

		SEVERITY				
		1 NO INJURY	2 MINOR INJURY	3 OVER 7 DAY INJURY	4 MAJOR INJURY	5 DEATH/ MAJOR INJURY
L I K E L I H O O D	1 VERY UNLIKELY	1	2	3	4	5
	2 UNLIKELY	2	4	6	8	10
	3 POSSIBLE	3	6	9	12	15
	4 VERY PROBABLE	4	8	12	16	20
	5 ALMOST CERTAIN	5	10	15	20	25



How to complete a risk assessment work using the risk matrix method:

Stage 1. Identify the hazard and the risk associated with the hazard

Stage 2. Identify who may be harmed and how (severity)

Stage 3. Identify the likelihood of harm occurring

Stage 4. Likelihood X Severity will give you your score and indicate if it low medium or high risk activity if the risk score is over 6 control measures

Stage 5. Identify current control measures, and decide if they are sufficient to do the task safely

Stage 6. Review the risk assessment in line with your company risk assessment policy and procedure, review time will depend on the level of risk.

INSIGNIFICANT 1-5 SCORE

NO FURTHER ACTION TO BE REVIEWED 12 MONTHLY

LOW RISK 6-10 SCORE

THE RISK IS MANAGEABLE WITH CONTROL MEASURES AND REVIEW 6 MONTHLY

MEDIUM RISK 11-15 SCORE

THIS RISK IS MANAGEABLE WITH CONTROL MEASURES AND REVIEWED 3 MONTHLY

HIGH RISK 16-25 SCORE

NOT PROCEED WITHOUT AND UNTIL THE ADDITIONAL CONTROL MEASURES ARE IMPLEMENT

HAZARD RISK ASSESSMENT

Name: South Parade building	Devised by Staff/Role: Mandy Postle, Head of Operations	Version 2
Date: 30/07/2020		

Review is required in the timeframe described below unless there are changes in the person and must be reviewed following accident or incident:

TASK & HAZARD/POTENTIAL RISK	WHO IS LIKELY TO BE HARMED	HAZARD SEVERITY RATING (HSR) Circle below	HAZARD PROBABILITY RATING (HPR) Circle below	Scale of risk = HSR X HPR	CONTROL MEASURE ACTIONS TO REDUCE RISK	Reviewed Scale of risk = HSR X HPR
<p>Opening of South Parade office after lockdown due to COVID-19. Transmission of the COVID-19 coronavirus while at work or visiting South Parade office.</p> <p>People can catch the virus from others who are infected in the following ways: virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales</p> <ul style="list-style-type: none"> • the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc. • people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth. 	<p>There is a direct threat to staff, people supported, contractors, and visitor's health and wellbeing from transmission of the COVID-19</p>	<p>1 2 3 4 5</p>	<p>1 2 3 4 5</p>	<p>25</p>	<p>All staff, visitors and contractors to read and adhere to: "COVID-19" policy and safety procedures; these set out how staff should behave and the precautions they must adopt during the pandemic to keep them and other safe</p> <p>All persons/staff must wear a mask provided by New Prospects when in or walking through communal areas, and maintain social distancing 2 meters apart. 2 meters distancing must be maintained. All staff must adhere to 'public transport' guidance. All staff, people supported, contractors and visitors must comply with key Government public health messages:</p> <ul style="list-style-type: none"> • Cover the mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing (Catch it — Bin it — Kill it) • Wash hands regularly with soap and water for at least 20 seconds (use hand sanitiser gel if soap and water are not available) 	<p>15</p>

