

Papworth Trust Covid19 Risk Assessment Template

Organisation	Papworth Trust	Department	All	Assessment Date	25.8.2020		
				Agreement Date	27.08.2020		
Site Location	Pendrill Court	Completed by	D Farguson	Review Date	29.7.2022 or as changes		
				Reference No.	003		
Purpose	To assess re-opening office for general use, read in conjunction with LL assessment						
Coverage	Space and building						
Not included	n/a						
Hazard (all covid19 related)	Risk Level	Controls in operation	New Risk Level	New Controls Required (regular reviews of Govt. Guidance)	Target Date	Action by who?	Completed
Risks are to staff, customers and any visitors							
Working on the site		<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. Visitors not permitted – sign states to phone 5. Any new staff to use office agree to risk assessment and processes are discussed 6. Promotion of Mental Health 1st Aiders and Care 1st to support employee mental health. 7. Daily reviews and changes made as needed. 		<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</p>	Pre any changes	Mngr	

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		8. Staff strongly encouraged to complete lateral flow test before coming into office.		items which may block air flow			
Poor Personal Hygiene		<ol style="list-style-type: none"> 1. Staff are aware of principles from hygiene from internal communications – covering mouth and nose when sneezing/coughing with a tissue; washing of hands for 20 seconds minimum with soap and hot water or using sanitizer; 2. Hot water and soap supply in communal toilets 3. Drying facilities in communal toilets 4. Tissues in office 5. Sanitise pints in office and anti-viral wipes 					
Symptomatic persons on site		<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. If person becomes symptomatic (refer to current Govt. Guidelines) while on site advised to go home immediately by Organisation staff. 3. 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. 4. Organisations keep a list of who is in per day so that if someone becomes symptomatic later they can be traced 5. If a person advises they are symptomatic the next day or within X days of a session (see Govt. 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 		<ol style="list-style-type: none"> 1. Deep clean of affected areas before any re-opening of office following a positive or symptomatic result 	If req'd	Mngr	

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		6. Papworth Trust Facilities will notify Public Health England/LA PH bodies of any outbreaks relating to the building				
Inadequate cleaning regime		<ol style="list-style-type: none"> 1. Site cleaned by Landlord daily including communal and office spaces – has been cleaned throughout – info provided by LL 2. Spaces to be kept clear and clutter free to aid cleaning. 3. Anti-viral wipes provided for desk and equipment wipe down 4. Standard agreed protocol to wipe down desk and equipment and chair handles before and after use as per March 2020 direction 				
Contracting covid19 via contamination		<ol style="list-style-type: none"> 1. As above. 2. Post/deliveries – encouraged to wash hands/sanitise after touching 3. Staff wipe down what they have touched including printer, franking machine and any equipment and wash/sanitise their hands 4. Staff encouraged to use disposable seat covers for fabric chairs 		•		
Mental Health Issues/Stress		<ol style="list-style-type: none"> 1. Management promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer support 				
Smoking breaks		<ol style="list-style-type: none"> 1. No smoking on site 				
Multi-tenanted buildings, communal space contraction of covid		<ol style="list-style-type: none"> 1. Communal toilets labelled up by LL – follow direction 2. Main doors closed – key access only 3. Keysafe for main door outside and office door inside, net2 inside access via badge – staff encouraged to sanitise after use of keysafes 				

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		<ol style="list-style-type: none"> 4. Staff encouraged to sanitise on entry to office 5. Communal kitchen and reception area – vigilance of other users of offices in the building 6. Staff to wipe down toilet after their use and other areas they touch in communal spaces 				
Locking and opening procedures and ventilation		<ol style="list-style-type: none"> 1. Cleaners open/lock themselves 2. Staff as above 3. Windows opened on entry at both ends for ventilation, blinds also 4. Closed at end of day 		<p>3/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>		
Fire hazards and evacuation		<ol style="list-style-type: none"> 1. Use of current fire evacuation procedure, space out at evacuation meet point 				
Insufficient Fire wardens and 1 st aiders numbers in covid19 situation		<ol style="list-style-type: none"> 1. Trained fire and 1st aiders for the site exist 2. Manager to ensure adequate cover 				
Not knowing who is on site so breaching total numbers		<ol style="list-style-type: none"> 1. Booking system via FM must be followed 				
Non-compliant site due to previous closure and lockdown		<ol style="list-style-type: none"> 1. Landlord manages site and carries out compliance tasks 				

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Dermatitis due to increased handwashing		1. Hand cream available				
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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

Employee Statement and Signatures (virtual signatures will be obtained)

This risk assessment has been discussed and explained to me by Papworth Trust. I have had the opportunity to ask questions. I am in agreement with this risk assessment and will work within its guidelines.

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