

**Wirral Multicultural Organisation
Centre Opening COVID 19 Risk Assessment Recording form**

Updates are colour coded in chronological order

(updated 2 November 2021) RA 029A

Further update 12th Dec 2021

Further update 12 Jan 2022

Further update 17th Jan

<p>Location Wirral Multicultural Organisation Address: 111 Conway Street Birkenhead Wirral CH41 4AF</p>	<p>Date assessment Undertaken 28 October 2021</p>	<p>Assessment undertaken by: Mindy Rutherford – adapted from ref version 4 received from Jean Fairbrother Associates (H&S advisors to WMO)</p>
<p>Activity or situation: WMO Opening for activities – reducing risk of COVID 19 September 2021 (updated 2, Nov, ,12 Dec, and 12 Jan 2022</p>	<p>Review date: Weekly review or as appropriate for the activity</p>	<p>Signature:</p>

Background information

- This risk assessment is to assist WMO management and staff to think about all the main hazards that may arise on their sites when reopening the buildings to staff after lockdown and takes into account the lifting of Government restrictions from 19th July 2021.
- The risk assessment has recently been updated (October 2021) based on the revised RA 29 V 4 provided by Jean Fairbrother Associates, Health and safety advisors to WMO. This update covers the current guidance from health and safety advisors (based on DfES guidance) and in response to the Omicron variant- detail also refers to Plan B restrictions announced on 8th Dec by the PM re working from home
- The assessment also covers any suppliers or visitors to the Centre prior to reopening to the public.
- The main building and Parkfield House re-opened as part of a staggered return of a small number of Centre staff and to allow for the re-opening of the adjoining Little World Nursery – A separate Risk assessment has been being carried for the nursery reopening based on the advice from the Early Years Advisors.
- As events unfold and change, based on government advice the RA will continue to be modified and reviewed.

Covid 19 has had a disproportionate detrimental effect on the BAME community, adding further challenges to WMO in managing risks to it staff and Centre users. WMO has, as far as possible taken into account all available information to assess and mitigate risks in this respect. Advice has been provided by Jean Fairbrother associates (health and safety advisors) to WMO to complete the assessments.

WMO has now establish a COVID-19 Community Support team to work with the local BAME community to help them with information, advice and support to help reduce the harms caused by COVID -19 for staff and visitors.

Guidance

This risk assessment has regard to all relevant guidance and legislation including, but not limited to, the following:

- The Health Protection (Notification) Regulations 2010
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- Public Health England (PHE) (2017) 'Health protection
- DfES (2021) 'WMO s COVID-19 operational guidance'
- DfES (2021) 'Actions for early years and childcare settings during the coronavirus (COVID-19) outbreak'
- DfES (2021) 'Face coverings in education'
- Changes are marked in 4 sections as **[UPDATED]** and **[NEW]**.

- **Updates made on 9th Dec are highlighted in**

- Legislation and guidance
- Health and Safety at Work Act etc. 1974
- Management of H&S at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- DfES Actions for WMO s plus associated COVID 19 Guidance
- Public Health England Guidance

1) Hazard / Activity	2) Who can be harmed and how?	3) What controls exist to reduce the risk? <i>Have you followed the hierarchy of controls (eliminate, substitute etc.)?</i>	Risk Score Consequence X Likelihood	4) Any further action. <i>This should be included in the action plan (5), below</i>
1. Failure to assess the risks of COVID 19 transmission in WMO.	Staff, Hirers, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> • WMO has assessed the reasonably foreseeable risks of transmission of COVID 19 • The risk assessment is regularly reviewed as circumstances in WMO and the public health advice changes. • WMO monitors whether the controls in place are effective. 	3X2=6	View RA controls at monthly management meetings

