

**NEW PATHWAYS**

**HEALTH & SAFETY RISK ASSESSMENT, COVID-19 RETURN TO PREMISES (Phase 2) – RECORD OF SIGNIFICANT RISKS**

**LOCATION:** All

**DATE:** 7/9/2020

**COMPLETED BY:** Katryn Bennett

Nature of Hazard	Control Measures in place	Any further action required to manage this risk?	Action by whom?	Action by when?	Date Complete
<p><b>Employed Staff</b> who are not aware of the procedures and arrangements in place, to work within government guidelines on essential working, could compromise our arrangements and jeopardise the health of others.</p>	<ul style="list-style-type: none"> <li>• Specific measures to reduce the spread of Covid-19 have been prepared, based on NHS, Public Health and Government guidance.</li> <li>• Every member of staff has been fully briefed to ensure that they are aware of the hazards and risks and understand the rules and procedures in place. All staff have been issued with a handbook.</li> <li>• Communication warning posters are displayed through all premises.</li> <li>• A limited number of staff will return to offices initially to allow for social distancing and reduce the risk for contact or spread of Covid-19.</li> <li>• Staggered start and finish work times will allow for increased social distancing.</li> <li>• Employees have access to the 24/7 Employee Assistance Programme.</li> <li>• Employees can raise concerns with line managers.</li> </ul>				

<p><b>Food and Drink Preparation Areas</b> present a potential risk or transfer of virus through cross contamination.</p>	<ul style="list-style-type: none"> <li>• Kitchen areas will be closed off.</li> <li>• Water coolers will be removed.</li> <li>• Employees will be asked to bring prepared food / drink from home only.</li> </ul>				
<p><b>Communal Facilities, entrance, toilets, stairs etc.</b> Risk of contamination from equipment, surfaces etc. that may have been touched or otherwise contaminated by Covid-19 and create a risk to health.</p>	<ul style="list-style-type: none"> <li>• Deep cleaning of all areas prior to a return to premises.</li> <li>• Scheduled deep cleaning at regular intervals.</li> <li>• Enhanced cleaning regime after each client appointment and at the end of day.</li> <li>• Supplies of soap and sanitiser provided throughout premises.</li> <li>• Instructions for effective hand washing on display.</li> <li>• Employees advised to flush toilets with toilet seat in the closed position to prevent aerosols becoming airborne and contaminating the facilities with potential pathogens.</li> </ul>				
<p><b>Waste.</b> Ill health as a result of the transfer of Covid-19 through cross contamination after contact with waste.</p>	<ul style="list-style-type: none"> <li>• Waste bins to be allocated to each workstation and emptied at the end of each day.</li> <li>• Disposable tissues to be bagged and put into waste bins or taken home.</li> </ul>				
<p><b>Counselling / Meeting / Training Rooms.</b> Potential risk of transfer of virus on account</p>	<ul style="list-style-type: none"> <li>• Meetings in enclosed spaces should only be undertaken when essential.</li> <li>• Rooms to be fully ventilated.</li> </ul>				

<p>of close contact with other people.</p>	<ul style="list-style-type: none"> <li>• All physical contact to be avoided and social distancing guidelines observed.</li> <li>• Signage on all rooms to show maximum capacity.</li> </ul>				
<p><b>Workstations, IT and telephony equipment.</b> Direct contact with potentially cross contaminated equipment may lead to the spread of Covid-19.</p>	<ul style="list-style-type: none"> <li>• All employees are advised to clean and sanitise equipment regularly throughout the day with suitable wipes.</li> <li>• Employees are only to use their own IT equipment to prevent accidental cross contamination.</li> <li>• Employees are to only sit at allocated workstation.</li> </ul>				
<p><b>Close contact.</b> People on the premises may be at risk of exposure to other people who are carrying Covid-19.</p>	<ul style="list-style-type: none"> <li>• Social distancing guidelines are to be adhered to at all times.</li> <li>• No physical contact at any time.</li> <li>• Employees are not to sit in the immediate air flow of fan heaters, cooling fans, ventilation systems etc.</li> <li>• Visitors to site are limited. Where possible video conferencing software is utilised to reduce face to face contact.</li> <li>• All visitors are to sign the Visitor Logbook and complete a Visitor Questionnaire.</li> <li>• Only essential work to be conducted in premises. Any work that can be competed remotely will be.</li> </ul>				

