

CONTROL SHEETS, FORMS & CHECKLISTS

GENERAL RISK ASSESSMENT FORM

CS – 3.2.1 - 003

Location/Department: MAIN BUILDING		RA Ref. No:
Job Title: Opening centre	Name:	Date of Assessment: 15 June 2020
Task/Activity/Process:		Review Timescale: Weekly initially

B

People/Persons at Risk – Numbers at risk							
General				Specific - Vulnerability			
1. Employees	31	5. Customers		9. New & Expectant Mothers		13. Shift/Night Workers	
2. Co-Workers		6. Clients		10. Young Persons		14. Temporary/Volunteer W	
3. Public		7. Patients		11. Mobile Workers		15. Homeworkers	
4. Pupils/Students		8. Service Users/Residents	104	12. Disabled People	104	16. Visitors	x
Others:							

C

HAZARDS													
Workplace				Work Equipment				Occupational Health				Specific Activities/Situations	
Structure		Access/Egress	x	Storage		Mechanical		Manual handling		Vibration		Working Alone	
Services		Housekeeping	x	Glazing		Lifting		Noise		Violence & Aggression		Working at Height	
Security		Welfare	x	Temperature		Electrical		Chemicals Agents		Stress		Confined Spaces	
Signage		Transport	x	Lighting		Pressure		Biological Agents	x	Dusts & Particles		Working near or over Water	
External Ground Conditions		Ergonomics	x	Ventilation		Thermal		Radiation				Fieldwork	
		Fire & Explosion					Dangerous Substances		Fire & Explosion		Hot Work		
OTHERS – SPECIFY:													

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D

TASK/ACTIVITY	HAZARD		EXISTING CONTROL MEASURES	INITIAL RISK H/M/L	ADEQUATELY CONTROLLED
List major steps in Job/Task	Describe all hazards identified and their effects for each task		Describe fully all controls applicable for each hazard. All controls must be valid in that they reduce severity, likelihood or both.	Classify risk rating from matrix for each hazard	Yes/No
Room occupancy	Social distancing may be compromised.	Users/Staff	Rooms have been reconfigured, each room to form a bubble that will stay together for the whole day and will not mix with other users or staff. Each room to have a maximum occupancy number that will be posted in that area. All appropriate rooms to be used for bubbles.	L	Yes
Staffing numbers	Staff numbers could fall below the number required due to illness or track & trace requirements.	Users	Staff to work in the same bubble to reduce risk of cross contamination. Daily review of staffing numbers. Testing of staff showing symptoms should be done without delay.	L	Yes
Start and end of day	People congregating together, not socially distanced. Users/staff arriving with symptoms.	Users/Staff	Start and end of day to be staggered, all entrance/exit doors to be used. Staff to be instructed in this practice. An electronic thermal thermometer is available to check temperatures of anyone that is displaying symptoms.	L	Yes

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Movement around the building	Social distancing may be compromised.	Users/Staff	Hazard tape and signs on floor to remind everyone to keep 2 meters distance when moving around. Moving around to be kept to a minimum. Recreation room bubble to use toilet facilities in Pool. People will enter/exit building from closest fire doors. Meals to be eaten in bubble room. Regular briefings for users around the importance of social distancing. No visitors or parents in the building. Reduce numbers of P.A's or agency workers to absolute minimum. Lockers etc to be put in bubble to reduce movement around the building. Staff in bubble to leave cash on trolley outside office. Cash to be left for 72 hours before being counted, using gloves. Cash from people that have been subsequently diagnosed with Covid 19 to be disinfected with wipes before counting.	L	Yes
Board involvement	Board may not be fully informed or involved in key decisions.	Board	Online meetings with Board to keep them fully informed in key decisions regarding reopening.	L	Yes
Existing policies for Fire evacuation etc.	Existing policies may no longer be fit for purpose.	Staff/Users	Review and revise all existing policies. A drill to be held to test evacuation of new room configurations.	L	Yes
Communication	Staff and Users may not be aware of new procedures putting safety at risk.	Staff/Users	Regular and repeated briefings regarding new policies to be implemented. A leaflet to be send home with any user displaying symptoms instructing them that the government guidance on testing and isolation must be followed.	L	Yes
Non adherence to social distancing	Some users may not be able to adhere to social distancing rules.	Staff/Users	We may need to consider excluding some users that cannot adhere to social distancing.	L	Yes

