**APPENDIX 1 RISK ASSESSMENT PROCESS RECORD FORM**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Person Name**  **Location:**  **Cherwell** | **All staff working at Cherwell.** | | | | | **Risk assessment name**  **Staff physically returning to work.** | **COVID 14** | | | |
| [**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 main offices, Cherwell, Stockport and Halton, 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 the social distancing rules  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 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 of the main buildings and will **continue to**  Encourage staff to work from home where the roles allow, following Government guidance.  Have fixed split teams on a rota base, 4 on 4 off.  A number of desk are allocated to teams to utilise each day. Spaces between desks have been measured to comply with the 2 meter rule  Staff must thoroughly clean their workstation when finishing work. Staff coming into work the next day must again thoroughly clean the workstation they have been allocated.  There will be no more than 2 people using the same desk space (different days) to reduce the risk of infection  Some desks are marked ***cannot*** be used as social distancing will be compromised if all desks are available.  Desks have been reconfigured where practically possible to enable back-to-back or side-by-side working.  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.  .  When confidential conversations are required then alternative rooms must be found to enable social distancing.  Ensure windows and doors are open to support and enable good ventilation.  Signage in situ throughout the building to indicate where staff should stand in order to comply with social distancing rules including informing staff they must not congregate in corridor to have conversation.  Staff must follow the walking signs when it is necessary to walk around the building.  Signs indicate the one-way systems through corridors and larger offices.  Only one person to use the toilet at one time, staff must wait for the person to leave.  3 different toilet blocks are available to use.  .  Hand dryers have been disabled and replaced with paper towels.  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 or around the kitchen area, staff must not congregate  Staff 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 at several points throughout the building to include all entrances and immediately outside toilets and must be used regularly  Some doors are wedged to allow better ventilation and to reduce touching.  Antibacterial wipe 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 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 staffing allocation.  Provided in all offices and areas of the buildings is 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.  Summerhouse and Garden space weather permitting is available for use at Cherwell.  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.  Signs are displayed at each toilet area stating only one person 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.  Several kettles, microwaves and fridges are positioned throughout the building to reduce congestion.  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.  Floor signs are displayed to act as prompt reminder to hand sanitise before entering the building.  Visitors must be reminded of social distancing rules  In order to meet fire regulations door retainers will be fitted to doors, which are necessary to be wedged open to reduce the risk of covid transmission..  PossAbilites Fire Risk Assessor will make amendments to the Cherwell fire risk assessment to reflect the adjustments.  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 are permitted at any one time to take their break so social distancing can be maintained  Hands hygiene must be performed 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.  May 2020.  Immediate ongoing.  Immediate ongoing. | 4 | 2 | 8 |
| *Name & status*  *Colette Crookes* | | *Signature*  *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

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