

Covid-19 Risk Assessment for Centre Users

The Albany Centre:

1st and 2nd Floors, 4 Victoria Street, St Albans, Herts, AL1 3JD

Date: 21st July 2020

Review Date: 21st September 2020

	Hazard	Risk	Control Measure in Place
1	Street level intercom lock and door handle on entry to building	Transmission and cross infection of Covid -19	Staff to wipe down contact surfaces with antibacterial wipes frequently. Sanitiser in entrance hall and wipes in building. Policy – advise choice for Centre users to ask clients to phone them rather than use the intercom.
2	Communal areas – lights, switches, bannisters, door handles, blind pulls etc	“	Staff to clean regularly using disinfectant or antibacterial wipes. Wipes will be placed in all rooms to enable Centre users to wipe down any surfaces or contact points after the session has taken place.
3	Ventilation	“	Air purifiers provided in all client rooms for compulsory use. ‘Internal’ windows to remain slightly open.
4	1 st floor intercom	“	Wipes and sanitiser placed near the intercom. Refer to policy asking clients to phone therapists to gain entry rather than using the intercom.

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5	Corridor, stairs, communal landings	Transmission of Covid-19	Users to give way and not crowd in corridors. Masks to be worn in communal areas.
6	Waiting area in communal space 1 st floor	“	Refer to Centre Users’ policy: clients to arrive at the exact time of their appointment. All visitors to the building asked not to sit in the waiting area. Bins to be emptied regularly and placed at the street door for removal by the Maltings cleaning staff.
7	Toilets	“	Staff to clean door handles, taps and flush lever regularly. No-touch sanitiser soap provided in the toilets, sanitiser and wipes. Paper towels provided for drying hands.

8	Refreshments for users	“	Tea, coffee, milk, water no longer provided for Centre users.
9	Refreshments for staff “Bubble”	“	Available within the kitchen only. Staff to wipe down kitchen surfaces regularly including door handles, taps and the fridge door after use.
10	Bins – Communal areas	“	Staff to wipe the top of the bins regularly. Large foot operated pedal bin for general waste only.
11	Bins -Rooms	“	Closed top bins provided. Staff to wipe down tops of bins regularly.

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12	Ornaments including dried flowers	Transmission of Covid-19	Ornaments have been removed to reduce the risk of handling and cross contamination.
13	Albany Centre pens	“	These can be provided. Centre users can use pens, sign nearby to ask users to please take the pens with them.
14	Tables and desks in consulting rooms	“	All consulting room drawers to have room spray, tissues, air purifier instructions and spare wipes. Desk tops to have wipes, sanitiser and a box of tissues available. Staff to monitor regularly to replenish.
15	Leaflets and business cards	“	Cards and holders removed due to risk of cross contamination. One card for each practitioner to be pinned to the notice board within the waiting room on the 1 st floor for advertising purposes; a sign will be placed up advising users not to remove the cards.
16	Furnishings	“	Cushions have been removed until further notice. Staff to frequently clean and wipe the chairs and the sofas. Second floor chairs have no arms – less spread of infection.
17	Cleaning	“	Staff to wear disposable gloves and masks while cleaning. Refer to COVID staff policy.