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Hand washing/sanitising	Inadequate hand washing/sanitising facilities.	Staff/Users	Each bubble will be supplied with supplies of hand sanitiser (automatic dispenser), surface wipes, face masks, gloves and plastic aprons and a hand washing station.	L	Yes
Clean Clothes	Risk of Covid 19 transmission..	Staff/Users	There is evidence that not wearing clean clothes each day may increase the risk of the virus spreading. Staff and users to be advised that the expectation is that people will arrive at TASC in fresh clothes each day. Staff/Volunteers/P.A/1 to 1 workers must change into work clothes when they arrive and a room will be put aside for this purpose.	L	Yes
Fabric chairs/Cushions	The use of fabric chairs and cushions may increase the risk of the virus spreading,	Staff/Users	Fabric chairs and cushions to be taken out of use	L	Yes
Testing	Testing not used effectively	Staff/Users	Staff and users to be encouraged to take up a coronavirus test before the service reopens. This is not a condition of accessing the service. Whenever symptoms occur the person will be transported home and a test will be required. Where they have been in the vicinity of someone that has tested positive isolation at home for 14 days will be required.	L	Yes

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<p>Infection transmission</p>	<p>Infection transmission in the building.</p>	<p>Staff/Users</p>	<p>A face mask type I or II is to be worn that covers the nose and mouth at all times when you are in the workplace (staff). Users to be encouraged to do the same. Reusable masks must be freshly laundered each day.</p> <p>Employees and users to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace. Face shields must also be used for personal care and when near anyone displaying symptoms. Robust collection of data on reasons for absence. Any member of staff that displays symptoms at work must go home without delay and arrange for a test. They must remain absent from work until the test result is clear or the quarantine period is over. Any user must go to the quarantine room until TASC transport is arranged to take them home. The room and vehicle to be sanitised. All other users and staff in bubble to be advised that they need to go home and remain away from TASC until the 14 day quarantine period is over, TASC transport to be provided.</p> <p>Staff involved in the care and transport of a person displaying symptoms should don the high level protection PPE first and support the person in the quarantine room until transport has been organized to take them home. A second person displaying symptoms to be supported in the I.P.P room, any additional users displaying symptoms to be supported in outdoor spaces. Staff to be trained in this. An electronic thermal thermometer is available to check temperatures of anyone that is displaying symptoms. The building to close if there are more than one confirmed cases of Covid 19 in two separate bubbles. Once symptomatic,</p>		
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all surfaces that the person has come into contact with must be cleaned as per detailed instructions in appendix 2. The Health Protection team to be informed of any case. **Public Health England Health Protection Team on 0300 303 8596 option 1. Out of hours for health professionals only: please phone 0191 269 7714**

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			<p>The health protection team will work with TASC in this situation to guide us through the actions they need to take. Based on the advice from the health protection team, we must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual.</p> <p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we must keep a record of users and staff in each group, and any close contact that takes places between users and staff in different groups. This should be a proportionate recording process. We do not need to ask staff to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p> <p>A template letter will be provided, on the advice of the health protection team, to send to parents and staff if needed. TASC must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p>		
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			<p>If someone that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus. They should get a test, and:</p> <p>If the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period if they are still displaying symptoms.</p> <p>If the test result is positive, they should inform TASC immediately, and must isolate for at least 14 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus. They must inform NHS track & Trace. TASC must also inform Track & trace. TASC must also inform the users social worker, duty team, carer, as appropriate, and Everyone Active who will be responsible for letting all other users of the building know that the building may be contaminated and the areas to avoid.</p>	<p>M</p>	<p>Yes</p>
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Quarantine room	Risk of Covid 19 transmission.	Staff	The room must be deep cleaned after use. Staff must wear high level PPE. Staff trained in PPE use.	L	Yes
Toilet use & equipment	Queues for toilets may breach social distancing measures. Cleaning down after each use may be poor.	Staff/Users	Staff to be trained in cleaning down toilet areas and equipment after each use. Floor markings to encourage social distancing. Middle urinals to be taped off.	M	Yes
Taking money	Risk of Covid 19 transmission.	Staff/Users	Money/cheque handling to be done wearing gloves. Staff instructed in safe money handling.	M	Yes
Transport	Risk of Covid 19 transmission. Users could be symptomatic.	Staff/Users	Staff must wear masks, users to be strongly encouraged to wear them or use alternative transport. Plastic shields to be used where appropriate and as part of minibus internal structure. Staff to follow the established social activity systems and procedures. It will not be possible to observe social distancing on centre transport. How users are grouped together on transport, where possible, should reflect the bubbles that are adopted within TASC. Use of hand sanitiser upon boarding and/or disembarking. Additional cleaning of vehicles as per cleaning schedule. Organised queuing and boarding where possible Priority should be given to those users with most need and others encouraged to make alternative arrangements to get into TASC. Users that cannot wear a mask may be excluded from transport. When transporting users that are displaying symptoms home staff must don additional protection and carry out a deep cleaning of the vehicle afterwards.	M	Yes

