

Papworth Trust Covid19 Risk Assessment Template

|   |   |   |                   |                        |   |  |                    |                       |                  |
|---|---|---|-------------------|------------------------|---|--|--------------------|-----------------------|------------------|
| <b>Organisation</b>   | <b>Papworth Trust</b>   | <b>Department</b>   | <b>FM</b>         | <b>Assessment Date</b> | <b>08.06.2020</b>                         |  |                    |                       |                  |
|   |   |   |                   | <b>Agreement Date</b>  | <b>15.6.2020</b>                          |  |                    |                       |                  |
| <b>Site Location</b>  | <b>DRC</b>  | <b>Completed by</b>   | <b>D Farguson</b> | <b>Review Date</b>     | <b>01.09.2021 or at Govt. rule change</b> |  |                    |                       |                  |
|   |   |   |                   | <b>Reference No.</b>   | <b>009</b>                                |  |                    |                       |                  |
| <b>Purpose</b>  | <b>To assess re-opening centre for all tenants and staff as routine works space</b>   |   |                   |                        |   |  |                    |                       |                  |
| <b>Coverage</b>   | <b>Space and building including service specific where appropriate</b>  |   |                   |                        |   |  |                    |                       |                  |
| <b>Not included</b>   | <ol style="list-style-type: none"> <li><b>1. Activity/Task specific tasks – covered by separate tenant led risk assessments relating to the activity/task in question</b></li> <li><b>2. Customer analysis – covered by tenants risk assessments</b></li> </ol> |   |                   |                        |   |  |                    |                       |                  |
| <b>Hazard</b><br>(all covid19 related)                                  | <b>Risk Level</b>   | <b>Controls in operation</b>  |                   |                        | <b>New Risk Level</b>                     | <b>New Controls Required</b>   | <b>Target Date</b> | <b>Action by who?</b> | <b>Completed</b> |
| <b>Risks are to staff, tenants, customers and any visitors</b>          |   |   |                   |                        |   | <b>(regular checks on current Govt. Guidance)</b>  |                    |                       |                  |
| <b>Section 1 Applicable to <u>all</u> users of the site</b>             |   |   |                   |                        |   |  |                    |                       |                  |
| Working in above site and contracting covid19 due to site layout/design |   | <ol style="list-style-type: none"> <li>1. Person in site to follow current Govt. guidance</li> <li>2. Face coverings to be worn in all communal spaces at all times unless medically exempt – see NHS/Govt guidance on how to wear</li> <li>3. Receptionist desk has a screen and is classed a work space</li> <li>4. All Tenants of site agree to risk assessment and subsequent tweaks</li> <li>5. Wash hands on arrival to site – sanitise hands on access to own site space – sanitisation points on map</li> <li>6. Spatial planning to ensure social distancing of 2m where possible – see map and on site barriers/markings - corridors are approx. 1800mm wide and have blind areas, unable to make all 1 way or zone – clear signage and floor marking to show 2 m. and all tenants to agree this risk assessment and to use common sense, slow pace, personal accountability etc</li> </ol> |                   |                        |   | All site users to be extra vigilant due to new strains of virus and ensure they adhere to the risk assessment and follow all signage and guidance on site. |                    |                       |                  |
| <b>Risk to:</b><br>All persons  |   |   |                   |                        |   |  |                    |                       |                  |

