# COVID 19 Location Risk Assessment – Youthreach Sligo

**Date: 28th AUGUST 2020.**

| **Hazards** | **Is the hazard present?****Y/N** | **What is the risk?** | **Risk rating****H = High****M = MediumL = Low** | **Control measures** | **Is this control in place?****Y/N** | **If no, what actions are required to implement the control?** | **Person responsible** | **Date action completed** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Covid-19 | Y | Illness/spread of virus.. | H | All employees at Youthreach, Unit 10, Cleveragh Business Centre, Sligo will complete a pre-return to work form.Employees must be instructed on the actions that need to be taken in the event of a suspected case/confirmed case which forms part of the COVID 19 response plan and employee induction. All learners will complete a health questionnaire as part of their safety induction. | YY | Completed by all Staff**During induction****Staff to carry out learner on day one of their return.** | UltanUltanAll staff | 08/09/202008/09/202021/09/2020 |
| Covid-19 | Y | Spread of virus through lack of physical distancing.  | H | Perspex screens identified and installation to be arranged where necessary at workstations.Only one person at any given time in the centre officeNo literature in pigeon holes for staff in officeBrochures and Booklets to be removed from all communal Areas to prevent multiple handling of print items.A one-way system to be identified and implemented in the corridors and for entrance and exit of the building, and movement up and down stairs. There will be no food making facilities in Youthreach. There will be no sharing of cups or cutlery.There will be no water cooler available in Youthreach.Youthreach Sligo have implemented a no handshake policy. Staff meetings in Youthreach Sligo will be held virtually.Hand sanitising is provided at the entrance to all rooms, and at entrance and exit of building There will be a sign placed on all doors of all rooms indicating the maximum capacity.Counselling to be carried out virtuallyOne person at a time in the toilets.A return to learning protocol is being developed by the Further and Higher Education Authority. This risk assessment will be updated to facilitate the safe return of learners to Youthreach Sligo, in line with directives from this authority.Smoking; Extremely high riskVaping. Extremely High Risk. Spitting; Extremely high riskThere are four working groups in Youthreach Sligo. Each group will take their breaks separately.No pool or snooker to take place in Youthreach.Internal markings on the floor of the exit from the building to indicate 2M social distancing.Appropriate signage on entrance door to indicate control measures on site.Centre staff room is of adequate sq footage to allow for up to 3 staff to use the room while keeping 2M social distancing.Photocopier to be wiped down before and after use. Lunch provision for learners will be ordered externally and individually wrapped.Staff will bring their own lunch. Minimise use of kettle. Sanitise before and after use.Pedal bins provided in all rooms.Windows open in each room as much as is practicable to help with ventilation.Learners having a dispute in a group. | YYYYYYYyyYYyyyYYYYY | **ACTION:** Locations for Perspex screens identified and ordered as required. Still some perspex to be installed in the workshop.Remove all chairs except for one. Communicate to staff.Action;Empty pigeon holes and cover.**ACTION:** Remove print material, from common areas.Communicate to all staff and learners**ACTION:** Communicate to staff and learners**ACTION:** Communicate to staff**ACTION:** Identify maximum number of people allowed per room and apply signage.**ACTION:** Give training to counsellor to facilitate her in using Microsoft teams for counselling sessions.**ACTION:** Keep up to date on information from the Further and Higher education authority.