

Papworth Trust Covid19 Risk Assessment Template

<b>Organisation</b>	<b>Papworth Trust</b>	<b>Department</b>	<b>OWL</b>	<b>Assessment Date</b>	<b>25.08.2020</b>		
				<b>Agreement Date</b>	<b>27.08.2020</b>		
<b>Site Location</b>	<b>Pavilion, Sawston</b>	<b>Completed by</b>	<b>D Farguson</b>	<b>Next Review Date</b>	<b>18.11.2020</b>		
				<b>Reference No.</b>	<b>002</b>		
<b>Purpose</b>	<b>To provide community space for OWL service</b>						
<b>Coverage</b>	<b>Space and building including service specific where appropriate, to be read in conjunction with the written protocols and Landlord Risk Assessment</b>						
<b>Not included</b>	<ol style="list-style-type: none"> <li><b>1. Activity/Task specific tasks – covered by separate service led risk assessments relating to the activity/task in question</b></li> <li><b>2. Customer analysis</b></li> </ol>						
<b>Hazard (all covid19 related)</b>	<b>Risk Level</b>	<b>Controls in operation</b>	<b>New Risk Level</b>	<b>New Controls Required (regular reviews of Govt. Guidance)</b>	<b>Target Date</b>	<b>Action by who?</b>	<b>Completed</b>
<b>Risks are to staff, customers and any visitors</b>							
Inability to maintain social distancing for staff and customers		1. Only PT will have access at the times they book the site for.		<ol style="list-style-type: none"> <li>1. Tables, walkway areas and moveable floor markings to be set up by staff prior to sessions (left up if PT are consecutive users) ensuring 2m distance between seating/tables and allocated walkways– tape measure required</li> <li>2. One person at any one time in the kitchen or toilets</li> <li>3. Coordinated toilet access by staff to ensure foyer distancing</li> </ol>	All ongoing	Mngr	

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				<ol style="list-style-type: none"> <li>4. Entranceway – staff to greet customers and direct – queue down the walkway – cones to be used to show distancing marks – set out each morning by staff</li> <li>5. Maximum numbers signs added to session rooms – each time unless consecutive</li> <li>6. Staff to arrive on site at least 30-45 minutes prior to customers to enable set up and checks</li> <li>7. Session start/break/end times to be staggered if using both rooms separately – applies to staff and customer arrival/departures also</li> <li>8. <b>Non branded</b> signage to be put up with landlord approval</li> <li>9. <b>One way flow – access via main door – exit via large room door</b></li> <li>10. Customers and staff meeting there for outside activities stand as directed by staff and use of toilets coordinated by walkie talkie or mobile.</li> <li>11. Gear and kit bought from SFC each day for the day – checked off via protocol and list</li> </ol>			
<p>Staff and customers do not understand how to use the site or the risks</p>		<ol style="list-style-type: none"> <li>1. Staff aware of general principles from internal communications</li> <li>2. Visitors not permitted during sessions</li> </ol>		<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 protocol based on the visit and pictures, training session for staff prior to opening.</li> </ol>	<p>01.10.2020</p>	<p>DE</p>	

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		<p>3. Worker engagement around impact on activity delivery, effectiveness, efficiency, health and safety practices, working arrangements ongoing already</p> <p>4. Promotion of Mental Health 1<sup>st</sup> Aiders and Care 1<sup>st</sup> to support employee mental health.</p>		<p>Staff agree risk assessment and protocols in writing.</p> <p>3. Training video for customer prior to attending site</p> <p>4. Ongoing customer reinforcement of protocols</p> <p>5. Checklists and protocols for staff and customers per and post sessions – reinforcing site and space use</p> <p>6. Clear guidance on social distancing and hygiene given to people on arrival</p> <p>7. Staff and customers who do not have English as 1<sup>st</sup> language or who have a disability are communicated to in the best way possible for them e.g. pictorially, sign, video etc.</p> <p>8. Technology used for communications and changes to reduce face to face communication.</p> <p>9. Daily reviews and changes made as needed.</p>	<p>01.10.2020</p> <p>01.10.2020</p> <p>Ongoing</p> <p>ongoing</p>	<p>SIT</p> <p>DE</p> <p>Mngr</p> <p>Mngr</p>	<p>√ 25.9.2020</p> <p>√ 29.9.2020</p>
<p>Poor Personal Hygiene</p>		<p>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;</p>		<p>1. Sanitise points to be set up prior to session start in each room being used (including kitchen)</p> <p>2. Tissue provision in each room for staff.</p> <p>3. Customers encouraged to bring tissues with them and etiquette advised by staff</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Mngr</p> <p>Mngr</p>	

