CERA CYCLOAN
CREATE | ENGAGE | REPAIR | ACHIEVE 1

ASSESSORS NAME/S: (Please PRINT)	DATE:	REVIEW DATE:	Persons at risk: CERA Students, Visitors, CERA staff, CERA volunteers, and the public This assessment has been completed to accommodate individual or group facilitation
Brian Pendlebury	01/1/2021	01/12/2021	

CERA Covid-19 Risk Assessment V6.

Covid Symptoms V6	Staff, Volunteers, Visitors or Students who have any symptoms of covid or who have been contact with covid will not be allowed onto the premises until after a 2-week quarantine period

It is a requirement that all workers involved in delivering a session must read, discuss and understand this document prior to conducting any sessions.

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HAZARDS and/or HAZARD REFERENCE NO.	PRECAUTIONS / PREVENTATIVE MEASURES ALREADY IN PLACE	RESIDUAL RISK	WHAT FURTHER ACTION IS REQUIRED?	WHO / WHEN
Personal Safety PPE	The following PPE will be provided to and must be used by Staff and Volunteers • Nitrile gloves • Face Shield • Hand sanitising liquid • Disinfectant spray • Hand soap • Anti Bac wipes The following PPE will be supplied to and must be used by Students • Nitrile gloves • Face Shield • Hand sanitising liquid • Disinfectant Spray • Hand soap • Anti Bac wipes • Students and Visitors are required to wear face shields and follow all guidance, policies, and procedures whilst on site (individuals not respecting measures will politely be asked to remove themselves from the premises)	Low	All staff from CERA Ltd and other services must advocate the importance of young people using the PPE equipment provided Young people and staff from other services are required to wear face shields which are provided by CERA Ltd Face shields must be fully disinfected with anti bac wipes after use	Staff and Volunteers. Management to manage and review the situation daily
Exposure to covid-19 within the CERA general premises	Staff and Volunteers to wash hands regularly or use hand sanitiser. All workstations kept clean and free from clutter and disinfected on a daily basis. Reception area worktops, payment card machine, phones, pens, etc. disinfected on a daily basis.	Low	Staff and Volunteers to keep all workstations clean – free from any clutter – and disinfect on a regular basis using either an Anti-Bac spray and wipes provided	Staff and Volunteers– Management to review the situation daily and adjust working practices, as necessary.

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	Door handles, sinks, taps, disinfected daily. There is a disinfectant spray placed on reception, use for daily cleaning of…reception worktops, pens, door handles, sinks, taps, There is a track and trace bar code at the front door for customers and visitors along with a hand sanitising station clearly visible. All students, and support workers will be listed as in attendance daily. For those customers and visitors who can not use the bar code there is a registration slip for them to complete with name and telephone number		All workers to…. direct customers to use the track and trace bar code located at the front door or complete the visitor slip provided along with using the sanitising gel provided at the front door	
The shop Exposure to covid-19 within the CERA shop area	1 in 1 out policy applied to all customers and visitors in the shop area. If queuing is necessary, customers/visitors will be reminded to distance 2 metres apart. Reception area worktops, till, payment card machine, phones, pens, etc. disinfected at the beginning, middle and end of every day. **Payment card machine must be wiped with anti-bac wipes afer every use by customers and staff.** **CLEAR SIGNAGE IS IN PLACE TO GUIDE AND REMIND ABOUT GOOD HYGIENE.**	Low	Staff and Volunteers to ensure that 2 metre ~~o~~ social distancing in the shop area is always adhered to.	Staff and Volunteers during times when CERA is open to the public.

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Reception Area	Reception area worktops, till, payment card machine, phones, pens, etc. disinfected at frequent intervals **disinfected at the beginning, middle and end of every day.** **Payment card machine must be wiped with anti-bac wipes after every use by customers and staff** **Staff and Volunteers to use one pen each for personal use and not share.** **CLEAR SIGNAGE IS IN PLACE TO GUIDE AND REMIND ABOUT GOOD HYGIENE.**	Low	Staff and Volunteers to ensure that 2 metre social distancing in the reception area is always adhered to.	Staff and Volunteers. Management to manage and review the situation daily
Workshops including community events	**Distancing ….** Our 6 workstations are each 2.3 metres apart which gives a safe working distance. **Adult workshops** If they resume social distancing will remain in place **Schools:** fazed return 3 students under the age of 18 at once in our workshop placing them between 2.6 and 4.6 metres apart at each workstation. **Workstation Hygiene….** Each workstation will be sprayed with disinfectant spray before and after use as and when required **Workstation Tooling…** All tooling will be sprayed with disinfectant spray before and after use as and when required **Bicycle Work stands** Each work stand will be sprayed with disinfectant spray before and after use **Movement around the workshop** Movement will be well communicated and managed before individuals can move away from their allocated workstation	low	Staff and Volunteers to be responsible for supervising business of workshop areas.	Staff and Volunteers. Management to manage and review the situation daily