<p>2.UPDATED] Failing to have adequate outbreak management/contingency plans to allow for stepping measures up and down.</p>	<p>Staff, Hirers, visitors, contractors increased risk of transmission of COVID 19</p>	<ul style="list-style-type: none"> • WMO has a Coronavirus (COVID-19) Contingency Plan risk assessment. See RA 029B Contingency plan latest version (<i>also known as an outbreak management plan</i>) if restrictions need to be implemented. • WMO will follow measures recommended by the Local Authority, Director of Public Health and local protection teams (HPTs) as part of the outbreak management responsibilities. • WMO will seek public health advice if a staff member or recent visitor, volunteer or hirer contracts or is admitted to hospital with COVID-19. • <ul style="list-style-type: none"> ○ Cheshire & Merseyside Heath protection Team (Out of hours 01514344819 ○ Wirral WMO s contact Wirral LA Covid helpline 0151 666 5050 Email:localoutbreakhub@wirral.gov.uk • From the date that WMO officially closes for the Christmas period, Public Health and the Local Authority will be informed of any outbreaks via NHS T&T. • Early Years settings will need to continue to report cases to Ofsted as previously 	<p>4X2=8</p>	<p>View RA controls at monthly management meetings</p>
<p>3. Communication</p>	<p>Staff, Hirers, visitors, contractors increased risk of transmission of COVID 19</p>	<ul style="list-style-type: none"> • WMO follows latest PHE & GOV.Uk, advice and updates and shares with staff and visitors via the BCCS team • RA 029A WMO opening COVID 19 risk assessment published to website & shared with staff, visitors and hirers. • Clear communication sent to Hirers with a link on the WMO website covering all aspects of how WMO will function as part of Centre Booking confirmation process. Hirers to communicate/ reminder safety information to visitors prior to and during events. • Regular staff briefings held to cover any changes to arrangements. • WMO has shared with all staff the measures in place and involved staff & the Trustees in that process. • A record is kept of all visitors and contractors that come to the WMO site. Signage in place to remind of safety measures. 	<p>3X2=6</p>	<p>RA communicated to all stakeholders/ staff and hirers – link to website</p>

<p>4. Wellbeing - staff & visitors</p>	<p>Staff & Hirers exposed to mental health issues due to COVID 19</p>	<ul style="list-style-type: none"> • Centre Manager conducts regular staff supervision sessions which includes wellbeing discussions and actions. • The WMO provides opportunities for visitors to talk about their mental health and experiences during the pandemic. With specific case studies and with follow on referral / support provided by staff teams (Health link, COVID support and community Support.) • Regular communication provided by COVID-19 Community Support staff • Regular staff meetings for staff wellbeing discussions 	<p>3X2=6</p>	
<p>5. Face coverings</p>	<p>Staff, Hirers, visitors, contractors increased risk of transmission of COVID 19</p>	<ul style="list-style-type: none"> • Face coverings are mandatory in indoor venues for staff and visitors to the Centre from Friday 10th December - All Centre users and staff must wear a face covering when entering the building and whilst in shared areas and for staff in public facing areas (unless exempt or where it is not practical to do so such as when people are eating, drinking, exercising or singing) • all visitors / staff are to be reminded to do whilst on the premises. And in particular where you may come into contact with people you don't normally meet. • Staff may wish to wear face covering in meetings with other staff or with people they do not routinely work with and should supported to do so • face coverings should be worn in any enclosed and crowded and all shared areas- (Kitchen, reception, toilets, shared rooms) • Face visors or shields are usually not worn as an equivalent alternative to face coverings; however, they can be worn by those exempt from wearing face coverings. • if exempt- WMO will not prevent individuals from entering or attending WMO if they are not wearing a face covering, • WMO has a limited supply of face coverings available for staff and visitors -Clear instructions are provided on how to put on, remove, store, and dispose of face coverings. • See updated Gov guide on face coverings and exemptions 	<p>3X2=6</p>	

