

COVID-19 Risk Assessment – Old Deanery Offices

Description of the hazard & hazardous event:	Who might be harmed?	Risk Rating			What risk controls are currently in place?	Residual risk rating			Monitoring: Are further risk controls needed?
		L	C	R		L	C	R	
<p>Who should go to work? Number of people working in the Old Deanery increasing the risk of transmission of COVID-19</p>	Employees – 14 th September onwards	3	4	12	<ul style="list-style-type: none"> Continue to give a flexible approach to home working Rotation of employees in the building to avoid close contact – where teams are in on a rota basis - <i>it is better to keep to the same 'bubbles' at this stage</i> No outside visitors to the Old Deanery No onsite meetings for those outside the organisation Use of vc for large meetings, including team meetings where the team is large Monitor the wellbeing of people who are working from home. Help them to feel connected by including in communications and regular team catch ups Provide equipment to support home working 	1	4	4	<ul style="list-style-type: none"> Continue to monitor the number of people in the building Social Distancing measures – 2m distance, or 1m with risk mitigation where 2 m is not viable <ul style="list-style-type: none"> wearing face coverings* increasing the frequency of hand washing and surface cleaning avoiding sitting face to face reducing the number of people each person has to come into contact with
Increased risk of infection and complications for vulnerable employees	Employees	3	5	15	<ul style="list-style-type: none"> Identification of vulnerable employees in the following categories: <ul style="list-style-type: none"> Clinically extremely vulnerable People self-isolating People with symptoms of coronavirus Groups who may be at higher risk (see the Public Health England report - Disparities in the risk and outcomes of COVID-19) Advise employees that they should continue to work from home until safe to return 	1	5	5	<ul style="list-style-type: none"> Provision of mental health and wellbeing support for vulnerable employees who are shielding People team to have a system in place where employees can report vulnerabilities

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					<ul style="list-style-type: none"> • Discuss with employees what their personal risks are and identify what mitigating actions are needed in each case • Identify how and where someone in one of these categories will work in line with current government guidance • Ensure that employees who are unable to work from home are able to work in a safe environment Line managers to discuss individual needs with employees, and identify actions in each case 				<ul style="list-style-type: none"> • Line Manager to write individual Risk Assessment with vulnerable employee where appropriate; If employees are coming into work, identify how they will be protected through social distancing and hygiene procedures
Risk of infection from those with symptoms or in a support bubble with someone who has symptoms	Employees	4	5	20	<ul style="list-style-type: none"> • Ensure that employees who are advised to stay at home under existing government guidance do not come into the Old Deanery • Enable employees to work from home whilst self-isolating, if appropriate • Anyone who becomes unwell with a new continuous cough or a high temperature in the Old Deanery they will be sent home and advised to follow the stay at home guidance. • Line managers will maintain regular contact with employees during this time. • If an employee is confirmed as having COVID-19 their desk and places where they have spent time will be thoroughly cleaned (<i>n.b. It is not necessary to clean corridors which they may have walked down</i>) 	1	4	4	<ul style="list-style-type: none"> • Encourage employees who are feeling unwell with possible COVID-19 symptoms to remain at home • Temperature testing for employees upon entry to the building • Refer to current guidance for people who have symptoms and those who live with others who have symptoms • SMT use of Telegram to communicate information - cascading of messages through line managers carried out regularly to reassure and support employees in a fast changing situation • Line managers to support affected team members • Procedures for workstation cleaning in place

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<p>Risk of spread of COVID-19 Coronavirus Contracting or spreading the virus by not social distancing</p>	Employees	4	4	16	<ul style="list-style-type: none"> • Identification of places where, under normal circumstances, employees will not be able to maintain social distancing rules (2m, or 1m with risk mitigation) • Reduction of the number of employees in any work area where this is not possible • Employees can pass within 1 metre of each other, where it is not practicable to keep 2 metres apart. • Continue to encourage working from home to reduce number of employees in the Old Deanery at any one time. • One way system in place where appropriate around the building • Social distancing rules apply in all areas of the building, grounds and car parking areas 	1	4	4	<ul style="list-style-type: none"> • Employees to be reminded on the importance of social distancing both in the workplace and outside of it. • Where 2m distance cannot be maintained, mitigation in place: <ul style="list-style-type: none"> ➤ wearing face coverings* ➤ increasing the frequency of hand washing and surface cleaning ➤ Move desks further apart if practical ➤ avoiding sitting face to face ➤ reducing the number of people each person has to come into contact with ➤ Provision of screens if other mitigating actions are not possible • Ensure that offices are well ventilated. Open windows or use fans to circulate air • Use of meeting rooms as temporary desk spaces to allow social distancing where needed • Hand sanitiser provided at entrance and exit doors
<p>Contracting or spreading coronavirus in common use high traffic areas</p>	Employees	3	4	12	<ul style="list-style-type: none"> • Entry to building limited to employees only • Staggered arrival and departure times to avoid too many people congregating in entrance doorways • Separate entrance and exit doors • One way system in place where practicable • Deliveries to be kept to a minimum. Any items delivered will be left in the glass foyer area 	1	4	4	<ul style="list-style-type: none"> • Monitoring in place to ensure that employees are following controls put in place, <i>eg following hygiene procedures, washing hands, following one-way systems</i>