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Staff mental health	Staff may feel anxious.	Staff	Staff to be advised that unpaid leave is available if they don't feel safe to return, after all safety measures are explained to them. Bright HR counselling and health service available to all staff.	L	Yes
Users mental health	Users may feel anxious.	Users	Staff will reassure users and all safety measures will be explained to users.	L	Yes
Systems	Water system may harbour legionaries through lack of use.	Staff/Users	Full disinfection of water system to be carried out before building reopens.	L	Yes
Contractors	Risk of Covid 19 transmission.	Staff/users	Assurances sought from contractors that all staff attending are symptom free. Contractors to be instructed on movement around building and social distancing rules. Work to be undertaken outside of opening hours wherever possible. Contractor's telephone numbers to be taken as part of signing in process to support Track & Trace.	L	Yes
Cost	The cost of additional PPE and other measures against reduced income may place the organisation in financial difficulties.	Organisation	The Board to be provided with monthly budget reports highlighting particular pressures and overspends.	H	Yes
Pool	Risk of Covid 19 transmission.	Staff/Users/External users	The pool is closed to all users. At present we are not reopening the pool to external or internal users.	H	No
Foreign travel	Risk of Covid 19 transmission.	Staff/Users	Employees/Users/Volunteers who have returned from foreign travel should quarantine themselves as per government guidelines, even if they do not show any symptoms.	L	Yes

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<p>Personal care</p>	<p>Risk of Covid 19 transmission.</p>	<p>Staff/Users</p>	<p>People involved in the provision of assistance to others will pay particular attention to sanitation measures immediately before, during, and afterwards, including washing hands.</p> <p>Where social distancing guidelines cannot be followed in full in relation to a particular activity, it will be considered whether that activity needs to continue for the organisation to operate and, if so, we will take all the mitigating actions possible to reduce the risk of transmission. Further mitigating actions include:</p> <ul style="list-style-type: none"> • Use of PPE- Follow the PPE guide from Public Health England that has been sent to all staff through Bright Hr. • All used PPE must go in clinical waste • Increasing the frequency of handwashing and surface cleaning; • Keeping the activity time involved as short as possible; • Using back-to-back or side-to-side working (rather than face-to-face) whenever possible; and • Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others and stays in their bubble when possible). Users slings to be stored in washable suit cases with the users name on the front. 	<p>M</p>	<p>Yes</p>
<p>Deliveries/post</p>	<p>Risk of Covid 19 transmission.</p>	<p>Staff/Users</p>	<p>All deliveries/post to be made to front door and collected from there.</p>	<p>L</p>	<p>Yes</p>

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<p>Meetings</p>	<p>Risk of Covid 19 transmission.</p>	<p>Staff/users/ visitors</p>	<p>Staff instructed that meetings in enclosed spaces such as conference and meeting rooms should only be undertaken when absolutely essential for business needs and kept as short as possible.</p> <p>Staff using Conference and meeting rooms instructed to follow Government advice and maintain a 2m separation distance.</p> <p>Staff instructed that the same 2m distance rule must be applied to any meetings with clients or visitors.</p> <p>Staff told to avoid physical contact with users and visitors, such as handshakes, hugs, etc. and to give a polite explanation of this policy if required.</p>	<p>M</p>	<p>Yes</p>
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<p>Telephone use</p>	<p>Risk of Covid 19 cross contamination.</p>	<p>Staff/Users</p>	<p>Staff instructed not to share phones, pens, head sets and personal mobile phones with others to prevent accidental cross contamination.</p> <p>Telephone equipment/walkie talkies to be cleaned at the end of each use and during the day by the cleaner.</p> <p>Staff instructed that they should not use each other's IT equipment, to prevent accidental cross contamination.</p> <p>Staff are instructed to ensure that their workstations, IT and telephony equipment, such as keyboards, screens, phones and headsets are cleaned and sanitised on a regular basis throughout the working day.</p> <p>Suitable wipes and cleaners that do not damage equipment are provided.</p>	<p>M</p>	<p>Yes</p>
<p>Meals</p>	<p>Risk of Covid 19 transmission.</p>	<p>Staff/users</p>	<p>Meals will be eaten in the bubble. Meals will be delivered to bubble rooms on a trolley for that bubble only. Meals delivered to the Hub to be left outside. Microwaves to be provided to reheat meals. Used plates/cutlery to be put on trolley for collection. Only kitchen staff to enter food preparation area. Member's kitchen will be closed initially. Kitchen staff to wear masks when not socially distanced and at all times when outside the kitchen.</p>	<p>L</p>	<p>Yes</p>

