**COVID-19 Secure – Organisational Risk Assessment**

This Risk Assessment will be augmented by *individual ‘Method Statements’* prior to recommencing any services. At this time, the ‘Office’ element applies only to Community House, Harrogate. Our Thornes Park office in Wakefield is not deemed conducive to Covid-Secure office working and will only be used for Activities.

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| **ORGANISATION: OPEN COUNTRY** | | | **Review regularly from 1st July 2020: *Reviewed 12/08/20, 07/09/20, 15/10/20, 06/04/21, 27/07/21, 10/03/22*** | | | | | | |
| **ACTIVITY:** Working safely during Covid-19 (Coronavirus) - in office work, countryside activities and vehicle use settings | | | | | | | | | |
| **Responsible Manager** | | David Shaftoe | | **Signature** | | **David_Sig.jpg** | | **Date** | **24/06/20** |
| **What are the hazards?** | **Who might**  **be harmed and how** | **Evaluate the risks.**  **What are you already doing?** | | | **What further action is necessary?** | | **Action**  **By**  **Whom?** | **Action By When?** | **Complete Y/N**  **(Date)** |
| STAFF MEMBERS | | | | | | | | | |
| Staff issues | Staff | Staff resources identified to cover absence for illness or test & trace  Staff briefed on symptoms of COVID-19  Staff who are vulnerable ‘High Risk’ employees will self-isolate, in line with government guidance  Working from home is encouraged where appropriate | | | Employees to inform us if they are leaving the country  Return-to-work session with DS  /  / | | All staff  DS  DS  / | Ongoing  June  July  Ongoing | Ongoing  Complete  Complete  Ongoing |
| OFFICES | | | | | | | | | |
| Transmission of Covid-19 due to multi-tenanted buildings | Staff  Tenants | Liaising with *HADCA* and *WMDC* regularly. (*Penny Appeal* in due course) | | | Obtain updates to *HADCA* Risk Assessment  Monitor *HADCA* performance | | DS  DS | Ongoing  Ongoing | Ongoing  Ongoing |
| Transmission of Covid-19 due to number of OC building users | Staff  Tenants | Assessed the maximum number of staff who can safely work in the building, whilst maintaining social distancing. (4 people per day, spread over two offices) | | | To not exceed the maximum number of staff  Revisit staffing ratios required for office functions  Produce staffing rota | | DS  DS  DS | Monthly  September 2021  Monthly | Complete  Ongoing  Ongoing |
| Transmission of Covid-19 due to social distancing measures not being managed and adhered to | Staff  Tenants | Stagger staff arrival times  Visitors are not permitted in the building - access restricted to assigned staff only  Sanitising station in reception and signage instructing to sanitise hands on entry  Hand washing facilities provided on every floor of the building and posters displayed reminding staff of good correct hand hygiene procedures  Removal of shared pens  Reduced movement within the building by limiting the numbers of people in any room at any given point in time  Hand rail usage discouraged  The building only lends itself to partial one way traffic (*HADCA* decision).  Staff aware that social distancing should be adhered to at all times  Non-fire doors propped open / removed  Assessed layout of workstations to create zonal areas with sufficient separation (2 metres between seating for staff in on same day). No face to face seating allowed  Hot desking and sharing of equipment is discouraged. Staff have been allocated dedicated desks/workspaces/zones to work in that are not shared with others.  Staff given individual hand sanitiser bottles to use at their workstation when needed.  70% alcohol wipes are provided for staff to sanitise surfaces and work equipment such as keyboards, mice etc  Scheduling face to face meetings via Zoom  Where meetings are essential, hold outdoors if practical. If not, use a meeting room to allow effective social distancing, with allocated seats for specific individuals. Hand sanitiser and alcohol wipes are to be made available. Keep attendee numbers to minimum. Windows to be opened ½ hours prior to meeting where practical possible  Windows open whenever practical for maximum ventilation of rooms.  Break times flexible and staff asked not to have breaks at the same time.  Staff instructed not to use the lift.  Staff are encouraged to take their breaks outside in the fresh air  Kitchens – Staff to bring their own food in to work and must not be in the kitchen for long periods of time. Only one person in at once.  Staff aware that social distancing should be adhered to at all times  Cellar & storage area – only one person uses at once time. (Also the shipping container - Wakefield only - ED).  