L = Likelihood
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					<ul style="list-style-type: none"> • Hold meetings using Zoom or Teams wherever possible to avoid holding face to face meetings. • Use of meeting rooms as temporary work spaces • Only one person to use a servery at a time • Employees to provide their own refreshments 				<ul style="list-style-type: none"> • Near-miss reporting to help identify where controls cannot be followed or further control measures are needed
Contracting or spreading the virus in face-to-face meetings	Employees	4	4	16	<ul style="list-style-type: none"> • Meetings involving employees to be limited to 2 or 3 people socially distanced in the larger meeting rooms. • Use of Zoom and Teams for larger team meetings and meetings with external people. • Training events to take place virtually via Zoom, and also via Teams once the system has been put into place. 	2	4	8	<ul style="list-style-type: none"> • Social Distancing mitigation to be used in meeting rooms • Ensure that meeting rooms are well ventilated for small meetings • Meetings to be held outdoors where possible • Hand sanitiser provided in meeting rooms
Infection prevention, Cleaning and Employee Safety	Employees	4	4	16	<ul style="list-style-type: none"> • Covid-19 Secure Policies and procedures circulated to all employees as planning for return to working in the offices • Key government measures to be reinforced: <ul style="list-style-type: none"> ➢ Cover the mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing (Catch it — Bin it — Kill it) ➢ Put used tissues in the bin straight away ➢ Wash hands regularly with soap and water for at least 20 seconds ➢ Avoid close contact with people who are unwell ➢ Do not touch face, eye, nose or mouth if hands are not clean 	1	4	4	<ul style="list-style-type: none"> • Clean and disinfect frequently touched objects and surfaces • Individual departmental managers to keep and review risk assessments for their own offices • Consultation with Employee Forum to ensure that employees are fully involved in the risk management process
Cleaning Getting or spreading coronavirus by not cleaning surfaces,	Employees Cleaning staff	4	5	20	<ul style="list-style-type: none"> • Offices will be thoroughly cleaned before reopening; in addition to removing the dust and bacteria that will have built up, clean and disinfect all common touch points – door handles/push plates, handrails, light switches, telephones, 	1	4	4	<ul style="list-style-type: none"> • Touch point Daytime cleaning regime - cleaning and disinfecting objects and surfaces that are touched regularly particularly in