**ACTION:** There will be no smoking in or outside the Youthreach building**ACTION:** There will be no vaping in or outside the Youthreach building**Action;** communicate to staff and learners about the dangers of spitting.Action; Communicate to staff and learners.Action; communicate to staff.Signage re sanitising in placeNeed to move some learners into a different group to separate them | All staffUltanEileenUltanUltanUltanUltanUltanUltanUltanUltanUltanUltanUltanUltanUltanUltanUltanAll staff All staffUltanAll staffUltanAll staffUltan | Complete24/03/202114/09/202002/10/202018/09/202011/09/202008/09/202008/09/202008/09/202008/09/202010/09/202018/09/202008/09/202008/09/202008/09/202008/09/202008/09/202008/09/202008/09/202011/09/202011/09/202014/09/202014/09/202021/09/202014/09/202011/09/202014/09/202005/10/2020 |
| Covid-19 | Y | Spread of virus through lack of information/communication. | M | All employees will receive an induction on the control measures that have been implemented in relation to Covid 19. The risk assessment will be available for employees to access if requested.Youthreach Sligo have to appoint a lead worker representatives (LWR’s).The lead worker representatives are involved in communicating the health advice around COVID-19 in the workplace and all employees are aware of the name of the LWR.Should any control measures/new processes be implemented employees will be communicated the relevant changes. If employees have any questions or queries at any time, they have been instructed to speak to management.COVID-19 posters/signage will be displayed throughout Youthreach Sligo.Subject safety induction to be carried out by each staff member for their own work areas.Use it, wipe it, bin it, policy and clean desk / workstation should be re enforced by each staff member after each session | YyYYYYY | Staff induction took place on 8th September 2020On staff share point, and communicated during staff induction.Ac**tion; All staff to carry out a risk assessment in their own room and add to risk assessment document.**Ultan Mulvihill is the LWR for Youthreach Sligo. Took part in training on 10th September 2020.Communicate to staff.Communicate to staffAction; Get extra signage for social distancing on floors | UltanUltanUltanUltanUltanUltanUltanAll staffAll staff | 08/09/202001/09/202010/09/202010/09/2020Fron 10/09/2020Ongoing08/09/202011/09/202021/09/202021/09/2020 |
| Covid-19 | Y | Employees individual risk factors/medically vulnerable employees. | H | Youthreach Sligo in the process of clearly identifying medical vulnerable employees. Medical vulnerable employees who can do their job at home are working from home. | YY | **Email sent to all staff** | UltanUltan | 07/09/202007/09/2020 |
| Covid-19 | Y | Spread of virus through lack of hand washing procedures. | H | Anyone entering the Youthreach Sligo Building including all employees, learners and visitors must sanitise their hands. Youthreach Sligo will complete regular checks to ensure that there is sufficient stock of hand sanister/paper towels/soap.Hand washing facilities with soap and hot water available in the toilets.Paper towels for drying of hands are available and are placed in a bin which is removed on a regular basis using correct hygiene measures and all air hand dryers to be disconnected week ending 4th September.Staff and learners are encouraged on a regular basis to wash their hands and the importance of proper drying and there are posters to be displayed regarding the importance hand washing which is re-enforced through the induction. * 1. Employees have been instructed not to share objects that touch their mouth, for example, bottles or cups.
 | YYYYY | **Sanitiseation units are in place at all door in Youthreach****Action:** Communicate to Staff and learners. | UltanUltanUltanAll staffAll staff | 25/08/2020OngoingOngoingOngoingongoing |
| Covid-19 | Y | Spread of virus through high touch areas/ lack of cleaning. | H | Youthreach Sligo will be subject to cleaning at least twice daily, by an external contract cleaning company. Examples of the high touch areas that are required to be cleaned twice daily cleaning: * Taps and washing facilities
* Toilets - flush and seat
* Doors, door handles and push plates.
