

CURRENT CORONAVIRUS ALERT LEVEL - TIER 1 – MEDIUM RISK ASSESSMENT TO BE REVIEWED AND REVISED IF TIER LEVEL CHANGES							
Location/Dept:Upstairs offices and reception		Date Assessed: 20 March 2020, reviewed 16 April 2020 Reviewed and updated to reflect COVID Secure guidance 19 May 2020, updated 19 June 2020, updated 5 August 2020, updated 1 September 2020, updated 20 October 2020			Assessed by: Carol Dixon		
Task/ Activity: Management and Administrative tasks and reception (Coronavirus)		Review Date: <b>Every Day After 2pm</b>			Reference Number:		
Activity/ Task	Hazard/Risk	Persons at Risk	Controls in Place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional Controls Required
Attending Bradbury Centre	Coronavirus	Employees , Service-users, Contractor s	<p>Emergency Action Plan (EAP) in place and communicated to all employees and visitors, including what symptoms to look out for and what action to take. EAP to be displayed in visible areas around the workplace.</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 and ensure that the results are communicated to senior management. If the test results reveal that the individual has contracted COVID-19, action will be taken as</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><a href="https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public">https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public</a></p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>

		<p>prescribed in the Emergency Action Plan and 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-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, including:</p> <ul style="list-style-type: none"> <li>● All surfaces and objects which are visibly contaminated with body fluids; and</li> <li>● All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc.</li> </ul> <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</p>				
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			recommended workplace legislation and practice.				
Meetings with funders, partners etc	Contact with persons suffering from coronavirus or displaying symptoms of it	Employees Funders Partner Agencies	Face to Face visits should be avoided unless approval given by SMT. Use video meetings, phone calls and email support as necessary.	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><a href="https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public">https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public</a></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 Service-users	<p>Where presence at Bradbury Centre is essential, departments must agree a rota so that the number of staff present allows for social distancing as per government guidance.</p> <p>Staff working at Bradbury Centre must remain socially distanced 2m apart (or 1m plus other measures such as facing away from each other) from other staff at all times.</p> <p>Floor markings are added to remind staff of the 2m distance in high traffic</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 when the latest government guidance is released.</p>

areas such as the main route through the office.

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.

Social distancing posters are displayed in the rest room area to remind staff to keep a 2m distance where possible.

Photocopier/Printer is moved and a 2m area marked around it on the floor to remind staff to keep their distance from people while copying. Poster reminding staff to use a pen rather than their fingers on the keypad.

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.

Office working	Coming into contact with the virus via surfaces	Staff, Visitors, Service users, contractors	<p>Cleaning schedule updated to include methodical cleaning of all shared surfaces, touch pads, keypads, door handles and taps daily.</p> <p>Staff in the office to the above throughout the day using blue towel and cleaning spray provided.</p> <p>Individual staff to clean their own desk area and wipe their phone after each use.</p>				
Working at Bradbury Centre	Contact with staff and contractors who may have Coronavirus	Employees /contractors/service-users	<p>On arrival to the Bradbury Centre all staff, training attendees and contractors will take their own temperature using a contact free thermometer and this will be recorded. If the temperature is high, staff will be asked to self-isolate for 30 minutes and be re-tested. If it remains high they will be sent home and advised to self isolate and be tested for coronavirus.</p> <p>Training attendees and contractors will be refused entry to the Bradbury Centre if their temperature is above 37.8 and advised to self-isolate and be tested.</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><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></p>
Reception	Contracting and spreading of infection	Receptionist, visitors, Service	All non-essential visitors to be cancelled.	5	2	10	Guidance and recommended risk control measures will be sourced directly from Public Health

		<p>users, other employees</p>	<p>For essential meetings, employee to phone ahead to check the visitor or members of their household aren't symptomatic.</p> <p>All visitors asked to read COVID 19 guidance and complete a questionnaire confirming they are not symptomatic and haven't been in contact with anyone symptomatic before signing in to the building.</p> <p>Sign in sheet placed on a desk in front of reception rather than on the reception desk. Cleaning spray and blue towel provided to clean pen.</p> <p>2m perimeter marked on the floor in hazard tape to remind visitors not to get too close.</p> <p>Perspex screen provided on reception desk to reduce risk of droplet contamination.</p> <p>All visitors asked to wash their hands in the Changing Space before entering the building.</p>				<p>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><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></p>
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			<p>Basic infection controls should be followed as recommended by Public Health England:</p> <ul style="list-style-type: none"> <li>• Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.</li> <li>• Put used tissues in the bin straight away.</li> <li>• Wash your hands frequently with soap and water.</li> <li>• Try to avoid close contact with people who are unwell.</li> <li>• Do not touch your eyes, nose or mouth if your hands are not clean.</li> </ul> <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>				
Recruitment	Exposure to the virus	Candidates, Interviewers, Reception staff, Service users	<p>Video interviews offered to all candidates. The finance office is set up for this purpose.</p> <p>If candidates don't have facilities at home for video interviews, socially distanced interviews can be arranged. All face to face interviews cancelled</p>	5	2	10	As above

			<p>while the strict social distancing guidance is in place.</p> <p>Observations cancelled while strict social distancing is in place.</p> <p>DBS requirements amended. ID can be checked during interview and copies emailed, provided physical ID documents checked on start date by duty manager.</p>				
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**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