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		<ul style="list-style-type: none"> <li>2. Hot water and soap supply in toilets</li> <li>3. Drying facilities in toilets</li> </ul>		<ul style="list-style-type: none"> <li>4. Used tissues placed in the bins provided by LL</li> <li>5. Paper towels to be put in kitchen</li> <li>6. <b>Non branded</b> signage to be put up</li> </ul>	01.10.2020	DE	
Symptomatic persons on site		<ul style="list-style-type: none"> <li>1. Standard organisational procedures in place: <ul style="list-style-type: none"> <li>i. Staff do not attend work if they have symptoms or family do.</li> <li>ii. Customers advised the same by regular communications</li> <li>iii. If person becomes symptomatic (high temperature or a new, persistent cough) during a session advised to go home immediately – if a customer then person is isolated in specified room until transport arrives. Isolate in upstairs work office or downstairs foyer office.</li> <li>iv. All persons who have been in contact with that individuals are also sent home to self-isolate as per Govt. guidelines.</li> <li>v. If a person advises they are symptomatic the next day or within 7 days</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>1. Temperature checks to be made at entry (staff and customers) and protocol set up</li> <li>2. Deep clean of affected areas before sessions resume – consideration to staffing levels and periods of any closure – plan by Ops – notification to Landlord re other group users</li> </ul>	Ongoing	Mngr	
					As req'd via LL	Mngr	

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		of a session then all persons who have been in contact with them should be traced and advised to self-isolate according to Govt. guidelines – no names given to ensure Data Protection is maintained.					
Inadequate cleaning regime		<ol style="list-style-type: none"> <li>1. Site cleaned by Landlord Monday and Friday</li> <li>2. Changing rooms locked so PT do not have access</li> </ol>		<ol style="list-style-type: none"> <li>1. Site to be cleaned by PT contractor each morning of use (check M/F timings as possible not needed then.) Cleaners to be obtained and cleaning regime agreed</li> <li>2. Staff to have a cleaning box in each room for their use only and will clean down the sessions kit after use</li> <li>3. Staff to have a cleaning box in each room for their use only and will clean down the chairs and tables before and after use</li> <li>4. Staff to clean down all touch points prior to leaving the site unless PT using consecutively</li> <li>5. When going through any closed doors staff wipe down after use</li> </ol>	02.10.2020	FM	
					01.10.2020	DE	√ 29.9.2020
					ongoing		

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				<ul style="list-style-type: none"> <li>6. Staff to wipe down toilets after each customer/staff use</li> <li>7. Diarise weekly reviews with cleaning company.</li> </ul>			
Contracting covid19 via contamination		<ul style="list-style-type: none"> <li>1. General organisational protocols in place:                             <ul style="list-style-type: none"> <li>i. Not sharing any equipment or tools or kit with others. Sufficient equipment provided.</li> <li>ii. Wiping down areas/kit after use, touch points, activity kits etc.</li> <li>iii. Spray/wipes/sanitizer provided per room</li> <li>iv. Staff to wash clothing daily to reduce contamination risk. Remove shoes prior to entering own home, washing hands</li> </ul> </li> <li>2. PT not permitted use of changing rooms</li> <li>3. PT not permitted to use kitchen for cooking or any crockery – just for hot water and sinks area</li> <li>4. Seats are wipe clean type</li> </ul>		<ul style="list-style-type: none"> <li>1. Follow current Govt. guidance on wearing of PPE. Good hygiene remains the key.</li> <li>2. Windows and doors (where possible) to be kept open to encourage airflow and ventilation.</li> <li>3. If coats are required to be brought these go on the back of individuals seats. In wet conditions staff will designate suitable space for storage of coats and ensure it is cleaned down before and after use.</li> <li>4. When tables/chairs are set up for use wiped down prior to start.</li> <li>5. Customers remain in the space given unless accessing or egressing which done with staff supervision, customers and staff sanitise on entry and re-entry to the space</li> <li>6. Sports club use weekends and 2 week nights – cleaners come in via PT mornings so cleaned prior to our use, LL risk assessment says hirers all should wipe down after use also.</li> </ul>	Ongoing	Mngr	
					Ongoing	Mngr	
					Ongoing	Mngr	

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				7. Monday mornings 8am-9am – legionella flushing by outside contractor of LL – staff to be on site by 8am to ensure that contractor does not touch anything except the taps and staff will wipe down what they have touched after use	Ongoing	Mngr	
Mental Health Issues/Stress  Risk to: All persons		<ol style="list-style-type: none"> <li>1. Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer support</li> <li>2. Good communications to staff teams (see above)</li> <li>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</li> </ol>					
Food and drink handling, preparation		<ol style="list-style-type: none"> <li>1. Currently nothing is prepared on this site.</li> <li>2. Organisational expectations are in place from other centres:               <ol style="list-style-type: none"> <li>i. Wash hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if</li> </ol> </li> </ol>		<ol style="list-style-type: none"> <li>1. Drinking water is available via the mains tap. Staff to clean before and after use.</li> <li>2. Hot drinks – kettle/water boiler– clean down before and after use.</li> <li>3. Staff are to bring cups and wash before and after use or keep own mug per day. Clean before use each day.</li> </ol>	ongoing	Mngr	

