

Papworth Trust Covid19 Risk Assessment Template

Organisation	Papworth Trust	Department	OWL, Work, Central Functions, Tenants	Assessment Date	12.06.2020				
				Agreement Date	19.06.2020				
Site Location	Saxongate	Completed by	D Farguson	Next Review Date	14.07.2022 or as Govt. guidance changes				
				Reference No.	010				
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								
Not included	<ol style="list-style-type: none"> 1. Activity/Task specific tasks/tenant only areas – covered by separate tenant led risk assessments relating to the activity/task/space in question 2. Customer analysis – covered by tenants risk assessments 								
Hazard (all covid19 related)	Risk Level	Controls in operation			New Risk Level	New Controls Required	Target Date	Action by who?	Complete?
Risks are to staff, tenants, customers and any visitors						(regular checks on current Govt. Guidance)			
Section 1 Applicable to <u>all</u> users of the site									
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 				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, 	ongoing	all	

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		<ol style="list-style-type: none"> 3. All site users agree to follow risk assessment, tenants provide own sanitiser and wipes for their space 4. Main doors, front and rear, kept shut even for OWL access – fob only 5. No external bookings of meeting rooms 6. Meeting rooms - – open by prior booking only, chair covers and sanitiser present– cleaned down by users before and after – household products provided, sufficient time to be allowed for in the booking 7. No teas or coffees permitted in meeting rooms unless brought in by the users. 8. Visitors/Contractors by prior appointment only, inducted by relevant organisation; 9. Empty offices kept locked 10. Mirror on stairs so that people can see who is coming and wait until clear, priority given to those descending – some may feel uncomfortable otherwise 11. Lift – use only with those who you work closely with 12. All staff and tenant staff strongly encouraged to complete lateral flow test before coming into office. 		<p>as you could contaminate them with germs from your hands.</p> <ol style="list-style-type: none"> c) Change your face covering if it becomes damp or if you've touched it. d) Continue to wash your hands regularly. 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>Poor Personal Hygiene</p>		<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. 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 					

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		6. Sanitizer stations located around site and near to key touch points				
Site Users with symptoms / close contact with persons with symptoms		<ol style="list-style-type: none"> 1. Organisations employees, visitors, volunteers or customers are informed in advance that they do not attend site if they have symptoms or members of their household do or do or if they are self-isolating 2. Customers or visitors are asked on arrival if they are symptomatic or a family member is or if they are self-isolating 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. 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 7. Papworth Trust Facilities will notify Public Health England/LA PH bodies of any outbreaks relating to the building 		<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>4, 5, 6 – Tenants to provide contact names, numbers to Landlord and communicate via text and email to facilities@papworthtrust.org.uk Landlord will send a text/email to all building advising of locations, possible contact</p>	if req'd	Landlord and Tenants
Contracting covid19 via contamination		<ol style="list-style-type: none"> 1. Signage to encourage regular sanitisation and handwashing 2. Doors (except fire doors not on automatic closing mechanisms) to be kept open wherever possible to encourage airflow and ventilation 3. Ventilation system allows fresh air in and out. 		<p>FM/Cleaners to check cleaning stocks and supplies</p> <p>3. Persons to remain vigilant in terms of</p>	Asap	FM
					Ongoing	ALL

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		<ol style="list-style-type: none"> 4. Air con guidance is low fan speed and do not keep turning off – leave air con or heat on. 5. Site users encouraged to use disposable covers on fabric chairs that are shared 6. Communal kitchen/eating areas – users to wipe down after use – includes tables, handles, white goods, water heater/cooler 7. Dishwashers to be used 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 11. Delivery organisations to be given a mobile number for person to contact from that organisation; ordering organisation to ensure they are on-site for delivery 12. Legionella testing monthly, site flushed weekly, has been open all the time 13. 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 14. All site users encouraged to wipe down toilet areas after their use – products provided 15. Spaces to be kept clear and clutter free to aid cleaning. 		<p>ventilation. Do not overfill spaces. If the area is stuffy it likely has too many people in it for the ventilation. Consideration of CO2 monitors.</p>	<p>asap</p>	<p>FM</p>	
<p>Locking and opening procedures</p>		<ol style="list-style-type: none"> 1. Cleaners attend site toward end of the day. 2. Cleaners have their own RAMS and materials. 3. Weekly cleaning reviews, cleaners to come outside of standard opening times 4. Tenants open and lock themselves – encouraged via signage to wash hands/sanitise before and after using alarms/keys etc. 		<p>All users of site to who leave after cleaners to lock up and carry out usual sweep procedures</p> <ol style="list-style-type: none"> i. Ensure front door locked 	<p>ongoing</p>	<p>ALL</p>	

