

CURRENT CORONAVIRUS ALERT LEVEL - TIER 1 – MEDIUM							
RISK ASSESSMENT TO BE REVIEWED AND REVISED IF TIER LEVEL CHANGES							
Location/Dept: SENDIASS Office, Frank Sorrell Centre			Date Assessed: 30 June 2020, updated 20 October 2020		Assessed by: Carol Dixon		
Task/ Activity: SENDIASS Advice (Coronavirus)			Review Date: Every Day After 2pm		Reference Number:		
Activity/ Task	Hazard/Risk	Persons at Risk	Controls in Place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional Controls Required
Attending Frank Sorrell Centre	Coronavirus	Employees	<p>Only one employee permitted in the SENDIASS office at one time. Due to the size of the office it isn't possible to socially distance to 1m plus.</p> <p>All employees instructed to follow government guidance on self-isolating and adhere to advice given.</p> <p>Employees are strongly recommended to take part in the government's testing programme for COVID-19 if symptomatic and ensure that the results are communicated to senior management. If the test results reveal that the individual has contracted COVID-19, a decision will be made on when they can return to work.</p> <p>Return to Work Form to be completed when an employee returns from self-</p>	5	2	10	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England and the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

			<p>isolating or has been diagnosed with COVID-19.</p> <p>Once symptomatic, all surfaces that the person has come into contact with must be cleaned before it is used, including:</p> <ul style="list-style-type: none"> ● All surfaces and objects which are visibly contaminated with body fluids; and ● All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc. <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.</p> <p>If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p>				
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Working at Frank Sorrell Centre	Using Bathroom and kitchen facilities	Employees	<p>Hot water not currently available, so use soap and cold water to wash hands and antibacterial gel.</p> <p>Wipe down surfaces, taps etc in kitchen or bathroom before and after use.</p> <p>Run tap for awhile before filling kettle/making drinks as the building hasn't been used for awhile.</p>	5	2	10	
Meetings	Contact with persons suffering from coronavirus or displaying symptoms of it	Employees	<p>Face to Face visits should be avoided unless approval given by SMT.</p> <p>Use video meetings, phone calls and email support as necessary.</p>	5	2	10	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England and the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
Office working	Contact with persons displaying symptoms of coronavirus	Employees	<p>Staff working at Frank Sorrell Centre must remain socially distanced 2m apart from other tenants at all times.</p> <p>They should enter the building via the door nearest the SENDIASS office.</p>	5	2	10	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England and the GOV.UK website wherever possible.</p>

			<p>Staggered working is considered for staff relying on public transport, to avoid travel at peak periods. Staff are encouraged to use alternative methods of travel such as on foot or cycling where possible.</p> <p>Door handles, taps and surfaces to be wiped down before and after each use.</p> <p>Employees who are taken unwell with a new continuous cough, a high temperature or a change in taste or smell, or live with someone with these symptoms are to self-isolate in accordance with the government guidance.</p> <p>Staff to clean their own desk area and phone before leaving the office.</p>				Control measures will be revised and updated daily when the latest government guidance is released.
Office working	Lone Working	Employees	<p>Staff to lock the entry door to the building after they have entered.</p> <p>Staff to contact the main office number on arrival to the office each day and after they have locked up each evening.</p>	3	2	6	

			Weekly catch ups with the team to avoid isolation.				
SENDIASS	Contracting and spreading of infection	Employees	<p>All non-essential visitors to be cancelled.</p> <p>Basic infection controls should be followed as recommended by Public Health England:</p> <ul style="list-style-type: none"> • Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. • Put used tissues in the bin straight away. • Wash your hands frequently with soap and water. • Try to avoid close contact with people who are unwell. • Do not touch your eyes, nose or mouth if your hands are not clean. <p>Persons worried about symptoms should call NHS 111 or use the online tool. They must NOT go to their GP or other healthcare centre.</p>	5	2	10	<p>Guidance and recommended risk control measures will be sourced directly from Public Health England and the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p>

Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

