

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>18/11/2020</b>
				<b>Reference No.</b>	<b>006</b>
<b>Purpose</b>	<b>To assess re-opening centre for Work</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>2. Customer analysis</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.  <b>Risk to:</b> All persons		<ol style="list-style-type: none"> <li>Working from home as a first option for all who are able.</li> <li>Spatial planning to ensure social distancing of 2m where possible – see map and on site barriers/markings</li> <li>Spatial planning to ascertain numbers of people in site at any one time – tape/signs on floor to show boundaries. Wall signage showing flows and key info</li> <li>If activity cannot be done at 2m apart change activity or stop activity.</li> </ol>		<p>Set number of persons per room/area as per map. Review use and set protocols</p> <p>Desks to be arranged so only certain ones are used and are 2m apart</p>	Prior to open	SIT	✓ 7/8/2020 7/8/2020  ✓ 7/8/2020  ✓ 7/8/2020  ✓ 7/8/2020

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		<ol style="list-style-type: none"> <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. Assessment of vulnerability of the individual using current Govt. guidance. High risk does not attend site.</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> <li>9. Side to side or back to back work carried out over face to face</li> </ol>					<p>✓ 7/8/2020</p> <p>✓ 7/8/2020</p> <p>✓ 7/8/2020</p> <p>✓ 7/8/2020</p> <p>✓ 7/8/2020</p>
<p>Staff and customers do not understand how to use the site or the risks</p> <p><b>Risk to:</b> All persons</p>		<ol style="list-style-type: none"> <li>1. Regular communications and updates via managers and HR and team briefings</li> <li>2. Train staff on CC protocol based on the floor plan, training session for staff prior to opening. Focus on do's and don'ts. Training to include customers and contractors and visitor protocols.</li> </ol>		<p>All comms material and training to be produced in advance</p>	<p>Pre open</p>	<p>SIT</p>	<p>✓ training booked 12/8/2020</p> <p>✓ training booked 12/8/2020</p>



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		11. Technology used for communications and changes to reduce face to face communication.					
Poor Personal Hygiene  <b>Risk to:</b> All persons		<ol style="list-style-type: none"> <li>Persons should cover their mouth and nose with a tissue (not your hands) when they cough or sneeze. Tissues provided in each room for staff.</li> <li>Customers encouraged to bring own tissues and advised of etiquette by staff</li> <li>The used tissue should then be placed in the lidded bin immediately.</li> <li>Persons should then wash their hands with soap and hot water for a minimum of 20 seconds or sanitize</li> <li>Ready supply of hot water, soap and also paper towels / hand drying facilities and hand sanitizer.</li> <li>Sanitizer to be located next to printer, copier, fire and intruder alarm points.</li> </ol>		<p>On-going monitoring by Management</p> <ol style="list-style-type: none"> <li>Consider the need for more lidded bins. Guidance to be given to cleaners on emptying bins and revising schedules to suit.</li> <li></li> </ol> <p>6. Main sanitize points set up</p>	Pre open	SIT	<p>✓ 7/8/2020</p> <p>✓ 7/8/2020</p> <p>✓ 7/8/2020</p> <p>✓ 7/8/2020</p> <p>✓ 7/8/2020</p> <p>✓ 7/8/2020</p>
Staff member with symptoms / close contact with persons with symptoms		<ol style="list-style-type: none"> <li>Staff do not attend work if they have symptoms or family do.</li> <li>Customers advised the same by regular communications</li> <li>If person becomes symptomatic (high temperature or a new,</li> </ol>		<ol style="list-style-type: none"> <li>1 and 2 PPE at this stage too late.</li> <li>2 – consider temp check at entry</li> </ol> <p>Protocols to be put in place</p>	Pre open  if req'd	SIT  Mngr	<p>✓ 7/8/2020</p>

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<p>Risk to: All persons</p>		<p>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.</p> <ol style="list-style-type: none"> <li>All persons who have been in contact with that individual are also sent home to self-isolate as per Govt. guidelines.</li> <li>If a person advises they are symptomatic the next day or within 7 days 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 – ensure that names not provided so meet Data Protection</li> </ol>		<p>3. Deep clean of affected areas before sessions resume.</p> <p>4 and 5 Maintain cleaning regimes</p> <p>Manager to consider building and service opening in short term based on cleaning times and possible staff isolation times.</p>	<p>Ongoing</p> <p>If req'd</p>	<p>Mngr</p> <p>Mngr</p>	<p>✓ 7/8/2020</p>
<p>Inadequate cleaning regime</p> <p>Risk to: All persons</p>		<ol style="list-style-type: none"> <li>Site cleaned prior to re-opening</li> <li>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>Staff will have a cleaning box for their use only and will</li> </ol>		<ol style="list-style-type: none"> <li>Weekly reviews with companies to be diarised</li> </ol> <p>Staff to agree to clean toilets down after their use or any customer use</p>	<p>pre open</p> <p>Pre open</p>	<p>FM</p> <p>SIT</p>	<p>✓ 7/8/2020</p> <p>✓ 7/8/2020</p> <p>✓ 7/8/2020</p>

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		<p>clean down the area after use</p> <ol style="list-style-type: none"> <li>4. Doors to be left open wherever possible.</li> <li>5. When going through any closed doors staff wipe down after use</li> <li>6. Staff and customers (where possible) to wipe down all touch points in toilets after use.</li> <li>7. Desks cleaned down by staff before and after use including keyboard, mouse, phone etc.</li> <li>8. Limiting use of high-touch items and equipment, for example, printers or whiteboards.</li> </ol>		<p>8. Sanitizer next to printer.</p>	<p>Pre open</p>	<p>SIT</p>	<p>✓ 7/8/2020</p> <p>✓ 7/8/2020</p> <p>✓ 7/8/2020</p> <p>✓ 7/8/2020</p> <p>✓ 7/8/2020</p>
<p>Inability to social distance due to work/session patterns</p> <p>Risk to: All persons</p>		<ol style="list-style-type: none"> <li>1. Suspend face to face meetings with external persons</li> <li>2. Staggered lunches and breaks to reduce footfall in these areas at any one time</li> <li>3. Staggered sessions start and end times to reduce footfall in common areas and carpark areas at any one time – includes staggered arrival/departure times</li> <li>4. Reduction of the number of persons in any one area to ensure compliance with 2 metre gap</li> <li>5. Align staff working patterns to new session patterns</li> </ol>		<p>On-going monitoring by Management</p> <p>Rota in place</p>			<p>✓ 7/8/2020</p> <p>✓ 7/8/2020</p> <p>✓ 7/8/2020</p> <p>✓ 7/8/2020</p>

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		<ol style="list-style-type: none"> <li>6. Mark up desks/tables where people which permitted to use and those they are not using hazard tape.</li> <li>7. Customers who come with carers already use the same 2m space therefore social distancing is not affected.</li> </ol>				<p>✓ 7/8/2020</p> <p>✓ 7/8/2020</p> <p>✓ 7/8/2020</p>
<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. Good hygiene remains the key.</li> <li>2. Wipe down areas/kit after use, touch points</li> <li>3. Spray/wipes/sanitizer provided per staff member.</li> <li>4. Face coverings/masks can be worn by staff should they choose to do so and the activity permits. Face fit test for masks – clean shaven.</li> </ol>		<ol style="list-style-type: none"> <li>1. Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</li> <li>1. Consider CCG for training on use of PPE, including donning and doffing via BD contact if required</li> </ol>	<p>s</p> <p>UD</p>	<p>✓ 7/8/2020</p> <p>✓ 12/8/2020</p> <p>✓7/8/2020</p>
				<ol style="list-style-type: none"> <li>1. All staff and customers coming into a Papworth Trust building must wear a face covering. Customers are asked to bring their own face coverings. Staff can be provided with a face shield or covering dependent on where they work. If anyone has forgotten, these will be supplied on entry.</li> </ol>		

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				<ol style="list-style-type: none"><li>2. As staff and customers move around the building at the beginning of the day, at the end of the day and during toilet breaks etc, coverings should be worn at all times. In some OWL services staff have introduced measure as part of their risk assessment for toilet breaks, which means that customers do not come into contact with others in corridors – where this is the case then face coverings are not mandatory.</li><li>3. For OWL and employment services, when customers and staff are sitting at their tables for activities/meetings – we have introduced strict 2m distancing and face coverings do not need to be worn</li><li>4. For staff working from an office (non- customer facing roles) – numbers 1 and 2 above apply. When staff are sitting at their desks working then we have introduced strict 2m distancing and face coverings do not need to be worn</li><li>5. All customers should be assessed and if they have a disability or health condition that prohibits the wearing of a mask then they do not</li></ol>			
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	<ul style="list-style-type: none"> <li>5. Windows and doors to be kept open wherever possible to encourage airflow and ventilation.</li> <li>6. Staff to wash clothing daily to reduce contamination risk. Remove shoes prior to entering own home, washing hands.</li> <li>7. Customer coats if brought are located on the back of their chair or under their table</li> <li>8. 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>9. Staff to photograph customer receipts using mobile to prevent touching them – customer to lay out on desk</li> </ul>	<p>need to wear one - this should be discussed, agreed and documented within their care plan.</p> <ul style="list-style-type: none"> <li>6. <a href="#">Please click here for our easy read guidance on the use of face coverings.</a></li> <li>7. If any members of staff have a health condition or disability that prohibits the wearing of a mask this should be discussed, agreed and documented with their line-manager and logged with HR.</li> </ul> <p>Assess if the activity could be done outside as this may eliminate the fear in staff In colder times moderate the number of windows and doors open but ensure airflow.</p> <p>8.and 9 – If the day is wet and coats and this would create a slip risk or if this would be uncomfortable to work/participate then consideration is to be given to using the rear meeting room for 'Work' staff</p>			<p>✓ 7/8/2020</p> <p>✓ 7/8/2020</p> <p>✓ 7/8/2020</p>
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		<ul style="list-style-type: none"> <li>10. Signatures from customers for expenses not taken</li> <li>11. Advisor and admin staff to verify money given – money handled by admin staff only – clean down cash box before and after use, clean down coins before passing to customer. Staff to wash hands before and after.</li> </ul>		12 - Money not to be used is preferred option – can a transfer be done monthly by bacs or some other solution found			✓ 7/8/2020
Mental Health Issues/Stress		<ul 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 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> </ul>					<ul style="list-style-type: none"> <li>✓ 7/8/2020</li> <li>✓ 7/8/2020</li> <li>✓ 7/8/2020</li> </ul>
Risk to: All persons							
Food and drink handling, preparation		<ul style="list-style-type: none"> <li>1. Wash your 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. Staff should be asked to bring pre-prepared meals in suitable sealed containers with own cutlery –</li> </ul>					<ul style="list-style-type: none"> <li>✓ 7/8/2020</li> <li>✓ 7/8/2020</li> </ul>

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		<p>clean container before putting in fridge</p> <ol style="list-style-type: none"> <li>3. Drinking water is available via the mains tap or water coolers. These are cleaned before and after use by staff.</li> <li>4. Staff making drinks for customers or themselves should wash their hands before and after</li> <li>5. Tables should be cleaned between each use by staff</li> <li>6. Providing more waste facilities as appropriate</li> <li>7. Ensure appropriate hand drying facilities in kitchen area</li> <li>8. Hot drinks – water boilers – clean 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</li> <li>11. Work kitchen – rotation – 1 staff member at a time</li> </ol>				<p>✓ 7/8/2020</p> <p>✓ 7/8/2020</p> <p>✓ 7/8/2020</p> <p>✓ 7/8/2020</p> <p>✓ 7/8/2020</p> <p>✓ 7/8/2020</p> <p>✓ 7/8/2020</p> <p>✓ 7/8/2020</p>
<p>Use of display Screen Equipment (DSE)</p>		<ol style="list-style-type: none"> <li>1. Hot desking not applicable as work from home.</li> <li>2. Staff working with customers and requiring a desk sit at the same desk each time they are in</li> <li>3. Use own laptop where possible while on site</li> <li>4. Wipe down desk, keyboard,</li> </ol>				<p>✓ 7/8/2020</p> <p>✓ 7/8/2020</p> <p>✓ 7/8/2020</p>

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		<p>mouse, wires, screen, phone before and after use.</p> <p>5. All non-customer focused delivery admin done at home</p>					<p>✓ 7/8/2020</p> <p>✓ 7/8/2020</p>
Legionella		<p>1. Maintain frequency of testing</p> <p>2. Seldom used water outlets to be flushed weekly and temperature checks continue</p> <p>3. Cleaning and disinfection regime to continue</p>		Pre-opening bacti check	Pre open	JB	<p>✓ 7/8/2020</p> <p>✓ 7/8/2020</p> <p>✓ 7/8/2020</p>
Use of desks/tables and chairs		<p>1. Desks marked as to which are in use and not</p> <p>2. Chairs cleaned down with wipes spray after use.</p> <p>3. Desks and tables wiped down before and after each use</p> <p>4. Chair covers to be put on all chairs which are shared and changed after each use, wearing gloves.</p>		<p>1 Plan of desk layout in work side to be determined and potentially changed at site visit.</p> <p>4 Consider buying easy clean plastic chairs for customers and allocating specific chairs to staff in the interim. Consider fabric spray as per schools.</p>	Pre open	JB/UD	<p>✓ 7/8/2020</p> <p>✓ 7/8/2020</p> <p>✓ 7/8/2020</p> <p>✓ 7/8/2020</p>
Smoking breaks		<p>1. Staggered as per appointments and sessions while maintaining 2m distancing</p> <p>2. Staff who smoke are to sanitise before re-entering site</p>					<p>✓ 7/8/2020</p> <p>✓ 7/8/2020</p>
Customers not social distancing		<p>1. Customers not permitted to attend</p>					<p>✓ 7/8/2020</p>

