

RISK ASSESSMENT FOR: Manchester Youth Zone AREAS DURING COVID 19	PREMISES: 931 Rochdale Road, Harpurhey, Manchester, M9 8AE	
Establishment: Manchester Youth Zone	Assessment by: Rick Bissell	Date: 1-6-20
Review Date Due : 1-9-20	Approval by:	Date:



Hazard / Risk	Risk Level			Who is at Risk?	How can the hazards cause harm?	NEW Control Measures	Control Measures Y/N/NA		RESIDUAL RISK RATING		
	H	M	L				In Place	Adequate	H	M	L
ENTRANCES AND EXITS	H			Staff Visitors Members Contractors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>General public not following guidelines and confrontations occurring. This could lead to arguments and possible violence.</p>	<ul style="list-style-type: none"> • Separate entrance and exits which are clearly marked. • Floor markings to show social distancing regulation in front of the building to stop congregations of people • Arrows highlighting entrance and exit routes. • Staff member present to help enforce social distancing regulations. • People reminded to leave the building and not stop to congregate outside. This is to be reinforced by staff and public notice signs. 	Y	Y	L		
						Y	Y				
						Y	Y				
						Y	Y				
						Y	Y				

REC AREA	H	Staff Visitors Members Contractors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<ul style="list-style-type: none"> • The rec area will be divided into zones to accommodate certain activities. This will be done with high visibility tape • Pathways will be created using floor decal areas and barriers to help promote smooth movement around the REC. This will be supported with signage. Pool, Table tennis, Foosball tables will be covered to prevent usage. • Hand wash facilities and also hand sanitising stations will be put in place. • Area will be cleaned in-between sessions which will include door handles and surfaces. • Floor will be cleaned with clinical grade disinfectant each morning. • Usual health and safety will apply such as spillages, slips, trips and falls and faulty equipment as stated in the general building risk assessment. 	Y Y Y Y Y	Y Y Y Y Y	L
----------	---	---	--	--	---------------------------------------	---------------------------------------	---

FOR APPROVAL

SENSORY ROOM	H	Staff Visitors Members Contractors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<p>Maximum occupancy of 2 people will be allowed.</p> <p>The sensory room is only to be used when no other option is available and is only to be used by those with additional needs and requirements.</p> <p>All soft furnishings are to be removed.</p> <p>Equipment to be cleaned after use with approved sanitising products.</p>	Y Y Y	Y Y Y	L
SAFE ZONE	H	Staff	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<ul style="list-style-type: none"> • Soft furnishings are to be removed and replaced with wipable furniture • Maximum room occupancy of 3 people to help maintain social distancing. • Equipment and furniture to be cleaned after use with approved sanitising products. 	Y Y Y	Y Y Y	L

MUSIC ROOM	H	Members Visitors Contractors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<ul style="list-style-type: none"> Music Room is not to be used until current restrictions have eased. This will be monitored on a week to week basis and when it is safe to do so then the room will be made available for use 	y	y	H
------------	---	------------------------------------	--	--	---	---	---

FOR APPROVAL

GYM	H	Members Staff Visitors Contractors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<ul style="list-style-type: none"> The Gym is not to be used until current restrictions have eased. This will be monitored on a week to week basis and when it is safe to do so then the room will be made available for use 	Y	Y	H
BOXING SUITE	H	Members Staff Visitors Contractors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<ul style="list-style-type: none"> The Boxing Suite is not to be used until current restrictions have eased. This will be monitored on a week to week basis and when it is safe to do so then the room will be made available for use 	Y	Y	H

DANCE STUDIO	H	Members Staff Visitors Contractors	Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose. Risk of contamination of surfaces.	<ul style="list-style-type: none"> Soft furnishings are to be removed or covered if unable to remove. Occupancy level of a maximum of 16 people must be followed Equipment and surfaces to be cleaned after use with approved sanitising products. 	Y Y Y	Y Y Y	L
SPORTS HALL	H	Members Staff Visitors Contractors	Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose. Risk of contamination of surfaces.	<ul style="list-style-type: none"> Occupancy level of a maximum of 30 people must be followed Equipment and surfaces to be cleaned after use with approved sanitising products. 			L

