



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) – MID 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><u>Staffing</u></p> <ul style="list-style-type: none"> • Agreeing working patters of staff at TO based on maximum numbers permissible under social distancing guidelines and taking all precautions to minimise risk of infection. 	<p>Regular review and monitoring by SMT.</p>	HC (SMT)	17/07/20	Yes
		<p><u>Social Distancing</u></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>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. “At risk” staff referred for occupational health consultation.</p>	SMT	10/07/20	Yes
			<p>Staff and contracted cleaners to be reminded of the importance of social distancing both in the workplace and outside of it. (Posters at</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 preferably 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>prominent places)</p> <p>Meeting rooms will be in use based on maximum numbers permissible and a cleaning regime that will be the responsibility of the host. Bookings will be only through Reception. Preferably conference/zoom calls for group meetings. (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.</p>	<p>MB</p> <p>DP</p> <p>DP</p> <p>DP/SMT</p>	<p>03/08/20</p> <p>05/06/20</p> <p>05/06/20</p> <p>02/06/20</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

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			<p>Employees will utilise the available office space to 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>	All	04/06/20	Yes
			<p>A traffic system at choke points such as stairs and corridors to be enforced.</p>	All- (Wkng Gp)	04/06/20	Yes
		<p><u>Hand Washing</u></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- 	<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</p>	BA	03/06/20	Yes

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		<p>well/healthy-body/best-way-to-wash-your-hands/</p> <ul style="list-style-type: none"> Drying of hands with disposable paper towels. https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ 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>Cleaning</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</p>	<p>reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to 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> <p>Checks will be carried out to ensure that the necessary procedures are being followed.</p> <p>Sanitising wipes and</p>	<p>RD/DP</p> <p>DP</p> <p>SMT (for their teams)</p> <p>DP(RC)</p>	<p>02/06/20</p> <p>05/06/20</p> <p>05/06/20 and ongoing</p> <p>Ongoing</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

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		<p>area and toilets using appropriate cleaning products and methods.</p> <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>convenient waste bins to be provided throughout the trust office.</p> <p>Cleaning equipment, guidance to be provided in each office/ toilet at Trust office. Daily oversight needed to ensure these are being followed.</p> <p>Cleaners to sign and date to confirm cleaning carried out in toilets, kitchens and communal areas.</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>SMT (for their teams)</p> <p>MB</p> <p>DP</p> <p>DP</p>	<p>05/06/20 and ongoing</p> <p>Ongoing</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>In line with PHE guidance, we will not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or 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. 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</p>	<p>If staff choose to wear one, it is important to use face coverings properly and wash hands before putting them on 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. (SOP to staff working at TO)</p>	<p>DP</p> <p>DP (RC)</p> <p>MB</p> <p>DP</p>	<p>05/06/20</p> <p>Ongoing</p> <p>As Required</p> <p>05/06/20</p>	<p>Yes</p> <p>...</p> <p>...</p> <p>Yes</p>

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		<p>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><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.</p> <p>Where staff use company vehicles for deliveries to services etc. these must be sanitised before and after use.</p>	<p>Posters in prominent places.</p> <p>TO staff need to convey to their visitors that all visits must be pre arranged.</p> <p>All visitors must report to Reception upon arrival at Trust Office, Kindly note in accordance with social distancing guidelines you may have to wait for your turn. Therefore, please build in additional time.</p> <p>Visits to Trust Office must be planned in advance by the host in line with the staff guidance.</p> <p>All staff visitors must wear a face covering at all times.</p> <p>Social distancing must be observed at all times.</p>	<p>BA</p> <p>ALL</p> <p>Dir HR</p>	<p>03/06/20</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Yes</p> <p>Yes</p> <p>.....</p>

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		<p><u>Spread of COVID-19 in the office environment</u></p> <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 Reference -</p>	<p>Departmental log books must be filled in for each visit.</p> <p>Masks or face coverings to be worn at all times, except when working at a computer.</p> <p>Masks or face coverings to be used in meetings.</p> <p>Meetings to be stand up only.</p> <p>Minimum staffing in offices. Whilst ensuring the business continues to operate in an effective manner.</p> <p>Regular communication of mental health information and open door policy for those who need additional support. Ensuring sufficient rest breaks for staff.</p>			

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		https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/	<p>The Trust's Reward Team will continue to closely monitor situation and propose options for SMT consideration.</p>			