SOCIAL DISTANCING ENVIRONMENTAL RISK ASSESSMENT V 5 FINAL MAY 2020

RISK A	SSESSMENT	OF:	Whole Trust - Non-Clinical Areas			DATE OF ASSE	SSMENT:		01-Jul-20							
WARD / SERVICE MANAGER NAME:		Whole Trust - Non-Clinical Areas		٦.	ASSESSOR(S):			Emma Hallett, Deputy Director of Workforce								
WARD	WARD / SERVICE MANAGER NAME:		Emma Hallett, Deputy Director of Workforce	Scot Sherrard, Health and Security Manager		DATE:	01-Jul-20	Signature	Alethold-							
TO BE	COMPLETED	BY WARD/SERVICE MANAG	ER UPON COMPLETION OF ASSESSME	ENT. I ACCEPT THE FINDINGS OF THIS ASSESSMENT : (MAKE AMENDMENTS IF REQUIRED BEFORE S	SIGNING)			_								
	iew date	24/07/2020	Name	Mark Warner, Director of Organisational Development and Workforce	. ٦			Signature	\sim							
	view date	24/07/2020	Name	Warker, Director of Organisational Development and Workforce	-			Signature								
znure	new date		Name					Signature	- Marca-							
PLEAS	RETURN A	COMPLETED COPY OF THIS	RISK ASSESSMENT VIA EMAIL TO Huma	an Resources@dchft.nhs.uk												
NO	HMG re	f HAZARD AND HARM	ADDRESSING	CONTROL MEASURES IN PLACE TO REDUCE RISK TO LOW OR VERY LOW. ANY RISK SCORE ABOVE MODERATE OR ABOVE WILL REQUIRE ADDIONAL CONTROL MEASURES	LIKELIHOOD	CONSEQUENCES	TOTAL SCORE	VL, L M, H, VH	ADDITIONAL CONTROL MEASURES REQUIRED TO REDUCE THE RISK TO LOW OR VERY LOW	LIKELIHOOD	CONSEQUENCES	TOTAL	VL, L, M, H, VH	ACTION BY WHO	ACTION BY WHEN	DATE COMPLETED
1	3.1		Coming to and leaving work	Prior to assessing this paragraph I have taken into consideration the actions listed below												
			REMEMBER to make every reasonable effort to enable working from home as a first option	Staggering arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics. Staff using judgement to wait until area is clear before entering	3	2	6		All actions completed. Staff who are able to work from home are doing so. Signage has been produced and displayed in corridors to ensure staff and patients keep to the left. Each department has undertaken an individual risk assessment - see Sheet 3.	3	2	6				
				Actions; We instruct staff to limit passengers in Trust vehicles, for example, work minibuses. This could inc	clude leaving	2 leaving seats empty.										
				Where possible, exit and entry points remain fully open to prevent congestion.												
				We are providing (where needed) more storage for workers for clothes and bags.												
				There are markings and one-way flow at entry and exit points.												
				There are handing washing facilities, and where this is not possible hand sanitising stations. These not using touch-based security devices such as keypads.	e are at entry	y/exit points a	nd (where a	all possible)								
2	3.2		Moving around buildings and	Prior to assessing this paragraph I have taken into consideration the actions listed below												
			worksites	We have considered the reduction and implemented where possible movement by discouraging non-essential trips within buildings and sites, for example, restricting a access to some areas, encouraging use of radios or telephones, where permitted, and cleaning them between use.	3	2	6		All actions completed. Non-essential travel has been stopped. Signage has been produced and displayed in corridors to ensure staff and patients are reminded of social distancing requirements. Each department has undertaken an individual risk assessment - see Sheet 3.	3	2	6				
				Actions;			1									
				Restricting access between different areas of a department Reducing job and location rotation.					-							
				Regulating use of high traffic areas including corridors and walkways to maintain social distancing	ŀ.				1							
3	3.3		Workplaces and workstations	Prior to assessing this paragraph I have taken into consideration the actions listed below												
				We have reviewed layouts and processes to allow staff to work further apart from each other using the most pragmatic solutions available.	3	2	6		All actions completed. Office spaces have been adjusted as necessary. Staff who are able to work from home are doing so. Additional office space is being obtained off site. Each department has undertaken an individual risk assessment - see Sheet 3.	3	2	6				
				Actions;					-							
				We are using floor tape or signs to mark areas to help staff keep to a 2m distance. We have looked carefully and only where it is not possible to move workstations further apart, ar	ranging peo	nle to work sid	la by sida or	facing a way	-							
				from each other rather than face-to-face.	facilig a way											
				We have, only where it is not possible, to move workstations further apart, used screens to separ We have looked at staffing and managing occupancy levels in an effort to enable social distancing We are (where possible) avoiding the use of hot desks and spaces and, where not possible, for ex between different occupants including shared equipment.				stations								
4	3.4		Meetings	Prior to assessing this paragraph I have taken into consideration the actions listed below					All actions concluded All Decodered Cyle Conc. 201	-						
				We use remote working tools to avoid in-person meetings, teams etc.	3	2	6		All actions completed. All Board and Sub-Committee meetings being held virtually via MS Teams of Lifesize. The maximum capacity levels in all meeting and training rooms have been reduced in order to comply with social distancing requirements. Each department has undertaken an individual risk assessment - see Sheet 3.	3	2	6				
				Actions; We ensure only absolutely necessary participants should attend meetings and should maintain 2r	m separation	throughout.										
				We avoid transmission during meetings, for example, avoiding sharing pens and other objects.												
				We provide hand sanitisers and wipes in meeting rooms.					-							
				We do wherever possible hold meetings outdoors or in well-ventilated rooms.												
				It areas where regular meetings take place, we use floor signage to help staff and visitors maintain	n social dista	ancing.			-							
5	3.5		Common areas	Prior to assessing this paragraph I have taken into consideration the actions listed below												
				We work collaboratively with landlords and other tenants in multi-tenant sites/buildings to ensure consistency across common areas, for example, receptions and staircases.	3	2	6		All actions completed other than encouraging workers to bring their own food. Given the nature or work and shift pattern it is important that staff can access hot food via the canteen. The tables in and outside the canteen have been modified in order to adhere to social distancing requirements. Each department has undertaken an individual risk assessment - see Sheet 3.	3	2	6				
				Actions;												