* Handrails
* Light switches
* Lift – Control Buttons

Cleaners have been instructed to ensure reusable cleaning equipment (mop heads/non-disposable clothes) are clean before re-use and buckets are emptied and cleaned before re-use.Youthreach Sligo will operate a “clear desk” policy and employees have been issued with cleaning materials and must keep clean their personnel workspace after every class. Classroom to operate a policy that learners clean their personnel desk before and after use.Doors will be propped open where feasible, during the working day.Fire doors should be left closed.All doors will be closed before leaving the building at the end of the day.Isolation Rooms will be deep cleaned if used for purposes of isolating suspected cases of COVID 19. Isolation Room to be identified in Youthreach Sligo.Employees are asked to ensure they do not leave personal items (e.g. mobile phones/car keys/bags) on communal surfaces.Generally sharing PCs is to be avoided where possible. In areas where different people operate from the same workstation/desk the workspace and equipment will be cleaned and sanitised before and after use by the staff. The LWR’s will ensure cleaning regimes are being implemented and report to management any issues.All soft furnishings in common and public areas to be removed along with any newspapers/magazines/leaflets/brochures. All print matter will be removed from communal area. All books to be stored in Library or classroom.water dispenser removed | YYYYYYYYYYYYYYYYY | **Action;** Contact contract cleaning company to put in place a twice daily cleaning routine.**ACTION:** ensure this is in place by communicating to contract cleaning company.**Action;** Communicate to staff.**ACTION:** TO BE COMMUNICATED TO STAFF **CTION:** TO BE COMMUNICATED TO STAFFAll staff have their own devices.**Action;** Learners to be issued with laptopsDisinfectant wipes available to clean work station and frequently handled items.**Action;** Remove all print material from common areas.**Action;** Remove all soft furnishings from common areas.Action; remove PC’s from computer room and library and place in storage.Action; get presses for office upstairs and store files.Action; remove 4 couches 1 from office and 3 from staff roomAction; remove cork notice boards from upstairs corridor.Action; remove partitions stored at top of back stairs.Action; get presses for art room and store materials in pressesAction; remove art piece over Library door. | UltanUltanAll staffAll staffAll staffUltanAll staffAll staffAll staffUltanUltanUltanUltanEileenEileen | 21/09/202021/09/202008/09/202021/09/202014/09/2020OngoingOngoingOngoingOngoing08/09/202011/09/202011/09/202029/09/202028/09/202028/09/2020 |
| Covid-19 | Y | Spread of virus through lack of PPE.  | H | PPE should never be shared.Masks / face visors must be worn by all staff and learners.Face visors to be issued to first aiders which will be marked with their name and it must not be shared with another first aider. First aiders will disinfect and clean their face visor after use. Gloves are not considered a substitute for hand hygiene and hands must be cleaned whenever gloves are removed, and frequently during the working day.Disposable gloves are available if employees request them.Face Masks are available where required.There are bins provided in which employees can place used masks and gloves. These bins will be removed after each shift and replaced using proper hygiene controls.  | YYYYYYYY | Communicate to staffCommunicate to staff and learnersACTION: Currently Youthreach Sligo has no in date trained first aider. Get two staff trained in first aid. | All staffAll staff and learnersUltanUltan & EileenAll staffAll staffAll staffAll staff | 14/09/202014/09/202014/09/2020OngoingOngoingOngoingOngoingonging |
|  |  |  |  |  |  |  |  |  |
| Covid-19 | Y | Risk from third parties (contractors/visitors) | M | Contractors and visitors will receive an induction in relation to the control measures that have been adopted within Youthreach Sligo.Anyone entering Youthreach Sligo must use the hand sanitsing station.Contractors will be requested to provide risk assessments and method statements that cover the risk of COVID 19 associated with their activities.Contractors are not permitted to use tools/equipment owned by Youthreach Sligo. | YYYY |  | UltanEveryoneUltanAll staff | OngoingOngoingOngoingongoing |
| Covid-19 | Y | Shared use of tools and equipment  | M | All tools and equipment will be properly cleaned and sanitised to prevent cross contamination. | Y |  | All staff | ongoing |