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equipment and workstations				<p>keyboards, appliance handles, kitchen work surfaces, sink taps, toilet flush, printers etc.</p> <ul style="list-style-type: none"> • Checks will be carried out by line managers to ensure that the necessary procedures are being followed. • Extra extended cleaning hours to ensure thorough cleaning of high contact touch areas and surfaces on a daily basis. • Cleaners to use new, stronger cleansing agents and chemicals in accordance with manufacturer’s instructions and COSHH Regulations. • Cleaners will wear disposable gloves while performing their cleaning • Adoption of a clear desk policy* • Cleaners to provide their own risk assessment which will include identifying Covid-19 associated potential risks <p>f</p>			<p>areas of high using appropriate cleaning products and methods</p> <ul style="list-style-type: none"> • Employees should avoid moving around the building as far as possible. • Automatic door closers on doors in high traffic areas to enable them to stay open and avoid unnecessary contact when moving around the building. • Employees to avoid sharing work equipment where possible. • Provision of antibacterial wipes and spray – it will be the responsibility of each employee at the start of each day to wipe their own desk, IT equipment and telephone (in addition to normal cleaning taking place every evening) • Use of electronic documents rather than unnecessary printing of paperwork • Employees encouraged to store personal belongings away from working surfaces • Arrangements in place for cleaning if an employee develops symptoms of coronavirus in work, as detailed in guidance COVID -19: Cleaning in non-healthcare settings outside the home
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<p>Handwashing Getting or spreading coronavirus by not washing hands or not washing them adequately</p>	Employees	4	4	16	<ul style="list-style-type: none"> Handwashing facilities with antibacterial soap available. See handwashing guidance Display posters showing how to wash hands properly and display next to all sinks https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Paper towels available for hand drying in all serveries and toilets Disposal bins provided for paper towel disposal 	1	4	4	<ul style="list-style-type: none"> Provision of hand sanitisers in areas where washing facilities not readily available Provide information to employees about when and where they need to wash their hands Regular checking/replenishment of antibacterial soap/hand sanitiser Employees should check their skin for dryness and cracking and tell them to report any concerns Employees encouraged to protect the skin by applying emollient cream regularly https://www.nhs.uk/conditions/emollients/
<p>Accidents, security and other incidents Safety could be compromised during emergency incidents</p>	Employees	3	5	15	<ul style="list-style-type: none"> Review of H&S policy to reflect the need for social distancing principles in emergency situations In emergency situations people do not have to comply with social distancing guidelines if it would be unsafe 	2	5	10	<ul style="list-style-type: none"> First aiders should be reminded to pay attention to sanitation measure immediately after dealing with an emergency, including washing hands

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<p>Mental Health Mental health and wellbeing affected through isolation or anxiety about coronavirus</p>	Employees	4	4	16	<ul style="list-style-type: none"> • SMT will promote mental health & wellbeing awareness to employees during the Coronavirus outbreak and will offer whatever support they can to help Reference - https://www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/ www.hse.gov.uk/stress • Regular keep in touch calls/Zoom catch ups with employees working at home to talk about any work issues – • Reassure employees and advise them what to do to raise concerns or who to go to so they can talk things through – • Employee Forum to be included in risk assessment process • DS Bulletins and staff/team meetings to keep employees updated on what is happening • Line managers to encourage employees to take regular breaks, take leave, set working hours to help maintain a work/life balance • Raise awareness of the issue of fatigue with employees 	2	4	8	<ul style="list-style-type: none"> • Refer to Govt Guidance: Guidance for the public on the mental health and wellbeing aspects of coronavirus COVID-19 • Share information and advice with employees about mental health and wellbeing – • occupational health referral if personal stress and anxiety issues are identified – • Remind employees of how to access counselling service • Introduction of employee assistance programme
<p>Home Working Wellbeing of people working from home in relation to mental,</p>	Employees	4	4	16	<ul style="list-style-type: none"> • Monitoring of mental health and wellbeing of those who are home working by departmental managers • Reissue individual DSE Assessments/ Health and Safety checklists for those intending to continue home working for prolonged periods. 	2	4	8	<ul style="list-style-type: none"> • Further support available through the counselling service • Repeat advice • Individual RA completed where appropriate • Remind employees to take breaks from DSE work regularly. <i>There is no legal guidance about how long and</i>

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physical and personal security									<p>how often breaks should be for DSE work. It depends on the kind of work being undertaken. It is better to take short breaks often, rather than longer ones less often. For example 5 to 10 minutes every hour is better than 20 minutes every 2 hours. Ideally, users should be able to choose when to take breaks.</p> <ul style="list-style-type: none"> • Further information on how to set up a workstation for short duration home working and also what to do for long term home working can be found on HSE's Protect homeworkers page https://www.hse.gov.uk/toolbox/workers/home.htm
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* In line with government guidance, those employees who have problems related to their age, health or a disability may be exempt from wearing face masks. For further guidance on exemptions please visit <https://www.gov.uk/government/publications/face-coverings>

Likelihood	
5	Very Likely
4	Likely
3	Fairly Likely
2	Unlikely
1	Very unlikely

Consequence	
5	Catastrophic - Death
4	Major – More than 7 days absence
3	Moderate – Up to 3 days absence
2	Minor – Injury requiring first aid
1	Insignificant – no injury

Risk Rating	
20 - 25	VERY HIGH RISK
15 - 16	HIGH
8 - 12	MODERATE RISK
3 - 6	LOW RISK
1 - 2	VERY LOW RISK

Risk Assessment Completed by:
Annemarie Kendell, Operations Manager

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