<p><b>Vulnerable employees.</b> People with existing health conditions are at a higher risk of contracting Covid-19 which may have a significantly increased adverse effect on their health and wellbeing.</p>	<ul style="list-style-type: none"> <li>• In accordance with Government guidelines, employees who are in vulnerable / high risk categories may work in a Covid-Safe premises if work from home is not possible.</li> <li>• Where possible vulnerable employees work from home.</li> <li>• Employees who are in the extremely vulnerable category (shielding) work from home.</li> </ul>				
<p><b>Cleaning and hygiene.</b> Inadequate cleaning and hygiene standards pose a risk of spreading infection by way of cross contamination.</p>	<ul style="list-style-type: none"> <li>• Cleaning regimes are enhanced and more frequent.</li> <li>• Deep cleans are scheduled for all premises.</li> <li>• Cleaning supplies, disposable towels and hand sanitiser dispensers are provided throughout the premises.</li> <li>• Covid-19 Champions monitor cleaning and hygiene levels and report any issues to managers.</li> </ul>				
<p><b>Personal hygiene.</b> Poor personal hygiene standards pose an increased risk of passing on or contracting Covid-19.</p>	<ul style="list-style-type: none"> <li>• The importance of person hygiene has been explained to all staff.</li> <li>• Posters demonstrate the correct technique for hand washing.</li> <li>• Sanitiser is available throughout the premises.</li> <li>• Employees are instructed to clean their hands frequently for at least 20 seconds.</li> <li>• Employees instructed that disposable tissues should be</li> </ul>				

	<p>bagged and binned and disposed of each day.</p> <ul style="list-style-type: none"> <li>• Employees are advised about how to use hand sanitiser safely – not touching face, not inhaling vapours, not using on skin with a diagnosed skin condition.</li> </ul>				
<p><b>Cold / Infections.</b> There is a risk that any cold / infection could be consistent with Covid-19 symptoms and there is a risk that accidental cross infection could be transmitted to other people.</p>	<ul style="list-style-type: none"> <li>• Where symptoms of a cold / infection start at work employees are required to notify their line manager immediately.</li> <li>• Employees who are currently self isolating due to a positive test for Covid-19, experiencing symptoms or have a family member who has tested positive or has symptoms should not attend work in a premises and should inform their line manager.</li> </ul>				
<p><b>Emergency evacuations.</b> Potential risk of transfer of virus on account of close contact with other people.</p>	<ul style="list-style-type: none"> <li>• Fire marshals are in place.</li> <li>• Employees are to follow emergency evacuation procedures for their relevant location.</li> <li>• In an emergency employees are not required to socially distance if it is unsafe to do so.</li> <li>• PEEPs are in place for employees / visitors who require assistance during an emergency evacuation.</li> <li>• All employees are to wash / sanitise hands at the earliest opportunity.</li> </ul>				

<p><b>First Aid Provision.</b> Lack of first aid provision could lead to injury, further injury or prolonged pain. Administration of first aid could increase risk of contracting Covid-19 due to close contact with injured person.</p>	<ul style="list-style-type: none"> <li>• Trained emergency first aiders on site.</li> <li>• First aiders provided with face masks to reduce the risk of cross contamination.</li> <li>• Risk to first aider should be minimised at all times.</li> <li>• Any first aid situation in which closer physical contact is needed the first aider should contact 111 / 999 as appropriate</li> </ul>				
<p><b>Passenger Lift.</b> The enclosed space creates a risk of potential contamination through coughing and sneezing and contact with</p>	<ul style="list-style-type: none"> <li>• Increased level of regular routine cleaning and sanitising.</li> <li>• Employees are encouraged to use the staircase wherever possible.</li> <li>• Only one person to use the lift at a time and it is to be cleaned down with anti-bacterial products after each use.</li> <li>• Anyone using the lift is to be asked to avoid touching surfaces.</li> </ul>				

