

SOCIAL DISTANCING ENVIRONMENTAL RISK ASSESSMENT V 5 FINAL MAY 2020


RISK ASSESSMENT OF: Whole Trust - Non-Clinical Areas

CARE GROUP AND DIVISION: Whole Trust - Non-Clinical Areas


WARD / SERVICE MANAGER NAME: Emma Hallett, Deputy Director of Workforce Scot Sherrard, Health and Security Manager

DATE OF ASSESSMENT: 01-Jul-20

ASSESSOR(S): Emma Hallett, Deputy Director of Workforce

DATE: 01-Jul-20 Signature: 

TO BE COMPLETED BY WARD/SERVICE MANAGER UPON COMPLETION OF ASSESSMENT. I ACCEPT THE FINDINGS OF THIS ASSESSMENT : (MAKE AMENDMENTS IF REQUIRED BEFORE SIGNING)

1st review date: 24/07/2020 Name: Mark Warner, Director of Organisational Development and Workforce Signature: 

2nd review date: _____ Name: _____ Signature: _____

PLEASE RETURN A COMPLETED COPY OF THIS RISK ASSESSMENT VIA EMAIL TO HumanResources@dchft.nhs.uk

NO	HMG ref	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 ADDITIONAL CONTROL MEASURES	LIKELIHOOD	CONSEQUENCES	TOTAL SCORE	V, L, M, H, VH	ADDITIONAL CONTROL MEASURES REQUIRED TO REDUCE THE RISK TO LOW OR VERY LOW	LIKELIHOOD	CONSEQUENCES	TOTAL	V, L, M, H, VH	ACTION BY WHO	ACTION BY WHEN	DATE COMPLETED
1	3.1		Coming to and leaving work REMEMBER to make every reasonable effort to enable working from home as a first option	Prior to assessing this paragraph I have taken into consideration the actions listed below 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 Actions; We instruct staff to limit passengers in Trust vehicles, for example, work minibuses. This could include 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 hand washing facilities, and where this is not possible hand sanitising stations. These are at entry/exit points and (where at all possible) not using touch-based security devices such as keypads.	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				
2	3.2		Moving around buildings and worksites	Prior to assessing this paragraph I have taken into consideration the actions listed below 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. Actions; 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.	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				
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. 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, arranging people to work side by side or facing a way from each other rather than face-to-face. We have, only where it is not possible, to move workstations further apart, used screens to separate staff from each other. 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 example, training facilities, cleaning workstations between different occupants including shared equipment.	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				
4	3.4		Meetings	Prior to assessing this paragraph I have taken into consideration the actions listed below We use remote working tools to avoid in-person meetings, teams etc. Actions; We ensure only absolutely necessary participants should attend meetings and should maintain 2m 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. If areas where regular meetings take place, we use floor signage to help staff and visitors maintain social distancing.	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				
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. Actions;	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				

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			OTHER TRAILERS AND OTHER VEHICLES	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 merchandise and providing hand sanitiser where this is not practical Regular cleaning of vehicles that staff may take home. 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 supplies, and finding ways to remove direct contact, such as using drop-off points or transfer zones.												
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, increasing ventilation when possible and avoiding sitting face-to-face. 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 any overnight accommodation meets social distancing guidelines.												
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 electronic payment methods and electronically signed and exchanged documents. We have considered methods to reduce frequency of deliveries, for example by ordering larger quantities less 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				
				Actions; We are using simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language. We are using visual communications, for example, whiteboards or signage, to explain changes to schedules, breakdowns or materials shortages to reduce the need for face-to-face communications.												

RISK EVALUATION TABLES QUALITATIVE MEASURES OF CONSEQUENCE

LEVEL	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

QUALITATIVE MEASURES OF LIKELIHOOD

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?)
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Result from "Consequence Table" and "Likelihood Table" plot on the "Risk Evaluation Graph" to obtain the "Risk Category". 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

RISK EVALUATION GRAPH (5X5 Matrix)

LIKELIHOOD	CONSEQUENCE				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Fatality Multiple/Fatalities
5 - Certain	5 Yellow	10 Orange	15 Red	20 Red +	25 Red +
4 - Likely	4 Green	8 Yellow	12 Orange	16 Red	20 Red +
3 - Possible	3 Green	6 Yellow	9 Yellow	12 Orange	15 Red
2 - Unlikely	2 Green	4 Green	6 Yellow	8 Yellow	10 Orange
1 - Rare	1 Green	2 Green	3 Green	4 Green	5 Yellow

Very Low Risk 1 to 4	Low Risk 5 to 9	Moderate Risk 10 to 14	High Risk 15 to 19	Very High Risk 20 to 25
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