| Covid-19 | Y | Poor mental health and wellbeing. | M | To help support employees through difficult times, MSL ETB has an Employee Assistance Programme (EAP) which is a confidential employee support service designed to support employees resolve personal or work related concerns, through telephone support, specialist information and telephone or face to face counselling. The EAP is completely confidential and voluntary, and we recommend anyone requiring support to use this worthwhile service. | YY |  | All staff | ongoing |
| Covid-19 | Y | Lack of sufficient numbers of fire wardens. Lack of physical distancing at assembly points.  | M | There are currently two fire wardens trained in Youthreach Sligo.Eileen RyanUltan Mulvihill  | Y |  | Ultan & Eileen | 17/09/2020 |
| Covid-19 | Y | Lack of sufficient numbers of first aiders. Lack of awareness on first aid guidance regarding COVID 19.  | H | Currently Youthreach Sligo has no up to date first aidersFirst aiders in Youthreach Sligo to be provided with updated COVID 19 guidance in relation to administering first aid.Eileen Ryan has taken a first aid course on up to date Covid 19 first aid. | NY | **Action:** Need to get two members of staff trained as first aiders. | Ultan & EileenEileen | ASAP09/06/2020 |
| Covid-19**Video Room**Covid –19Covid-19Covid –19**Gym**Covid - 19 | YYYYYYYY | Legionella OvercrowdingTransmission due to less than 2m spaceCould be present on foldersOvercrowdingTransmission through lack of social distanceTransmission of Covid on machinesTransmission through small weights/pieces of equipmentj | MMHLMHMM | The water system in Youthreach Sligo is subject to regular flushing. Notice on door to inform learners of maximum number in the video room6 seatsOverflow groupPerspex barrier installed on tablesWipe folders before and after useNotice on door to inform learnersOverflow groupInductionWarning tape to maintain 2m distanceWipe machines before and after useRestricted use of small weights/equipmentWipe weights/equipment before and after use | YYYYYYY | Install perspex when it arrives | All staffEamon | ongoing |
| ART/MUSIC ROOMCovid 19Covid 19Covid 19Covid 19 | YYYY | Transmission due to lack of social distanceContamination of musical instrumentsContamination of work surfaces I.e. tablesContamination from person to person | MHHH | Induction.Room measured and tape used to clearly show 2 metre spacing.One way system in place, arrows marked on ground clearly show system.When in use and after use, instruments to be fully sterilised with wipes and spray provided. When not in use instruments stored under protective covers to prevent contamination by hand or by airborne virus.All tables and surfaces to be fully cleaned before and after use with wipes and sprays providedHand sanitisers installed at entry to room. Masks to be worn at all times by staff and learners. One way system clearly marked. To be no sharing of materials. Clear demarcation of room into 2m areas. | YYYY |  | Karl and SiobhanKarlKarl and SiobhanKarl and Siobhan | 14/09/2016/09/2016/09/2016/09/20 |
| **Classroom**Covid 19 | Y | Covid could be present on the following: Tables, Chairs, Folders, Stationery, laptops, door handles, light switches, photo wall, white board, computer, fire extinguisher  | H | Everything will be wiped down and cleaned after every class using wipes and sprays. | Y |  | Sinead & Judith  | 16/09/2020 |
| Covid 19 | Y | Overcrowding  | H | Maximum occupancy 6 Students and 2 Staff displayed on the door | Y |  | Sinead & Judith  | 16/09/2020 |
| Covid 19 | Y  | Transmission due to lack of social distancing  | H | Perspex on all tables 2 metre floor markings and one way system | Y | Perspex to be installed | Sinead & Judith  | 16/09/2020 |
| Covid 19  | Y | Compulsory wearing of face masks Hand Hygiene  | H | Learners to complete Covid Induction Hand Sanitisers installed at entrance to the classroom | Y | Induction to be completed when learners come back  | Sinead and Judith  | 16/09/2020 |
| **Kitchen** | Y | Transmission due to lack of social distancingOver crowdingTransmission due to contact with touch pointsStorage of equipment not in useTransmission due to contact with surfaces tables , chairs foldersTransmission due to poor hand hygieneAerosol transmissionLarge equipment not in useTransmission due to practical cookery classes  |  | 2m distance between seatsMaximum capacity 7 people signage on doorSIgnage on water boiler, Microwave, FridgeLight switches door handles, cleaned twice daily by cleaners.Door paw to be fitted to door Item packed in store room which is locked and out of bounds signage on door.Disinfectant wipes to be used to wipe surfaces after each classStudent to use their own pens etc and assigned laptop.Folders to be wiped after class.Folders stored in sealed box.Table and chairs to be wiped after classUse of hand wash sink and paper towel disposal to be demonstrated during induction and ongoingHand sanitiser at door entryWindows to be opened after classStudents and teachers to wear masks properly . To be shown during induction and ongoing.Ovens and dishwasher not in use will be signed to advise not to touch.Each student has box with their own cooking equipment. No sharing of equipment is allowed. Each student prepares a separate dish which is either eaten in class or packed to be taken home. |  y |  | Eileen and Marie | /09/20201st Dec 2020 |