<p>Potential risk of minor illness, illness, severe illness and fatality</p>					<ul style="list-style-type: none"> • Clean and disinfect frequently touched objects and surfaces • Do not touch face, eyes, nose or mouth if hands are not clean. • Senior management will make any adjustments to the workspace/rotas/work patterns/procedures necessary to facilitate effective infection prevention and social distancing whilst in the building • Follow government health and travel advice • Hand sanitiser and signage are provided and visible throughout the building • Infection control personal protective equipment (PPE) such as gloves, masks and eye protection are provided if required, e.g. cleaning, building outbreak. Increase environmental cleaning within the building; review and revise cleaning schedules and ensure cleaning staff, contractors and visitors have access to suitable detergents, disinfectants and PPE, wear masks when in communal areas. Staff to support people supported to adhere to the use of PPE and hand hygiene. • Display appropriate public health posters and notices around the building. Staff, people we support, contractors and visitors are not required to wear face coverings while in the building if two meters away from others but may do so if they wish 	
<p>Emergency Procedure Evacuating the building in the event of the fire alarm being activated either by fire or false alarm. Potential risk of mild illness or injury, illness, serious illness or injury and fatality</p>	<p>Staff, people supported, contractors or visitors</p>	<p>1 2 3 4 5</p>	<p>1 2 3 4 5</p>	<p>20</p>	<p>Review emergency procedures to ensure that arrangements remain valid for Fire Safety. All PEEP's will be reviewed considering social distancing measure where possible.</p> <ul style="list-style-type: none"> • Everyone must maintain 2 metre separation and wear a mask as far as possible during evacuation and at assembly points. • Suspend all practice fire drills until further notice. • Review current first aid provision to ensure we have enough first aiders 	<p>15</p>

					<ul style="list-style-type: none"> • First aid kits – updated to include face masks and rubber gloves, hand sanitisers. 	
<p>Home Working, Hot-Desking and Equipment Sharing Staff working together within the office inevitably raises the risk of virus transmission. Hot-desking and the sharing of equipment present hazards that raise the risk of virus transmission further. Potential risk of mild illness, illness, serious illness and fatality</p>	<p>All staff (Homeworking reduces the risk of staff gathering in the workplace and of transmitting the virus)</p>	<p>1 2 3 4 5</p>	<p>1 2 3 4 5</p>	<p>20</p>	<p>Homeworking has been adopted by New Prospects for office based staff. Only staff members who have authorisation from their line-manager and rostered onto the office rota with specific start and finishing times should attend the South Parade office. The following working arrangements are in place to support homeworking:</p> <ul style="list-style-type: none"> • Senior Managers will plan for the minimum number of people needed in the office to operate safely and effectively • Senior Managers have reviewed all staff job roles in order to facilitate and encourage homeworking wherever appropriate • All managers will monitor the wellbeing of people who are working from home and put in place measures to support their mental and physical health • IT support to be provided to homeworkers to ensure the effectiveness of working arrangements and the security of information and data, for example, remote access to work systems • Regular virtual meetings should help homeworkers to stay connected to the rest of the workforce as appropriate • Hot-desking will not be supported at this time, all staff members will be allocated a work station during their duration in the office • Equipment should not be shared between staff – limit use of high-touch equipment in the workplace, e.g. office stationary, flip charts etc. PPE gloves should be worn when changing photocopier cartridges, replacing paper, handling post and or packages. 	<p>15</p>

					<ul style="list-style-type: none"> Air-conditioning or fans should not be used during these times, staff are to open window as an alternative 	
<p>Social Distancing Effective social distancing is a key element in reducing the transmission of COVID-19 (Social distancing refers to people being required to maintain a distance from each other of 2 meters)</p>	<p>All staff, people we support, contractors and visitors will at all times or where possible. Social distancing effectively puts people at a safe range from anyone coughing. The main route of virus transmission is through droplets exhaled or coughed by an infected person</p>	<p>1 2 3 4 5</p>	<p>1 2 3 4 5</p>	<p>25</p>	<p>All persons entering the building are required to practice effective social distancing two meters apart, while in and around the building and when travelling to and from, whenever possible, by:</p> <ul style="list-style-type: none"> Avoiding non-essential contact with others Keeping a safe distance of at least 2 metres (about 3 steps) from others whenever possible Avoiding physical contact (e.g. hugs and handshakes, etc.) All persons must wear masks when within communal areas <p>Adaptations to the premises to support social distancing include:</p> <ul style="list-style-type: none"> A review of the building to identify suitable adaptations which will support social distancing Offices, work spaces, community activity tables and chairs are set up to support social distancing, e.g. layout changes, appropriate signage, stickers and floor markings to denote safe distances, etc. Workstations, desks and table and chairs to be arranged with a maximum separation between them – where necessary screens are fitted Establishing maximum occupancy limits for offices, floors, work areas and community activities. Reducing the need for staff, people we support, contractors and visitors to move around within the building by utilising mobile and landline phones to communicate with other staff within the building <p>Adaptations to work, community activities processes to support social distancing include:</p> <ul style="list-style-type: none"> Community activities; people we support to be grouped together with staff to perform a support bubble with allocated day and times to attend. Each person supported staff within their bubble 	<p>15</p>

