

Papworth Trust Covid19 Risk Assessment Template

<b>Organisation</b>	<b>Papworth Trust</b>	<b>Department</b>	<b>Work</b>	<b>Assessment Date</b>	<b>26.05.2020</b>			
				<b>Agreement Date</b>	<b>09.06.2020</b>			
<b>Site Location</b>	<b>Cambridge</b>	<b>Completed by</b>	<b>D Farguson J Boughey</b>	<b>Review Date</b>	<b>26.7.2022 or as Govt. Guidance changes</b>			
				<b>Reference No.</b>	<b>010</b>			
<b>Purpose</b>	<b>To assess the site in line with Stage 4 Govt. recovery plan re covid, to start from 19.7.2021</b>							
<b>Coverage</b>	<b>Space and building including service specific where appropriate, read in conjunction with protocols</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 (latest Govt. Guidance to be checked regularly)</b>	<b>Target Date</b>	<b>Action by who?</b>	<b>Done</b>
<b>Risks are to staff, customers and any visitors</b>								
Working in above site and contracting covid19 due to site layout/design		<ol style="list-style-type: none"> <li>1. Face coverings strongly encouraged to be worn in communal areas and where people are close together or don't usually mix – note some are medically exempt – see next column on how to use</li> <li>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</li> <li>3. Side to side or back to back work carried out over face to face</li> <li>4. Staff control customer numbers by planned appointments and customers are asked not to attend early or to wait outside if they do</li> <li>5. No external bookings of meeting rooms</li> <li>6. Contractors by prior appointment only</li> </ol>			Face coverings: <ol 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> </ol>			

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				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.			
Poor personal hygiene, risk to all		<ol 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 and not to touch face</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.</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 located around site and near to key touch points</li> </ol>					
Site Users with symptoms / close contact with persons with symptoms		<ol style="list-style-type: none"> <li>1. Staff do not attend work if they have symptoms or family do or if isolating</li> <li>2. Customers advised the same by regular communications – Customer are asked prior to entering the site – either by phone or the buzzer outside when they arrive if they have any symptoms – or any member of their household does or if isolating – if the answer is yes they are not permitted entry/ the appointment is cancelled.</li> <li>3. If person becomes symptomatic (refer to current Govt. Guidelines) while on site advised to go home immediately by Organisation staff.</li> <li>4. All persons who have been <i>in contact</i> with that individuals are also sent home to self-isolate as per Govt. guidelines.</li> </ol>		3, 6 – Thorough clean of affected areas before sessions resume based on guidance from cleaning companies and timings of access required. Recharge of costs to the organisation if 'tenant own space' and Landlord clean	If req'd	FM	

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		<p>From 16.8.2021 this is not necessary for persons who are double vaccinated.</p> <p>5. Organisations keep a list of who is in per day so that if someone becomes symptomatic later they can be traced</p> <p>6. 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</p> <p>7. Papworth Trust Facilities will notify Public Health England/LA PH bodies of any outbreaks relating to the building</p>					
<p>Contracting covid19 via contamination/ inadequate ventilation</p>		<ol style="list-style-type: none"> <li>1. Signage to encourage regular sanitisation and handwashing</li> <li>2. Doors (except fire doors not on automatic closing mechanisms) and windows to be kept open to encourage airflow and ventilation</li> <li>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</li> <li>4. Site users encouraged to use disposable covers on fabric chairs that are shared</li> <li>5. Communal kitchen/eating areas – users to wipe down after use – includes tables, handles, white goods, water heater/cooler</li> <li>6. Dishwashers to be used where present</li> <li>7. Customers not permitted in kitchen areas</li> <li>8. No crockery or cutlery to be left in sinks or on draining boards</li> <li>9. Shared goods, materials etc. – wipe down after use</li> <li>10. When going through any closed doors staff</li> </ol>		<p>Check all sanitizer and PPE stocks are sufficient</p> <p>2/Persons to remain vigilant in terms of ventilation. Do not overfill spaces. If the area is stuffy it likely has too many people in it for the ventilation.</p> <p>Consideration of CO2 monitors.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>asap</p>	<p>Mngr</p> <p>Mngr</p> <p>FM</p>	