| Computer Room **COVID 19**Completed by Ann 17/09/20Other relevant staff using computer room that identify further risks please include them.This is a living document and risks will be added as and when they are identified. |      YYYYYYYYYYYYYYYYYYYYYYYYYYYYYYYYYYN | Overcrowding Contamination of computer equipment keyboards, monitors, mice, plugs, system box in the event LAN pc’s have to be used when Wifi signal insufficient or learner doing Driver Theory. Contamination of chairs / worktop / table in room Contamination of printers / scanners Possible contamination of filing cabinet drawer handles and suspension files  Possible contamination of handout with exercise instructions       Possible contamination of door handles  Possible contamination of windows  Social Distancing Rules   One Way System   Non-compliance of mask wearing  Spitting out window Vaping / Smoking indoors Vaping / Smoking during fresh air breaks   Rolling cigarettes  Food / Drink Consumption in the room Chewing Gum   Sharing of Laptops / PC’s  Risk of contamination to heater  Sharing of Headphones    Printer locationunsuitable between learner and tutor deskPrinting from other areas   Perspex Screen around tutor work areaContamination of Surface CoverBelongings on table  1:1 tuition / demonstration on learning outcomeContamination of Posters on walls Folders containing instructional material and worksheets Social distancing at table  Contamination of items on table  Contamination of work surfaces Risk of contamination of seats with cloth coveringTutors seat cloth covering Books / Folders on window sillsSharing of computers Pencil sharpeners |  M  L M L L L H HH H H  L L H M H L L M H H M H M H H L H H H H | Notice on door to indicate maximum capacity in roomTotal 7 – 6 learners and 1 staff member Maximum group size 6, learners to use overflow groups Learners will be asked to wipe down /spray equipment before they leave Use of individual laptops preferred method of working during COVID 19  Learners will be asked to wipe down /spray chairs / worktop / table before they leave. Learners will be advised to sit at the same work areas each time when they use the computer room also.Learners will be asked to wipe down / spray printer / scanner after use.Learners to wipe filing cabinet handles before and after use and wipe edge of file. Preferred method of working will be to save to OneDrive space and print to PDF only printing and handling files as infrequent as possible Use of the Moodle platform for interactive online exercises to work towards course assessment and completion.Exercise instructions in PDF format available to learners and learners will be advised to use stacked windows or side by side window view instead of paper instructions.Trainer led instructions will also be used using projector to minimize use of paper instructions and minimize risk.Paper instructions when used will be binned/recycled afterwards Learners asked to use hand sanitizer before entering the roomDoors to be closed whilst class in progress and to be opened and closed by the tutor before and at the end of classLearners will be asked not to touch window handles and if they do they will sanitise them. Learners to adhere to social distancing rules and stay within marked out areas in rooms. Chairs to be placed on the X to ensure social distancing is adhered to.Learners should follow marking for one way system entrance and exiting the room to minimize risks and ensure social distancing.Learners are to follow the rules/guidelines around wearing masks indoors, Staff will follow rules and guidelines co-ordinators have been given by AEO regarding wearing of masksLearners are not permitted to spit out the window and will be reminded of this during induction.Learners are not permitted to vape/smoke in the building and will be reminded of this during induction.Learners will not be permitted to smoke or vape during recommended hourly fresh air breaks during compute class time as this would pose a serious COVID-19 Health Risk. Learners will be told this during induction.Learners are not permitted to roll cigarettes during class. Learners will be told this during induction. Learners will be reminded of the Health and Safety rules regarding food and drinking in the computer room. Learners will be told this during induction.Learners will be asked to discard chewing gum and refrain