		<ul style="list-style-type: none"> • 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 • Staff should wear face coverings whilst undertaking any outreach work or whilst on health care settings in line with the guidance • Face covering should be worn during face to face meetings with clients or with the public (see exemptions) (and unless this may cause distress to the client or those providing assistance rely on lip reading, clear sound (language or facial expressions) • Client can be offered a replacement mask if necessary to ensure safety measure is in place 		
6. PPE	Staff, Hirers, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> • Most staff/ Hirers / Visitors will not require PPE in response to COVID-19 beyond what they would normally need for their work/activity • PPE packs Masks, Gel, Wipes, Aprons Gloves Are available on request from Admin reception or from the BCCS team • Packs to be taken for use in any off site activity • Additional PPE for COVID-19 is only required in a very limited number of scenarios: <ul style="list-style-type: none"> ○ If any person becomes ill with COVID 19 symptoms and only if close contact is necessary • When working with any person who may who cough, spit, vomit or require intimate care but do not have coronavirus symptoms, staff only wear PPE that would routinely be worn. • Staff are trained in correct use and disposal of PPE. • Hirers to provide own PPE as necessary in line with their risk assessment 	3X2=6	
7. WMO fails to ensure good hygiene & cleaning standards in WMO to reduce risk of transmission.	Staff, Hirers, visitors, contractors increased risk of transmission of COVID 19	<p>Hand hygiene -</p> <ul style="list-style-type: none"> • WMO will continue to ensure that staff visitors & Hirers maintain high standards of hand hygiene. Notices are displayed as reminders. • Reminder will be issued to ensure all staff and visitors follow good hygiene practice as part of response to Plan B restrictions and potential rise in infections 	3X2=6	

		<ul style="list-style-type: none"> Suitable facilities – soap/ water and paper towels and hygiene stations are provided for individuals to safely wash/sanitise their hands regularly. (poster reminders in situ) <p>Respiratory hygiene</p> <ul style="list-style-type: none"> WMO emphasises the ‘catch it, bin it, kill it’ approach with bins & tissues available in all rooms. Screens are available for meetings and in reception Additional lightweight screens are to be provided for staff working off site (hotel or outreach work) <p>Cleaning</p> <ul style="list-style-type: none"> WMO will maintain appropriate cleaning regimes, using standard products such as detergents with a focus on frequently touched areas. (touch point flags in situ) Appropriate cleaning schedules are in place and include regular cleaning of all areas and equipment. General Daily Hygiene checks undertaken by admin (incl toilets.) Staff and Hirers are asked to wipe down key touch points when entering and leaving rooms during busy events and should report/ address any concerns (to management) immediately. Hygiene wipes are made available. Kitchen areas/ sinks utilities and surfaces are to be kept clean during and after use. A code of conduct to be issued for organisers of events for all event attendees to encourage compliance with COVID safety 		
8. Staff work plans and working from home	Staff	<ul style="list-style-type: none"> The Government has announced that office workers should work from home from Monday 13th Dec An action plan is being put in place to keep this guidance under review 0 Meeting to take place (via staff meeting to review working arrangements (14 Dec) A RA and action plan to be agreed for all activities <ul style="list-style-type: none"> The majority of WMO service cannot be delivered from home and therefore staff will be supported to continue to deliver patient facing service in a safe manner supported by existing risk assessments and safety protocols 		

		<ul style="list-style-type: none"> All staff are to be supported to review their work plans and to seek to ensure that all non-urgent client meeting should be delivered over the phone or via video link where appropriate. All face to face meeting can take place ensuring a full risk assessment has been undertaken that that safety protocols are enhanced and complied with (see face to face working protocols) For activities that are delivered offsite (i.e. at the Grover road hotel) the full risk assessment should be reviewed and updated accordingly to ensure safety of staff and clients It is advised that all client is reminded of safety protocols (hands, face, space, ventilation. PPE can be provided. All staff should bring any safety concerns or queries to the attention of management and address non compliance 		
9. Social distancing - failing to manage mixing and 'bubbles.'	Staff, Hirers, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> WMO continues to operate controlled entry and exit to and from the Centre to reduce congestion/ close contact in the reception area and undertakes cautionary temperature taking to identify people who may be experiencing COVID -19 symptoms. (one person at one-time entry) Staff, visitors and Hirers are advised to informed they no longer need to adhere to mandatory social distancing measures in WMO unless directed, although staff and visitors are advised to choose limit close contact with people they do not live with. (personal choices) and activities should be arranged to allow this (i.e. good spacing of seating arrangements) Organisers to consider staggered starts and breaks to avoid congestion Two people should be in the kitchen area at any one time On person to access the toilet areas at any one time with management access (door locks are in place) Hirers are informed they no longer need may wish to separate into bubbles but for larger gatherings where close contact cannot be avoided staff and hirers should consider using zoned areas to reduce congestion and unnecessary close contact. Visitors are asked to be aware of risks of contracting or transmitting COVID-19 whilst in close contact or in high risk/ high 	3X2=6	Hirers checklist and booking conditions updated and shared (website) RA signed off