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		<p>encouraged to wipe down after use</p> <ol style="list-style-type: none"> <li>11. Desks cleaned down by staff before and after use including keyboard, mouse, phone etc.</li> <li>12. Limiting use of high-touch items and equipment, for example, printers or whiteboards.</li> <li>13. Legionella testing by Landlord</li> <li>14. Staff encouraged to wash hands after touching any deliveries and after opening any post</li> <li>15. Minimise contact during payments and exchange of documentation, sanitise afterwards</li> </ol>					
<p>Mental Health Issues/Stress, risk to all</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. Staff trained by on content of risk assessment and expectations</li> <li>3. Expectation on protocols given to potential contractors/visitors prior to attendance</li> <li>4. Ongoing customer reinforcement of protocols</li> <li>5. Promotion of good hand and respiratory hygiene, promoting infection control procedures incl. coughing etiquette, provision of tissues, sanitizer</li> <li>6. Checklists for customers, staff, visitors, contractors</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. Signage to reduce face to face communications</li> <li>9. 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>					
<p>Use of DSE equipment and desks by customers</p>		<ol style="list-style-type: none"> <li>1. All kit to be cleaned down between customer appointments if they have used computers, desks using appropriately provided cleaning products</li> </ol>					

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Use of desks/tables and chairs		<ol style="list-style-type: none"> <li>1. Side to side or back to back work carried out over face to face</li> <li>2. Do not share any equipment or tools or kit with others. Sufficient equipment provided.</li> <li>3. Chair covers to be put on all customer used fabric chairs which are shared and changed after each use, washing hands before and after.</li> <li>4. All desk use and office attendance <b>must</b> be pre-booked with Manager</li> <li>5. Fixed desks used where possible</li> <li>6. As far as possible, where staff are split into teams or shift groups, fixing these teams or shift groups so that contact is happens between the same people.</li> <li>7. Limit money use and receipt gathering, staff encouraged to wash hands afterwards</li> </ol>					
Smoking breaks		<ol style="list-style-type: none"> <li>1. Smokers encouraged to sanitise before and after</li> </ol>					
Multi-tenanted buildings		<ol style="list-style-type: none"> <li>1. Staff to follow communal area Landlord protocols</li> <li>2. Staff encouraged to sanitise/hand-wash on arrival/re-entry to office</li> </ol>					
Locking and opening procedures		<ol style="list-style-type: none"> <li>1. Cleaners open and lock out of hours</li> <li>2. Cleaners have their own RAMS and materials.</li> <li>3. Work open and lock themselves</li> <li>4. Close windows at end of day/open at start of day doors.</li> <li>5. Encouraged handwashing afterwards</li> </ol>					
Fire hazards and evacuation		<ol style="list-style-type: none"> <li>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.</li> <li>2. Fire safety remains as was and evacuation plan remains the same</li> </ol>					

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Insufficient Fire wardens and 1 <sup>st</sup> aiders numbers in covid19 situation		<ol style="list-style-type: none"> <li>1. Fire wardens act in normal way and cover usual duties – managers to ensure adequate numbers on site at all times</li> <li>2. 1st Aiders – based on a needs must scenario</li> <li>3. Staff trained on PPE and 1<sup>st</sup> aid</li> </ol>		Mngr to ensure up to date training for all necessary 1 <sup>st</sup> aiders and fire wardens	ongoing	mngr	
Poor carpark protocol		<ol style="list-style-type: none"> <li>1. Staff encouraged to sanitise after touch points and to be vigilant to others in the area</li> </ol>					
Not knowing who is on site - breaching numbers		<ol style="list-style-type: none"> <li>1. Buzzer entry only, booked appointments only</li> <li>2. Effective sweeping of all areas for fire</li> </ol>					
Mixing lots of different people		<ol style="list-style-type: none"> <li>1. Keep customers with same staff</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.</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 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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