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|  | <ol style="list-style-type: none"> <li>7. Spatial planning to ascertain numbers of people in site at any one time – zones on the map state maximum numbers in communal rooms – tape/signs on floor to show boundaries. Wall/floor signage showing flows and key info.</li> <li>8. Access to 1<sup>st</sup> floor via stairs, mirror ½ way up to ensure sight of those coming down – person going up gives right of way to person going down. Awareness of who is there – call out as you go up/come down to ensure no one is there. Lift for disability use.</li> <li>9. Main entrance/reception is entry only from open to close times - NHS patients medically unable to exit via the corridor if being seen in red or pink rooms will be able to go out via the front subject to NHS staff ensuring safety and social distancing</li> <li>10. Main doors kept shut when receptionist is not manning the desk - Site users plan their visitors by schedule and collect them from outside the front entrance</li> <li>11. At end of day main entrance is exit also the exit so usual sweep and locking procedure can be completed - Floor markings and common sense to be used based on time of day</li> <li>12. Storage room – one person at a time only – user must wipe down every surface they touch before leaving using products provided and dispose of in bin, wash hands before and after.<br/>Light to be switched off after use – no one to enter storage room if the light is on – means it's being used – see <i>section on contamination re ceiling void</i>.</li> <li>13. No external bookings of meeting rooms unless part of NHS or agreed with PT. Risk assessment to be signed up to.</li> <li>14. One way flow in place where possible and all site users agree to follow via risk assessment agreement</li> <li>15. Pink/Red meeting open for tenants. Pre-booking essential via PT FM– time between bookings for the user organisation to fully clean down all touched areas after use.</li> <li>16. Purple meeting room not bookable at present</li> <li>17. Orange meeting room – tenant use , pre booked only, wipe down by users before and after</li> <li>18. Post room – locked – post collected from reception area on arrival</li> </ol> | <p>10. Only expected visitors/patients due and receptionist will manage their attendance and distancing and ask others to wait outside if there is a need</p> |  |  |  |
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|   |  | <ul style="list-style-type: none"> <li>19. Visitors by prior appointment only</li> <li>20. Upstairs kitchen – sale tables covered over</li> <li>21. Signage on communal rooms stating max numbers permitted - Should NHS staff need to breach meeting room numbers for medical reasons PPE must be worn and they will carry out own risk assessment.</li> </ul>  |  |   |  |  |
| <p>Poor Personal Hygiene</p> <p><b>Risk to:</b><br/>All persons</p>   |  | <ul style="list-style-type: none"> <li>1. Promotion of good hand and respiratory hygiene, promoting infection control procedures incl. coughing etiquette, provision of tissues, sanitizer</li> <li>2. Site Users to cover their mouth and nose with a tissue (not hands) when they cough or sneeze.</li> <li>3. All persons to place used tissues placed in a lidded bin immediately.</li> <li>4. Persons should then wash their hands with soap and hot water for a minimum of 20 seconds or sanitize</li> <li>5. Ready supply of hot water, soap and also paper towels / hand drying facilities or hand sanitizer located in communal toilets</li> <li>6. Sanitizer stations to be located next to any fire and intruder alarm points, sign in board and other key touch points</li> </ul>  |  | All site users to be extra vigilant due to new strain of virus and ensure they adhere to the risk assessment. |  |  |
| <p>Site Users with symptoms / close contact with persons with symptoms</p> <p><b>Risk to:</b><br/>All persons</p> |  | <ul style="list-style-type: none"> <li>1. Organisation employees do not attend site if they have symptoms or family do.</li> <li>2. Customers advised the same on booking of any appointment</li> <li>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 – or any member of their household does – if the answer is yes they are not permitted entry/ the appointment is cancelled.</li> <li>4. If person becomes symptomatic (refer to current Govt. Guidelines) during a session advised to go home immediately by Organisation staff.</li> <li>5. All persons who have been <i>in contact</i> with that individuals are also sent home to self-isolate as per Govt. guidelines.</li> <li>6. If a person advises they are symptomatic the next day or within X days of a session (refer to current 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</li> </ul> |  | Customers must wear mask in communal spaces unless medically exempt.  |  |  |

