



## Covid 19 LNWR Society Kenilworth Risk Assessment

### COVID 19 Disease

COVID -19 is an infectious disease (respiratory virus) which affects people's breathing and lungs and it spreads from person to person:

- By breathing in airborne virus droplets (Inhalation)
- Or through contact by touching virus affected persons or surfaces and transferring the virus through secondary contact with eyes, nose and mouth.
- Or airborne virus droplets contacting the eyes directly (through the eye mucous membranes).

### People at risk

- LNWR Society Members
- LNWR Society Visitors
- Other Visitors such as Members of the Public, Volunteers or Service Providers

### Government Guidance Links

- <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>
- <https://www.gov.uk/government/publications/staying-covid-19-secure-in-2020-notice>
- <https://www.gov.uk/create-coronavirus-qr-poster>
- <https://www.gov.uk/government/news/rule-of-six-comes-into-effect-to-tackle-coronavirus>
- <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>
- <https://www.gov.uk/guidance/new-national-restrictions-from-5-november>

| What are the Hazards, Risks and Harm   | People at Risk   | Measures to Manage the Risks Effectively  | Actions | Action by: |      |      |
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|  |  |   |         | Who        | When | Comp |
| <p><b>COVID 19 Disease</b><br/>At risk of catching Covid 19 disease through direct or indirect contact with the virus resulting in death, serious illness or other health issues / impairments</p> | <p>Society Members<br/>Society Visitors<br/>Other Visitors</p> | <p>Adopt and implement Covid19 Government guidance / law:</p> <ul style="list-style-type: none"> <li>• The opening, use and closure of the centre is in line with Covid19 Government guidance / law.</li> <li>• Undertaking of a Covid 19 Risk assessment ensuring control measures are implemented and maintained</li> <li>• Implementation of control measures and procedures for "Staying Covid 19 Secure in 2020"</li> <li>• Society venue registered reference NHS QR Code Track and Trace Scheme.</li> <li>• Communication and Instruction - To inform / instruct people on the controls, safety measures and procedures in place to</li> </ul> |         |            |      |      |

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|   |              | <p>mitigate the transfer of the virus.</p> <ul style="list-style-type: none"> <li>• Management of visitors to the society offices.</li> <li>• Implementation of social distancing control measures and procedures</li> <li>• Implementation of good hand hygiene practices – washing hands / sanitizing.</li> <li>• Implementation of a cleaning and disinfecting regime.</li> <li>• Provision of PPE / Sanitizer</li> </ul>   |  |  |  |  |
| <p><b>Covid 19 Risk Assessment</b><br/>LNWR Kenilworth Centre<br/>Compliance - Government Legislation and Guidance</p>        | LNWR Society | <ul style="list-style-type: none"> <li>• COVID 19 Risk assessment completed</li> <li>• Risk assessment is reviewed on a frequent basis re changes in government legislation or guidance or incident</li> <li>• Designated Covid officer monitors changes in government legislation and guidance</li> <li>• Covid 19 Risk assessment is available to members on request.</li> <li>• Reference: HSE Guidance - Risk assessment during the coronavirus (COVID-19) pandemic<br/><a href="https://www.hse.gov.uk/coronavirus/workin-g-safely/risk-assessment.htm">https://www.hse.gov.uk/coronavirus/workin-g-safely/risk-assessment.htm</a></li> </ul> |  |  |  |  |
| <p><b>Staying Covid 19 Secure in 2020</b><br/>LNWR Kenilworth Centre<br/>Compliance - Government Legislation and Guidance</p> | LNWR Society | <ul style="list-style-type: none"> <li>• Implementing control measures and procedures for “Staying Covid 19 Secure in 2020” (Five Steps)</li> <li>• Covid 19 Secure in 2020 poster signed and displayed at point of entry.</li> <li>• Reference: HSE Guidance - Staying COVID-19 Secure in 2020 notice<br/><a href="https://www.gov.uk/government/publications/staying-covid-19-secure-in-2020-notice">https://www.gov.uk/government/publications/staying-covid-19-secure-in-2020-notice</a></li> </ul>  |  |  |  |  |