					<p>will be identified on the rota. Each person supported will allocated an activity box held under their allocated space to support non cross contamination during their time within community activities. All staff must wear masks provided by New Prospects throughout their shift</p> <ul style="list-style-type: none"> • Holding essential meetings or gatherings in well-ventilated rooms with appropriate social distancing in place and all participant must wear a mask – limit numbers to essential members only and use phone/video conferencing, etc. • Replacing face-to face meetings wherever possible with video conferencing, phone conferencing, etc. • Providing hand sanitiser at meetings • Carrying out any essential training/recruitment by using video conferencing, email/online e-learning wherever possible rather than bringing people together face to face <p>For all visits/contractors visiting the building the following must be considered:</p> <p>Are there methods of working that can:</p> <ul style="list-style-type: none"> • Reduce the number of employees the visitor/contractors could potentially encounter (Out of hours working, evening's weekends). • Reduce the amount of time within our building • Limit the numbers of visitors, appointment system, access controls via reception and remain in South Parade room until instructed by a staff member. • Screening questionnaire when contractors / visitors attend site. Have you or anyone in your household displayed COVID-19 symptoms? If yes prevent access to the premises. • Information sent to contractors / visitors prior to their visit (where possible) on the expectations of New Prospects in relation to Covid-19. (Do not 	
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					<p>enter our premises if you are showing any signs or symptoms of COVID-19</p> <ul style="list-style-type: none"> • Visitors/contractors must wash their hands upon entering our premises, be issued with a mask that is to be worn throughout their visit. <p>Deliveries:</p> <ul style="list-style-type: none"> • Advise all delivery drivers that no goods or food should be physically handed over. • Decide on a location as a set drop-off point agreed in advance. <p>Within the South Parade building, there are various displayed notices on all floors reminding staff of the key infection prevention requirements, including the need to maintain safe distancing. Where social distancing guidelines cannot be followed in full e.g. within some corridors, toileting facilities etc. additional measures have been put into place, such as:</p> <ul style="list-style-type: none"> • Increased hand sanitisers throughout the stairwells, outside the lift etc. • Increased environmental cleaning • Keeping the activity time involved as short as possible i.e. photocopying (only one person at a time to be within the photocopier room) • Reducing the number of people each staff member has contact with by using “bubble” (so each person works with only a few others i.e. finance room) 	
<p>High-risk area’s in the building. Some areas of the building may present a higher risk than others – this may include areas such as toilets, kitchens, corridors and stairwells and photocopying room</p>	<p>Staff members, people supported, contractors and visitors (Heavily used areas of the building are more likely to present an infection transmission risk.)</p>	<p>1 2 3 4 5</p>	<p>1 2 3 4 5</p>	<p>25</p>	<p>Higher-risk high-traffic areas of the building are COVID secure by applying appropriate safety precautions, including:</p> <ul style="list-style-type: none"> • Stressing the need for people to follow good hygiene practice at all times while in the building (i.e. regular handwashing, using tissues and disposing of them appropriately, etc.) • All staff visitors must wear a mask within high risk areas 	<p>15</p>

