

Papworth Trust Covid19 Risk Assessment Template

<b>Organisation</b>	<b>Papworth Trust</b>	<b>Department</b>	<b>OWL</b>	<b>Assessment Date</b>	<b>30.11.2020</b>
				<b>Agreement Date</b>	<b>01.12.2020</b>
<b>Site Location</b>	<b>Cambridge</b>	<b>Completed by</b>	<b>D Farguson</b>	<b>Review Date</b>	<b>26.7.2022 or as Govt. guidance alters</b>
				<b>Reference No.</b>	<b>003</b>
<b>Purpose</b>	<b>To assess re-opening centre for OWL Bikes</b>				
<b>Coverage</b>	<b>Space and building including service specific where appropriate – read in conjunction with general CC protocols. Also Trainee protocols and Repairing Bikes protocols.</b>				
<b>Not included</b>	<b>1. Activity/Task specific tasks – covered by separate service led risk assessments relating to the activity/task in question</b>				

<b>Hazard (all covid19 related) Risks are to staff, customers and any visitors</b>	<b>Risk Level</b>	<b>Controls in operation</b>	<b>New Risk Level</b>	<b>New Controls Required (ongoing check of all Govt. Guidance)</b>	<b>Target Date</b>	<b>Action by who?</b>	<b>Completed</b>
Working in above site with customer shop open  <b>Risk to:</b> All persons		<ol style="list-style-type: none"> <li>1. Face coverings to be worn at all times by staff, volunteers and customers – signage states this, staff have face coverings</li> <li>2. 3 customers at any one time</li> <li>3. If activity involves x2 or more persons use of fixed teams or partnering.</li> <li>4. Windows open during opening hours</li> <li>5. Side to side or back to back work carried out over face to face</li> <li>6. Protocols for customers in place – customers to sign in for track and trace</li> <li>7. Trainees have set times they come and protocols on how they work and repair bikes</li> </ol>		<p>Manager to ensure protocols being followed</p> <p>Trainee use monitored to ensure they adhere to protocols</p> <p>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.</p> <p>Trainees to be trained prior to coming into site</p>	<p>Ongoing</p> <p>ongoing</p> <p>Pre start</p>	<p>Mngr</p> <p>Mngr</p> <p>Mngr</p>	

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		<ol style="list-style-type: none"> <li>8. All staff and customers encouraged to sanitise regularly</li> <li>9. Staff strongly encouraged to complete lateral flow test before coming into work.</li> <li>10. OWL staff also do PSR tests at set intervals.</li> </ol>		<p>Manager will assess layout of training area 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>	<p>Pre changes</p>	<p>Mngr</p>
<p>Staff member with symptoms / close contact with persons with symptoms</p> <p>Risk to: All persons</p>		<ol style="list-style-type: none"> <li>1. Staff do not attend work if they have symptoms or those in same household do or if isolating</li> <li>2. Signage on door saying no entry if symptomatic</li> <li>3. If person becomes symptomatic (high temperature or a new, persistent cough) during day advised to go home immediately – if a customer then person asked to leave immediately</li> <li>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.</li> <li>5. Organisations keep a list of who is in per day so that if someone becomes symptomatic later they can be traced</li> <li>6. If a person advises they are symptomatic the next day or within X days of a session (see Govt. guidance) then all persons</li> </ol>	<p>Deep/thorough clean of affected areas before reopening</p>			

