 COVID SECURE WORKPLACE RISK ASSESSMENT FORM

|  |  |  |  |
| --- | --- | --- | --- |
| **Manager Completing Risk Assessment:** | Peter Robson | | |
| **Ward/Department** | RMCC | **Division:** | **RMCC** |
| **Site/Location:** | Chelsea RMCC Stewarts House Ground Floor | **Date of Assessment** | **26/06/2020** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Hazard** | **Factors that cause the risk to occur** | **Control Measures**  Please tick the control measures that are already in place | **Risk Rating** | **Action Plan** Please outline further actions/control measures required to manage the risks | **By whom** | **By when** |
|  | **Increased vulnerability to COVID for high risk staff groups** | Increased risk factors include underlying health conditions; age; ethnicity and pregnancy | Complete the Individual Risk Assessment for identified staff | Score 3-9 Low Risk | IRA indicates currently low risk. Managers to review IRA’s regularly for identified staff. Any increase in risk changes for any member of staff, will be assessed as to whether staff member required to WFH until risk level reduces. | Dept Heads | 26/06/20 |
|  | **High likelihood of COVID exposure** | Areas where patients with coronavirus are expected to be assessed, treated or admitted or Aerosol Generating Procedure (AGP) carried out | Ensure use of PPE by staff in line with the Trust’s policy  Ensure infection control protocols are adhered to | Score 1-3 Minimal Risk | Non-clinical office. RMCC staff instructed to avoid clinical areas of hospital. Protocols in office space shared with hospital teams to be agreed with hospital.  Social distancing to be adhered to when staff using ground floor desks and facilities.  All front office desks required by finance and data teams due to software on specific devices and reception front office needs RMCC staff to greet and attend to donors and visitors. Hospital will need to relocate junior doctors to other area of RMCC ground floor offices where there is a separate access door. | Managing Director | 26/06/20 |
|  | **Insufficient space to maintain**  **social distancing** | Number of people in the workspace e.g. office | Ensure use of surgical masks by all staff in the hospital and in offices in line with Trust’s guidance  Use the Area Space Plan/s (attached) to mark the desks/workstations that should/should not be used in order to ensure social distancing and email to the Space Team  Establish maximum occupancy for the office/workspace and display clearly e.g. on doors  Identify the staff roles/ number of staff who can WFH in line with the Agile Working and Phased Return Onsite Principles (see guidance) and the Individual Risk Assessments  **Where WFH is viable for the roles/service:**  Identify the number of staff required for a core team on site each day to support clinical teams  Assign core team onsite to set ‘Shifts/Days’ so that they work  with the same group of people and desk (where possible)  Establish the number of desks/workstations needed for core team based on social distancing requirement of 2 metres  Establish whether WFH arrangements frees up desks/workstations to be available for use by use for other teams (if yes how many)  **Where WFH is not viable for the roles/service:**  Identify the number of staff who are currently WFH who will transition back on site in line with the Agile Working Principles and subject to completion of the Individual Risk Assessment  Identify whether staggered shifts are required  Identify the total number of desks required on site compared to the number available  Establish if additional space is needed once all the above have been factored e.g. additional desks/workstations  If additional space is needed, how much is needed and what is the rationale | Score 1-3 Minimal Risk | Masks available for use when moving around the space.    Cleaning products available and guidance for staff to be communicated. Signs to be placed to direct staff areas for use/prohibted.  Up to 21 desks available with 2m social distancing and RMCC plan a phased return with rotas to allow for social distancing and to prevent cross contamination.  Staff will be allocated into teams and team rotas in place. When not on office rota, staff will WFH.  Initially, expect teams of 5-6 people including one senior manager  Finance and data teams need access to their own desktops due to software limitations, so junior doctors need to be relocated.  If no hospital staff using RMCC offices then capacity with social distancing in place increases to 21 . Rota’s will be flexed to accommodate phased return and hospital occupancy. | Managing Director | 26/06/20 |
| Desks or workstations positioned too close together | Avoid staff using desks facing each other  Avoid seating staff next to printers, coffee machines etc  Where face to face desks/workstations unavoidable request protective screening and or workplace readjustments e.g. changes to layout  Where adjustments or protective screening not viable consider PPE/shift patterns | Score 3-9 Low Risk | Allocation of available desks complete and included on space plan.  Desks that cannot be used due to social distancing to have signage to prevent occupancy.  Staff required to clean all workstation surfaces including IT equipment and phones at the start and end of day. | Managing Director | 26/06/20 |
| Hot Desks / Shared Desks | Minimise use of hot desks/shared desks where possible.  Where unavoidable ensure additional cleaning protocols are followed  Provide cleaning wipe and ensure workstations are cleaned at the start and end of each use by the member of staff who uses it  Staff to be based at one site wherever possible | Score 3-9 Low Risk | Cleaning products provided for staff to clean workstations and IT equipment and phones at start and end of day.  Irrespective of normal location, staff will be allocated to either rota at the Sutton site or the Chelsea site to avoid cross contamination.  Travelling between sites will only be permissible in exceptional circumstances. | Managing Director | 26/06/20 |
