

Papworth Trust Covid19 Risk Assessment Template

Organisation	Papworth Trust	Department	OWL, Work, Tenants	Assessment Date	02.06.2020				
				Agreement Date	15.06.2020				
Site Location	Basildon	Completed by	D Farguson	Review Date	26.7.2022 or as Govt. Guidance changes				
				Reference No.	009				
Purpose	To assess the site in line with Stage 4 Govt. recovery plan re covid, to start from 19.7.2021								
Coverage	Space and building including service specific where appropriate, read in conjunction with protocols								
Not included	<ol style="list-style-type: none"> 1. Activity/Task specific tasks – covered by separate service led risk assessments relating to the activity/task in question 2. Customer analysis 3. Tenant responsibilities, BASIS space 								
Hazard (all covid19 related)	Risk Level	Controls in operation			New Risk Level	New Controls Required (latest Govt. Guidance to be checked regularly)	Target Date	Action by who?	Done
Risks are to staff, customers and any visitors									
Working in above site and contracting covid19 due to site layout/design		<ol style="list-style-type: none"> 1. Face coverings strongly encouraged to be worn in all communal spaces, busy spaces and areas where people come into contact with those they do not see often – note some are medically exempt – see next column on how to use 2. Respect the view of others on distancing as some will be more comfortable than others – all site users to be free to ask others to stand back or wait 3. Side to side or back to back work carried out over face to face unless with screens 4. No external bookings of meeting rooms 5. Contractors and visitors by prior appointment 				Face coverings: <ol style="list-style-type: none"> a) Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it. b) When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands. c) Change your face covering if it becomes damp or if you've touched it. d) Continue to wash your hands regularly. 			

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		<p>only</p> <ol style="list-style-type: none"> 6. Recording studio closed 7. Sheds only accessible by staff 1 at a time and clean down all touched items before on exit 8. Poly-tunnels – closed 9. Staff have agreed to clean down toilet areas and main touch points and communal areas after customer use. 10. Reducing movement in site by discouraging non-essential trips around the building and keeping activities for OWL in same space with same groups at tables of small groups 11. Walkie-talkies to be used to manage flows and congestion points 12. Arrival monitor outside for customers to manage congestion flows 13. OWL/Work staff ask covid questions and/or take temperatures of customers before entry 14. Staff strongly encouraged to complete lateral flow test before coming into office. 15. OWL staff also do PSR tests at set intervals. 		<ol style="list-style-type: none"> e) Change and wash your face covering daily. f) If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste. <p>Manager will assess layout of rooms to suit service requirements while retaining side by side over face to face and allowing respect of space – designs to be sent to Recovery Grp prior to room design changes being implemented. Consideration to activity to be done e.g. physical exertion or singing etc. large items which may block air flow</p>	Pre changes	mngr	
Poor personal hygiene, risk to all		<ol style="list-style-type: none"> 1. Promotion of good hand and respiratory hygiene, promoting infection control procedures incl. coughing etiquette, provision of tissues, sanitizer and not to touch face 2. Site Users to cover their mouth and nose with a tissue (not hands) when they cough or sneeze. 3. All persons to place used tissues placed in a lidded bin. 					

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		<ol style="list-style-type: none"> 4. Persons should then wash their hands with soap and hot water for a minimum of 20 seconds or sanitize 5. Ready supply of hot water, soap and also paper towels / hand drying facilities or hand sanitizer located in communal toilets 6. Sanitizer stations located around site and near to key touch points 					
<p>Site Users with symptoms / close contact with persons with symptoms</p>		<ol style="list-style-type: none"> 1. Staff do not attend work if they have symptoms or those in same household do or if isolating 2. Customers advised the same by regular communications – Customer are asked prior to entering the site – either by phone or the buzzer outside when they arrive if they have any symptoms – or any member of their household does or if isolating – if the answer is yes they are not permitted entry/ the appointment is cancelled. 3. If person becomes symptomatic (refer to current Govt. Guidelines) while on site advised to go home immediately by Organisation staff. 4. All persons who have been <i>in contact</i> with that individuals are also sent home to self-isolate as per Govt. guidelines. From 16.8.2021 this is not necessary for persons who are double vaccinated. 5. Organisations keep a list of who is in per day so that if someone becomes symptomatic later they can be traced 6. If a person advises they are symptomatic the next day or within X days of a session (see Govt. 		<p>3, 6 – Thorough clean of affected areas before sessions resume based on guidance from cleaning companies and timings of access required. Recharge of costs to the organisation if 'tenant own space' and Landlord clean</p>	<p>If req'd</p>	<p>FM</p>	

