



Coronavirus (COVID-19) Burnside Risk Assessment

Assessment date: 12 September 2020

This risk assessment will be reviewed as new information and guidance is shared by the UK Government, Local Authorities and working partners.



Burnside Centre
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Burnside Centre is a charity registered in England and Wales (Registration number 1145309)
Company limited by guarantee registered in England (Registration number 07536820)

HAZARD:

The virus spreading from one person to another due to proximity within the workplace. This applies to anyone who enters Burnside Centre.

CONTROL MEASURES:

- Wherever possible employees who can work from home should be allowed.
- Regular communications to employees, service users and learners are in place to reinforce the message that they should not visit if they are experiencing any of the Covid-19 symptoms.
- Limiting the numbers of employees coming into the workplace, only roles critical for business and operational continuity, safe facility management or regulatory requirements. Manager is monitoring adherence.
- Where employees must meet in person the activity time will be kept as short as possible and attendees will sit side-to-side (rather than face-to-face) whenever possible.
- Signage and one-way systems at entry and exit points have been put in place where possible and necessary across all sites.
- Visitor appointments to be arranged for a specific time window and access restricted to required visitors only.
- Signing in system for service users have been disabled or removed from reception areas thereby removing the need for people to get close to reception employees.
- Social distancing signage installed around all sites.
- Communications to employees informing them of the new protocols such as social distancing that needs to be adhered to when at the workplace and requirement to update the business on their health conditions.
- Floors have been marked in high pedestrian traffic areas e.g., reception, where queues may form to help people maintain a 2m distance.
- Workstations have been spaced and marked to identify which are in use to enable social distancing.
- Where possible there will be always a First Aider and Fire Warden in the building.
- First Aiders have been asked to pay attention to sanitation measures immediately after providing any treatment including washing hands.
- This risk assessment should be shared with all contractors or visitors before attending one of our sites.
- Practical maintenance tasks will be completed out of core hours where possible.



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HAZARD:

Cross contamination due to employees, learners and clients touching the same areas, equipment, and appliances. This applies to anyone who enters Burnside Centre.

CONTROL MEASURES:

- Hand sanitisers and anti-bacterial wipes have been placed at all entry and exit points and appropriate areas.
- Any touch-based security devices such as keypads to be disabled where appropriate. Where this is not possible access will be restricted to the minimal number of people and will be identified as a high-touch area.
- Signing in systems disabled or removed from reception areas for service users.
- Regular cleaning of high-touch areas (door handles, toilets, kitchens) to be completed at regular intervals.
- Employees to clean their own workspace using anti-bacterial wipes in between use.
- Employees and service users to only print and photocopy, when necessary, as this will be a high-touch area. Hygiene guidance should be followed when using this equipment.
- Increase the number of waste bins through the offices with regular collection.
- Signage to raise awareness of good hygiene: the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.
- New protocols implemented within the workplace communicated to employees, visitors, and service users.



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HAZARD:

Employees coming into proximity with each other, service users and visitors during meetings. This applies to anyone who enters Burnside Centre.

CONTROL MEASURES:

- Meetings are held virtually using relevant platforms such as Skype, Zoom or Microsoft Teams where possible.
- Only where essential should meetings be face-to-face and social distancing must be applied.
- Signage via room risk assessments has been placed on meeting rooms indicating maximum numbers of people allowed to maintain social distancing.
- Employees advised to avoid sharing pens and other objects whilst in meetings.
- When meeting in person the activity time should be kept as short as possible, ideally less than 15 minutes, sitting side-to-side rather than face-to-face where possible.
- Anti-bacterial wipes available in meeting rooms and other appropriate rooms for wiping down touch point areas.
- Meetings should only be held in well ventilated rooms where possible.
- Manager to monitor and enforce social distancing rules.

HAZARD:

Employees coming into proximity with each other, service users and visitors within communal areas of the building. This applies to anyone who enters Burnside Centre.

CONTROL MEASURES:

- The maximum number of people permitted within the kitchen areas and toilets will be limited according to size and signage indicating how many people are authorised to be in these areas is clearly visible.
- The maximum number of people permitted within each sessional room shall be limited according to size. Signage indicating the number of people permitted in reception area is clearly visible.
- Breakout areas closed off or social distancing protocols and signage applied.
- Employees and service users to be encouraged to bring their own food on-site.
- Manager to monitor and enforce social distancing measures.



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HAZARD:

Employees may feel isolated, and this could have an impact on their mental wellbeing.

CONTROL MEASURES:

- Regular communications to employees on what changes are being made.
- Manager to maintain regular contact with their staff via virtual platforms, newsletter, team meetings, reflections, and email.
- Stress assessments conducted when appropriate.
- Employee Assistance Programme available for employees through Morton Michael Insurance.
- Central platform (Microsoft Teams) to share the latest coronavirus guidance, information and resources including FAQs created for employees to access.
- Information and resources shared on health and wellbeing to support Employees.
- Weekly wellbeing updates to employees with themes sharing health and wellbeing information.



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