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Activity resources	Risk of Covid 19 transmission.	Staff/Users	Activity resources must be used by an individual and not shared. When finished with the resource will go into a plastic box for seven days quarantine before it can be reallocated. Individuals will have their own activity box for daily use items. Ipads and laptops must go into quarantine as detailed above before being reallocated. Staff will not share resources, such as pens.	L	Yes
First aid	Risk of Covid 19 transmission.	Staff	It is recommended that prior to any first aid intervention that the first aider dons PPE, gloves, aprons and if any risk of respiratory droplet a face visor. Compressions only, no rescue breaths unless absolutely necessary when a one way face mask should be used.	M	Yes
Seizure support	Risk of Covid 19 transmission.	Staff	Provide support as per protocol but wear PPE if possible as you will not be able to observe social distancing. Consider using a face visor.	M	Yes
Members over seventy	For users who are over 70, the current UK Government guidance defines them as clinically vulnerable. "This means that you are at higher risk of severe illness from coronavirus. You are advised to stay at home as much as possible and, if you do go out, take particular care to minimise contact with others outside your household"		It may not be helpful to create a blanket policy about whether to allow older users to return or not. Instead, it may be more appropriate to consider each user individually and to create a specific risk assessment for each one.	M	Yes

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BAME community	People from the Black and Minority Ethnic community are statistically more vulnerable.	Staff/Users	BAME staff to speak to line manager - identify any concerns and take appropriate action. Individual risk assessment to take additional risk into account. Specific plan for each BAME Member will be produced, if required	M	Yes
Singing/Raised voices	Potential for increased risk of transmission – particularly from aerosol and droplet transmission.	Users/Staff	Music/TV levels to be kept low to reduce need for raised voices. No Karaoke sessions. Members should be encouraged to speak at low level.	Low	Yes
Dancing/Close contact activities	Potential for increased risk of transmission through close contact.	Users/Staff	Members to be advised that dancing, beauty care etc. are no longer activities we can provide.	Low	Yes
Parents/Visitors	Risk of Covid 19 transmission.	Users/Staff	Parents/Carers/Post to drop off at door. Staggered start times for users. Social Workers. Physio Therapists etc to be advised that only essential meetings to be held at TASC. Visitors' telephone numbers to be taken as part of signing in process to support Track & Trace.	Low	Yes
Students	Risk of Covid 19 transmission.	Users/Staff	Consider suspending the hosting of students until a vaccine is available.	Low	Yes
1 to 1 and P.A's	Risk of Covid 19 transmission.	Users/Staff	1 to 1 workers and P.A's must undergo an induction before returning to TASC. All workers must follow this risk assessment. We are unable to accept a P.A. that works with other providers or with other people in a care capacity into the service.	Low	Yes

