**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 & traceStaff briefed on symptoms of COVID-19 Staff who are vulnerable ‘High Risk’ employees will self-isolate, in line with government guidanceWorking from home is encouraged where appropriate | Employees to inform us if they are leaving the countryReturn-to-work session with DS// | All staffDSDS/ | OngoingJuneJulyOngoing | OngoingCompleteCompleteOngoing |
| OFFICES |
| Transmission of Covid-19 due to multi-tenanted buildings | StaffTenants  | Liaising with *HADCA* and *WMDC* regularly. (*Penny Appeal* in due course) | Obtain updates to *HADCA* Risk Assessment Monitor *HADCA* performance | DSDS | OngoingOngoing | OngoingOngoing |
| Transmission of Covid-19 due to number of OC building users | StaffTenants  | 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 functionsProduce staffing rota | DSDSDS | MonthlySeptember 2021Monthly | CompleteOngoingOngoing |
| Transmission of Covid-19 due to social distancing measures not being managed and adhered to | StaffTenants  | Stagger staff arrival timesVisitors are not permitted in the building - access restricted to assigned staff onlySanitising 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 timeHand rail usage discouragedThe 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 / removedAssessed 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 etcScheduling face to face meetings via ZoomWhere 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 possibleWindows 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 effectivenessMonitor usageEnsure regime is being followedEnsure sufficient supplies are available and all staff follow hand hygiene requirementsUse fresh pen in receptionAll staff use own pensDiscourage colleague encroachment /Monitor usageMonitor effectiveness ///Ensure sufficient supply and usageEnsure sufficient supply and usageRenew 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  | DSDS/EDDS/HADCADS/ HADCAHADCA/DS DS/HADCA/DS DSHADCAKL/DSDSDSDSDSAllDSDSDSDSDSDSDSEDDS | OngoingOngoingOngoingOngoingDailyDaily/DailyDailyDailyJune JulyJulyJulyMarch 2021March 2021July DailyOngoingOngoingOngoingOngoingOngoingOngoing | CompleteCompleteCompleteCompleteCompleteCompleteOngoingCompleteCompleteCompleteCompleteCompleteCompleteCompleteCompleteCompleteCompleteOngoingOngoingOngoingOngoingOngoingOngoingOngoing |
| Transmission of Covid 19 via unclean surfaces  | StaffTenants  | 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 | OngoingOngoingOngoingOngoingOngoing | OngoingOngoingOngoingOngoing |
| Transmission of Covid 19 due to poor hygiene  | StaffTenants  | Soap, hand sanitiser and tissues to be provided, including bins for used tissuesPaper towels provided at hand washing sitesStaff 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 emailDiscourage 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.// | DSDS/HADCADSDSDSAll | July 2020AugustJulyJuneJuneOngoing Ongoing | OngoingOngoingOngoingCompleteCompleteOngoingOngoing |
| Transmission of Covid-19 due to lack of PPE | StaffMembersVolunteersCarersVisitors  | 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 minibusGuidance 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 | DSDSDS | WeeklyOngoingOngoing | OngoingOngoingOngoing |
| Transmission of Covid-19 due to visitors | StaffTenantsVisitors |  Non-essential visitors are not permitted to enter the buildingAll 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 doorDrop off zone at front doors for all goods. Hand washing facilities and hand sanitisers are available for staff receiving business-related goods. | Ensure adherenceEnsure adherenceStaff to reinforce protocol | All staffAll staffAll staffAll staff | OngoingOngoingOngoingOngoing | OngoingOngoingOngoingOngoing |
| Transmission of Covid 19 via work-related travel | StaffMembersVolunteersCarersVisitors  | All non-essential travel is avoidedMeetings are held remotelyFixed travel partners or travelling alone is encouragedDiscourage use of public transport. Staff who do use public transport have been given appropriate PPEEncourage cycling to work | Monitor effectivenessMonitor effectivenessMonitor effectivenessMonitor effectivenessMaintain cycle shed | DSDSDSDSHADCA | OngoingOngoing OngoingOngoingOngoing | OngoingOngoingOngoingOngoingOngoing |