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		<ul style="list-style-type: none"> 5. Close doors at end of day/open at start of day – encouraged wash hands before and after. 6. Last person out locks via the rear and ensures front is locked 7. First person in (front door will be locked) access via the rear, unlocks front door 		<ul style="list-style-type: none"> ii. Ensure rear door on exit only iii. Intruder alarm on 			
Fire hazards and evacuation		<ul style="list-style-type: none"> 1. Landlord checks as usual, 2. Tenants to follow existing procedures 3. Fire safety remains as was and evacuation plan remains the same 					
Insufficient Fire wardens and 1 st aiders numbers in covid19 situation		<ul style="list-style-type: none"> 1. Tenant Organisations to ensure adequate numbers on site at all times for their organisation as per existing protocol 2. Landlord to ensure adequate numbers for fire and 1st aid for its employees and services 					
Smoking breaks		<ul style="list-style-type: none"> 1. Smokers encouraged to sanitise before and after – smoking bin emptied regularly 					
Not knowing who is on site		<ul style="list-style-type: none"> 1. Booked appointments only 2. Doors shut – buzzer or fob access 3. Effective sweeping of all areas for fire as per usual protocol 4. Tenants to keep list of who is in the site as part of their fire plans 5. Usual closure routine as per tenant handbook 6. Tenant contractors to be advised to PT Facilities in advance 					
Section 2 Applicable to Landlord and Landlord employees							
Mental health issues, stress		<ul 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 					

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		<ol style="list-style-type: none"> 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 					
<p>Inadequate cleaning regime of shared spaces and materials</p>		<ol style="list-style-type: none"> 1. Staff have cleaning materials at each desk/ appointment location their use and will clean down the desk/table/chairs/area after use. 2. Doors to be left open wherever possible 3. When going through any closed doors staff encouraged to wipe down after use 4. PT desks cleaned down by staff before and after use including keyboard, mouse, phone etc. 5. Limiting use of high-touch items and equipment, for example, printers or whiteboards. 6. Cleaning contractor cleans and sanitises 5 days per week evenings 					
<p>Working together OWL, Work, Office</p>		<ol style="list-style-type: none"> 1. Side to side or back to back work carried out over face to face 2. Do not share any equipment or tools or kit with others. Sufficient equipment provided. 3. Wipe down areas/kit after use, touch points, activity kits etc. 		<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</p>	<p>Pre changes</p>	<p>Mngr</p>	

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	<ol style="list-style-type: none"> 4. Wipe down chairs and tables used by customers after each session - Spray/ wipes/ sanitizer provided per OWL staff member. 5. Main doors to OWL area left open to ventilate 6. OWL staff do PSR tests at set intervals. 7. 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. 8. Limit money use and receipt gathering, sharing documentation/pens, staff encouraged to wash hands afterwards 9. All desk use and office attendance must be pre-booked with Facilities 10. Fixed desks used where possible 11. OWL/Work staff ask covid questions and/or take temperatures of customers before entry 12. Gloucester kitchen not accessible to customers except if a planned activity. 13. Customers do not make their own drinks. 14. Customers bring lunches with them. 15. Customers strongly discouraged from moving without purpose around the building. 	<p>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>			
Personal care	<ol style="list-style-type: none"> 1. No personal care given 				

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Contracting covid due to being a higher risk individual		Individual risk assessment or discussion and plan with employee or volunteer or customer to agree what is best for them.					
Dermatitis due to increased handwashing		<ol style="list-style-type: none"> Staff encouraged to check hands daily for signs of dryness or rash etc. Staff encouraged to use cream appropriate for their skin type. Customers encouraged to bring hand cream appropriate for their use as required. 					

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

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