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		<p>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>Inadequate cleaning regime</p> <p>Risk to: All persons</p>		<ol style="list-style-type: none"> <li>1. New cleaning regime agreed with cleaners on touch points while making certain rest of site is cleaned adequately and ensuring cleaning products etc are adequately stocked</li> <li>2. Staff wipe down all desks and tools and workstations before use and after use and in event of any change of use</li> <li>3. Staff wipe down bikes after customers and before handing back to customers Weekly cleaning meets take place via FM and cleaning co.</li> </ol>		Adequate supplies of PPE to be in place	ongoing	Mngr
<p>Contracting covid19 via contamination</p> <p>Risk to: Individuals dependent on tasks performed</p>		<ol style="list-style-type: none"> <li>1. Do not share any equipment or tools or kit with others. Sufficient equipment provided.</li> <li>2. Wipe down areas/kit after use, touch points, activity kits etc.</li> <li>3. Spray/wipes/sanitizer provided per workstation/desk area.</li> <li>4. Card payments only</li> <li>5. Protocols in place to wipe down bikes following customer drop off</li> <li>6. Track/Trace system for customers</li> <li>7. Spaces to be kept clear and clutter free to aid cleaning.</li> </ol>				

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<p>Mental Health Issues/Stress</p> <p>Risk to: All persons</p>		<ol style="list-style-type: none"> <li>1. Promotion of mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak</li> <li>2. Good comms to staff teams (see above)</li> <li>3. Staff are to be more vigilant with regards to violence and aggression both from customers and from one another due to potential increased sensitivity and anxiety – good communication and support should minimise the occurrences</li> </ol>					
<p>Food and drink handling, preparation</p>		<ol style="list-style-type: none"> <li>1. Tea point in the bike workshop as well as sink</li> <li>2. Wipe down what you use and sanitise</li> </ol>					
<p>Use of display Screen Equipment (DSE)</p>		<ol style="list-style-type: none"> <li>1. Use own laptop where possible while on site</li> <li>2. Wipe down desk, keyboard, mouse, wires, screen, phone before and after use.</li> </ol>					
<p>Use of workstations and till point and desk</p>		<ol style="list-style-type: none"> <li>1. Work stations/desks cleaned before and after use</li> <li>2. Chairs cleaned down with wipes spray after use.</li> <li>3. Till point wiped down before and after use</li> <li>4. Tool protocol to be followed – no sharing</li> <li>5. Clear desk policy and clear work station policy at end of day</li> <li>6. No shared till point use without full clean 1st</li> </ol>					
<p>Smoking breaks</p>		<ol style="list-style-type: none"> <li>1. Staff who smoke are encouraged to sanitise before re-entering site</li> </ol>					
<p>Multi-tenanted buildings</p>		<ol style="list-style-type: none"> <li>1. Shared occupiers to agree to protocols and risk assessment – main shared space</li> </ol>					

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		<p>is self-contained except toilets/access/egress</p> <ol style="list-style-type: none"> <li>Clubs – agree protocols before access</li> <li>Staff arrive at least 15 minutes before customers – if delayed for any reason call the site manager for advice before entering.</li> <li>Contractors must go via FM</li> </ol>				
Locking and opening procedures		<ol style="list-style-type: none"> <li>Cleaners open and lock early morning</li> <li>Protocols for OWL bikes staff – they open gate each morning and close - encouraged to wash hands/sanitise before and after using alarms</li> <li>Open all windows at start of day/close at start of day and fire doors</li> </ol>		No fans in poorly ventilated areas.		
Fire hazards and evacuation		<ol style="list-style-type: none"> <li>Fire safety remains as was and evacuation plan remains the same</li> </ol>				
Insufficient Fire wardens and 1 <sup>st</sup> aiders numbers in covid19 situation		<ol style="list-style-type: none"> <li>Fire wardens as appropriate to site – no changes in duties – coordination with OWL DC</li> <li>1<sup>st</sup> aiders as standard –PPE and training for administering care</li> </ol>		<p>Manager to confirm training of fire wardens and 1<sup>st</sup> aiders plus PPE for administering 1<sup>st</sup> aid</p> <p>Tweaked opening times until 1<sup>st</sup> aid training to link to OWL DC</p>		
Dermatitis due to increased handwashing		<ol style="list-style-type: none"> <li>Hand cream available for staff use</li> </ol>				

**Risk Matrix**

Severity						Risk Level		
Likelihood	Minor	Major	Critical	Fatal	Multiple Fatalities	Level Control	Reduce risk as	Additional control



