

St Francis Youth & Community Centre
Sycamore Rd Bournville Birmingham B30 2AA

Risk Assessment

Date:	Name: Job title & role: Work Pattern: FT PT Job Share	DOB:	Assessor: Annette Lucas	Review Date: Ongoing week by week	Task: Individual staff or volunteer Covid-19 risk assessment
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Factors that need to be considered:

1. Age, those over 70:	2. Gender:	3. Ethnicity: (particularly those in BAME groups)	4. Pregnancy: Yes / No (circle)
5. Existing Health Conditions: See attached sheet		Household members in any of the 5 categories above:	
Reasonable adjustments to working pattern:			

Hazard No:	Significant Hazards	Person Affected	Existing Controls	Level of Risk (Likelihood x Severity)			Additional Measures
				High	Med	Low	
1	Travel to & from the workplace		Walks or Travels in their own car or Travels on public transport – Mask supplied, maintain 1-2 metres social distancing				Staff have personal hand sanitiser Face masks supplied to all staff Staff uniforms and PPE
2	Contact with Centre users		2 metre social distancing in all rooms and offices.				
3	Sharing office space		One in one out measures in place at entrances/exits and the toilets				Hand sanitiser dispensers at entrances/exits, outside toilets and in each office Member of staff monitoring entrances/exits and toilets to maintain one in one out procedures
4	Work environment – surfaces		All surfaces cleaned every morning, after each group and at the close of day, including handles, latches, switches and door knobs				
5	Sharing equipment, utensils		Alcohol wipes in offices and printer room to clean equipment after use				

Notes: