

A	Name of Assessor	Debbie Knowles	Date	10/07/2020
B	Time	15.00	Work area	Marie Clarke FWB
C	Task being assessed	Use of Marie Clarke during COVID 19	Work activity	
D	Review date	10/08/2020	Assessment No	RA 002
Signature				

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures?	Existing risk rating			Additional controls required?	Target risk rating			Action/monitored by whom?	Action / Monitored by when?
				L	C	R		L	C	R		
Transmission of COVID - 19	Staff, Visitors, Cleaners, Contractors	Transmission of infection on entering the building either by touching or airborne particles.	<p>Hand gel, masks and aprons available on entry</p> <p>Ensure each person who enters the building immediately washes their hands or uses sanitising gel</p> <p>Ensure social distancing of 2 metres between all building users.</p> <p>Everyone who enters the building will be signed in by a member of staff with their name and contact details recorded. This information to be used for track and trace and will be kept for 21 days.</p> <p>Daily clean paying particular attention to "touch points" such as handles, key pads etc</p> <p>Visitors to be kept in the outer reception area and prevented from entering the main building until the purpose of their visit established and then directed to the appropriate room</p> <p>All deliveries to be contact free. Where possible ask driver to take items direct to the room/area the goods need to be to prevent unnecessary additional handling.</p>	2	5	10	<p>Social distancing of 2metres apart.</p> <p>Building deep clean prior to public use.</p> <p>Removal of soft furnishings and clothing items.</p> <p>Removal of soft toys from rooms.</p> <p>Removal of leaflets</p> <p>Reduction and removal of toys in rooms that cannot be cleaned.</p> <p>Each toy box and surface wiped down after use with anti bacterial spray/sanitising wipes</p>	1	5	5	Duty SEHW, and staff in on rota	2x daily building walk round
		Transmission via post/deliveries	<p>All parcels to be sprayed with disinfectant and left for 10 mins including food parcels, hampers etc and then wash hands</p> <p>Internal post to be placed in tray and tray</p>	1	5	5						

Transmission of COVID - 19	Staff	<p>Transmission of COVID-19 whilst using staff office area either by touch or airborne particles</p>	<p>Staff work on rota, only 5 staff in building on each rota day</p> <p>On days when that work group is not required in the building staff should work from home.</p> <p>Only 2 x staff in main office, other staff to use available rooms in the building where it is safe to social distance</p> <p>Social distancing of 2 metres to be maintained</p> <p>staff to use own laptop and if needed mouse and key board which must be cleaned at end of each day</p> <p>Staff should use the same desk space and chair throughout the day they are in the building</p> <p>No staff members have been risk assessed as being in the “extremely clinically vulnerable” category. If this was to change consideration would be given to the appropriateness of them entering the building</p> <p>Some staff have health conditions or are of a BAME background which places them in the moderately vulnerable category and should be adequately protected by current procedures</p> <p>1X staff member is pregnant and currently working from home. If she needs to come into the workplace she will not be able to enter the staff office and will only be able to work in an individual room to ensure social distance</p>	2	5	10	<p>Work stations, chairs and equipment used by staff in on rota day must be appropriately cleaned/Sanitized before leaving the building</p> <p>Peddle bins with lids have been ordered to dispose of tissues, wipes, paper towels etc that may have come into contact with COVID 19. There will be rules about how this waste is disposed of.</p> <p>Each staff member will be provided with their own supply of basic stationery eg pen, ruler, pencil etc and should not share with others or leave on desks when they are not in building</p>	1	5	5	duty SEHW and all staff on rota	2x daily walk round
		Using the telephone	<p>Desk phones only to be used for incoming calls, phones to be cleaned after use. Staff to be encouraged to make all calls using mobile phones- Hand sets in Reception SEHW and EHW room must not be passed from person to person, calls to be transferred from phone to phone</p>	2	5	10						

		<p>Using the photocopier</p> <p>Photocopier is in hall way, this is to be wiped down after each use. No standing at copier to talk with colleagues, Hall to only be used as walk through and for photocopying</p>	<p>The number of people using these handsets should be as few as possible and it should be sanitised between users.</p>	1	5	5	<p>No more than 2 x people in the hall way at any one time. Staff to leave hallway if visitors/families arrive to enter building</p>			
	<p>Arrangements for staff, public and others who feel physically or mentally unwell.</p>	<p>Any staff member who has physical symptoms of COVID 19 should not attend the workplace and inform the duty SEHW</p> <p>If Symptoms develop during the working day they should alert the duty SEHW, go home book a test and self-isolate until results received.</p> <p>If result is positive, they should alert the SEHW and follow instructions from NHS test and trace. If the test is negative and they feel well enough to return to work, they should attend on their next working day</p> <p>SEHW's are holding weekly team meetings with the staff they supervise as a way of checking on staff wellbeing, allowing colleagues to communicate and to try and resolve issues that may cause stress. Individual staff supervisions are to continue and any staff member who feels under pressure or emotionally unwell ie encouraged to speak to their SEHW, contact the council online wellbeing service or see their doctor. Staff should continue to book and take annual leave to support their welfare.</p>		2	5	10		1	5	5
	<p>Travelling to work and on work activities</p>	<p>No staff are to share vehicles</p> <p>Staff who use public transport will not be expected to carry out non critical travel on</p>		2	5	10		1	5	5

		<p>behalf of the LA – eg routine home visits</p> <p>If an emergency occurs that required them to travel they will be provided with appropriate PPE</p> <p>Most staff travel to the workplace in their own vehicle and some are driven in by family members in their own bubble which is deemed the safest way to travel.</p> <p>Where possible staff who need to use public transport should work from home. If staff need to travel on Public transport they must wear PPE and social distance in line with Government advice – times of starting/finishing work can be staggered to avoid peak time travel</p> <p>Contractors to wash/sanitise hands on entry and to only enter the areas strictly necessary to carry out work</p> <p>Social distancing measures to be applied wherever possible especially in connection with FWC staff. When this is not possible for practical or safety reasons, eg holding a ladder etc, contractor should follow their own task related RA and include 1M+ guidance eg wearing PPE equipment</p>								
	Transition to/from Building maintenance workers			2	5	10				
	Cleaners	<p>1 x cleaner in building am before staff arrive and once agreed mid-afternoon cleaning will commence</p> <p>Cleaner has own risk assessment which must be followed also needs to maintain social distancing and follow guidance given</p> <p>They have been provided with correct PPE including gloves and aprons</p>		1	5	5	<p>When Direct contacts start additional cleaning of the rooms will be required and cleaners will be back in the building between 11.30 and 1.30</p> <p>They will only enter rooms that need cleaning and only when they are empty. Again, PPE will be provided and social distancing enforced.</p>			
	Transmission of COVID 19 via touch or	<p>Kitchen to only be used by staff and social distancing observed</p>		1	5	5	<p>Staggered lunch breaks will be implemented so that only 2 people will be using the kitchen at any</p>			

		airborne particles when using the kitchen equipment	<p>Sanitising spray to be available at all times to wipe surfaces after use</p> <p>Staff to only use 1 mug/glass/plate/knife /fork/spoon per day and must be washed in the dishwasher to ensure effective cleaning</p>				one time and they will still need to socially distance.					
	Staff, visitors, contractors	Transmission of COVID 19 either by touch or airborne particles when using the corridor	<p>Try to move around the building as little as possible which will limit the amount of time spent in this narrow space.</p> <p>Do not stop to talk to other people if this blocks the safe use of the space.</p> <p>Avoid passing in the corridor as it is not possible to do this 2m apart. If passing is unavoidable, pass back to back and not face to face.</p>	2	5	10	When contacts start, we will operate a one ways system in and out of the building to limit use of corridor and prevent people passing in reception area	1	5	5	Duty SEHW and all staff on Rota	2x daily walk round

	Staff and visitors	Access to toilets	<p>Staff to only use staff toilet which is clearly marked</p> <p>Families and visitors using rooms 5 +6 to use bathroom adjacent to these rooms</p> <p>Families and visitors using rooms 3+4 to use bathroom adjacent to these rooms in middle of corridor</p> <p>Families and visitors using rooms 1+2 to use bathroom at the end of the corridor adjacent to these rooms</p> <p>All users to wash their hands with soap and water for 20 secs before leaving the toilet area</p>	2	5	10	<p>All users will be expected to spray/wipe the toilet seats, flush handles and door locks with sanitiser before and after they use the facilities.</p> <p>Wipes and paper towel must be disposed of in the lidded bins provided</p>	1	5	5		
		Nappy changing	<p>This must be completed in the room, changing mat and blue roll to be used. Nappy disposed of in nappy sack and placed in bin with lid</p>	1	5	5	<p>All rooms to have changing mat, blue roll, hand sanitizer and sanitizing spray to be used following nappy change.</p>					
		Disposing of waste	<p>Food waste is disposed of into the kitchen swing bin</p> <p>None confidential paper waste is disposed of in office bins.</p> <p>Confidential waste is disposed of into the locked confidential waste bin</p> <p>All internal waste bins are emptied into black sacks and placed into the external trade waste wheelie bin which is emptied weekly.</p>	3	5	15	<p>Lidded pedal bins have been ordered for each room. Any tissue, wipe or paper towel that has potentially come into contact with COVID 19 should be disposed of in these bins. Bins to be emptied 2 x daily and placed in outside bin ready for collection</p> <p>Bin bags to be stored in the outside bin</p>	2	5	10		
Impact COVID 19 changes may have on Fire policy	All staff, visitors and contractors	Availability of Fire Wardens	Admin and SHEW are fire wardens and will be available daily	1	5	5	<p>Full virtual team meeting to be held to reinforce fire evacuation procedure with all staff members. SEHW on duty will be responsible for "sweep and search" process and calling Fire Service as necessary</p>	1	5	5		
Impact COVID 19 changes may have on First Aid	All staff, visitors and contractors	Availability of First Aiders	<p>Where possible first aider to be present on site each day</p> <p>It is recognised that administering first aid may mean breaking Social Distancing rules so additional PPE such</p>	3	5	15	<p>Once training is available more staff to be trained to ensure staff available each day</p>	2	5	10		

			as masks and the usual gloves should be worn.						
Reporting procedures	All staff, visitors and contractors	Reporting of cases, near misses and breaches.	Raise via H&S reporting system				Report to Public Health England and RIDDOR if necessary		

Likelihood	1 Very Unlikely	2 Unlikely	3 Fairly Likely	4 Likely	5 Very Likely
Consequences					
5. Catastrophic	5	10	15	20	25
4. Major	4	8	12	16	20
3. Moderate	3	6	9	12	15
2. Minor	2	4	6	8	10
1. Insignificant	1	2	3	4	5

20-25	Stop – stop activity and take immediate action
15-19	Urgent action – take immediate action and stop activity if necessary, maintain existing controls rigorously
11-14	Action – improve within specified timescale
6-10	Monitor – look to improve at next review or if there is a significant change
1-5	No action – no further action but ensure controls are maintained and reviewed

Narrative

Whilst we will endeavour to bring the likelihood of the hazard occurring down to 1, the consequences will always remain Catastrophic 5 as death or serious illness may occur.

Until COVID 19 is eradicated or a vaccine is found this cannot be changed.

We will continue monitor and review the risk to ensure the safety of all staff, professionals and visitors who attend our building.