Participants are issued (and must bring each time) their own PPE. | | | Monitor effectiveness  Monitor usage  Ensure regime is being followed  Ensure sufficient supplies are available and all staff follow hand hygiene requirements  Use fresh pen in reception  All staff use own pens  Discourage colleague encroachment  /  Monitor usage  Monitor effectiveness  /  /  /  Ensure sufficient supply and usage  Ensure sufficient supply and usage  Renew Zoom subs  /  Proposed air conditioner will not be purchased. Fans acquired.  Monitor effectiveness  Monitor effectiveness    Monitor effectiveness  Monitor effectiveness  Monitor effectiveness  Monitor effectiveness  Monitor effectiveness | | DS  DS/ED  DS/HADCA  DS/ HADCA  HADCA/DS  DS  /  HADCA/DS  DS  HADCA  KL/DS  DS  DS  DS  DS  All  DS  DS  DS  DS  DS  DS  DS  ED  DS | Ongoing  Ongoing  Ongoing  Ongoing  Daily  Daily  /  Daily  Daily  Daily  June    July  July  July  March 2021  March 2021  July  Daily  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing | Complete  Complete  Complete  Complete  Complete  Complete  Ongoing  Complete  Complete  Complete  Complete  Complete  Complete  Complete  Complete  Complete  Complete  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing |
| Transmission of Covid 19 via unclean surfaces | Staff  Tenants | Cleaners follow a specified cleaning schedule with an antibacterial cleaning substance, especially where known or suspected cases of Covid-19 have occurred.  Opening of windows and ventilation individual rooms.  Alcohol wipes and cleaning products are available for staff to use throughout the day. e.g. allow staff to sanitise the keys on them after individual use (sign displayed).  Waste is removed daily.  Alcohol wipes placed next to photocopier | | | Ensure adhered to and monitor effectiveness of regimes and protocols | | DS/ HADCA/ Cleaners | Ongoing  Ongoing  Ongoing  Ongoing  Ongoing | Ongoing  Ongoing  Ongoing  Ongoing |
| Transmission of Covid 19 due to poor hygiene | Staff  Tenants | Soap, hand sanitiser and tissues to be provided, including bins for used tissues  Paper towels provided at hand washing sites  Staff encouraged to wash hands on arrival and at regular intervals throughout the day.  All staff have been enrolled on Infection Control E-Learning (includes hand washing techniques)  Signs are displayed to build awareness of hand washing techniques and NHS Coronavirus Covid 19 guidance etc.  Regular updates on Covid 19 advice and guidance for staff via email  Discourage sharing of pens etc | | | Provide hand moisturiser due to participants washing hands regularly.  /  Documented cleaning regime for touch points.  All staff to complete Infection Control Training.  Regular reminder to staff re: all posters and guidance available to them.  /  / | | DS  DS/HADCA  DS  DS  DS  All | July 2020  August  July  June  June  Ongoing  Ongoing | Ongoing  Ongoing  Ongoing  Complete  Complete  Ongoing  Ongoing |
| Transmission of Covid-19 due to lack of PPE | Staff  Members  Volunteers  Carers  Visitors | PPE (including masks, aprons, and gloves) is available for staff and participants to use when there is a requirement to do so e.g. where social distancing is not practicable  Face coverings required in minibus  Guidance is available on when PPE should be worn and correct ‘donning and doffing’ of PPE. Includes online videos | | | Stocks of PPE to be replenished weekly.  Monitor effectiveness  Reminder to read all Guidance  and watch videos | | DS  DS  DS | Weekly  Ongoing  Ongoing | Ongoing  Ongoing  Ongoing |
| Transmission of Covid-19 due to visitors | Staff  Tenants  Visitors | Non-essential visitors are not permitted to enter the building  All essential visitors have to follow the visitors protocol which is displayed on the front door of the site and reinforced by the staff member answering the door  Drop off zone at front doors for all goods. Hand washing facilities and hand sanitisers are available for staff receiving business-related goods. | | | Ensure adherence  Ensure adherence  Staff to reinforce protocol | | All staff  All staff  All staff  All staff | Ongoing  Ongoing  Ongoing  Ongoing | Ongoing  Ongoing  Ongoing  Ongoing |
| Transmission of Covid 19 via work-related travel | Staff  Members  Volunteers  Carers  Visitors | All non-essential travel is avoided  Meetings are held remotely  Fixed travel partners or travelling alone is encouraged  Discourage use of public transport. Staff who do use public transport have been given appropriate PPE  Encourage cycling to work | | | Monitor effectiveness  Monitor effectiveness  Monitor effectiveness  Monitor effectiveness  Maintain cycle shed | | DS  DS  DS  DS  HADCA | Ongoing  Ongoing  Ongoing  Ongoing  Ongoing | Ongoing  Ongoing  Ongoing  Ongoing  Ongoing |