| Use of communal areas e.g. staff rooms, break out areas, entry points, kitchens | Display posters reminding staff to maintain social distancing  Social distancing floor markings  Stagger lunch and break times where necessary  Place maximum lift occupancy notice on lifts and meeting rooms  Staggered start/finish times to avoid all staff leaving and/or arriving at the same time  Define entry and exit points  In shared kitchens ensure one person at a time; wipes for kettles etc; a wash it, and put it away policy; hand towels and detergent | Score 3-9 Low Risk | Signage will be placed around the office as required. Staff to check occupancy of communal areas when entering and will be required to wait if not possible to enter within social distancing parameters.  Sufficient staff to enable rotation for breaks and stagger lunch times.  No lift requirement as offices are all ground floor. If staff required to visit offices on other floors they are advised to avoid the lifts unless absolutely essential (e.g. medical reason).  Signs in place in communal kitchen, bin is emptied daily. Notices to wash and clear away with soap, hand towels, detergent and wipes all provided. | Managing Director | 26/06/20 |
| Face to face meetings, training and recruitment | Use virtual platforms such as ‘Teams’ to host meetings, training and recruitment  Minimise in-person visits to other teams unless essential, use or virtual platforms where viable | Score 1-3 Minimal Risk | Face to face meetings discouraged unless essential and if absolutely necessary held within stipulated social distance. Use of Teams for meeting encouraged where practical. To be effective, additional headsets and cameras to be procured, numbers to be confirmed. | Managing Director | 31/07/20 |
| Change of use e.g. staff desk used by others whilst they have been WFH | Return to work interviews undertaken by Line Managers prior for any staff who have been WFH returning | Score 1-3 Minimal Risk | Managers to engage individually with team members ahead of returning to work. | Managing Director | 26/06/20 |
|  | **Increased risk to staff health and well-being** | Risk of work-related musculoskeletal injuries | Staff to undertake a new DSE self-assessment if they are assigned to a new workstation  Staff WFH to complete a WFH self-assessment including DSE | Score 1-3 Minimal Risk | Staff required to undertake DSE assessments as required. | Managing Director | 26/06/20 |
| Psycho-social wellbeing | Ensure staff are aware of and reminded of the support platforms available to them e.g. Occupational Health, Staff Support and counselling service | Score 1-3 Minimal Risk | All staff aware through regular comms and 1:1’s with managers. | Managing Director | 26/06/20 |
|  | **Infection Control Protocols not followed** | Inadequate hand sanitiser Failure to adhere to policy on hand washing. | Remind staff to wash their hands-on arrival to work  Provide hand sanitiser at entry and exit points  Provide Clinell Wipes for staff to clean their own workstation at the beginning and end of each use  Uniform policy relaxed to allow staff to wash clothes more frequently  Ensure enough hand sanitiser available  Increase cleaning frequency of ‘high touch’ areas e.g. toilets  Additional waste management bins where required | Score 1-3 Minimal Risk | Signage and regular messaging in place. Hand sanitizer, masks and wipes provided. | Managing Director | 26/06/20 |
|  | **Visitors not adhering to or not able to observe social distancing** | Visitors have schedules which may not be compatible with Trust working arrangements. | Limiting the number of visitors  Close / remove any visitor waiting areas  Visitors /Contractors to be scheduled where possible  All visitors/Contractors require PPE (surgical masks)  Hand sanitiser at entry / exit points  Clearly marked out spaces | Score 1-3 Minimal Risk | Visitors to be limited with front door reception manned while office open. Screens to be fitted (requested already) to reception desk.  Hand sanitizer to be provided at reception. | Managing Director | 26/06/20 |
|  | **Lack of IT resources and equipment to support social distance working** | Not all computers have video technology; confidentiality issues in open plan areas | Set out the requirements for additional IT resources and equipment e.g. laptops/webcams  How many staff have a laptop already vs. number needed?  How many staff require VDI license to WFH? | Score 1-3 Minimal Risk | VDI licences being acquired for effective WFH.  Headsets and webcams to be procured to enable efficient working of rotas.  RMCC laptops used for WFH for some staff.  Difficulty getting new devices, due to global shortage. More will be delivered when available. | Managing Director | 26/06/20 |
|  | **Other Considerations**  **(as applicable)** | Low use water outlets | Consider the use of wash basins and sinks in your area. If these are not being used daily, please flush them for 2 minutes first thing in the morning and at the end of each day | Score 1-3 Minimal Risk | Sinks used regularly and ISS cleaning facilities at least daily.  On-site senior manager to check morning and afternoon. | Managing Director | 26/06/20 |
| Ventilation and Air Conditioning timeclock settings | Consider any significant changes to the occupation times in your area and log a request on the Estates Helpdesk providing details of any changes or extensions to occupation times | Score 1-3 Minimal Risk | No changes expected to normal operating hours.  Air conditioning in place. Staff to wipe keypad before and after any temperature setting changes. | Managing Director | 26/06/20 |
| Fire Warden | Where changes to work arrangements ensure fire warden onsite | Score 1-3 Minimal Risk | Fire actions and signage in place.  Staff to be reminded of procedure in event of fire. | Managing Director | 26/06/20 |
| Storage required for items being moved to create space for social distancing | Is the storage requirement long/short term?  Is storage required on site or can they be stored off-site?  What is the approx. space requirement i.e. m2?  What frequency of access would be required? | Score 1-3 Minimal Risk | Not expecting any movement of equipment for storage. If printer to be moved (dependent on location of junior doctors) it will need to be to an operational area for RMCC staff not for storage. | Managing Director | 26/06/20 |
|  | **Any other Considerations** | Please specify | Please specify | Score 1-3 Minimal Risk | Regular updates on hospital use of RMCC offices required to plan increase in staff occupancy in line with planned phased return | Managing Director | 26/06/20 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Overall Assessment** | **Is the workplace COVID Secure?** | Yes | Able to socially distance and appropriate infection control protocols in place | ~~No~~ | ~~Unable to socially distance and~~~~appropriate cleaning infection control protocols not in place~~ |