



Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

COVID-19 RISK ASSESSMENT (WORKING AT THE TRUST OFFICE) – SHORT TERM

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by whom?	Action by when?	Done
Spread of Covid-19 in the office environment	<ul style="list-style-type: none"> • Staff • Visitors to TO • Cleaners • Contractors • Drivers • Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions • Anyone else who physically comes in contact with you in relation to Milestones trust. 	<p>Staffing</p> <ul style="list-style-type: none"> • Agreeing working patters of staff based at TO making every reasonable effort to enable working from home as a first option. 	<p>Regular review and monitoring by SMT.</p> <p>In the assessments to pay particular regard to whether the people doing the work are especially vulnerable to Covid-19.</p> <p>In applying this guidance, to be also mindful of the particular needs of different groups of workers or individuals.</p>	HC (SMT)	26/05/20	Yes
		<p>Social Distancing</p> <ul style="list-style-type: none"> • Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by 	<p>Staff and contracted cleaners to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p>	BA	03/06/20	Yes

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		<p>the Public Health Agency https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <ul style="list-style-type: none"> • Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. • Conference calls to be used instead of face to face meetings. • Social distancing also to be adhered to at arrivals and departure points, kitchen areas, toilets, meetings rooms, communal areas, entrances and exits and smoking areas. • Redesigning facilities and processes to ensure social distancing in place. 	<p>(Posters at prominent places)</p> <p>Meeting rooms will be out of use for meetings. Conference/zoom calls for group meetings only. (SOP to staff working at TO)</p> <p>Reducing movement by discouraging non-essential trips within buildings and sites. (SOP to staff working at TO)</p> <p>Encouraging external visits via remote connection/working where this is an option. (SOP to staff working at TO)</p> <p>Managers and staff in each deptt/team/office will need to read the guidance and complete monthly working rotas to decide who is working in the office and when, in order to reduce the number of staff in the office at any given time. Even then must only be granted when there is no alternative.</p> <p>Employees will utilise the available office space to</p>	<p>DP</p> <p>DP</p> <p>DP</p> <p>DP/SMT</p> <p>All-(Wkng)</p>	<p>05/06/20</p> <p>05/06/20</p> <p>05/06/20</p> <p>02/06/20</p> <p>04/06/20</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

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		<p>Hand Washing</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place. • See hand washing guidance. • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Drying of hands with disposable paper towels. • https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at- 	<p>minimise their proximity to other staff members. Work stations should not be shared and should be cleaned with sanitising wipes before and after usage. Keeping the activity time involved as short as possible. Using screens or barriers to separate people from each other. Using back-to-back or side-to-side working (rather than face-to-face) whenever possible. When working in shared space, ensure good ventilation by keeping windows and doors open.</p> <p>A traffic system at choke points such as stairs and corridors to be enforced.</p> <p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to</p>	<p>Gp)</p> <p>All-(Wkng Gp)</p> <p>BA</p>	<p>04/06/20</p> <p>03/06/20</p>	<p>Yes</p> <p>Yes</p>

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		<p>removing-viruses-than-hand-dryers-17-04-2020/</p> <ul style="list-style-type: none"> Staff encouraged to protect the skin by applying emollient cream regularly https://www.nhs.uk/conditions/emollients/ Gel sanitisers in any area where washing facilities not readily available. 	<p>avoid touching face, eyes, nose or mouth with unclean hands. (Posters-Highway code idea)</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme https://www.hse.gov.uk/skin/professional/health-surveillance.htm (SOP to staff working at TO)</p> <p>Posters, leaflets and other materials are available for display. https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres. (SOP to staff working at TO)</p>	RD/DP	02/06/20	Yes
		<p><u>Cleaning</u></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area and toilets using appropriate cleaning products and methods.</p>	<p>Rigorous checks will be carried out to ensure that the necessary procedures are being followed.</p> <p>Sanitising wipes and convenient waste bins to be provided throughout the trust</p>	DP	05/06/20	Yes
				SMT (for their teams)	05/06/20 and ongoing	Yes
				DP(RC)	Ongoing	Yes

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		<p><u>Wearing of Gloves</u></p> <p>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p><u>PPE</u></p> <p>In line with PHE guidance, we will not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or</p>	<p>office.</p> <p>Cleaning equipment, guidance and staff sign sheets to be provided in each office/ toilet at Trust office. Daily oversight needed to ensure these are being followed.</p> <p>Staff will be advised on alternative measures such as the use of flasks, bringing packed lunch etc. to minimise the risk of infection. (SOP to staff working at TO)</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing and that the gloves are a one time usage item and should be disposed of appropriately. (SOP to staff working at TO)</p> <p>If staff choose to wear one, it is important to use face coverings properly and wash hands before putting them on</p>	<p>SMT (for their teams)</p> <p>DP</p> <p>DP</p> <p>DP</p>	<p>05/06/20 and ongoing</p> <p>05/06/20</p> <p>05/06/20</p> <p>05/06/20</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

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		<p>when responding to a suspected or confirmed case of COVID-19. Wearing a face covering is optional and is not required by law, including in the workplace.</p> <p><u>Symptoms of Covid-19</u></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p>	<p>and taking them off. (SOP to staff working at TO)</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Deep cleaning The Trust will close the office/unit where the infected person was working and arrange for a deep cleaning of the office. No-one will be allowed to re-enter the space until the sanitisation process has been completed.</p>	<p>DP (RC)</p> <p>MB</p>	<p>Ongoing</p> <p>As Required</p>	<p>...</p> <p>...</p>

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		<p><u>Visitors to Trust Office</u></p> <p>Drivers delivering to and collecting from TO will be guided by the risk assessment.</p> <p>Persons should not share vehicles, where suitable distancing cannot be achieved. (This will need to be revised for services in the mid/long term)</p> <p>Where staff use company vehicles for deliveries to services etc. these must be sanitised before and after use.</p>	<p>(SOP to staff working at TO)</p> <p>Posters in prominent places.</p> <ul style="list-style-type: none"> - Meeting rooms and meeting spaces in general will not be available at the TO in the short term due to limitation on staff numbers. - TO staff need to convey to their visitors that all visits must be pre arranged. - When visitors arrive, they must call up the staff at TO who will arrange to meet them outside the Reception (meeting point) outdoors while observing social distancing. - The contact time with the visitors must be kept to the bare minimum. - If visitors absolutely must come into the offices (eg. contractors for compliance testing etc), this must be 	<p>DP</p> <p>BA</p>	<p>05/06/20</p> <p>03/06/20</p>	<p>Yes</p> <p>Yes</p>

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		<p><u>Mental Health and Wellbeing</u></p> <p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p>	<p>planned in advance by the host in line with the staff guidance. (Contact - RD for further advice)</p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>The Trust's Reward Team will continue to closely monitor situation and propose options for SMT consideration.</p>	Dir HR	Ongoing