		<p>traffic environments and to be considerate of others space. room capacity should be limited to allow this.</p> <ul style="list-style-type: none"> • All hirers to submit booking form setting out event numbers and to complete risk assessment prior to event taking place. • In the event of a WMO or local outbreak, the WMO adheres to the advice of a director of public health, which may include returning to social distancing measures, including use of bubbles. • Staff / client meetings in a larger, well-ventilated space to reduce close contact. • Meetings, including with teams, Zoom etc. may continue again to reduce unnecessary close contact. • holding meetings in well-ventilated areas wherever possible, such as indoors with windows open or outdoors. (weather permitting) • Staff (& Hirers) can continue to wear a face covering when coming into contact with people in enclosed and crowded spaces or where more vulnerable people are present. • WMO has outbreak management plans in place (and shared) to reintroduce bubbles temporarily if it becomes necessary due to local outbreaks or increases in cases at the instruction of PHE Teams. See RA 029B Contingency Plan v1 Aug 2021 		
<p>10. [UPDATED] Ventilation - failure to ensure all occupied spaces are well ventilated.</p>	<p>Staff, Hirers, visitors, contractors increased risk of transmission of COVID 19</p>	<ul style="list-style-type: none"> • When WMO activities are in operation, rooms must be well ventilated with comfortable environments. Staff are reminded to step up ventilation and reminded visitors of need for good ventilation for all activities • Signage it in place to remind people to open windows and doors to ensure air flow. • When holding events where visitors are on site e.g. WMO gatherings, ventilation is increased where possible. • WMO opens external windows, doors & internal doors (if they are not fire doors and where safe to do so) to increase ventilation. • During colder weather, the need for increased ventilation while maintaining a comfortable temperature is balanced; arranging seating away from draughts. 	<p>3X2=6</p>	<p>Co2 monitors <i>Consider the use of Carbon dioxide (CO2) monitors to help identify where a space is poorly ventilated with WMO s encouraged to take steps to improve ventilation if CO2 readings are consistently high. Check manufacturers' instructions.</i></p>

		<ul style="list-style-type: none"> • In cooler weather to reduce thermal discomfort caused by increased ventilation, Hirers can wear additional, suitable indoor items of clothing in addition to their usual uniform • Purging or airing rooms as frequently as possible to improve ventilation usually when the room is unoccupied. • Outside space will be used, where practical. • CO2 monitor can be loaned from the nursery to check ventilation levels as necessary and if there are concerns 		
11. NHS Test & Trace - WMO failing to manage tracing close contacts	Staff, Hirers, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> • All individuals who have been identified as a close contact of a suspected case of the Omicron variant of COVID-19, irrespective of vaccination status and age will continue to be required to self-isolate and asked to book a PCR test. (Gov plans to introduce daily contact testing) • Close contacts are identified by NHS Test and Trace and education settings will no longer be expected to undertake contact • we will need to help contact trace using our register ? • NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. • Contacts will only be traced by NHS Test and Trace where the positive case or their parent specifically identifies the individual as being a close contact. • Adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result. • Early years Children under 5 years who are identified as close contacts are exempt from self- isolation and do not need to take part in daily testing of close contacts. • Children under 5 are advised to take a PCR test if the positive case is in their household 	3X2=6	

