

Papworth Trust Covid19 Risk Assessment Template

Organisation	Papworth Trust	Department	Care	Assessment Date	24.6.20
				Agreement Date	25.6.2020
Site Location	Lowestoft	Completed by	D Farguson	Next Review Date	29.7.2022 or as needs change
				Reference No.	007
Purpose	To ensure safe working in the site during covid				
Coverage	Space and building including service specific where appropriate				
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 				

Hazard (all covid19 related)	Risk Level	Controls in operation	New Risk Level	New Controls Required (ongoing review of Govt. Guidance)	Target Date	Action by who?	Completed
Working in above site and contracting covid19 due to site layout/design Risk to: All persons		<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 		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	Pre any changes from current way of use	Mngr	

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		<ol style="list-style-type: none"> 4. No external bookings of meeting rooms 5. Contractors and visitors by prior appointment, asked covid questions on arrival before entry 6. If activity involves x2 or more persons use of fixed teams or partnering. 7. Staff strongly encouraged to complete lateral flow test before coming into office. 8. Staff also do PSR tests at set intervals. 9. 1 way flow system remains 		<p>etc. large items which may block air flow</p>			
<p>Poor Personal Hygiene</p> <p>Risk to: All persons</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 6. Sanitizer stations located around site and near to key touch points 		<p>6.</p>			

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<p>Staff member with symptoms / close contact with persons with symptoms</p> <p>Risk to: All persons</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. If person becomes symptomatic (refer to current Govt. Guidelines) while on site advised to go home immediately 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 6. Papworth Trust Facilities will notify Public Health England/LA PH bodies of any outbreaks relating to the building 		<p>Thorough clean of affected areas before sessions resume based on guidance from cleaning companies and timings of access required.</p>	<p>As required</p>	<p>FM</p>	
<p>Contracting covid19 via contamination or inadequate ventilation</p> <p>Risk to:</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 		<p>Any currently mothballed areas to be cleaned prior to any use</p> <p>2/Persons to remain vigilant in terms of ventilation. Do not overfill spaces. If the area is</p>	<p>Pre use</p> <p>ongoing</p>	<p>Mngr/FM</p> <p>Mngr</p>	

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<p>All persons</p>		<ol style="list-style-type: none"> 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. No crockery or cutlery to be left in sinks or on draining boards 9. Shared goods, materials etc. – wipe down after use 10. When going through any closed doors staff encouraged to wipe down after use 11. Desks cleaned down by staff before and after use including keyboard, mouse, phone etc. 12. Limiting use of high-touch items and equipment, for example, printers or whiteboards. 13. Legionella testing by appointed contractor 		<p>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>			
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		<ul style="list-style-type: none"> 14. Staff encouraged to wash hands after touching any deliveries and after opening any post 15. Wipe down mobile air con units before and after use – outlet pipe goes external 				
<p>Mental Health Issues/Stress</p> <p>Risk to: All persons</p>		<ul style="list-style-type: none"> 1. Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer support 2. Good comms to staff teams (see above) 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 				
<p>Food and drink handling, preparation</p>		<ul 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. If staff are making drinks for others or customers wash their hands before and after 3. Staff to clean down all areas and items they touch after use and are encouraged to sanitise 4. Additional lidded waste facilities provided 5. All crockery (cups and spoons) to be put in the dishwasher or washed after every use. 				

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Use of desks/tables and chairs		<ol style="list-style-type: none"> 1. Use of same desk, same staff member as far as practicable 2. Wipe down desk, chair, keyboard, mouse, wires, screen, phone before and after use. 				
Smoking breaks		<ol style="list-style-type: none"> 1. Staff who smoke are encouraged to sanitise prior to re-entering site 				
Locking and opening procedures		<ol style="list-style-type: none"> 1. Cleaners open and lock out of hours – 2. Cleaners have their own RAMS and materials. 3. Staff open and lock themselves – encouraged to wash hands/sanitise before and after using alarms. 4. Close windows at end of day/open at start of day and fire doors – encouraged to wash hands before and after. 5. At start of day all fire doors to be opened if they are automatically closing doors. 				
Fire hazards and evacuation		<ol style="list-style-type: none"> 1. If any rooms are not being used through the day a staff member must check these rooms daily to ensure no fire/fire risk. 2. 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"> 1. Fire wardens act in normal way and cover usual duties – managers to ensure adequate numbers on site at all times 2. 1st Aiders – based on a needs must scenario 3. PPE to be worn in administering 1st aid and disposed of as per Govt. guidelines 				
Poor traffic management and carpark protocol		<ol style="list-style-type: none"> 1. Staff to be alert to other staff in vicinity 				

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Not knowing who is on site re track and trace		1. List of all staff on site on each day kept by manager with times					
Mixing lots of different people		1. As far as possible, where staff are split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people. 2. Keeping customers with same staff and customers where possible					
Dermatitis due to increased handwashing		1. Hand cream provided					

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

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

