**APPENDIX 1 RISK ASSESSMENT PROCESS RECORD FORM**

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| **Person Name** **Location:** **Halton** |  | **Risk assessment name** **Staff physically returning to work.** | **COVID 16**  |
| [**Hazards I****dentified & Persons Affected**](#HAZARDS) | **Controls already in place (Strengths)** | [**Ri****sk** **rati****n****g**](#Analysis) | **Actio****n Required & By Whom** | **Action date** | [**New** **Risk rating**](#Analysis) |
| **S** | **L** | **S x L** | **S** | **L** | **S x L** |
| Physically returning to office based working. Staff numbers increasing in the Halton office , increased risks of the coronavirus transmission.Risk of transmission sharing workstationsSome offices do not support social distancing rules, should a second or third person enter the room. Movement throughout the building will compromise social distancing government guidance.Using the W/C unable to maintain social distancing.Risk of transmission through Hand dyers due to risks of splashing Kitchens facilities, unable to maintain social distance.Increase of transmission through hard surfacesPotential transmission sharing cutlery, utensils and crockery.Increased risk of transmission if hands are not washed or sanitised,Increased risk of transmission through contact points to include keypads, door handles photocopier. Taking breaks to unable to social distance.Risk of transmission receiving parcels and or mail. | Floor plans have been considered to ensure when people return to work that social distancing and good hygiene measures can be achieved.We will manage occupancy levels through the use of the 2 office spaces in Grenfell House and will **continue to**encourage staff to work from home where the roles allow, following Government guidance.Fixed split teams rota’s in place following a 4 on 4 off basis.A number of desk are allocated to teams to utilise each day. Desks are allocated to 2 people on opposite teams to ensure no more than one person will be sat at each desk each day.Staff must thoroughly clean their workstation. Staff must thoroughly clean the workstation they have been allocated when they arrive/leave during each visit.Some desks are marked ***cannot*** use as social distancing will be compromised if all desks are available.Desks have been refigured where practically possible to enable back-to-back or side-by-side working to meet 2 meter guidance.Within Some areas, there is the need to work face to face due to building restrictions in those instances staff are positioned 2 meters apart in accordance with government guidance..  When confidential conversations are required then alternative rooms must be found to enable social distancing. Ensure windows and doors are open to support good ventilation. Signage in situ throughout the offices/building to indicate that we are social distancing and appropriate points to stand.Staff must follow the walking signs when it is necessary to walk around the building.Signs indicate the one-way systems.Landlord Whittle Jones delivered signage that states no crossing on the stairs, only one person in the kitchen at one time and no crossing on stairs.Only two people to use the toilet at one time, staff must wait for the person to leave.Only paper towels are available.Staff must be courteous and allow the staff member to prepare their lunch or make a drink.Only one person at anyone one time should be in the kitchen area, staff must not congregateStaff must bring in their crockery, cutlery alternatively utilise what is available but staff must keep for themselves.Hand Sanitisers 60% ethanol; or above are available in Possabilities offices, however at present are not located throughout the building.Staff must sanitise their hands when entering and leaving the office.Awaiting landlords to deliver sanitiser for communal areas.Office doors are wedged to allow better ventilation and to reduce touching. Landlord will not be wedging open further communal doors throughout the building.Antibacterial wipe are available at the photo copier and staff are responsible for cleaning after use.All staff to contribute to additional cleaning requirements throughout the day.Only two staff permitted at any one time to take their break so social distancing can be maintained. Hands must be sanitised when coming back into the building.Deliveries must only be accepted at the main entrance.Delivery staff will not hand over a hand held device to capture a signature but instead they will log the name of the person accepting the item.Any staff receiving items must ensure social distancing rules are adhered to. | 4 | 2 | 8 | Managers to put in place a weekly Rota to ensure agreed building capacity is adhered to on a daily basis Managers to work together effectively to consider the bigger picture and stick to their agreed allocation.Available in all offices antibacterial spray and wipes.Staff must clean down all hard services to include keyboard, phones, desk, and spray chairs with anti-bacterial spray.If alternative rooms are not available, conversations must be had by the telephone.Signage in place to remind staff not to congregate and chat.In order to limit movement, staff should use the internal telephone systems to have the necessary conversations.Toilet seats must be closed prior to flushing to prevent splash back. Signs are displayed at each toilet area stating only two people to use at any one time.Hand washing signs are displayed in toilets and kitchen areas.Staff must clean the kettle handle, microwave and wipe around surface areas after use.Staff must be responsible and keep their own crockery and cutlery in there office draw or alternative available spaces in a box labelled with their name, staff must be responsible in keeping items clean after use. If during this time it is necessary for other people outside of our workforce to come into the buildings, visitors must be asked to hand sanitise by the staff member receiving the guest.Landlord issued hand santisers for building entrance and 2 side.Visitors should be reminded to maintain social distancing.Communal fire doors will remain closed. Landlord cleaners will ensure doors/handles are disinfected once a day.Office cleaning Rota are in place to ensure a staff member is allocated the additional cleaning task each day to include cleaning of contact points, handles and keypads.COVID-19 Secure notices are displayed at all entrances.Before bringing items into the main building, staff who are receiving the parcels must wear gloves and disinfect the parcel.Disinfectant spray is available for this purpose.Any outer packaging, which can be removed, i.e. cardboard must be disposed of in the external bins.After handling, parcels dispose of gloves and perform hand hygiene.  | Immediate on going. Immediate on going.Immediate ongoing.Immediate ongoing.Immediate ongoing.Immediate ongoing.May 2020.Immediate ongoing.Immediate ongoing. | 4 | 2 | 8 |
| *Name & status* Sophie Eastham/ Colette Crookes. | *Signature* **Sophie Eastham/ Colette Crookes***.* | *Date**03/06/2020*  | *Date for Review;* *3 months* |
| *Information recorded on this form may be shared with other agencies if this is appropriate. Please indicate your approval by signing in the box provided.* | *I agree / disagree to sharing of this information (delete as appropriate)* | *Signed:*  |