		<ul style="list-style-type: none"> • Special schools Pupils with SEND identified as close contacts should be supported by their school and their families to agree the most appropriate route for testing including, where appropriate, additional support to assist swabbing. For further information please read the COVID guidance for SEND and specialist settings. • Daily testing of close contacts applies to all contacts who are: <ul style="list-style-type: none"> ○ fully vaccinated adults – people who have had 2 doses of an approved vaccine ○ all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status ○ people who are not able to get vaccinated for medical reasons ○ people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine • Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts. • WMO will continue to have a role in working with health protection teams in the case of a local outbreak. <ul style="list-style-type: none"> • WMO makes staff aware that it is not responsible for Test and Trace contacting. This will be taken over by the NHS Test and Trace service. • NHS Test and Trace will work with the positive case and/or parent to identify close contacts. • Contacts from a WMO setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. • WMO may be contacted in exceptional cases to help with identifying close contacts (as currently happens in managing other infectious diseases). • WMO will continue to work with the local director of Public Health & local HP Teams 		
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		<ul style="list-style-type: none"> in the case of a local outbreak and if the area becomes an Enhanced Support Area. <ul style="list-style-type: none"> Cheshire & Merseyside Heath protection Team (Out of hours 01514344819 Wirral WMO s contact Wirral LA Covid helpline 0151 666 5050 Email:localoutbreakhub@wirral.gov.uk Staff to follow latest government guidance on how to stay safe (and including self-isolation rules see link https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do) 		
[12. NEW] Weekend cases - Hirers or members of staff or visitors record a positive PCR test during the weekend with no details of contacts to assist NHS Track & Trace.	Hirers, staff, visitors increased risk of transmission	<ul style="list-style-type: none"> NHS track & trace advises that WMO make contact with families and request the close contacts identified should attend for PCR tests. Staff and hirers to follow latest government guidance on how to stay safe (and including self-isolation rules see link https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do) 	3X2=6	
13.NHS Test & Trace app	Staff, Hirers, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> Staff and Hirers aged >16 are encouraged to download the NHS Test and Trace app (<i>rules on mobile phones in WMO are relaxed to accommodate this.</i>) Individuals are informed that, if they receive notification via the NHS Test and Trace app that they have been in close contact with a positive case, they must inform the WMO immediately. Individuals who test positive are encouraged to report the result on the NHS Test and Trace app. 	3X2=6	
14. Asymptomatic testing From 11 January - This is a temporary measure while coronavirus rates remain high across the UK. Whilst	Staff, Hirers, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> All Wmo are strongly advised to undertake regular LFT testing in line with earlier advice issued – Free test kits are available from reception and support to test is available via the BCCS team Staff and event organisers are advised to ask visitors to undertake an LFT prior to coming into the Centre where they are able to do so 	3X2=6	

levels of coronavirus are high, the government has said that the vast majority of people with positive LFD test results can be confident that they have coronavirus

- **All external interpreter is advised to undertake regular LFT testing prior to them undertaking assignments on behalf of WMO (weekly)**
 - **Re January return- All staff are asked to continue testing over the Xmas period if they feel that they may be in a high risk situation or before visiting people who may be at higher risk of illness**
 - Asymptomatic staff and visitors who test positive for coronavirus (COVID-19) on a lateral flow device (LFD) test no longer need to get a confirmatory PCR test.
 - Anyone who receives a positive LFD test result should [report their result on GOV.UK](#) and must self-isolate immediately but will not need to take a follow-up PCR test.
 - Their isolation period can start immediately following their positive LFD test result.
 - After reporting a positive LFD test result, they will be contacted by NHS Test and Trace so that their contacts can be traced and must continue to self-isolate.
- WMO makes clear that testing is voluntary. Policy has been issued to staff
 - Staff are encouraged to test twice weekly at home until the testing guidance is reviewed. Part time staff to test prior to shift.
 - Testing kits are stored securely in WMO
 - A test kit log is in use and data held is stored in line with the WMO's Data Protection Policy.
- Confirmatory PCR tests**
- Staff and Hirers with a positive LFD test result should self-isolate in line with the [stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).
 - They will also need to [get a free PCR test to check if they have COVID-19](#) & self-isolate until they get the result.
 - If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the individual can return to WMO if they do not have COVID-19 symptoms.

<p>15. Contact with potential or confirmed coronavirus cases in WMO</p>	<p>Staff, Hirers, visitors, contractors increased risk of transmission of COVID 19</p>	<ul style="list-style-type: none"> • If anyone in WMO develops coronavirus symptoms while at WMO, this is managed in line with local and national guidance. They are: <ul style="list-style-type: none"> ○ sent home to isolate for 10 days (includes the day symptoms started). ○ advised to follow the guidance for households with possible or confirmed coronavirus infection. ○ advised to arrange a PCR test as soon as possible. • Please follow NHS advice for positive test results https://www.nhs.uk/conditions/coronavirus-covid-19/testing/test-results/positive-test-result/ • Appropriate PPE will have used if close contact is necessary. • Anyone with symptoms is advised not to use public transport and, wherever possible, be collected by a member of their family or household. • Any rooms used are cleaned thoroughly after they have left. • Anyone who comes into contact with a symptomatic individual washes their hands thoroughly for 20 seconds with soap and warm running water or hand sanitiser. • Staff members or Hirers who have been in close contact with someone with symptoms do not need to self-isolate unless they develop symptoms. • A contact of someone who has had a positive test result for COVID-19 aged over 18 years and 6 months and not fully vaccinated, is legally required to self-isolate for 10 days (see chart in link below). • https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/139357/Isolation_graphic_960_x_640.png • Individuals may now take LFD tests on day 6 and day 7 of their self-isolation period. Those who receive two negative test results are no longer required to complete 10 full days of self-isolation. 	<p>3X2=6</p>	

