent home and advised to follow the stay at home guidance.  Management will maintain regular contact with members/staff during this time.  Question checklist to be asked before members/staff enter premises  If advised that a member /staff or carer has developed Covid-19 and were recently on our premises (including where a member or staff has visited other work place premises), the management team will inform Ashby community centre for them to	Management will offer support to staff who are affected by Coronavirus or has a family member affected.	Management

contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. <a href="https://www.publichealth.hs">https://www.publichealth.hs</a> <a href="mailto:cni.net/">cni.net/</a>			
Mental Health  Management will promote mental health & wellbeing awareness to members/staff during the Coronavirus outbreak and will offer whatever support they can to help  Support for members through the use of a mental health drop in  Reference	Regular communication of mental health information and open-door policy for those who need additional support.  Mental health drop in to run	Managem ent  Peter Oak/Man agement	
https://www.mind.org.uk/inf ormation- support/coronavirus-and- your-wellbeing/ www.hseni.gov.uk/stress			