

CURRENT CORONAVIRUS ALERT LEVEL - ROADMAP STEP 4
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 to reflect COVID Secure guidance, 19 May 2020, 19 June 2020, 5 August 2020, 1 September 2020, 20 October 2020, 5 November 2020, 2 December 2020, 5 January 2021, 29 March 2021, 12 April 2021, 17 May 2021, 19 July 2021, 7 October 2021, 11 November 2021			Assessed by: Carol Dixon		
Task/ Activity: Management and Administrative tasks and reception (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 Bradbury Centre	Coronavirus	Employees , Service-users, Contractors	<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 required to take part in the government’s testing programme for COVID-19 if symptomatic and ensure that the results are communicated to senior management.</p>	5	3	15	<p>Guidance and recommended risk control measures will be sourced directly from UKHSA 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 in response to the latest government guidance and emerging operational needs.</p>

		<p>Rose Road provides weekly PCR testing for staff. Employees are strongly encouraged to take part in this testing regularly, and care staff are required to undertake this testing weekly.</p> <p>If the test results reveal that the individual has contracted COVID-19, action will be taken as prescribed in the Emergency Action Plan and a decision will be made on when they can return to work.</p> <p>COVID 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"> ● 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</p>				
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			<p>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>				
Recruitment	Contact with persons who have been exposed to Coronavirus	Candidates, Interviewing officers, HR staff, Service users	<p>Job advertisements are clear that evidence of double vaccination or exemption are required for all staff employed at Bradbury Centre after 11 November.</p> <p>Candidates are asked to provide their COVID pass, or evidence that they have had their first vaccination and the second is booked.</p> <p>Candidates cannot enter Bradbury Centre for an interview or observation without a COVID pass or evidence of exemption from vaccination.</p> <p>Candidates will also need to provide evidence of a negative lateral flow test taken within 72 hours of arrival,</p>				

			or will need to undertake a test on arrival and wait outside the building until the result is available.				
Meetings with funders, partners etc	Contact with persons suffering from coronavirus or displaying symptoms of it	Employees Funders Partner Agencies	<p>Face to Face visits should be avoided unless approval given by SMT. Use video meetings, phone calls and email support as necessary.</p> <p>Vaccination As the Bradbury Centre houses an adult residential respite care home, any visitors must provide a COVID pass and cannot cross the threshold of the building unless this has been provided and recorded. Exceptions to this are only in cases of emergency repairs (approved by a member of SMT) or emergency services.</p>	5	3	15	<p>Guidance and recommended risk control measures will be sourced directly from UKHSA 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 in response to the latest government guidance and emerging operational needs.</p>
Office working	Contact with persons displaying symptoms of coronavirus	Employees Service-users	<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. Floor markings are added to remind staff of the 2m distance in high traffic areas such as the main route through the office.</p> <p>Perspex screens are in place in the main office. Social distancing posters are displayed in the rest room area to remind staff to keep a 2m distance where</p>	5	3	15	<p>Guidance and recommended risk control measures will be sourced directly from UKHSA and the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated daily in response to the latest government guidance and emerging operational needs.</p>

			<p>possible. Perspex screens are in place in the main office.</p> <p>There is no requirement to wear a mask when moving around the office unless notified by SMT (in the case of a rise in infections). Masks may be removed when seated.</p> <p>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.</p> <p>Employees who are taken unwell with a new continuous cough, a high temperature or a change in taste or smell are to self-isolate in accordance with the government guidance.</p> <p>Employees who are a close contact of a symptomatic individual will need to get a PCR test. If the test result is negative, fully vaccinated staff may return to work, but must undertake daily lateral flow tests for 10 days from the date of contact with the individual.</p>				
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Office working	Coming into contact with the virus via surfaces	Staff, Visitors, Service users, contractors	<p>Staff in the office to clean their work area throughout the day using antibacterial wipes provided.</p> <p>Individual staff to clean their own desk area and wipe their phone at the end of each day.</p> <p>Hand gel dispensers beside every keypoint with posters reminding staff to use handgel before using keypad. Staff reminded to use an elbow or similar for door opening rather than bare hands.</p>	5	3	15	
Reception	Contracting and spreading of infection	Receptionist, visitors, Service users, other employees	<p>External visitors should be approved by SMT.</p> <p>All visitors and contractors asked to read COVID 19 guidance displayed on the front door and confirm they are not symptomatic and haven't been in contact with anyone symptomatic before entering the building.</p> <p>All visitors and contractors must take a lateral flow test (or show results from the previous 72 hours). They</p>	5	3	15	<p>Guidance and recommended risk control measures will be sourced directly from UKHSA and the GOV.UK website wherever possible.</p> <p>Control measures will be revised and updated daily in response to the latest government guidance and emerging operational needs.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p>

			<p>must wait in their vehicle until lateral flow results are ready.</p> <p>Contractors and Visitors are also required to provide a COVID Pass to evidence double-vaccination or exemption. This is required by Care Home Regulations. If unable to provide a COVID Pass, entry will be refused.</p> <p>All communication with visitors, contractors and delivery personnel must be via the Ring Doorbell or through reception window until the above requirements are satisfied.</p> <p>Deliveries must be left outside the building. A Pallet Truck is available for reception/estates staff to bring them inside.</p> <p>Sign in sheet placed on a desk in front of reception rather than on the reception desk. Antibacterial wipes provided to clean pen.</p> <p>Perspex screen provided on reception desk to reduce risk of droplet contamination.</p>				
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			<p>All visitors asked to wash their hands in the Changing Space before entering the building.</p> <p>Basic infection controls should be followed as recommended by UKHSA:</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>				
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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