		<ul style="list-style-type: none"> • See chart for full details <p>From 17th January Self-isolation for individuals who test positive for COVID 19 will be cut to 5 full days</p> <p>People will be able to leave isolation after producing negative lateral flow device (LFD) test results on days five and six of their isolation.</p> <ul style="list-style-type: none"> • 		
16. Pregnant staff inadequate measures in place	Staff, Hirers, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> • An individual risk assessment is carried out for pregnant staff with appropriate risk mitigation in line with the latest recommendations from DHSC, PHE & RCOG. See RA 026 New & Expectant member of staff. • Pregnant staff of any gestation are not required to continue working on site if this is not supported by the separate risk assessment. • Staff who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from coronavirus at any gestation, are supported to take a more precautionary approach. • The WMO ensures pregnant staff are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable. • The above principles on protecting pregnant staff also apply to pregnant Hirers. • Pregnant staff are encouraged to get vaccinated if possible. 	3X2=6	Review WMO RA for New & Expectant member of staff – hirers?
17. CEV staff inadequate measures in place.	Staff, Hirers, visitors, contractors increased risk of transmission of COVID 19	<ul style="list-style-type: none"> • Clinically extremely vulnerable (CEV) staff are no longer advised to shield but are encouraged to take extra precautions to protect themselves, and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus. • CEV currently encouraged & supported to attend work if they cannot work from home. • An individual risk assessment is in place for all CEV staff. • Staff who live with those who are CEV attend the workplace but should ensure they follow the system of controls in place. 	3X2=6	

<p>18. Use of public Transport</p>	<p>Staff, Hirers, visitors, contractors increased risk of transmission of COVID 19</p>	<ul style="list-style-type: none"> • Face coverings are recommended and expected to be worn in enclosed and crowded places - this includes public and dedicated WMO transport. (including vehicles used for business purposes) • Hirers are advised to clean their hands before boarding transport and again on disembarking. • Fresh air through ventilation is maximised by opening windows and ceiling vents. 	<p>3X2=6</p>	
<p>19. Staff or visitors returning to the UK from foreign travel From 4am on Sunday 9 January 2022 ,</p> <ul style="list-style-type: none"> • Eligible fully vaccinated travellers and over 5s will be able to take a lateral flow test instead of a PCR on or before day 2 of their arrival in England. <p>Eligible fully vaccinated passengers and under 18s will no longer need to take a pre-departure test or self-isolate on arrival in England but must continue to take their post-arrival tests</p>		<ul style="list-style-type: none"> • Any staff arriving into the UK will need to isolate and get a PCR test by 'day two' after arrival. They may end their isolation once they receive a negative result. If the result is positive, they should continue to isolate and follow rules on isolation following a positive test. Unvaccinated arrivals aged over 18 will follow the existing, more onerous, testing and isolation regime. • All Red list arrivals will enter quarantine. • All staff should refer to latest gov travel restrictions and advise management on intentions to travel abroad prior to booking and as part of annual leave requests 		
<p>20. Hirers using WMO Centre and or events held in Centre organised by WMO staff</p>	<p>Staff, Hirers, visitors, contractors increased risk of transmission of COVID 19</p>	<ul style="list-style-type: none"> • All event organisers should review and update their event/ activity risk assessment in light of the new updates and make this available to management and attendees • All organisers to ensure that attendees are aware of and agree to Covid safety code of behaviour/ conduct <i>G:\Admin\Health and safety\COVID PLANS & RISK ASSESSMENTS</i> • For large events organiser may request that attendees undertake an LFT prior to attending an event (if possible) • WMO ensures third parties who use the WMO premises have considered the relevant government guidance for their sector and 	<p>3X2=6</p>	