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|  |  | <ol style="list-style-type: none"> <li>7. Thorough clean of affected areas before sessions resume and any common areas subject to timings current guidance. Recharge of costs to the organisation if 'own space' and Landlord clean</li> <li>8. Tenants to provide contact names, numbers to Landlord and communicate via text and email to <a href="mailto:facilities@papworthtrust.org.uk">facilities@papworthtrust.org.uk</a> Landlord will send a text/email to all building advising of locations, possible contact</li> </ol>  |  |  |  |  |
| <p>Contracting covid19 via contamination</p> <p>Risk to:<br/>Staff<br/>Customers</p> |  | <ol style="list-style-type: none"> <li>1. Staff and Tenants to wash hands/ sanitise after any touch points and avoid touching face</li> <li>2. Sanitise points in selected communal spaces – see map</li> <li>3. Windows and doors (except fire doors not on automatic closing mechanisms) to be kept open to encourage airflow and ventilation – moderate in winter months</li> <li>4. Air con units – guidance - <i>“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 used. If there is a system situated in a single persons office this can be used without a fresh air supply but, would need to be turned off if another person enters the office”</i></li> <li>5. Staff to remove clothing on arrival at home, wash clothing and clean mobile phone daily to reduce contamination risk. Remove shoes prior to entering own home, washing hands on arrival.</li> <li>6. Communal fabric chairs to have disposable covers between uses by different persons – wash hands before and after</li> <li>7. Toilet use to be considered based on numbers in the site - upstairs is staff toilet, downstairs nr kitchen is don on/off toilet, customer toilet nearest reception, staff toilet in middle</li> <li>8. Store room – ceiling tiles to be replaced where missing if possible - face mask should be worn to access storage room until tiles in place</li> <li>9. Centre users to wipe down all areas they touch in communal spaces – handrails in corridors, door handles etc. after use</li> </ol> |  | <p>All site users to be extra vigilant due to new strain of virus and ensure they adhere to the risk assessment.</p> |  |  |
| <p>Inability to social distance due to work/session patterns</p>                     |  | <ol style="list-style-type: none"> <li>1. Tenant customers and staff remain in cars until safe to enter/called to enter</li> <li>2. Tenants social distancing in own spaces means less persons on site</li> <li>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</li> </ol>   |  | <p>All site users to be extra vigilant due to new strain of virus and</p>  |  |  |

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|---|--|---|--|--|--|--|--|
| <p>Risk to:<br/>All persons</p>             |  | <ol style="list-style-type: none"> <li>4. Persons stay within office spaces unless require access to toilets or kitchens – access and egress via specific route (map)</li> <li>5. Align staff working patterns to new session patterns</li> <li>6. Tenants to advise customers to use toilet prior to appointment, i.e. before attending site</li> <li>7. Staff comfort/refreshment breaks between appointments on route to collect any customers</li> <li>8. Floor marking to promote social distancing required where staff/customers assemble i.e. canteen, welfare facilities</li> <li>9. Mark up desks/tables where people which permitted to use and those they are not using hazard tape.</li> <li>10. Customers have to come alone unless require a Carer. Carers already use the same 2m space therefore social distancing is not affected.</li> </ol>   |  | <p>ensure they adhere to the risk assessment.</p>  |  |  |  |
| <p>Food and drink handling, preparation</p> |  | <ol style="list-style-type: none"> <li>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.</li> <li>2. All employees asked to bring pre-prepared meals in suitable sealed containers with own cutlery – clean container before putting in fridge <b>or</b> microwaveable meals – no food to left on site.</li> <li>3. Microwave/fridge/containers for tea/coffee/sugar – wipe down before and after use, wash hands before and after.</li> <li>4. Drinking water is available via the mains tap or water coolers. Persons to wipe down before and after use</li> <li>5. If staff are making drinks for others wash their hands before and after</li> <li>6. Additional lidded waste facilities as appropriate in kitchen areas</li> <li>7. Suitable hand drying facilities in kitchen area</li> <li>8. Hot drinks – water boilers – wipe down before and after use.</li> <li>9. All crockery (cups and spoons) to be put in the dishwasher after every use, wash hands before and after</li> <li>10. Emptying dishwasher - wash hands before and after, wash up own items upstairs and take back to own space</li> <li>11. No crockery or cutlery to be left in sinks or on draining boards</li> <li>12. No tea towels to be used</li> </ol> |  | <p>All site users to be extra vigilant due to new strain of virus and ensure they adhere to the risk assessment.</p> |  |  |  |