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| <p><b>Venue - NHS QR Code (Track and Trace)</b><br/>LNWR Kenilworth Centre<br/>Compliance - Government Legislation and Guidance</p>  | <p>LNWR Society</p>  | <ul style="list-style-type: none"> <li>• Society office is registered; reference NHS QR Track and Trace Scheme.</li> <li>• NHS QR Track and Trace Scheme promoted and communicated.</li> <li>• NHS QR Code displayed at point of entry.</li> </ul>  |  |  |  |  |
| <p><b>Communication and Instruction</b><br/>At risk of Covid 19 diseases from poor and / or failure to inform / instruct people on control, safety measures and procedures to be taken to mitigate the transfer of the virus</p> | <p>Society Members<br/>Society Visitors<br/>Other Visitors</p> | <ul style="list-style-type: none"> <li>• Covid guidance for visitors is posted on the society webpage</li> <li>• Display of safety and instruction signage throughout the centre at “key” locations advising people to follow such as hand hygiene, cleaning regime and social distancing</li> <li>• New visitors to the centre are given a Covid safety brief.</li> <li>• Covid officer monitors adherence to the Covid “rules”.</li> </ul>  |  |  |  |  |
| <p><b>Visitors</b><br/>At risk of Covid 19 disease from contact with visitors carrying the virus.</p>  | <p>Society Members<br/>Society Visitors<br/>Other Visitors</p> | <ul style="list-style-type: none"> <li>• Any visitor and prior to their visit to the society is required to contact the Covid Officer and agree time and date.</li> <li>• Visitors must sign in / out as part of the track and trace procedure.</li> <li>• Since the introduction of local Covid Tiers in September 2020, the Covid officer now checks the status of both Kenilworth and the ‘visitors’ home location.</li> <li>• Policy; persons in Tier 2 &amp; 3 are barred from attending the society offices.</li> <li>• Policy; visitors are to self-assess for COVID-19 symptoms. If they are showing symptoms of COVID- 19 or living in a household with possible or actual COVID-19 infection, you must not</li> <li>• Open days until further notice are suspended.</li> <li>• Covid guidance for visitors is posted on the society webpage.</li> <li>• Number of attendees to the centre is govern by the latest government guidance / law and controlled by the Covid Officer.</li> </ul> |  |  |  |  |

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| <p><b>Social Distancing</b><br/>At risk of Covid 19 disease through the inhalation of the virus (airborne droplets) and poor social distance practices resulting in death, serious illness or other health issues / impairments</p>   | <p>Society Members<br/>Society Visitors<br/>Other Visitors</p> | <ul style="list-style-type: none"> <li>• The layout of the centre office area (desks, tables and equipment) enables members to work at 2 mtr distancing or 1+ mtr</li> <li>• Members wear visors at all times</li> <li>• Face covering are recommended whilst moving around the facilities / less than 2 mtrs work.</li> <li>• Storage rooms, welfare facilities (kitchen and toilet) 1 person use only.</li> <li>• Distancing guidance and safety signage displayed at point of entry and across office / facilities.</li> </ul>  |  |  |  |  |
| <p><b>Hand Hygiene</b><br/>At risk of Covid 19 disease through contact with virus infected surfaces / frequently touch points and poor hygiene practices (not washing your hands frequently or after contact).</p>  | <p>Society Members<br/>Society Visitors<br/>Other Visitors</p> | <ul style="list-style-type: none"> <li>• Hand sanitizer is provided at point of entry into the society offices and throughout the offices and welfare facilities.</li> <li>• Hand washing, soap dispensers are provided in the toilet and kitchen facilities.</li> <li>• Provision of disposable paper towels</li> <li>• Provision of disposable gloves if required</li> <li>• Display of Covid 19 safety signage promoting good hand hygiene and practices</li> </ul>   |  |  |  |  |
| <p><b>Cleaning and Disinfecting</b><br/>At risk of Covid 19 disease through contact with virus infected surfaces / frequently “touched” points.</p> <ul style="list-style-type: none"> <li>• Use of computing, scanners and other office and welfare equipment</li> <li>• Points of entry / doors</li> <li>• Work surfaces</li> <li>• Cups. Plates and cutlery</li> </ul> | <p>Society Members<br/>Society Visitors<br/>Other Visitors</p> | <p>Cleaning and disinfecting regime in place</p> <ul style="list-style-type: none"> <li>• Policy of cleaning and disinfecting high-touch surfaces and office equipment / furniture on change of user.</li> <li>• Society members are responsible for cleaning down their own work space / equipment / welfare utilities before and after use.</li> <li>• Each Society has one dedicated waste bagged bin.</li> <li>• At the beginning of each Society's session the bin used from their previous session is to be emptied.</li> <li>• General cleaning of the premises is the responsibility of the Covid 19 officer.</li> </ul> |  |  |  |  |
| <p><b>PPE / Sanitizers</b><br/>At risk of Covid 19 disease through inhalation of airborne virus droplets and /</p>  | <p>Society Members<br/>Society Visitors<br/>Other Visitors</p> | <ul style="list-style-type: none"> <li>• Provision of disposal face coverings, individual visors, disposal gloves, pump station and individual sanitisers</li> </ul>   |  |  |  |  |

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| or contact with virus infected surfaces / frequently "touched" points. |  | <ul style="list-style-type: none"><li>• Provision and maintaining of PPE, disinfectant and cleaning materials stock levels is the responsibility of the Covid 19 officer.</li><li>• Waste disposal regime</li></ul> |  |  |  |  |
|--|--|---|--|--|--|--|