from using it during class and advised not to stick chewing gum under worktops or table in computer roomLearners will be issued with an individual laptop to use. If a computer has to be used then the learner will have to sanatise it afterwards Learners will be asked to not to sit on heaters or to adjust heater setting and will be asked to wipe down surface if they do.Learners will be told not to share headphones and will be asked to bring their own headphones for use whilst using Driver Theory or video demonstrations on Moodle. To mininise the need for headphones, I will play relevant Moodle videos on the projector during class. Moodle course videos can be used at home to cover content at home in case of future lockdowns.Printer has been relocated to far corner of room away from learners or tutor to ensure social distancing. Learners will be reminded to sanatize printer after use.To minimize disruption and reduce the risk of contamination, learners and staff will be asked not to print to the computer room during scheduled class time, if a staff member or learners does print then they will be reminded to sanatize printer after use.A Perspex screen will be fitted around 3 sizes of tutor desk to ensure social distancing between tutor / learner at top of roomLook to replace cover for Microsoft Surface as it is not a wipeable surface or place in plastic folder without coverClear desk policy will apply and tutor and learners to remove items after class to minimize the risk of contamination.Learners will be advised to use video demonstration in Moodle for tuition as 1:1 tuition with close contact will not ensure proper social distancingPosters have been removed from walls, Relevant posters to be photographed and integrated into PowerPoint presentations or Moodle to help revise/learn aspects of course.Folders will be placed in a locker to minimize risk of contamination of content. Materials scanned to PDF and relevant exercises made available online.Maximum 2 people at table sitting in the X zone to ensure social distancing between each other and those behind at workstations. Worksheets to be completed on computer or using interactive forms as much as possible.Clear desk policy on tables in middle of room. Learners to use own pen/pencils at centre table and to wipe chair/table/staplers/punch after use. Use of Bomb disinfectant as advised and additional cleaning / spraying and airing of room at end of day by staff member.Seats with cloth covering have been replaced with hard plastic wipeable surfacesCloth seating and back have been covered with plastic wipeable cover to be wiped down / sprayed after use. Plastic arms to be wiped down after use alsoWill be removed by relevant staff and placed in plastic lidded containers or placed in filing cabinets.Computers have been placed in the filing cabinet and are out of use at the moment.Request that they should be replaced with safe child proof pencil sharpeners. Tell learners to use technology only in ICT class. Identified as a risk after someone dismantled a sharpener from their individual stationary pack that they carry around with them from area to area to be COVID 19 compliant.  |    Y       YY  Y    Y        Y   Y   Y      Y                 Y            Y    Y   Y  Y   Y  Y   Y  Y    Y   Y   Y  Y   Y |    All learners to complete General Centre COVID 19 Induction and also Computer Room Health and Safety and COVID Induction                                  Instruction to be completed during new induction sessions with learners |  |  |
| **Woodwork** **Covid 19****Covid 19****Covid 19****Covid 19****Covid 19****Covid 19** |  Y Y Y Y Y Y | Overcrowding Transmission due to less than 2m spaceTransmission of Covid on machines and tools Transmission through small pieces of equipment and materials e.g screws and fittings Covid could be present on the following: Tables, Chairs, Folders, Stationery, door handles, light switches, fire extinguisherCompulsory wearing of face masks Hand Hygiene | HHHHH | Notice on door to inform learners of maximum number in the workshop6 learners & 1 staffOverflow group Perspex barrier installed on long bench Induction 2 metre tape installed Wipe down before and after use Each Learner to be given an individual pack with materials needed for class Wipe down after every class Learners to complete Covid Induction Hand Sanitisers installed at entrance to the classroom |  Y yYYYY |  Persepx to be installed in the coming days  | DamienDamien Learners & DamienDamien Learners and Damien Learners and Damien | Complete 24/03/2021 |

**Remember if it is a Need you can keep it. If it a Want it must go.**

**Risk Assessment Carried out By;** Ultan Mulvihill & staff for individual rooms.

**Date; 27th, 28th, 31st August & 1st September 2020, with ongoing updates.**