

Papworth Trust Covid19 Risk Assessment Template

<b>Organisation</b>	<b>Papworth Trust</b>	<b>Department</b>	<b>OWL</b>	<b>Assessment Date</b>	<b>30.11.2020</b>
				<b>Agreement Date</b>	<b>01.12.2020</b>
<b>Site Location</b>	<b>Cambridge</b>	<b>Completed by</b>	<b>D Farguson</b>	<b>Review Date</b>	<b>31.01.2021</b>
				<b>Reference No.</b>	<b>001</b>
<b>Purpose</b>	<b>To assess re-opening centre for OWL Bikes</b>				
<b>Coverage</b>	<b>Space and building including service specific where appropriate</b>				
<b>Not included</b>	<b>1. Activity/Task specific tasks – covered by separate service led risk assessments relating to the activity/task in question</b>				

<b>Hazard (all covid19 related) Risks are to staff, customers and any visitors</b>	<b>Risk Level</b>	<b>Controls in operation</b>	<b>New Risk Level</b>	<b>New Controls Required (ongoing check of all Govt. Guidance)</b>	<b>Target Date</b>	<b>Action by who?</b>	<b>Completed</b>
Working in above site with customer shop open  <b>Risk to:</b> All persons		<ol style="list-style-type: none"> <li>1. Face coverings to be worn at all times by staff, volunteers and customers – signage states this, staff have face coverings</li> <li>2. Floor markings and signage in place</li> <li>3. Staff to remain 2m from any customer or others staff member</li> <li>4. 1 customer at any one time</li> <li>5. Follow signs/map in relation to access and egress depending on which part of the site you are attending.</li> <li>6. If activity involves x2 or more persons use of fixed teams or partnering.</li> <li>7. Windows open during opening hours</li> <li>8. Side to side or back to back work carried out over face to face</li> <li>9. Protocols for customers in place</li> </ol>		<ol style="list-style-type: none"> <li>1. Spray paint 2m queue areas outside and arrows for entry/exit</li> <li>2. Install extra path for exit route</li> <li>3. Install extra signage for carpark areas to mitigate against going the wrong way</li> <li>4. Doorbell to be fitted to control access/egress of customers in line with protocol</li> <li>5. Extra lighting to be fitted outside</li> <li>6. Map to be altered</li> </ol>	Pre open	Site Mngr	√ 2.12.2020 – 3.12.2020

Papworth Trust Covid19 Risk Assessment Template

<p>Staff member with symptoms / close contact with persons with symptoms</p> <p>Risk to: All persons</p>		<ol style="list-style-type: none"> <li>1. Staff do not attend work if they have symptoms or family do.</li> <li>2. Signage on door saying no entry if symptomatic</li> <li>3. If person becomes symptomatic (high temperature or a new, persistent cough) during day advised to go home immediately – if a customer then person asked to leave immediately</li> <li>4. All persons who have been in contact with that individual are also sent home to self-isolate as per Govt. guidelines.</li> <li>5. If a person advises they are symptomatic the next day or within 7 days then all persons who have been in contact with them should be traced and advised to self-isolate according to Govt. guidelines – ensure that names not provided so meet Data Protection</li> </ol>		<p>Deep clean of affected areas before reopening</p>			
<p>Inadequate cleaning regime</p> <p>Risk to: All persons</p>		<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 etc are adequately stocked</li> <li>2. Staff wipe down all desks and tools and workstations before use and after use and in event of any change of use</li> <li>3. Staff wipe down bikes after customers and before handing back to customers Weekly cleaning meets take place via FM and cleaning co.</li> </ol>		<p>Space to be cleaned prior to reopening</p> <p>Adequate supplies of wipes, sprays and gel to be in the space</p>	<p>Pre open</p>	<p>Site Mngr</p>	<p>√ 2.12.2020</p>