MEETING ROOMS	H	Members Staff Visitors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<ul style="list-style-type: none"> • Soft furnishings are to be removed or covered if unable to remove. • Occupancy level of a maximum of 6 people must be followed • Equipment and surfaces to be cleaned after use with approved sanitising products. 	Y Y Y	Y Y Y	L
CORRIDORS	H	Members Staff Visitors Contractors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<ul style="list-style-type: none"> • Corridors are to marked off with floor tape or barriers to create pathways. • Floor arrows will direct direction of travel. • No loitering be allowed on corridors • Regularly cleaned high risk points such as door handles and push plates with authorised surface sanitising product. 	Y Y Y Y	Y Y Y Y	L

3G PITCH	H	Members Staff Visitors Contractors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	The 3G Pitch is not to be used until current restrictions have eased. This will be monitored on a week to week basis and when it is safe to do so then the room will be made available for use	Y	Y	H
BIKE WORKSHOP	H	Members Staff Visitors Contractors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<ul style="list-style-type: none"> • Occupancy level of a maximum of 6 people must be followed • Equipment and surfaces to be cleaned after use with approved sanitising products. • Air conditioning not to be used. • Whenever possible then garage doors should be open to help aid the free flow of fresh air 			

OFFICE	H	Staff Visitors Contractors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<ul style="list-style-type: none"> • Occupancy levels will be put in place to reduce the number of people working at any one time. • Side by side working will be encouraged with each person sitting at least 2 meters way from each other. • Screens are already in place for staff members working opposite each other. Where screens are not in place then work stations will be realigned to fit social distancing rules. • No hot desking will be allowed. • Sharing of pens and other equipment will not be permitted. • Clear desk policy will be implemented to allow ease of cleaning. • Members of staff will be responsible for cleaning their own work area when working. • A pigeon hole system will be put in place to avoid staff members visiting each other's desks. If a meeting is needed then it should take place in the designated meeting areas. • Printing is to be kept to a minimum and the printer buttons are to be cleaned once used. • The use of air conditioning units is to be restricted and filters cleaned on a regular basis. Air handling units will be reconfigured to allow for better air circulation. 	Y Y	Y Y	L
--------	---	----------------------------------	--	--	------------	------------	---

STAFF AREAS	H	Staff Visitors Contractors	<p>Risk of infection primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose.</p> <p>Risk of contamination of surfaces.</p>	<ul style="list-style-type: none"> • Staff are to store personal belongings in the lockers in the REC area rather than the staff room. This is to reduce the amount of traffic in the staff room due to its size. • Staff with sign in rather using the Kronos machine. • The staff Kitchen will still be in use but cleaning of surfaces and equipment will be compulsory after each use. Signage put up as a reminder. • Staff will be advised to bring food rather than cook it. If food needs to be reheated then this is acceptable as long as equipment is cleaned afterwards. • No more than 2 people will be allowed in the staff kitchen at any time. • Staff will be encouraged to eat food in a designated rea rather than the staff kitchen. Eating food at desks will not be permitted. 	Y Y Y Y	Y Y Y Y	L
-------------	---	----------------------------------	--	--	------------------------------	------------------------------	---

Additional Control Measures <i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i>	Action by Whom <i>(list the name of the person/people who have been designated to conduct actions)</i>	Action by When <i>(set timescales for the completion of the actions – remember to prioritise them)</i>	Action Completed <i>(record the actual date of completion for each action listed)</i>	Residual Risk Rating
<p>Normal area/room risk assessments will still apply. Copies of these can be requested.</p> <p>Risk assessments will be done on each day to coincide with activities taking place, visitors or events.</p> <p>Government guidelines will be monitored and reasonable adjustments made when necessary. If it is felt that changes would still pose a risk then changes will not be made</p>	<p>H&S Manager</p>	<p>On The Day</p>	<p>On The Day</p>	L

RESIDUAL RISK RATING	ACTION REQUIRED
HIGH (H) Strong likelihood of fatality/cross contamination Infection occurring	The activity must not take place at all. You must identify further controls to reduce the risk rating.
MEDIUM (M) Possibility of fatality/cross contamination Infection occurring	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team, Government guidance.
LOW (L) Possibility of fatality/cross contamination Infection occurring	No further action required but constant monitoring is required.