		<p>for their activity and have put in place the appropriate protective measures during their hire period.</p> <ul style="list-style-type: none"> WMO requests a copy of their COVID 19 risk assessment and require all hirers to complete booking form and adhere to booking conditions and checklist. 		
<p>21. Music, sporting activities</p> <p>Singing dancing exercising</p>	<p>Staff, Hirers, visitors, contractors increased risk of transmission of COVID 19</p>	<p><i>Some activities can increase the risk of catching or passing on COVID-19. This happens where people are doing activities which generate more droplets as they breathe heavily, such as singing, dancing, exercising, or raising their voices. The risk is greatest where these factors overlap, for example in crowded indoor spaces where people are raising their voices. In situations where there is a higher risk of catching or passing on COVID-19, WMO s should be particularly careful to follow the general guidance on keeping safe.</i></p> <p>Music</p> <ul style="list-style-type: none"> WMO & staff are aware that there is evidence to suggest that singing and playing wind and brass instruments increases the risk of coronavirus transmission due to the cumulative aerosol transmission. Liaise with hirer to ensures the relevant protective measures are in place. <p>Dance & Drama</p> <ul style="list-style-type: none"> WMO completes risk assessments for Drama & Dance and ensures the relevant protective measures are in place. <p>Sports</p> <ul style="list-style-type: none"> Sports equipment is thoroughly cleaned between each use. Large indoor spaces with maximised natural ventilation flows, e.g. through opening windows and doors, are used where outdoor sports are not possible. Staff overseeing indoor sports follow the system of controls in this risk assessment e.g. cleaning and hygiene. Staff are made aware that social distancing in sports is not required unless directed. Measures are in place to minimise the risk of transmission in changing rooms, in line with DCMS guidance. 	3X2=6	<p>Review RA for music/sporting events</p>

		<ul style="list-style-type: none">• External facilities are used in line with government guidance, including travel to and from those facilities.		
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↑ INCREASING CONSEQUENCE	5	5	10	15	20	25	Risk Rating	Action Required
	4	4	8	12	16	20	20 - 25	Unacceptable – stop activity and make immediate improvements
	3	3	6	9	12	15	10 - 16	Urgent action – take immediate action and stop activity, if necessary, maintain existing controls vigorously
	2	2	4	6	8	10	5 - 9	Action – Improve within specific timescales
	1	1	2	3	4	5	3 - 4	Monitor – but look to improve at review or if there is a significant change
		1	2	3	4	5	1 - 2	Acceptable – no further action but ensure controls are maintained & reviewed
		← INCREASING LIKELIHOOD →						

Likelihood:

5 – Very likely
4 – Likely
3 – Fairly likely
2 – Unlikely
1 – Very unlikely

Consequence:

5 – Catastrophic
4 – Major
3 – Moderate
2 – Minor
1 – Insignificant

- (1) List hazards **something with the potential to cause harm** here
- (2) List groups of people who are especially at risk from the significant hazards which you have identified
- (3) List existing controls here or note where the information may be found. Then try to quantify the level of risk **the likelihood of harm arising** that remains when the existing controls are in place based on the number of persons affected, how often they are exposed to the hazard and the severity of any consequence. Use this column to list the controls that you might take and develop all or some of that list into a workable action plan. Have regard for the level of risk, the cost of any action and the benefit you expect to gain. Agree the action plan with your team leader and make a note of it overleaf. If it is agreed that no further action is to be taken this too should be noted.

(5) ACTION PLAN

	5. Action plan	Responsible	Completed
1	View RA controls at monthly management meetings to ensure controls are efficient and that outbreak control plan is adequate (Agenda item	MR	
2	RA communicated to all stakeholders/ staff and hirers – link to website	MR	
3	Hirers checklist and booking conditions updated and shared (website) RAs signed off	JH	
4	Consider the use of Carbon dioxide (CO2) monitors to help identify where a space is poorly ventilated	MR	
5	Review WMO RA for New & Expectant member of staff/ - does it cover hirers?	MR	
6	Review RA and associated for music/ sporting events – singing dancing exercising	MR	
7			
	Action plan agreed by (NAME & DATE)		