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				0	ENCES	DRE	H		0	ENCES		, н, vн			
			We stagger break times to reduce pressure on break rooms or canteens.												
			We use wherever possible safe outside areas for breaks.												
			We utilise additional space by using other parts of the workplace or building that have been freed up by remote working												
			Encouraging workers to bring their own food.					-							
			We have where possible reconfigured seating and tables to maintain spacing and reduce face-to-	ace intera	ctions.			+							
				courage staff to remain on-site and, when not possible, maintaining social distancing while off-site. titing use of locker rooms, changing areas another facility areas to reduce concurrent usage.				-							
			Encouraging staff not to bring anything unnecessary in to the Trust. Where items are brought in v	e encoura	ge sensible stor	age of perso	nal items	-							
			and clothing in personal storage spaces, for example, lockers during shifts.		-										
e	4.1	Managing contacts	Prior to assessing this paragraph I have taken into consideration the actions listed below		1	1							1	1	
			We encourage visits via remote connection/working where this is an option.	3	2	6		All actions completed other than maintaining a record of all site visitors, as this is not practical on a hospital site with multiple entrances. We have limited visiting times and	3	2	6				
								restricted those who can attend with patients. Each department has undertaken an individual risk assessment - see Sheet 3							
			Actions;								I		1		L
			Where site/department visits are required, site guidance on social distancing and hygiene is explain	ned to vis	itors on or befor	e arrival.									
			We limit the number of visitors at any one time.	or times to a specific slot and restrict access to required visitors only. etermine schedules for essential services and contractor visits to reduce interaction and overlap between staff and visitors, for ying out services at night. ng a record of all visitors, if this is practical. ed visitor arrangements to ensure social distancing and hygiene, for example, where someone physically signs in with the same pen in											
			-	isitor times to a specific slot and restrict access to required visitors only.											
						-									
			example, carrying out services at night.												
			We maintaining a record of all visitors, if this is practical.												
			We have revised visitor arrangements to ensure social distancing and hygiene, for example, when	someone	physically signs	in with the s	ame pen in	+							
			receptions.												
7	4.2	Providing and explaining available guidance						All actions completed. Government guidance in relation to social distancing is available on					1		T
			We provide clear guidance on social distancing and hygiene to visitors on arrival, for example, signage or visual aids and before arrival, for example, by phone, on the website or by email.	3	2	6		All actions completed. Government guidance in relation to social distancing is available on the Trust intranet and interrup tages. Each department has undertaken an individual risk assessment - see Sheet 3.	3	2	6				
			Actions;					-							
			We ensure host responsibilities relating to COVID-19 and provide any necessary training for staff v			s.									
			We have reviewed local entry and exit routes for visitors and contractors to minimise contact with	other sta	ff/visitors										
٤	5.2	Keeping the workplace clean	Prior to assessing this paragraph I have taken into consideration the actions listed below					All actions completed. Handgel and wipes are available in each room/area. Each					1		T
			We frequently clean work areas and equipment between uses, using our usual cleaning products and much of this is done as self help over and above any normal cleaning regimes.	3	2	6		All actions completed. Hanogel and wipes are available in each room/area. Each department has undertaken an individual risk assessment - see Sheet 3.	3	2	ь				
			Actions; We encourage and insist on the frequent cleaning of objects and surfaces that are touched regula	de en els e		and the designed									
			making sure there are adequate disposal arrangements of used materials.	ny, such a	s door handles a	ind keyboard	s, and								
			We ensure clearing workspaces and removing waste and belongings from the work area at the en	d of a shif	i.			+							
			Where possible we limit or restricting use of high-touch items and equipment, for example, printe	rs or whit	eboards.										
			We ensure that if cleaning after a known or suspected case of COVID-19 then this will be complete	d in accor	iance to the sne	cific guidanc									
L						and and and									
9	5.3	Hygiene - handwashing, sanitisatio facilities and toilets													
		laciities and toilets	We use signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.	3	2	6		All actions completed. Signage relating to hand hygiene is displayed throughout the Trust. All hand dryers have been disabled and hand towels provided. Each department has undertaken an individual risk assessment - see Sheet 3.	3	2	6				
1			Actions;		l						-	_	<u> </u>		-
			We provide regular reminders and signage to maintain personal hygiene standards.												
			We provide hand sanitizers in multiple locations in advant personant reperter adminuto. We provide hand sanitizers in multiple locations in advantion to washrooms. We ensure clear use of cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.				-								
1			We ensure enhancing cleaning for busy areas.												
1			We provide more waste facilities and more frequent rubbish collection. Where possible, we provide paper towels as an alternative to hand dryers in handwashing facilitie	s.											
1	0 5.4	Changing room and showers	Prior to assessing this paragraph I have taken into consideration the actions listed below												
1			Our shower and changing facilities have clear use and cleaning guidance for showers, lockers and	3	2	6		All actions completed. Each department has undertaken an individual risk assessment -	3	3	9				
			changing rooms to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible.					see Sheet 3.							
1			Actions;					-			•				
			We have Introduced enhanced cleaning of all facilities regularly during the day and at the end of t responsibility to keep areas clean and cannot rely solely on cleaning staff.	ne day. W	e remind staff th	at it is every	one's								
1	1 5.5	Handling goods, merchandise and other materials and one its vehicles	Prior to assessing this paragraph I have taken into consideration the actions listed below												