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|   |  | <ul style="list-style-type: none"> <li>13. 1 person in downstairs kitchen at any 1 time</li> <li>14. Upstairs kitchen – 4 persons maximum subject to floor markings – wipe down chairs before and after use – responsibility of user</li> <li>15. Customers not permitted in any kitchens</li> </ul>   |  |   |  |  |
| Multi-tenanted buildings  |  | <ul style="list-style-type: none"> <li>1. Communal mailbox – staff and tenants to wash hands before and after use</li> <li>2. Staff and tenants wash hands/sanitize on access to building and on exit</li> <li>3. Customers encouraged to sanitise on exit, must sanitise on arrival</li> </ul>  |  |   |  |  |
| Locking and opening procedures  |  | <ul style="list-style-type: none"> <li>1. Cleaners open and lock out of hours – advise cleaners to wash hands before and after.</li> <li>2. Cleaners have their own RAMS and materials.</li> <li>3. Tenants open and lock themselves – wash hands/sanitize before and after using alarms/keys etc</li> <li>4. Close windows at end of day/open at start of day doors – wash hands before and after.</li> <li>5. Must follow flow to lock up and usual sweep procedures<br/>Extra lock point on single exit door at bottom of stairs – all agree to add this to lock procedure</li> </ul> |  |   |  |  |
| Fire hazards and evacuation   |  | <ul style="list-style-type: none"> <li>1. Landlord checks as usual,</li> <li>2. Tenants to be follow existing procedures</li> <li>3. Fire safety remains as was and evacuation plan remains the same – social distancing is not obligatory for evacuations.</li> <li>4. If fire assembly point allows for social distancing this should be done as far as practicable.</li> </ul>  |  |   |  |  |
| Insufficient Fire wardens and 1 <sup>st</sup> aiders numbers in covid19 situation |  | <ul style="list-style-type: none"> <li>1. Tenant Organisations to ensure adequate numbers on site at all times for their organisation as per existing protocol</li> <li>2. Provision of 1<sup>st</sup> aid by tenant organisations so PPE supplied by them</li> </ul>  |  |   |  |  |
| Poor traffic management and carpark protocol                                      |  | <ul style="list-style-type: none"> <li>1. Site Users to be alert to other staff in vicinity and stay in car until social distancing can be maintained if parking on/near site</li> <li>2. Customers remain in cars until advised by tenant staff</li> <li>3. Customers remain in building until staff advise to go.</li> <li>4. One way signage and routes</li> <li>5. Carpark for disabled persons and FM /contractors only</li> </ul>  |  | All site users to be extra vigilant due to new strain of virus and ensure they adhere to the risk assessment. |  |  |

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| Smoking breaks   |  | <ol style="list-style-type: none"> <li>1. No smoking on site</li> <li>2. Site Users to maintain social distancing by adhering the 2m rules to get on/off site</li> </ol>  |  |  |  |  |
| Not knowing who is on site   |  | <ol style="list-style-type: none"> <li>1. Booked appointments only</li> <li>2. Doors shut or managed via receptionist linked to tenant organisation</li> <li>3. Tenant in/out Board used – even though a touch point sanitise before and after use – gives good visual indication for all in site of who is in/out</li> <li>4. Effective sweeping of all areas for fire as per usual protocol</li> <li>5. Tenants to keep list of who is in the site as part of their fire plans</li> <li>6. Usual closure routine as per tenant handbook</li> </ol>  |  |  |  |  |
| Contamination via goods or equipment or other things coming into the workplace |  | <ol style="list-style-type: none"> <li>1. Wash hands after touching any deliveries and after opening any delivery including post</li> <li>2. Minimising contact during payments and exchange of documentation, for example, by using electronic payment methods and electronically signed and exchanged documents</li> </ol>  |  |  |  |  |
| Inadequate cleaning regime<br><br>Risk to:<br>All persons                      |  | <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 are adequately stocked</li> <li>2. Deep clean was done prior to re-open</li> <li>3. Weekly reviews with cleaning company by FM</li> <li>4. Tenants to provide feedback as relevant to them on cleaning needs – relates to above comments on extra cleans</li> <li>5. Staff have cleaning materials at each desk/ appointment location their use and will clean down the desk/table/chairs/area after use.</li> <li>6. Doors to be left open wherever possible.</li> <li>7. When going through any closed doors staff wipe down after use</li> </ol> | Any concerns raised to be managed effectively and quickly taking relevant mitigating actions |  |  |  |
| <b>Section 2 Applicable to tenants of the site</b>                             |  |   |  |  |  |  |
| Non-compliance of social   |  | <ol style="list-style-type: none"> <li>1. Tenants to limit numbers in their space to comply with social distancing guides set by Govt.</li> </ol>   |  |  |  |  |