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<p>Once symptomatic, all surfaces that the person has come into contact with must be cleaned, including:</p> <ul style="list-style-type: none"> • All surfaces and objects which are visibly contaminated with body fluids; and • All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc. <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.</p> <p>If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p> <p>Additional guidance, information and instruction when cleaning:</p> <ul style="list-style-type: none"> • Use disposable cloths or paper roll and disposable mop heads to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, with one of the following options below: <ul style="list-style-type: none"> • A combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.); or • A household detergent followed by disinfection (1,000 ppm av.cl.). Follow the manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants. <p>NB: If an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses.</p> <ul style="list-style-type: none"> • Avoid creating splashes and spray when cleaning. • Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below. • When items cannot be cleaned using detergents or laundered (for example, upholstered furniture and mattresses), steam cleaning should be used. • Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of. • If possible keep an area closed off and secure for 72 hours. After this time, the amount of virus contamination will have decreased substantially, and you can clean as normal with your usual products. <p>Laundry</p> <ul style="list-style-type: none"> • Wash items in accordance with the manufacturer’s instructions. Use the warmest water setting (65 degrees Celsius at least) and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people’s items. • Do not shake dirty laundry – this minimises the possibility of dispersing virus through the air. • Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above. 	<p>Staff will be trained in this process.</p>	<p>L</p>
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RECOMMENDATIONS			IS A DETAILED RISK ASSESSMENT REQUIRED SPECIFY	
Is a Safe System of Work Required?	Yes	No	Workplace	
Is a Work Instruction required?	Yes	No	Work Equipment	
Is further information required	Yes	No	Materials/Substances - COSHH	
WILL this activity require a Permit to Work?	Yes	No	Materials/Substances - COSHH	
Any Additional Comments/Observations:			Manual Handling	
			Display Screen Equipment	
			Noise	
			Fire	
			Other:	

SIGNATURES					
ASSESSORS				Review Date	
NAME	MALCOLM TURLEY	SIGNATURE		POSITION	General Manager Day Services.
NAME		SIGNATURE		POSITION	

Guidance for the Completion of the Risk Assessment Record

Table A

Activity Assessed: Describe the activity that is being assessed. This could be a specific task e.g. floor cleaning, operation of a machine; maintenance activities etc.

Location: Describe the location of the activity.

Review Date: Enter the date that the assessment will be reviewed.

Table B

Those affected: When carrying out a risk assessment any person who may be affected by the work that is being assessed must be identified. Should there be categories of persons not identified, then enter additional categories in the boxes provided.

Table C

Hazards: Identify the hazards in the activity being assessed by putting a cross in the appropriate boxes. The list provided is not comprehensive. Should there be hazards that are not on the list then enter additional hazards in the boxes provided.

Note: The definition of a **HAZARD** is:- something with the potential to cause harm.

Table D

Hazards: List the hazards identified in Table C.

Existing Control Measures: Outline the existing measures which will reduce the risk arising from each of the hazards listed. Check that they meet legal requirements, industry standards and represent good practice. Typical control measures include: safe design; preventing access to the hazard e.g. guarding; written procedures and instructions; training; provision of PPE etc.

Risk

Assess the risks arising out of the hazards identified using the criteria set out below. When carrying this out consideration must be given to, what is reasonably foreseeable in relation to the identified hazards and recognition of the existing control measures that reduce the risk. Enter the appropriate letter, L for low, M for medium or H for high. If the overall risk category is low, then the assessment is complete and the information contained within the assessment disseminated to those affected. However if the overall risk category is medium or high then Additional Control Measures are required (see below).

Note: The definition of a **RISK** is:- the likelihood that harm from a particular hazard will be realized and consequences.

Risk Acceptable – If the risk is acceptable, say Yes if not put No and complete next sections.

MATRIX	LIKELIHOOD	
SEVERITY	Certain or near certain to occur	Reasonably likely to

APPENDIX 2

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Fatality; major injury or illness causing long term disability	HIGH	HIGH
Injury or illness causing short term disability	HIGH	MEDIUM
Other injury or illness	MEDIUM	LOW
		RISK

Table E

Additional Control Measures:

Additional control measures that will reduce the risks further should be noted. For example, elimination of the hazard should be considered first. If this is not possible, then try to reduce the risk E.g. risks from electrical hazards might be reduced by using low voltage electrical appliances. Also consider: safer design; additional guards; additional procedures and instructions; increased supervision; personal protective equipment (PPE). The completion date for the introduction of each control measure should be recorded.

Residual Risk:

The assessment process must be repeated, taking into account, the existing and additional control measures. Enter the appropriate letter, L for low, M for medium or H for high. If the residual risk category is low, then the assessment is complete and the information should be disseminated to those affected. If the overall risk is **medium** then additional control measures should be introduced within the completion date period and the information contained within the assessment disseminated to those affected. If the Residual Risk remains **high**, work **must not** proceed and the risks arising out of the hazards re-assessed to identify further risk reduction measures.

Table F

Identify any further requirements that may need to be actioned to ensure the risk assessment process is complete!