**APPENDIX 1 RISK ASSESSMENT PROCESS RECORD FORM**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Person Name**  **Location:**  **Stockport** | **All employees working in Mansion House.** | | | | | **Risk assessment name**  **Staff physically returning to work.** | **COVID 17** | | | |
| [**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 Stockport office with increased risks of the coronavirus transmission.  Risk of transmission sharing workstations  Some 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  Shared kitchens facilities, unable to maintain social distance.  Landlords have not imposed any restrictions on numbers of staff allowed in the kitchen area  Increase of transmission through hard surfaces  Potential 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.  Risk of transmission receiving parcels and or mail.  Taking breaks unable to social distance. | 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 Mansion House and will continue to  encourage staff to work from home where their roles allow, following Government guidance.  The training room is currently being used as a second office space, to allow managers to work from Mansion House, should they need to.  Desks have been allocated to specific individuals to use each day, to reduce the risk of cross infection. These are highlighted on floor plans.  Staff must thoroughly clean the workstation they have been allocated when they arrive/leave during each visit.  Some desks are marked ***“do not use this desk”*** as social distancing will be compromised if all desk are available.  Desks have been repositioned to eliminate back-to-back or side-by-side working and in accordance with the 2 meter guidance  In the Coordinator team leader office, there is the need to work face to face due to building restrictions in this instance staff are positioned 2 meters apart.    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 to indicate that we are social distancing with appropriate points to stand maintain the 2 meter guidance  The landlord Emerson, has explained there will not be a one-way system in place.  Landlord Emerson have implemented signage that emphasises the 2 meter social distancing rule, only one person in the lift at one time – if unable to social distance.  There are no set limitations on numbers of staff allowed in the toilets. However, staff must ensure they are adhering to social distancing guidance .  If the toilet is in use and unable to social distance, staff should wait until somebody leaves.  Landlord Emerson has provided paper towels in the toilets, which staff should use.  Staff must be courteous and allow the staff member to prepare their lunch or make a drink.  Staff must not congregate and ensure they are adhering to social distancing.  If the kitchen is in use and unable to social distance, staff should wait until somebody leaves.  Staff must bring in their own crockery, cutlery alternatively utilise what is available but staff must keep for themselves.  Hand Sanitisers 60% ethanol; or above are available at the main entrance and every floor in mansion house in addition Sanitser is available in both offices  Staff must sanitise their hands when entering and leaving the office.  Office doors are wedged to allow better ventilation and to reduce touching.  .  Antibacterial wipes/spray are available at the photocopier and staff are responsible for cleaning after use.  All staff to contribute to additional cleaning requirements throughout the day.  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 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.  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.  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.  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.  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.  COVID-19 Secure notices are displayed at all entrances. | Immediate on going.    Immediate on going.  Immediate ongoing.  Immediate ongoing.  Immediate ongoing.  Immediate ongoing.  Immediate ongoing.  Immediate ongoing. | 4 | 2 | 8 |
| *Name & status*  *Colette Crookes / Asif Javaid* | | *Signature*  *Colette Crookes/ Asif Javaid* | | | | *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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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