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	CLEAR SIGNAGE IS IN PLACE TO GUIDE AND REMIND ABOUT GOOD HYGIENE.			
Tutoring young people on a 1-2-1 basis – students, staff and volunteers	PPE comprising face masks, nitrile gloves, and aprons to be worn by Staff, Volunteers and Students during all sessions. Staff and Volunteers to maintain 2 metre distancing whenever possible. When closer contact is necessary for teaching purposes, contact must be kept as short as possible. Staff, Volunteers and Students required to wash hands frequently and/or use hand sanitiser. These interventions will create several positive barriers to COVID 19 being passed from person to person **CLEAR SIGNAGE IS IN PLACE TO GUIDE AND REMIND ABOUT GOOD HYGIENE.**	Low	Staff, Volunteers to remind Students to be aware of distancing during teaching sessions and where possible maintain 2-metre distancing.	Students, Staff, and Volunteers Management to manage and review the situation daily
Break out areas	Each break out area can house 6 people at full capacity however during Covid 19 each area capacity will be halved to 3 per room allowing a 2 metre distance to be had. Surfaces and doors to break out areas will be disinfected on a regular basis.	Low	Any spillages in break out areas will be cleaned up and the area disinfected immediately.	Students, Visitors Staff, and Volunteers Staff and Volunteers. Management to manage and review the situation daily

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	Staff and Volunteers will ensure that break out areas are supervised and kept free from clutter. Staff, Volunteers, Visitors, and Students will be instructed to keep all break out areas clean and tidy. **CLEAR SIGNAGE IS IN PLACE TO GUIDE AND REMIND ABOUT GOOD HYGIENE.**			
Kitchen	Students, Visitors Staff and Volunteers will always keep the kitchen area clean and strictly follow the hygiene guidance provided All used cutlery, pots, plates, must be placed in a washing up bowl filled with disinfectant and left to soak before washing in hot soapy water and re-used (staff and volunteers are advised to bring their own cups) Disinfectant spray is on hand to wipe down chairs, door handles or surfaces this must be completed every time individuals frequent the area Worktops: Disinfectant spray is on hand to wipe down any work surfaces and door handles this must be completed every time individuals frequent the area Handwashing facilities are available in the kitchen are for washing hands before and after consuming food hand soap is available next to the kitchen sink Anti-Bac spray and wipes are provided **CLEAR SIGNAGE IS IN PLACE TO GUIDE AND REMIND ABOUT GOOD HYGIENE.**	Low	**If the kitchen area is left dirty or cluttered, Staff and/or Volunteers will use PPE (nitrile gloves) before tidying and will ensure hands are washed or sanitised after cleaning.**	Staff and Volunteers – Management to manage and review the situation daily

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Main welfare facilities	Staff, Volunteers, Visitors, and Students will be instructed to keep all welfare facilities clean and tidy. Disinfectant spray is to be used on a regular basis to disinfect door handles, sinks, taps, and toilets. eEach person using the toilets is encouraged to disinfect before and after use. Swarfega and general hand soap is available in the welfare facilities. Disinfectant spray and wipes are also provided. **CLEAR SIGNAGE IS IN PLACE TO GUIDE AND REMIND ABOUT GOOD HYGIENE.**	Low	Staff and Volunteers to monitor welfare facilities are clean – and disinfected on a regular basis using disinfectant spray and / or wipes provided	Staff and Volunteers. – Management to manage and review the situation daily
Van / company vehicle	**Using the company van to collect bikes** Each driver is responsible for disinfecting the steering wheel, hand brake lever, door handles etc…before driving the van and after using the van.	Low	Each driver is to monitor the vehicle has been cleaned – and disinfected on a regular basis using disinfectant spray and / or wipes provided	Staff and Volunteers. – Management to manage and review the situation daily
Collecting and receiving bikes from customers or donors	All bikes must be sprayed with disinfectant spray before handling the bike from a donor, customer and placing a chosen stock bike to work on in a work stand.	Low	Each driver is to monitor collections and ensure all safety measures are taken fully	Staff and Volunteers. – Management to manage and review the situation daily

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