RISK ANALYSIS MATRIX

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| **SEVERITY****(S)** | **LIKELIHOOD (L)** |
|  | **1****Very Unlikely***(Rare event – no known history)* | **2****Unlikely***(Unlikely sequence of events)* | **3****Possible***(Foreseeable under unusual circumstances)* | **4****Likely***(Easily foreseeable - may have occurred previously)* | **5****Very Likely***(Common occurrence - aware of previous incidents****)*** |
| **1****Negligible***(No visible injury – no pain)* | **Low****1** | **Low****2** | **Low****3** | **Low****4** | **Low****5** |
| **2****Slight***(Minor cuts, bruises – no long term effects)* | **Low****2** | **Low****4** | **Low****6** | **Medium****8** | **Medium****10** |
| **3****Moderate***(Heavy bruising, deep flesh wound****)*** | **Low****3** | **Low****6** | **Medium****9** | **High****12** | **High****15** |
| **4****Severe***(Major injuries)* | **Low****4** | **Medium****8** | **High****12** | **High****16** | **High****20** |
| **5****Very Severe***(Fatality)* | **Low****5** | **Medium****10** | **High****15** | **High****20** | **High****25** |

**HAZARDS IDENTIFIED & PERSONS AFFECTED**

**Person at risk of harm from others:**

* Abuse: Financial, Emotional, Physical, Verbal
* Locality
* Mental illness
* Level of awareness / insight
* Cognitive impairment
* Previous history

**Person at risk of deliberate self harm:**

* + Level of awareness / insight
	+ Educational issues
	+ Environmental factors
	+ Suicide / self-harm / previous history
	+ Alcohol / drug abuse
	+ Mental Illness
	+ Expressed intent to harm self

**Person at risk of accidental self harm:**

* Neglect / lack of self-care
* Level of awareness / insight
* Sensory Impairment
* Limited Mobility
* Environmental factors
* Cognitive impairment
* Alcohol / drug abuse
* Medication

**Others / Staff at risk of harm from person**

* Awareness
* Loss / bereavement
* Cognitive impairment
* Aggression / history of violence
* Alcohol / drug abuse
* Mental illness
* Expressed intent to harm others

**Other observed hazards, including those which may present a risk to staff:**

* General environment
* Housing issues
* Building / electrical hazards
* Risks within the locality
* Infestation within the home
* Other hazards of any type

**Staff at risk of harm from other person / pets etc:**

* Unexpected / unknown person present
* Family history of aggression / violence
* Alcohol / drug abuse
* Uncontrolled pets