					<ul style="list-style-type: none">• Managers ensuring that adequate hand cleaning resources are provided; all staff toilets are supplied with adequate supplies of hot water, liquid soap and paper towels• Printing handwashing instructions/posters and displaying throughout workplace, especially in toilets• Limiting numbers of people who can use high traffic areas such as corridors, stairs, toilets and kitchen's at any one time to ensure social distancing• Lift occupancy limited to one person at any one time• Monitor high-traffic area use and regulate access as necessary• Prioritise disabled use where necessary, e.g. disabled toilet use, use of lifts, etc.• Staggering lunch breaks to ensure that corridors and kitchens are not overloaded. Within community activities one staff member will be designated to utilise the kitchen during the day.• Established safe queuing systems by use of room occupancy limits and floor markings/signage, etc. Placing 60% alcohol hand gels at convenient places around the workplace with instructions for use• Increasing environmental cleaning, especially in and around toilets and kitchen's; special attention to be paid to frequently touched surfaces such as door handles, toilet flush handles, light switches, etc.• Increasing toilets/washrooms inspections to check for cleanliness/adequate stock of soap/toilet paper, etc.• Providing paper towels as an alternative to hand dryers in handwashing facilities due to fluid droplets• New Prospects will provide all office staff with a hand sanitiser bottle at their desk. Which can	
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					<p>refill it from any dispenser we have in the building</p> <ul style="list-style-type: none"> All staff will store your plate/mug/cup/cutlery at your desk. There will be no shared items available in the kitchen. No staff are to handle any other persons mugs/cups/cutlery etc. Community activities: people supported will be allocated their own cup, cutlery etc. which will be clearly marked. When staff are supporting with drinks staff will wear gloves to ensure no cross contamination. Staff to adhere to a person supported individual risk assessment in relation to COVID-19. There will be no preparation of food dishes in the kitchen-staff to come with their own food pre-packaged (can be heated in the dish you've brought it in) no food should be shared with others All staff/people supported will eat their lunch at their own desk/table, kitchen eating is prohibited 	
<p>Premises access and travel Travel to and from South Parade may lead to greater risk of virus transmission Public transport may be restricted in order to achieve social distancing on trains, buses, etc. Access to buildings may create a virus transmission risk if people all seek entrance at once through single points of entry</p>	<p>Staff, people supported and visitors who are required to attend the building will be given safe access.</p>	<p>1 2 3 4 5</p>	<p>1 2 3 4 5</p>	<p>25</p>	<p>The following safety arrangements should apply to South Parade and travel arrangements:</p> <ul style="list-style-type: none"> Enable flexible/staggered entry arrangements per rota system so that staff and people supported can avoid travelling at peak times or staff and people supported do not congregate at entrances and exits – ensure that all access points have supplies of sanitizer available Use floor markings and signage at entrances and exits and introduce one-way flow systems at entry and exit points where appropriate Ask staff not to share cars where possible if this is not possible masks should be worn and up-to two people sharing one at the back away from the driver. To walk or cycle to the building wherever possible. 	<p>15</p>

					<ul style="list-style-type: none"> Ask staff, people supported, contractors and visitors not to use public transport if at all possible – where they do use public transport they should conform with all requirements, e.g. wearing face coverings (New Prospects will provide to staff and people supported) and social distancing. In all cases non-essential travel should be minimised 	
<p>Cases of possible coronavirus infection whilst in the building</p>	<p>All staff, people supported, contractors and visitors High risk of infection</p>	<p>1 2 3 4 5</p>	<p>1 2 3 4 5</p>	<p>25</p>	<p>If any person within the building becomes unwell in the with coronavirus symptoms (a new, continuous cough or a high temperature or loss of taste and or smell sensors) they should be sent home and advised to follow government advice to self-isolate The following actions should be taken within the building:</p> <ul style="list-style-type: none"> The building will be evaluated by a senior member of staff in a safe and effective way, giving direct instructions who to leave, how and when. The senior manager will be the last person to leave and lock the building for a minimum of 72 hours. After a minimum 72 hours the allocated person must wear full PPE must clean and disinfect all surfaces that a symptomatic person has come into contact with, especially objects visibly contaminated with body fluids and all potentially contaminated high contact areas such as toilets Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids, must be cleaned thoroughly The allocated cleaner should use disposable cloths or paper roll and a combined detergent disinfectant solution at a dilution of 1000 parts per million available chlorine Waste from cleaning of areas where possible cases have been (including disposable cloths and 	<p>15</p>

					tissues) should be “double-bagged” and tied off in secure bags and disposed of in general waste	
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REVIEW TIMEFRAME

INSIGNIFICANT (0-5) To be reviewed annually	LOW (6-10) To be reviewed 6 monthly	MEDIUM (11 – 15) To be reviewed 3 monthly	HIGH (16-25) No support to be delivered till hazards or potential risk reduced to MEDIUM at least
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<p><u>Signed (Person supported If not applicable explain Why?):</u></p>	<p><u>Review Date Planned: 30/07/2020</u> <u>Date Completed: 30/07/2020.....</u> <u>Actions required and date completed, transferred to risk assessment monitoring log</u></p> <p>All staff/visitors to wear masks provided by New Prospects whilst in communal area's</p>	<p><u>Review Date Planned: 25/11/2020.....</u> <u>Date: Completed: 25/11/2020.....</u> <u>Actions required and date completed, transferred to risk assessment monitoring log</u></p> <p>no actions required</p>
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Notes: Sign form on completion. To assess hazard severity and probability refer to NPA notes on Risk Assessment procedure