



## Co-Space COVID-19 Risk Assessment V2

The purpose of this document is to address any areas of potential risk within any Co-Space site, and how we are working to actively reduce the spread of COVID-19 and ultimately make our spaces safe for you, your team, and any clients/visitors. We have outlined in detail the measures we are taking to minimise the spread of COVID-19, a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

What are the Hazards?	Who Might be at Risk	Controls Required	Additional Controls	Action by Who & When?
Spread of Covid-19 Coronavirus	<p>Team/Clients Visitors</p> <p>Contractors</p> <p>Vulnerable People - Pregnant workers, those with existing underlying health conditions</p>	<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place in all bathrooms, tea points and kitchens.</li> <li>• Stringent hand washing taking place in hot water.</li> <li>• Drying of hands with disposable paper towels.</li> <li>• Signage to remind all clients, visitors and staff to wash their hands.</li> </ul> <p>Gel sanitizers in all common areas, entrances and where washing facilities are not readily available.</p>	<p>We have communicated the correct hand washing process to all staff, and they are reminded on a regular basis to wash their hands for 20 seconds with hot water and soap and the importance of proper drying with disposable towels. We have placed paper hand towels in each bathroom to use, as an alternative to the hand dryers.</p> <p>We have placed 'wash your hands' signs around our spaces to remind and encourage all clients and visitors to wash their hands regularly.</p> <p>We have placed hand sanitizers in all lift lobbies, receptions, kitchens and tea points for use by all staff, visitors and clients. We have provided tissues in all receptions, tea points, kitchens, meeting rooms and some offices to catch coughs and sneezes.</p> <p>We have also provided PPE for anyone to use within the space.</p>	<p>Co-Space Community Team</p>
Spread of Covid-19 Coronavirus	<p>Team/Clients/Visitors</p> <p>Contractors</p> <p>Vulnerable People: Pregnant workers, those with existing underlying health conditions.</p>	<p><u>Cleaning</u></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p>	<p>Offices have and will be regularly cleaned, regardless of occupancy. We are working closely with our facilities teams to ensure all main touchpoints are priorities, lift buttons, door handles, phones etc. We have thoroughly cleaned and sanitized in all communal areas.</p> <p>Our community teams will be conducting regular spot cleans ensuring all hand contact points are cleaned on a frequent basis throughout the day including, door furniture, handrails, IT equipment, desks, phones, push plates, taps, dispensers, toilets, kitchens and tea</p>	<p>Co-Space Community Team</p>

			<p>points.</p> <p>We have reviewed all our current processes and working closely with our facilities companies to ensure the greatest attention is given to the cleaning of our spaces and your offices.</p> <p>Improved cleaning specification within high-traffic and high-risk areas (all common areas, lift lobby and roof terraces)</p> <p>Introduction of antibacterial sanitizer will be positioned around the building's common areas for client use, as well as cleaning wipes in meeting rooms.</p>	
Spread of Covid-19 Coronavirus	<p>Team/Clients/Visitors</p> <p>Contractors</p> <p>Vulnerable People: Pregnant workers, those with existing underlying health conditions.</p>	<p><u>Social Distancing</u></p> <p>Actively promote Social Distancing in all our spaces. Reducing the number of persons in any work area to comply with the relevant metre gap recommended by the Public Health Agency</p> <p>Taking steps to reduce contact between all clients, our team and visitors.</p> <p>Reduce the contact in our meeting and conferencing facilities.</p>	<p>We have introduced a one-way traffic flow system where possible throughout our spaces</p> <p>We will recommend that our clients and visitors only use alternate seats and leave space between people.</p> <p>We are now providing individually wrapped tea, coffee and sugar in the kitchen area. We will also set up additional kitchen areas where possible throughout the space to reduce queuing/waiting times where necessary.</p> <p>Within our meeting rooms, we encourage clients and visitors to use alternate seating and we will limit the maximum capacity based on room size until further notice.</p> <p>Where possible we will be offering complimentary upgrades to larger rooms to accommodate group size.</p> <p>Meetings will no longer be bookable back-to-back, we will now allow time between bookings to enable a clean of the space to take place, this will also allow time for air quality improvements.</p> <p>Rigorous checks will be carried out by the centre teams to ensure that the necessary procedures are being followed by all clients, our team and visitors.</p>	All Visitors

			We will be erecting protective screens on our reception desk, to act as a barrier and reduce contact with our staff.	
Spread of Covid-19 Coronavirus	<p><b>Our Team</b></p> <p>Vulnerable People - Pregnant workers, those with existing underlying health conditions</p>	<p><u>Face Masks and Gloves</u></p> <p>Provide appropriate PPE for staff that are interacting with clients on a regular basis. Staff are instructed to wear gloves and face coverings as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p>Staff will also be instructed to replace PPE throughout their working day and in between tasks.</p>	<p>Staff will be provided with appropriate PPE to wear while carrying out the following task:</p> <ul style="list-style-type: none"> <li>Delivering post to client's offices</li> <li>On reception while handling the mail</li> <li>Cleaning the tea points</li> <li>Cleaning the meeting rooms before and after use</li> </ul> <p>Interacting with clients on reception where social distancing is not possible.</p> <p>Instructions on removal of PPE gear can be found here:  <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/879104/PHE_COVID-19_Doffing_quick_guide_gown_version.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/879104/PHE_COVID-19_Doffing_quick_guide_gown_version.pdf</a></p>	<p>Co-Space Community Team</p> <p>Co-Space Leadership Team</p>
Spread of Covid-19 Coronavirus	<p>Staff Clients/Visitors</p> <p>Vulnerable People: Pregnant workers, those with existing underlying health conditions.</p>	<p><u>Symptoms of Covid-19</u></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance.</p> <p>The leadership team will maintain regular contact with our community team during this time.</p> <p>If advised that a member of the team a client or a visitor has developed Covid-19 and were recently in our building, the Co-Space team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions</p>	<p>Our team and clients are advised to inform a member of the Co-Space team if they have a suspected or confirmed cases as soon as possible.</p> <p>It is advised that this is done by either calling or emailing your community team/manager.</p> <p>On receipt of this information, we will action deep clean of communal spaces for confirmed cases.</p> <p>We will also escalate this to all other tenants and partners in any shared buildings.</p>	<p>All Team Members, Clients and Visitors</p>

		<p>or precautions that should be taken.</p> <p><a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a></p>		
<p>Spread of Covid-19 Coronavirus</p>	<p>All the Co-Space Team</p>	<p><u>Mental Health</u></p> <p>The leadership team will continue to promote mental health &amp; wellbeing awareness to the team during this time and will offer whatever support they can to help. We have outsourced additional support with regards to the health and wellbeing of our teams.</p> <p>Regular communication for all staff through, updates, new bulletins and personal calls from the leadership team.</p> <p>Regular communication of mental health information and open-door policy for those who need additional support.</p> <p>Perkbox will soon available for all the Co-Space team to utilise. This offers a number of wellbeing perks and courses for team to enjoy.</p>	<p>The Co-Space leadership team will offer support to staff who are affected by Coronavirus or has a family member affected.</p>	<p>Co-Space Leadership Team</p>