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			utier materials and unsite venicles	We have a clear cleaning procedures for goods and merchandise entering the department/site.	3	2	6		All actions completed. Staff are not permitted to take Pool cars home or to receive personal deliveries at work. Each department has undertaken an individual risk assessment - see Sheet 3.	3	2	6				
				Actions; We have a clear cleaning procedures for vehicles. We ensure greater handwashing and handwashing facilities for staff handling goods and merchan	dice and pr	oviding hand sa	niticar what	re this is not								
				Practical practical Regular cleaning of vehicles that staff may take home.	uise anu pi	oviding hand se	intriser when									
				We restrict non-business deliveries, for example, personal deliveries to staff.												
12	7.1		Shift patterns and working groups	Prior to assessing this paragraph I have taken into consideration the actions listed below												
				We try as far as possible, where staff are split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same staff.	3	2	6		All actions completed. Each department has undertaken an individual risk assessment - see Sheet 3.	3	2	6	•			
				Actions; We have Identified areas where people directly pass things to each other, for example office supp such as using drop-off points or transfer zones.	lies, and fi	nding ways to re	emove direct	t contact,								
13	7.2		Work related travel	Prior to assessing this paragraph I have taken into consideration the actions listed below												
				We Minimise non-essential travel – consider remote options first.	3	2	6		All actions completed. Non-essential travel has been stopped. Each department has undertaken an individual risk assessment - see Sheet 3.	3	2	6				
				Actions;												
				We minimise the number of staff travelling together in any one vehicle, using fixed travel partners sitting face-to-face.	ing together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding											
				We ensure the cleaning of shared vehicles between shifts or on handover												
				Where staff are required to stay away from their home, centrally logging the stay and making sure distancing guidelines.	e any overr	ight accommod	ation meets	social								
14	7.3		Inbound and outbound goods	Prior to assessing this paragraph I have taken into consideration the actions listed below												
				We have put in place procedures to minimise person-to-person contact during deliveries to and from the site.	3	3	9		All actions completed. The Trust is currently a cash-free site. Each department has undertaken an individual risk assessment - see Sheet 3.	3	2	6				
				Actions;												
				We attempt to maintain consistent pairing where two-person deliveries are required. We minimise contact during payments and exchange of documentation, for example, by using ele	ctronic pay	ment methods	and electror	nically signed								
				and exchanged documents.												
				We have considered methods to reduce frequency of deliveries, for example by ordering larger q	uantities le	ss often.										
				We have looked where possible and if safe to do so, having single staff load or unload vehicles.												
				We have looked where possible, at using the same pairs of staff for loads where more than one is	needed.											
15	8.0		Communication	Prior to assessing this paragraph I have taken into consideration the actions listed below												
				Communication should be clear and the need for face-to-face communication should be limited.	3	3	9		All actions completed. Signage is clear and simple. The PALs team and translation services are available to support patients who do not have English as their first language. Each department has undertaken an individual risk assessment - see Sheet 3.	3	3	9				
1				Actions;												
				We are using simple, clear messaging to explain guidelines using images and clear language, with be their first language.	considerati	on of groups fo	r which Engl	ish may not								
				We are using visual communications, for example, whiteboards or signage, to explain changes to reduce the need for face-to-face communications.	schedules,	breakdowns or	materials sh	ortages to								