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		<p>guidance) then all persons who have been in contact with them should be traced and advised to self-isolate according to Govt. guidelines – no names need to be provided to ensure data protection</p> <p>7. Papworth Trust Facilities will notify Public Health England/LA PH bodies of any outbreaks relating to the building</p>					
<p>Contracting covid19 via contamination/ inadequate ventilation</p>		<ol style="list-style-type: none"> 1. Signage to encourage regular sanitisation and handwashing 2. Doors (except fire doors not on automatic closing mechanisms) and windows to be kept open to encourage airflow and ventilation 3. New cleaning regime agreed with cleaners on touch points while making certain rest of site is cleaned adequately and ensuring cleaning products are adequately stocked, weekly reviews take place 4. Site users encouraged to use disposable covers on fabric chairs that are shared 5. Communal kitchen/eating areas – users to wipe down after use – includes tables, handles, white goods, water heater/cooler 6. Spaces to be kept clear and clutter free to aid cleaning. 7. Dishwashers to be used where present 8. Customers not permitted in kitchen areas 9. No crockery or cutlery to be left in sinks or on draining boards 10. Shared goods, materials etc. – wipe down after use 		<p>Check all sanitizer and PPE stocks are sufficient</p> <p>2/Persons to remain vigilant in terms of ventilation. Do not overfill spaces. If the area is stuffy it likely has too many people in it for the ventilation. No fans in poorly ventilated areas.</p> <p>Consideration of CO2 monitors – need protocols and training 1st</p>	<p>Ongoing</p> <p>Ongoing</p> <p>asap</p>	<p>Mngr</p> <p>Mngr</p> <p>FM</p>	

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		<ol style="list-style-type: none"> 11. When going through any closed doors staff encouraged to wipe down after use 12. Desks cleaned down by staff before and after use including keyboard, mouse, phone etc. 13. Limiting use of high-touch items and equipment, for example, printers or whiteboards. 14. Legionella testing by appointed contractor 15. Staff encouraged to wash hands after touching any deliveries and after opening any post 16. Minimise contact during payments and exchange of documentation, sanitise afterwards 					
<p>Food and drink handling, preparation</p>		<ol style="list-style-type: none"> 1. Wash hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available. 2. Customers to be asked to bring pre-prepared meals in suitable sealed containers with own cutlery 3. If staff are making drinks for others or customers wash their hands before and after 4. Staff to clean down all areas and items they touch after use and are encouraged to sanitise 5. Additional lidded waste facilities provided 6. All crockery (cups and spoons) to be put in the dishwasher after every use. 7. Staff only permitted access to the kitchen unless a planned activity for customers 8. Customers do not make own drinks 					

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		9. Trolleys for customer lunches walked around the site by staff				
Mental Health Issues/Stress, risk to all		<ol style="list-style-type: none"> 1. Regular communications and updates via managers and HR and team briefings for staff 2. Staff trained by on content of risk assessment and expectations 3. Expectation on protocols given to potential contractors/visitors prior to attendance 4. Ongoing customer reinforcement of protocols 5. Promotion of good hand and respiratory hygiene, promoting infection control procedures incl. coughing etiquette, provision of tissues, sanitizer 6. Checklists for customers, staff, visitors, contractors 7. Promotion of Mental Health 1st Aiders and Care 1st to support employee mental health. 8. Signage to reduce face to face communications 9. Staff to be vigilant to episodes of violence and aggression by customers, visitors or other staff based on stress or anxiety – support mechanisms above should mitigate 				
Use of DSE equipment and desks by customers		<ol style="list-style-type: none"> 1. All kit to be cleaned down between customers if they have used computers, desks using appropriately provided cleaning products 				
Use of desks/tables and chairs		<ol style="list-style-type: none"> 1. Side to side or back to back work carried out over face to face unless screens 2. Do not share any equipment or tools or kit with others. Sufficient equipment provided. 3. Chair covers to be put on all customer used fabric chairs which are shared and changed 				