Papworth Trust Covid19 Risk Assessment Template

<p>Contracting covid19 via contamination</p> <p>Risk to: Individuals dependent on tasks performed</p>		<ol style="list-style-type: none"> <li>1. Follow current Govt. guidance on wearing of PPE.</li> <li>2. Do not share any equipment or tools or kit with others. Sufficient equipment provided.</li> <li>3. Wipe down areas/kit after use, touch points, activity kits etc.</li> <li>4. Spray/wipes/sanitizer provided per workstation/desk area.</li> <li>5. Staff to wash clothing daily to reduce contamination risk. Remove shoes prior to entering own home, washing hands.</li> <li>6. Staff coats left in the car where possible, if not due to inclemency of weather left on back of their chair or in their work space</li> <li>7. Card payments only</li> <li>8. Protocols in place to wipe down bikes following customer drop off</li> </ol>		<p>Track system for customers to be set up</p>	<p>Pre open</p>	<p>Site Mngr</p>	<p>√ 2.12.2020</p>
<p>Mental Health Issues/Stress</p> <p>Risk to: All persons</p>		<ol style="list-style-type: none"> <li>1. Promotion of mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak</li> <li>2. Good comms 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>					
<p>Food and drink handling, preparation</p>		<ol style="list-style-type: none"> <li>1. Tea point in the bike workshop as well as sink</li> <li>2. Clean down of equipment used before</li> </ol>					

Papworth Trust Covid19 Risk Assessment Template

		and after with antiviral/ bacterial wipes 3. Coordination with OWL DC re dishwasher use and crockery at start/end of day					
Use of display Screen Equipment (DSE)		1. Use own laptop where possible while on site 2. Wipe down desk, keyboard, mouse, wires, screen, phone before and after use.					
Use of workstations and till point and desk		1. Work stations/desks cleaned before and after use 2. Chairs cleaned down with wipes spray after use. 3. Till point wiped down before and after use 4. Tool protocol to be followed – no sharing 5. Clear desk policy and clear work station policy at end of day 6. No shared till point use without full clean 1st	Disposable seat covers if fabric chairs	Pre open	SIT	√	02.12.2020
Smoking breaks		1. Staggered as per appointments and sessions while maintaining 2m distancing 2. Staff who smoke are to sanitise before re-entering site					
Multi-tenanted buildings		1. St Raph – not returning at present 2. Cambs online – not back 3. Toilet protocols in place for staff/volunteers 4. Staff to be alert to other staff in vicinity and stay in car until social distancing can be maintained. 5. Staff timings staggered to reflect OWL DC staff and customers – see protocols	St Raphs to advise before return. CoL to advise before customer return				

## Papworth Trust Covid19 Risk Assessment Template

Locking and opening procedures		<ol style="list-style-type: none"> <li>Cleaners open and lock early morning</li> <li>Protocols for OWL bikes staff – they open gate each morning and close - wash hands/sanitise before and after using alarms</li> <li>Open all windows at start of day/close at start of day and fire doors – wash hands before and after</li> </ol>					
Fire hazards and evacuation		<ol style="list-style-type: none"> <li>Fire safety remains as was and evacuation plan remains the same – social distancing is not obligatory for evacuations.</li> <li>Social distancing at fire assembly point as far as practicable.</li> </ol>					
Insufficient Fire wardens and 1 <sup>st</sup> aiders numbers in covid19 situation		<ol style="list-style-type: none"> <li>Fire wardens as appropriate to site – no changes in duties – coordination with OWL DC</li> <li>1<sup>st</sup> aiders as standard – 2m where possible, if not have PPE and training for administering care</li> </ol>		Manager to confirm training of fire wardens and 1 <sup>st</sup> aiders plus PPE for administering 1 <sup>st</sup> aid Tweaked opening times until 1 <sup>st</sup> aid training to link to OWL DC	Pre open	Mngr	2.12.2020
Dermatitis due to increased handwashing		<ol style="list-style-type: none"> <li>Hand cream available for staff use</li> </ol>					

### 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
Impossible	1	2	3	4	5			
Remote	2	4	6	8	10			



