

Risk Assessment - VOCES8 Foundation - 25th Jan 2023						
What are the Hazards	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by who?	Action by when	Done
COVID 19 VIRUS RISKS						
COVID 19 Virus Spread Planning	Any visitors and staff if the premises are not regularly cleaned and safe social distancing maintained	Requesting that all visitors and staff adhere to latest UK Government Requirements				on going
COVID 19 Spread TESTING	Any visitors and staff if COVID is present	Requesting that all visitors and staff adhere to latest UK Government Requirements				on going
COVID 19 Virus Spread Premises contamination	All staff and visitors through contamination of surfaces or being in contact with virus	Requesting that all visitors and staff adhere to latest UK Government Requirements				on going
COVID 19 Virus Spread Cleaning	All staff and visitors. Spreading or catching the virus whilst working	<p>cleaning at the end of each use equipment shared between people;</p> <p>identify objects and surfaces that are touched regularly to be cleaned at regular times during a session;</p> <p>hand sanitiser at entry for people getting in and out of vehicles or handling deliveries, if they are unable to wash their hands. signs and posters to increase awareness of good handwashing technique;</p> <p>providing regular reminders on avoiding touching your face and to cough/sneeze into your arm;</p> <p>Cleaner has clear guidance for the cleaning of toilets, touch points and offices to make sure they are kept clean;</p> <p>Setting clear guidance on how to handle goods, merchandise and materials and when cleaning procedures need to be followed.</p>				

COVID 19 Guidance	All Staff, visitors and other professionals working in the building. Catching the virus	Requesting that all visitors and staff adhere to latest UK Government Requirements				
NON COVID 19 VIRUS RISKS:						
Slips & Spills	Staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All areas are well lit, including stairs. Trailing leads or cables are moved or protected. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately. Staff mop up or report spillages.				
Movement Around the building	Staff and visitors need safe movement around the building	Paths, steps and any ramps to and from the hall are properly maintained to minimise slip and trip risks Corridors are clear of Clutter				
Manual handling	Staff risk injuries or back pain from handling heavy/bulky objects, eg deliveries of paper.	Heavy items are stored/accessible at the appropriate height. Staff are aware/trained on how to split heavy loads and make them easier to handle. Chairs to be moved on trolleys, other heavy objects on sack barrow located in nave				
Working at height	Falls from any height can cause bruising and fractures.	Appropriate step ladder available for use if necessary. Wherever possible there should be another person to hold the ladder				

Fire	If trapped, visitors and staff could suffer fatal injuries from smoke inhalation/burns.	Fire risk assessment has been completed and adequate fire safety measures are in place. Evacuation plan has been implemented and tested. Fire alarm tested regularly. Fire drills carried out at least once a year. Regular checks made to ensure escape routes and fire exit doors are not obstructed				
Work equipment	Staff could get electrical shocks or burns from using faulty electrical equipment. Staff may also suffer injury from moving parts of equipment or unbalanced equipment	All heaters are unplugged when not in use. Visitors and staff are warned that they are hot when in use. Stacked chairs are kept away from visitors and staff are aware to stack safely. Electrical equipment is regularly PAT tested	PAT testing is due and will be arranged as soon as COVID 19 allows	Jan Keliris	carried out sept 2021	
Cleaning	Staff risk skin irritation or eye damage from direct contact with cleaning chemicals. Vapour from cleaning chemicals may cause breathing problems.	See COVID 19 Risk above. Mops, brushes and protective gloves are provided and used. Staff shown how to use cleaning products safely. Cleaning materials are properly stored. A professional Cleaner attends once a week				
Young persons, disabled or pregnant workers	Vulnerable workers may be at greater risk of harm from low-risk hazards.	Manager to check if vulnerable workers can use the main means of escape. Check if staff have any pre-existing medical conditions, eg asthma or other breathing difficulties; back or other joint/muscle conditions that may be made worse by things in the office. All staff to be aware that young colleagues may be inexperienced or lack awareness of risks. Manager agrees action plan to address any specific needs.				
Fixtures and Fittings	Staff and visitors could be injured due to poorly maintained F&F	Fixtures are in good condition, eg seats, shelving, cubboards, notice boards, signage.				
Lone working and visiting	Staff could suffer injury or ill health while working alone in the office or while out of the office, eg when visiting clients' offices.	Permanent Staff responsible for locking up at night check all areas before leaving. External doors must always remain locked and only unlocked from the inside when lone working in premises				