

Papworth Trust Covid19 Risk Assessment Template

Organisation	Papworth Trust	Department	FM	Assessment Date	08.06.2020				
				Agreement Date	15.6.2020				
Site Location	DRC	Completed by	D Farguson	Review Date	18.05.2023 or as NHS/Govt. guidance changes				
				Reference No.	012				
Purpose	To assess re-opening centre for all tenants and staff as routine works space								
Coverage	Space and building including service specific where appropriate								
Not included	1. Activity/Task specific tasks – covered by separate tenant led risk assessments relating to the activity/task in question 2. Customer analysis – covered by tenants' risk assessments								
Hazard (All covid19 related) Risks are to staff, tenants, customers and any visitors	Risk Level	Controls in operation			New Risk Level	New Controls Required	Target Date	Action by who?	Completed
Section 1 Applicable to <u>all</u> users of the site									
Working in above site and contracting covid19 due to site layout/design		1. Person in site to follow current NHS/ Govt. guidance 2. Face coverings optional in all communal spaces 3. Receptionist desk has a screen and is classed a workspace 4. All Tenants of site agree to risk assessment and subsequent tweaks and to use common sense, slow pace, personal accountability etc 5. Main doors kept shut when receptionist is not manning the desk 6. Site users plan their visitors by schedule and collect them from outside the front entrance							

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Risk to: All persons		7. No external bookings of meeting rooms unless part of NHS or agreed with PT 8. Meeting rooms – pre-bookings required. 9. Meeting rooms - user organisation to fully clean down all touched areas after use. 10. Visitors by prior appointment only 11. Windows and doors (except fire doors not on automatic closing mechanisms) to be kept open wherever possible to encourage airflow and ventilation 12. Tenant contractors must go via Landlord FM services for access to any communal spaces 13. PT staff work in downstairs office only with door closed and window open 14. Tenants responsible for their environments				
Poor Personal Hygiene Risk to: All persons		1. Promotion of good hand and respiratory hygiene, promoting infection control procedures incl. coughing etiquette, provision of tissues, sanitizer 2. Ready supply of hot water, soap and also paper towels / hand drying facilities or hand sanitizer located in communal toilets and around site				
Site Users with symptoms / close contact with persons with symptoms Risk to: All persons		1. Organisation employees do not attend site if they have symptoms 2. Customers advised the same on booking of any appointment 3. Customer are asked prior to entering the site – either by phone or at 2m distance outside when they arrive if they have any symptoms — if the answer is yes, they are not permitted entry/ the appointment is cancelled. 4. If person becomes symptomatic during a session advised to go home immediately by Organisation staff. 5. Track and trace used within the site – use NHS app or contact Landlord and they will share data (no names) 6. Thorough clean of affected areas on risk basis through discussion with organisation and cleaners				

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Contracting covid19 via contamination Risk to: Staff Customers		<ol style="list-style-type: none"> 1. Staff and Tenants to wash hands/ sanitise after any touch points and avoid touching face 2. Air con units in communal spaces –guidance - “if you have a good fresh air supply and run-on low fan speed this should be OK. In areas where there is no fresh air supply and multiple occupants the systems should not use.” 3. Daily cleaning by external company with focus on touch points 					
Customers attending site Risk to: All persons		<ol style="list-style-type: none"> 1. Pre-booked customers only 2. Tenant customers remain in cars until called to enter 3. Appointments booked so that there are gaps of 15 minutes between customers enabling time to clean down the area and take a comfort break 4. Customers come alone unless require a Carer. 5. Carpark for disabled persons and FM /contractors only 6. Tenants to escort customers and visitors around the site as needed, meeting on arrival and showing them out as far as practicable 					
Use of kitchen		<ol style="list-style-type: none"> 1. No tea towels to be used 2. Users or kitchens to clean up their own crockery, cutlery using dishwashers where available and hot water and soap when not. 					
Insufficient Fire wardens and 1 st aiders numbers in covid19 situation		<ol style="list-style-type: none"> 1. Tenant Organisations to ensure adequate numbers on site at all times for their organisation as per existing protocol 					

Risk Matrix

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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		Low	Medium	High
Remote	2	4	6	8	10				
Possible	3	6	9	12	15				
Probable	4	8	12	16	20				
Frequent	5	10	15	20	25				

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

Reviewed	Current Version post review	Comments
22.6.2020	003	Tweaked 1 way flow and kitchen areas
25.06.2020	004	Tweaked meeting rooms, flow and storage room
28.7.2020	004	reviewed
30.7.2020	005	Tweaked following air con guidance and discussion re touch points
6.8.2020	006	Added instruction on face coverings
18.8.2020	007	Tweaked for Heart Clinic from Sept 2020
6.1.2021	008	Reviewed due to new lockdown. Simplified as most new actions now embedded as standard.
31.3.2021	008	Reviewed. No changes.
01.06.2021	009	Reviewed. Tweaked room closures and front door

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16.7.2021	010	Reviewed in light of lockdown easing on 19.7.2021. Liaison with NHS FM on definitions re the site clinics. No change due to type of use of site. Social distancing and face coverings remain in force.
19.05.2022	011	Reviewed in line with guidance changes from NHS.
06.09.2022	012	Reviewed and face coverings sections tweaked due to NHS guidance review.