

Risk assessment



COVID SECURE- We are classing ourselves in the category of not a traditional workspace, but more like a shop with a door to the outside or factory. We provide a service to our members and therefore are not a workspace as such.

Company name: Tribe Party

Assessment carried out by: Dani Trudeau

Date of next review: 01/11/22

Date assessment was carried out: 12/01/22

What are the hazards?	Who is at risk?	What we will do to reduce the risk.	Who needs to carry out the action to reduce the risk?	When is the action needed by?	Done
Catching COVID19 from others through airborne droplet transmission due to being closer than 1m to each other.	Visitors Co-workers at desks and hotdesking tables Co-workers and staff in Kitchen areas	Visitors are not permitted into the main co-working areas. Hotdesking to be limited to numbers which ensure government guidelines for physical distancing throughout the phases of lockdown lift. We will do this by removing the extra chairs and setting up the hot desking so that coworkers are sitting side by side where possible.	All staff	01/07/20	10/01/22

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	Co-workers and staff walking through building	Have people working side-by-side rather than face-to-face where possible.			
Catching COVID19 from contaminated surfaces i.e. desks, units, worktops.	<p>Visitors using waiting area/reception.</p> <p>Co-workers and staff at hot desks.</p> <p>Co-workers and staff using kitchen.</p> <p>Co-workers and staff using Den</p> <p>Co-workers and staff using phonebooth</p>	<p>Make Paper towels available in all toilets and kitchens.</p> <p>Hand gel at both entrances</p> <p>provide signage to remind people to keep a 2 m distance</p> <p>limit movement of people by</p> <ul style="list-style-type: none"> - Not making each other tea and coffees - Reduced hours of opening to limit 	All staff	01/07/20	10/01/22

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	<p>Co-workers and staff using reception desks</p> <p>Co-workers and staff using outside desks.</p>	<p>coming and going likelihood</p> <ul style="list-style-type: none"> - Asking hot desking members to book their session 			
<p>Catching COVID19 from contaminated surfaces i.e. door handles.</p>	<p>Visitors using outside door. Main entrance.</p> <p>Visitors using Yellow door.</p> <p>All co-workers and staff inside building.</p>	<p>Wiping down all door handles, entry code key pads and doors at opening, mid afternoon and closing.</p> <p>Keep antibacterial wipes/spray and paper towels available upstairs and down.</p> <p>Keep hand gel at both surfaces.</p>	All Staff	01/07/20	10/01/22
<p>Catching COVID19 from contaminated dishes, cups, glasses and utensils.</p>	<p>Visitors being offered refreshments.</p> <p>Co-workers and staff using kitchen</p>	<p>Members will be asked Not make to each other tea and coffees</p> <p>Asking hot desking members to book their</p>	All Staff		10/01/22

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	and refreshment areas.	session to keep numbers low.			
Catching COVID19 from contaminated reused hand drying cloth towels.	Visitors using toilets. Co-workers and staff using toilets.	Replace all cloth towels with paper towels. Put in paper towel dispensers in toilets	All staff		
Catching COVID19	Place signs at doors to ask if the person is feeling well.	Communicating guidance if any members or staff are feeling unwell. This will be through our internal newsletter and also as a poster.	All staff and members		
Developing poor mental health during lockdown	Everyone	Consider how to connect with others. Maintaining relationships with people you trust is important for your mental wellbeing. If you can't meet in person, think about how you can stay in touch with friends and family via telephone, video calls or social media	All members and staff	on going 01/01/22	

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		<p>instead – whether it’s people you normally see often or connecting with old friends. Dani, Melissa, Hannah and Debbie are always available to speak in person or on the phone.</p>			
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