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		<p>after each use, washing hands before and after.</p> <ol style="list-style-type: none"> All desk use and office attendance must be pre-booked with Manager Fixed desks used where possible As far as possible, where staff are split into teams or shift groups, fixing these teams or shift groups so that contact is happens between the same people. Limit money use and receipt gathering, staff encouraged to wash hands afterwards 				
Smoking breaks		<ol style="list-style-type: none"> Smokers encouraged to sanitise before and after 				
Locking and opening procedures		<ol style="list-style-type: none"> Cleaners open and lock out of hours Cleaners have their own RAMS and materials. Staff/tenants open and lock themselves Close windows at end of day/open at start of day doors. Encouraged handwashing afterwards 				
Fire hazards and evacuation		<ol style="list-style-type: none"> If any rooms are not being used through the day a staff member must check these rooms daily to ensure no fire/fire risk. Fire safety remains as was and evacuation plan remains the same 				
Insufficient Fire wardens and 1 st aiders numbers in covid19 situation		<ol style="list-style-type: none"> Fire wardens act in normal way and cover usual duties – managers to ensure adequate numbers on site at all times 1st Aiders – based on a needs must scenario Staff trained on PPE and 1st aid 		Mngr to ensure up to date training for all necessary 1 st aiders and fire wardens	ongoing	mngr
Poor carpark		<ol style="list-style-type: none"> Staff encouraged to be vigilant to others in the area 				

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protocol						
Not knowing who is on site - breaching numbers		<ol style="list-style-type: none"> 1. Buzzer entry only, booked appointments only 2. Effective sweeping of all areas for fire 				
Multi- tenanted sites		<ol style="list-style-type: none"> 1. Shared occupiers to agree to protocols and risk assessment – main shared space is self-contained except toilets/access/egress 2. Clubs – agree protocols before access 3. Staff arrive at least 15 minutes before customers – if delayed for any reason call the site manager for advice before entering. 4. Tenant contractors must go via Landlord FM services for access to any communal spaces 5. <u>Work office</u>:. Must follow Work protocols. As the room doubles as isolation room for OWL Work to decant to Mngr office if required - and clean down before use or depart building 				
Mixing lots of different people		<ol style="list-style-type: none"> 1. Keep customers with same staff where possible 				
Delivering personal care		<ol style="list-style-type: none"> 1. Follow Govt. guidance on providing personal care. 2. Use of appropriate PPE – face masks, gloves, eye covering, overalls 3. Disposal of PPE as per Govt guidance. 4. Staff trained on use of PPE 				

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Dermatitis due to increased handwashing		1. Staff encouraged to check hands daily for signs of dryness or rash etc. Staff encouraged to use cream appropriate for their skin type.				
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Risk Matrix

Severity						Risk Level		
Likelihood	Minor	Major	Critical	Fatal	Multiple Fatalities	Level Control Measures suffice	Reduce risk as soon as possible	Additional control measures must be applied
Impossible	1	2	3	4	5			
Remote	2	4	6	8	10			
Possible	3	6	9	12	15			
Probable	4	8	12	16	20			
Frequent	5	10	15	20	25			
						Low	Medium	High

Likelihood

1. Improbable - not likely to be true or to happen
2. Remote - having very little connection with or relationship to
3. Possible - occurring, appearing, or done infrequently and irregularly
4. Probable - likely to happen or be the case
5. Frequent - occurring or done many times at short intervals

Severity

1. Minor - Nips, cuts, skin rash, no lost time
2. Major - Requires Professional First Aid Advise (on site)
3. Critical - Requires Professional Medical Attention, take to Hospital
4. Fatal - Fatal
5. Multiple Fatalities - Multiple Fatalities

Review of risk assessment

Date of Review	Reviewer	New version Number	Changes made/Comments
29.06.2020	DF	002	Tweaked following BASIS conversation
15.7.2020	DF	003	Tweaked following site visit
23.7.20210	DF	004	Tweaked following protocols and screens
6.8.2020	DF	005	Face covering instruction added