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| <p>distancing or hygiene measures in tenant space</p>  |  | <ol style="list-style-type: none"> <li>2. Tenants to re-arrange their spaces accordingly</li> <li>3. Tenants to provide lidded bins for tissues etc. to be disposed of in their spaces</li> <li>4. Tenants to ensure their space including desks and chairs and equipment is wiped down after use ready for cleaners</li> <li>5. Gym area – 1 way entry/exit – 1<sup>st</sup> door in/2<sup>nd</sup> out</li> <li>6. Signs to be added to tenant doors with max number in rooms when tenants return</li> <li>7. Cleaning regime in tenant spaces discussed – any additional cleaning required by tenant organisation will be invoiced accordingly; no changes requested to date</li> </ol>   |  |  |  |  |  |
| <p>Tenant organisation staff, customers and visitors do not understand how to use the site or the risks</p> <p><b>Risk to:</b><br/>All persons</p> |  | <ol style="list-style-type: none"> <li>1. Draft risk assessment shared at outset at virtual tenant meeting for comment</li> <li>2. Tenants agreed assessment</li> <li>3. Tenants to ensure they train and communicate with their staff prior to attending the site on the new measures and protocols in place</li> <li>4. Tenants to educate their customers and visitors on what to expect, how to behave prior to attending site including coughing and sneezing etiquette, sanitising, hand washing – all as per current Govt. Guidance</li> <li>5. Tenants to re-emphasise on arrival the protocols to be followed</li> <li>6. Tenants to escort customers and visitors around the site as needed, meeting on arrival and showing them out as far as practicable</li> <li>7. Tenants to advise their customers to bring tissues with them</li> <li>8. Tenant contractors must go via Landlord FM services for access to any communal spaces</li> </ol> |  | <p>All staff to be aware of site protocols and raise any deviation to risk assessment so it can be managed.</p>      |  |  |  |
| <p>Contracting covid19 via contamination in meeting rooms</p> <p>Risk to:<br/>Staff<br/>Customers</p>  |  | <p>Tenants have agreed to:</p> <ol style="list-style-type: none"> <li>1. Meeting room chairs – wipe down chairs after each use or use disposable seat covers put on/removed by the user organisation – wash hands before and after use</li> <li>2. Meeting room tables – to be wiped down before and after use by the user organisation - wash hands before and after</li> <li>3. Customers to sit on wipe-able chairs where possible – wiped down by tenant user organisation</li> <li>4. No teas or coffees permitted unless brought in by the users.</li> </ol>   |  | <p>All site users to be extra vigilant due to new strain of virus and ensure they adhere to the risk assessment.</p> |  |  |  |