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		<ul style="list-style-type: none"> <li>ii. soap and water is not available.</li> <li>iii. Customers to be asked to bring pre-prepared meals in suitable sealed containers with own cutlery</li> <li>iv. Staff asked to bring pre-prepared meals in suitable sealed containers with own cutlery</li> <li>iv. If staff are making drinks wash their hands before and after</li> </ul>		4. Staff only in kitchen.			
Lack of compliance of the site		1. Landlord carries out legal requirements of site		1. Landlord to confirm that suitable checks take place	01.10.2020	FM	√ 29.9.2020
Smoking breaks		1. No smoking on site					
Customers not social distancing or with reduced capacity to understand		1. Customers not permitted to attend					
Multi-tenanted buildings		<ul style="list-style-type: none"> <li>1. Site closed to public</li> <li>2. Football club use in the evenings and some other clubs</li> </ul>		1. LL and PT to communicate regularly on any changes to current set up			
Locking and opening procedures		1. PT have a key		1. Cleaners to be provided with access			
Fire hazards and evacuation		1. Use of current fire evacuation procedure		1. If a plan is on the notice board should be followed, PT will also have own evacuation plan			



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				2. Training for staff on plan	01.10.2020	DE	
Insufficient Fire wardens and 1 <sup>st</sup> aiders numbers in covid19 situation		<ol style="list-style-type: none"> <li>Standard organisational protocols – require a 1<sup>st</sup> aider and fire warden on site when sessions are running</li> <li>PPE to be used for administering 1<sup>st</sup> aid if cannot be talked through at a distance of 2m</li> </ol>		<ol style="list-style-type: none"> <li>1<sup>st</sup> aider to have had PPE training and have a supply of PPE on site with adequate disposal means</li> <li>Staff to be trained on evac. procedure, fire warden training</li> </ol>	01.10.2020	DE	
Poor traffic management and carpark protocol		<ol style="list-style-type: none"> <li>Carpark outside of sufficient size and street parking</li> </ol>					
Inability to maintain distance in vehicles		<ol style="list-style-type: none"> <li>Separate risk assessment for any minibus use</li> </ol>					
Not knowing who is on site so breaching total numbers		<ol style="list-style-type: none"> <li>Activity plans with all numbers are prepared</li> </ol>					
Contamination via goods or equipment or other things coming into the workplace		<ol style="list-style-type: none"> <li>None</li> </ol>		<ol style="list-style-type: none"> <li>No deliveries or post will come to site for PT</li> </ol>			
Use and inappropriate use of face coverings		<ol style="list-style-type: none"> <li>Possible Govt. guidance on face coverings for social clubs and community centres which may apply so possibly have to wear all the time</li> </ol>		<ol style="list-style-type: none"> <li>Face coverings to be worn while on site at all times as per LL risk assessment unless exempt</li> <li>Ensure face coverings are provided for staff and customers bring their own</li> </ol>	Ongoing	Mngr	
					Ongoing	Mngr	

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		<p>2. Advise staff who wish to wear one:</p> <ul style="list-style-type: none"> <li>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.</li> <li>b) When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.</li> <li>c) Change your face covering if it becomes damp or if you've touched it.</li> <li>d) Continue to wash your hands regularly.</li> <li>e) Change and wash your face covering daily.</li> <li>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.</li> <li>g) Practise social distancing wherever possible.</li> </ul>		<p>3. Appropriate assessment of customers who may be exempt from face coverings</p>	<p>01.10.2020</p>	<p>DE</p>	
<p>Mixing lots of different people</p>		<p>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</p>		<p>Max persons 7 including staff List of all persons on site recorded and kept for 21 days</p>	<p>ongoing</p>	<p>Mngr</p>	

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		happens between the same people. 2. Keeping customers with same staff and customers where possible				
Contracting Covid via personal care		1. No personal care provided.				
Dermatitis due to increased handwashing		1. Staff encouraged to check hands daily for signs of dryness or rash etc. Staff encouraged to use cream appropriate for their skin type. 2. Customers encouraged to bring hand cream appropriate for their use as required.	Provision of hand cream for staff members – add to box of PPE	01.10.2020	DE	

### 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

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## 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.

Print Name	Signature	Date

## Risk Assessment Review

Date of Review	Reviewer	New version no.	Comments

