

**CURRENT CORONAVIRUS ALERT LEVEL - LOCKDOWN – STAY AT HOME  
RISK ASSESSMENT TO BE REVIEWED AND REVISED IF TIER LEVEL CHANGES**

<b>Location/Dept:</b> PaCip Office, Maidenhead		<b>Date Assessed:</b> 6 <sup>th</sup> August 2020, updated 20 October 2020, updated 5 November 2020, updated 2 December 2020, updated 21 December 2020, updated 5 January 2021			<b>Assessed by:</b> Jo Maxwell-Heron		
<b>Task/ Activity:</b> Parent Carer Forum (Coronavirus)		<b>Review Date:</b> <b>Weekly</b>			<b>Reference Number:</b>		
<b>Activity/ Task</b>	<b>Hazard/Risk</b>	<b>Persons at Risk</b>	<b>Controls in Place</b>	<b>Severity (1-5)</b>	<b>Likelihood (1-5)</b>	<b>Risk/ Priority</b>	<b>Additional Controls Required</b>
Attending PaCiP	Coronavirus	Employees	<p>If attendance at the office essential, only one employee permitted at one time. Due to the size of the office it isn't possible to socially distance to 1m plus. Current guidance is to work from home where possible.</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>	5	3	<b>15</b>	<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>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 before it is used, 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 recommended workplace legislation and practice.</p>				
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Working at Office at Reform Road,	Using Bathroom and kitchen facilities	Employees	Hot water and soap to be used to wash hands and antibacterial gel.  Wipe down surfaces, taps etc in kitchen or bathroom before and after use.	5	3	15	
Meetings	Contact with persons suffering from coronavirus or displaying symptoms of it	Employees	Visits from steering group or parent representatives should not take place Use video meetings, phone calls and email support, as necessary.	5	3	15	Guidance and recommended risk control measures will be sourced directly from Public Health England and the GOV.UK website wherever possible.  <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>
Office working	Contact with persons displaying symptoms of coronavirus	Employees	Staff working at Reform Road must remain socially distanced 2m apart from other tenants at all times.  Door handles, taps and surfaces to be wiped down before and after each use.  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	5	3	15	Guidance and recommended risk control measures will be sourced directly from Public Health England and the GOV.UK website wherever possible.  Control measures will be revised and updated daily when the latest government guidance is released.

			<p>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>				
Office working	Lone Working	Employees	<p>Staff to inform the main office number on arrival to the office each day and after they have locked up each evening.</p> <p>Weekly catch ups with the staff member to avoid isolation.</p>	3	3	6	
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"> <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> </ul>	5	3	15	<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>

			<ul style="list-style-type: none"><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>				
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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