| Transmission of Covid-19 due to lack of awareness | Staff  Members  Volunteers  Carers  Visitors | Provide posters to identify latest government, HSE, NHS, PHE guidance on Covid 19, hand washing techniques, entry and exit protocols and visitor protocol | | | Update as required | | DS | Ongoing | Complete |
| Transmission of Covid 19 due to lack of communication and training | Staff  Members  Volunteers  Carers  Visitors | Weekly staff meetings set up via Zoom  FAQ’s produced for staff and shared  Website has a COVID bulletin  Mental Health Awareness training is available for all staff.  1-2m segregation and signage in workplace  Welfare calls to staff self-isolating / furlough | | | Monitor effectiveness  FAQ’s to be updated  Update website with Covid 19 guidance and our policy position  Training completed  Reinforce with staff  Welfare calls continue | | DS  DS  KL  DS/Staff  DS  DS | Weekly  Ongoing  June  Ongoing  Ongoing  Fortnightly | Ongoing  Complete  Complete  Complete  Ongoing  Ongoing |
| Legionnaires disease | Staff | Run water for a long period of time | | | Monitor effectiveness | | HADCA/DS | June | Complete |
| Working from Home | Staff | See Working from Home RA | | | Monitor effectiveness | | DS | Ongoing | Ongoing |
| COUNTRYSIDE ACTIVITIES | | | | | | | | | |
| Transmission on Site visits | Staff  Volunteers | Social distancing to be maintained.  Consider lone working implications | | | Monitor effectiveness | | All staff | Ongoing | Ongoing |
| Transmission due to lack of awareness | Staff Members  Volunteers  Carers | Issue ‘Rejoining Guidelines’ in newsletter.  Give a thorough hygiene brief | | | Monitor effectiveness  Covid-19 Toolbox talk done & circulated | | All staff  DS | Ongoing  Ongoing | Ongoing  Complete |
| Transmission due to poor hygiene | Staff  Members  Volunteers  Carers | Increased hand sanitising and hand washing | | | Monitor effectiveness | | All staff | Ongoing | Ongoing |
| Transmission on activities | Staff  Members  Volunteers  Carers | Include Covid 19 protocols in Toolbox talk  1-2 metre zone observed wherever possible  Fixed teams and partnering  Quiet sites are used  Divide sites up into smaller work area with fewer people  Use barrier tape and signage as required | | | Covid-19 toolbox talk to be written  No shared pens for signing briefing sheets | | KL  All staff  All staff  Work party staff  DS | June  July  Ongoing  Ongoing  Ongoing | Complete  Ongoing  Ongoing  Ongoing  Ongoing |
| Transmission of Covid -19 due to Member support needs | Staff  Members  Volunteers  Public | No visitors allowed in the building  No personal care given  Face coverings used by both parties when guiding.  People being guided are to use Ramble Tags | | | Monitor effectiveness  /  Monitor effectiveness  Purchase Ramble Tags | | DS  /  DS  DS | Ongoing  Ongoing  Ongoing  July | Ongoing  Ongoing  Ongoing  Ongoing |
| Transmission from equipment and unclean surfaces | Staff  Members  Volunteers  Carers | PPE is in place  Disposable gloves to be worn when tools & equipment are shared  Cleaning protocol established  Cash to be discouraged and only banked 72 days later. The same with money boxes. | | | Monitor PPE supplies  Monitor effectiveness  Look into buying a fogger | | DS  HADCA / DS  DS/ED | Ongoing  July  December  Ongoing | Ongoing  Ongoing  Complete  Ongoing |
| Transmission of Covid 19 due to the general public | Staff  Members  Volunteers  Carers  Public | Use indoor cafes, pubs and shops, but with increased vigilance | | | Outdoor use, such as beer gardens and takeaways is encouraged | | All staff | Ongoing | Ongoing |
| VEHICLES | | | | | | | | | |
| Transmission of Covid 19 due to using minibuses | Staff  Members  Volunteers  Carers | Cleaning protocol in place for all minibuses, including fogging of bus and equipment.  Limit the use of vehicles  Reduce journey distances and times  Minibuses should be at reduced capacity by taking out the centre aisle of seats and discouraging people from sitting in the ‘cab’.  Do not allow moving around in bus or congregating by the door.  Face coverings to be used in the minibus.  Access to hand washing or sanitisers etc  Windows kept open to increase ventilation  Minibuses display Covid-19 secure poster | | | Cleaning Protocol to be re-enforced with drivers  Screens for drivers  Hand washing products and hand sanitisers to be replenished as required – daily check of levels.  Covid -19 Toolbox talk to be produced  /  /  /  / | | SH/ED  DS  All staff  All drivers  All staff  All staff  All staff  All staff  All staff | Daily  July  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing | Complete  Complete  Ongoing  Ongoing  Complete  Ongoing  Ongoing  Ongoing  Complete |
| Transmission due to sharing private vehicles | Staff  Volunteers | Discourage sharing of private vehicles | | | / | | All staff | Ongoing | Ongoing |

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