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or with reduced capacity to understand							
Locking and opening procedures		<ol style="list-style-type: none"> <li>Cleaners open and lock early morning – advise cleaners to wash hands before and after</li> <li>Work open and lock themselves – wash hands/sanitise before and after using alarms</li> <li>Close windows at end of day/open at start of day and fire doors – wash hands before and after</li> </ol>				<p>✓ 7/8/2020</p> <p>✓ 7/8/2020</p> <p>✓ 7/8/2020</p>	
Fire hazards and evacuation		<ol style="list-style-type: none"> <li>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>Fire safety remains as was and evacuation plan remains the same – social distancing is not obligatory for evacuations.</li> <li>If fire assembly point allows for social distancing this should be done as far as practicable.</li> </ol>		3 Consider additional fire meet points – spread out across grass areas	Prior to open	FM	<p>✓ 7/8/2020</p> <p>✓ 7/8/2020</p> <p>✓ 7/8/2020</p>
Insufficient Fire wardens and 1 <sup>st</sup> aiders numbers in covid19 situation		<ol style="list-style-type: none"> <li>Fire wardens act in normal way and cover usual duties – managers to ensure adequate numbers on site at all times</li> <li>1st Aiders – based on a needs must scenario</li> <li>If need close contact and cannot advise by 2m distance then use of gloves and mask, good</li> </ol>		<p>Consider training all staff to be 1<sup>st</sup> aiders</p> <p>PPE required and staff training to use – delivered by care teams</p>	Prior to open	SIT	<p>✓ 7/8/2020</p> <p>✓ 7/8/2020</p> <p>✓ 7/8/2020</p>

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		handwashing – i.e. PPE is to be worn				
Poor traffic management and carpark protocol		<ol style="list-style-type: none"> <li>Staff to be alert to other staff in vicinity and stay in car until social distancing can be maintained.</li> <li>Planning with customers and OWL staff and providers on times and how to stagger.</li> <li>Customers remain in building until staff advise to go.</li> </ol>				<p>✓ 7/8/2020</p> <p>✓ 7/8/2020</p>
Not knowing who is on site so breaching total numbers		<ol style="list-style-type: none"> <li>Signing in/out paper books not to be used.</li> <li>Comms book with contractors is to be via email.</li> <li>Staff are to make an electronic list of customers in their sessions (on their phone) and manager will collate</li> <li>Effective sweeping of all areas for fire</li> <li>Lock all rooms that are never used</li> </ol>				<p>✓ 7/8/2020</p> <p>✓ 7/8/2020</p> <p>✓ 7/8/2020</p> <p>✓ 7/8/2020</p> <p>✓ 7/8/2020</p>
Non-compliant site due to previous closure and lockdown		<ol style="list-style-type: none"> <li>Review the previous weekly checks lists and action any points made</li> <li>Ensure all statutory and regulatory testing and inspections are in date</li> <li>Ensure all signage and adequate supplies of cleaning products and PPE and cleaning stations are in place and ready</li> <li>Clean site ready for use</li> </ol>	3 Sites to inform FM of stock levels weekly	ongoing	mngr	<p>✓ 7/8/2020</p> <p>✓ 7/8/2020</p> <p>✓ 7/8/2020</p> <p>✓ 7/8/2020</p>

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		5. Complete a legionella check prior to restarting site				✓ 7/8/2020
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.</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>		Signage on deliveries to be added to main door		<p>✓ 7/8/2020</p> <p>✓ 7/8/2020</p>
Inappropriate use of face coverings		<ol style="list-style-type: none"> <li>1. Advise staff who wish to wear one:             <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> </ol> </li> </ol>				✓ 7/8/2020

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		<p>e) Change and wash your face covering daily.</p> <p>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.</p> <p>g) Practise social distancing wherever possible.</p>					
Mixing lots of different people		1. Keeping customers with same staff and customers where possible				✓ 7/8/2020	
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.		Provision of hand cream to individual staff members – need to check allergies with staff 1 <sup>st</sup> and get written agreement for the type of cream	Pre open	SIT	✓ 7/8/2020

### Risk Matrix

		Severity					Risk Level		
Likelihood	Minor	Major	Critical	Fatal	Multiple Fatalities				
Impossible	1	2	3	4	5		Level Control Measures suffice	Reduce risk as soon as possible	Additional control measures must be applied
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