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|  |  | <ol style="list-style-type: none"> <li>5. Meeting rooms must be pre-booked and timings will allow for the user tenant organisation to wipe down</li> <li>6. Cleaning done on a use basis, if meeting room is locked not cleaned. If left unlocked – taken as used so cleaning takes place</li> </ol>  |  |  |  |  |
| Customers not social distancing or with reduced capacity to understand   |  | <ol style="list-style-type: none"> <li>1. Customers not permitted to attend unless with a carer or support person</li> </ol>  |  |  |  |  |
| <b>Section 3 Applicable to Landlord and Landlord employees</b>   |  |   |  |  |  |  |
| <p>Staff and customers do not understand how to use the site or the risks</p> <p><b>Risk to:</b><br/>All persons</p> |  | <ol style="list-style-type: none"> <li>1. Regular communications and updates via managers and HR and team briefings for staff</li> <li>2. Train staff on DRC protocol based on the floor plan, training session for staff prior to opening. Focus on do's and don'ts. Training to include contractors and visitor protocols.</li> <li>3. PT Customers are not to come to the centre</li> <li>4. Closure of Motamed sessions</li> <li>5. Daily review by manager of any staff working from DRC</li> <li>6. Expectation on protocols given to potential contractors/visitors prior to attendance by appropriate means.</li> <li>7. Promotion of Mental Health 1<sup>st</sup> Aiders and Care 1<sup>st</sup> to support employee mental health.</li> <li>8. Technology used for communications and changes to reduce face to face communication.</li> <li>9. PT volunteers – work from home</li> </ol> |  |  |  |  |
| <p>Mental Health Issues/Stress</p> <p>Risk to:<br/>All persons</p>   |  | <ol style="list-style-type: none"> <li>1. Management will promote mental health &amp; wellbeing awareness to PT staff during the Coronavirus outbreak and will offer support</li> <li>2. Good comms to staff teams (see above)</li> <li>3. 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</li> </ol>   |  |  |  |  |

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| Use of office space by PT staff                         |  | <ol style="list-style-type: none"> <li>1. Hot desking not applicable as work from home.</li> <li>2. Use own laptop where possible while on site</li> <li>3. Wipe down desk, keyboard, mouse, wires, screen, phone before and after use.</li> <li>4. All non-customer or non-FM focused delivery admin done at home</li> <li>5. PT desks cleaned down by staff before and after use including keyboard, mouse, phone etc.</li> <li>6. Limiting use of high-touch items and equipment, for example, printers or whiteboards.</li> <li>7. PT staff in the site will use downstairs office only and keep the door closed due to proximity to entrance and window open – 1 person</li> <li>8. Persons living with a person classified as high risk should not do any activity which results in social distancing being less than 2m in any circumstances. If this cannot be guaranteed person does not attend site with others.</li> </ol> |  |  |  |  |  |
| Legionella  |  | <ol style="list-style-type: none"> <li>1. Kitchen water outlets are flushed now and will continue to be flushed when open</li> <li>2. Cleaning and disinfection regime to continue</li> </ol>   |  |  |  |  |  |
| Non-compliant site due to previous closure and lockdown |  | <ol style="list-style-type: none"> <li>1. Review the previous weekly checks lists and action any points made</li> <li>2. Ensure all statutory and regulatory testing and inspections are in date</li> <li>3. Ensure all signage and adequate supplies of cleaning products and any PPE and cleaning stations are in place and ready</li> <li>4. Clean areas of site not cleaned if reopening them</li> </ol>  |  |  |  |  |  |
| Dermatitis due to increased handwashing                 |  | <ol style="list-style-type: none"> <li>1. Staff encouraged to check hands daily for signs of dryness or rash etc. Staff encouraged to use cream appropriate for their skin type. Cream provided.</li> </ol>   |  |  |  |  |  |

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## Risk Matrix

| Severity   |       |       |          |       |                     | Risk Level                                |   |   |
|------------|-------|-------|----------|-------|---------------------|---|---|---|
| Likelihood | Minor | Major | Critical | Fatal | Multiple Fatalities | Level Control Measures suffice<br><br>Low | Reduce risk as soon as possible<br><br>Medium | Additional control measures must be applied<br><br>High |
| 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                  |   |   |   |

### 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.  |
| 01.6.2021  | 009                         | Reviewed. Tweaked room closures and front door.  |

### Employee Statement and Signatures (virtual signatures will be obtained)

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