| Transmission of Covid-19 due to lack of awareness  | StaffMembersVolunteersCarersVisitors | 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 | StaffMembersVolunteersCarersVisitors | Weekly staff meetings set up via ZoomFAQ’s produced for staff and sharedWebsite has a COVID bulletinMental Health Awareness training is available for all staff.1-2m segregation and signage in workplace Welfare calls to staff self-isolating / furlough | Monitor effectivenessFAQ’s to be updatedUpdate website with Covid 19 guidance and our policy positionTraining completedReinforce with staffWelfare calls continue | DSDSKLDS/StaffDSDS | WeeklyOngoingJuneOngoingOngoingFortnightly | OngoingCompleteCompleteCompleteOngoingOngoing |
| 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 | StaffVolunteers | Social distancing to be maintained.Consider lone working implications  | Monitor effectiveness | All staff | Ongoing | Ongoing |
| Transmission due to lack of awareness | Staff MembersVolunteersCarers | Issue ‘Rejoining Guidelines’ in newsletter.Give a thorough hygiene brief | Monitor effectivenessCovid-19 Toolbox talk done & circulated | All staffDS | OngoingOngoing | OngoingComplete |
| Transmission due to poor hygiene | StaffMembersVolunteersCarers | Increased hand sanitising and hand washing | Monitor effectiveness | All staff | Ongoing | Ongoing |
| Transmission on activities | StaffMembersVolunteersCarers | Include Covid 19 protocols in Toolbox talk1-2 metre zone observed wherever possibleFixed teams and partneringQuiet sites are usedDivide sites up into smaller work area with fewer peopleUse barrier tape and signage as required | Covid-19 toolbox talk to be writtenNo shared pens for signing briefing sheets | KLAll staffAll staffWork party staffDS | JuneJulyOngoingOngoingOngoing | CompleteOngoingOngoingOngoingOngoing |
| Transmission of Covid -19 due to Member support needs | StaffMembers VolunteersPublic | No visitors allowed in the buildingNo personal care givenFace coverings used by both parties when guiding.People being guided are to use Ramble Tags | Monitor effectiveness/Monitor effectivenessPurchase Ramble Tags | DS/DSDS | OngoingOngoingOngoingJuly | OngoingOngoingOngoingOngoing |
| Transmission from equipment and unclean surfaces | StaffMembersVolunteersCarers | PPE is in placeDisposable gloves to be worn when tools & equipment are sharedCleaning protocol establishedCash to be discouraged and only banked 72 days later. The same with money boxes. | Monitor PPE suppliesMonitor effectivenessLook into buying a fogger | DSHADCA / DSDS/ED | Ongoing JulyDecemberOngoing | OngoingOngoingCompleteOngoing |
| Transmission of Covid 19 due to the general public | StaffMembersVolunteersCarersPublic | 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 | StaffMembersVolunteersCarers | Cleaning protocol in place for all minibuses, including fogging of bus and equipment. Limit the use of vehicles Reduce journey distances and timesMinibuses 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 etcWindows kept open to increase ventilationMinibuses display Covid-19 secure poster | Cleaning Protocol to be re-enforced with driversScreens 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/EDDSAll staffAll driversAll staffAll staffAll staffAll staffAll staff | DailyJulyOngoingOngoingOngoingOngoingOngoingOngoingOngoing | CompleteCompleteOngoingOngoingCompleteOngoingOngoingOngoingComplete |
| Transmission due to sharing private vehicles | StaffVolunteers | Discourage sharing of private vehicles | / | All staff | Ongoing | Ongoing |

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| Document Name | **COVID-19 Risk Assessment** | Document No | **OC/HS/RAMS 08** |
| Document Owner | **David Shaftoe** | Date of Issue | **26/06/2020, Revised 06/04/2021, Revised 27/04/21** |
| Classification | **Internal Use** |