EVEL	DESCRIPTOR	DESCRIPTION
1	Insignificant	No injury or damage caused
2	Minor	Minor injury/damage: (ie no lasting effects, will probably be resolved in a short time period: Resource implications < £50,000)
3	Moderate	Moderate injury/damage: (ie Semi-permanent injury but will recover: Moderate resource implications > £50,000 < 500,000)
4	Major	Major injury/damage: (ie Life-long injury: Life-long adverse effect on lifestyle: Major loss of service: Major resource implications >£500,000)
5	Fatality/Multiple Fatalities	Avoidable fatality/multiple fatalities/catastrophic damage

LEVEL DESCRIPTOR		DESCRIPTION
5	Certain	The event is expected to occur on many occasions (e.g. daily?)
4 Likely		The event probably will occur but not an everyday occurrence (e.g. weekly?)
3 Possible		The event may occur occasionally (e.g. monthly?)
2 Unlikely		Do not expect event will happen but it is a possibility (e.g. twice a year?)

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			1 Rare	Can't believe event will ever happen (e.g. once a year?)											

Result from "Consequence Table" and "Likelihood Table" plot on the "Risk Evaluation Graph" to obtain the "<u>Risk Category</u>". Once complete you insert the initial findings from your hazards and insert your existing control measures. If after applying the initial control measures your risk remains in the Moderate, High risk or Very High then you will need to apply additional control measures to reduce the risk to a level that is as low as in reasonability practicable

