

SOCIAL DISTANCING ENVIRONMENTAL RISK ASSESSMENT V 5 FINAL SEPT 2020

RISK ASSESSMENT OF:	INSERT DEPARTMENT NAME Kingfisher Ward	DATE OF ASSESSMENT:	03.08.2020
CARE GROUP AND DIVISION:	Care Group 4 Family Services and Surgical Division	ASSESSOR(S):	Anna Ekerold / Kim Blanning
WARD / SERVICE MANAGER NAME:	Anna Ekerold	DATE:	03.08.2020

TO BE COMPLETED BY WARD/SERVICE MANAGER UPON COMPLETION OF ASSESSMENT. I ACCEPT THE FINDINGS OF THIS ASSESSMENT : (MAKE AMENDMENTS IF REQUIRED BEFORE SIGNING)

1st review date	Name	Signature
2nd review date	Name	Signature

PLEASE RETURN A COMPLETED COPY OF THIS RISK ASSESSMENT VIA EMAIL TO HumanResources@dchft.nhs.uk

NO	HMG ref	HAZARD AND HARM	ADDRESSING	CONTROL MEASURES IN PLACE TO REDUCE RISK TO LOW OR VERY LOW. ANY RISK SCORE ABOVE MODERATE OR ABOVE WILL REQUIRE ADDITIONAL CONTROL MEASURES	LIKELIHOOD	CONSEQUENCES	TOTAL SCORE	V/L, LM, H, VH	ADDITIONAL CONTROL MEASURES REQUIRED TO REDUCE THE RISK TO LOW OR VERY LOW	LIKELIHOOD	CONSEQUENCES	TOTAL	V/L, M, H, VH	ACTION BY WHO	ACTION BY WHEN	DATE COMPLETED
1	3.1		Coming to and leaving work	<p>Prior to assessing this paragraph I have taken into consideration the actions listed below</p> <p>Staggering arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics. Staff using judgement to wait until area is clear before entering</p> <p>Actions:</p> <p>We instruct staff to limit passengers in Trust vehicles, for example, work minibuses. This could include leaving seats empty.</p> <p>Where possible, exit and entry points remain fully open to prevent congestion.</p> <p>We are providing (where needed) more storage for workers for clothes and bags.</p> <p>There are markings and one-way flow at entry and exit points.</p> <p>There are hand washing facilities, and where this is not possible hand sanitising stations. These are at entry/exit points and (where at all possible) not using touch-based security devices such as keypads.</p>	2	2	4		<p>There are staggered arrival times for staff anyway due to different shift start times for nurses, doctors, admin staff, play team etc. This helps to ensure that not all staff are trying to enter the department at the same time. Further liaison regarding working days and hours for school room staff to be agreed.</p> <p>There is only 1 entrance / exit to Kingfisher Ward, and these doors must remain locked at all times, however signs of the door indicating that the staff / visitors must enter through the left hand door on either side would reduce congestion</p> <p>Keep left signs will be placed on floors in corridors to remind staff, patients and visitors about social distancing.</p> <p>A locker room has been made available for staff, and additional lockers have been requested so that staff have a designated changing facility at work and are able to travel to and from work in their own clothes, therefore reducing the risks of spread of infection."</p>	1	2	2		Paula Lewis Anna Ekerold	12.06.2020	
2	3.2		Moving around buildings and work sites	<p>Prior to assessing this paragraph I have taken into consideration the actions listed below</p> <p>We have considered the reduction and implemented where possible movement by discouraging non-essential trips within buildings and sites, for example, restricting access to some areas, encouraging use of radios or telephones, where permitted, and cleaning them between use.</p> <p>Actions:</p> <p>Restricting access between different areas of a department</p> <p>Reducing job and location rotation.</p> <p>Regulating use of high traffic areas including corridors and walkways to maintain social distancing.</p>	2	2	4		N/A							
3	3.3		Workplaces and workstations	<p>Prior to assessing this paragraph I have taken into consideration the actions listed below</p> <p>We have reviewed layouts and processes to allow staff to work further apart from each other using the most pragmatic solutions available.</p> <p>Actions:</p> <p>We are using floor tape or signs to mark areas to help staff keep to a 2m distance.</p> <p>We have looked careful and only where it is not possible to move workstations further apart, arranging people to work side by side or facing a way from each other rather than face-to-face.</p> <p>We have, only where it is not possible, to move workstations further apart, used screens to separate staff from each other.</p> <p>We have looked at staffing and managing occupancy levels in an effort to enable social distancing.</p> <p>We are (where possible) avoiding the use of hot desks and spaces and, where not possible, for example, training facilities, cleaning workstations between different occupants including shared equipment.</p>	2	2	4		<p>Enter additional controls here:</p> <p>School room to operate at a maximum of 3 children 2 members of the school team, and to work in bubbles at allocated times throughout the day. Additional staff room created by utilising current parents room. Allowing for 3 members of staff only to be in each room at a time and therefore adhering to social distancing. In school room, clichee wipes will be available so that staff can clean keyboards / mouse / telephones and desks before and after use. If staff are unable to maintain 2m social distancing in offices, then surgical face masks should be worn.</p>	1	1	1		Paula Lewis Anna Ekerold	12.06.2020	
4	3.4		Meetings	<p>Prior to assessing this paragraph I have taken into consideration the actions listed below</p> <p>We use remote working tools to avoid in-person meetings, teams etc.</p> <p>Actions:</p> <p>We ensure only absolutely necessary participants should attend meetings and should maintain 2m separation throughout.</p> <p>We avoid transmission during meetings, for example, avoiding sharing pens and other objects.</p> <p>We provide hand sanitisers and wipes in meeting rooms.</p> <p>We do wherever possible hold meetings outdoors or in well-ventilated rooms.</p> <p>It areas where regular meetings take place, we use floor signage to help staff and visitors maintain social distancing.</p>	2	2	4		<p>Enter additional controls here:</p> <p>N/A</p>	1	2	2		Anna Ekerold	12.06.2020	
5	3.5		Common areas	<p>Prior to assessing this paragraph I have taken into consideration the actions listed below</p> <p>We work collaboratively with landlords and other tenants in multi-tenant sites/buildings to ensure consistency across common areas, for example, receptions and staircases.</p> <p>Actions:</p> <p>We stagger break times to reduce pressure on break rooms or canteens.</p> <p>We use wherever possible safe outside areas for breaks.</p> <p>We utilise additional space by using other parts of the workplace or building that have been freed up by remote working</p>			0		<p>Enter additional controls here:</p> <p>N/A</p>			0				

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				<p>Encouraging workers to bring their own food.</p> <p>We have where possible reconfigured seating and tables to maintain spacing and reduce face-to-face interactions.</p> <p>We encourage staff to remain on-site and, when not possible, maintaining social distancing while off-site.</p> <p>Regulating use of locker rooms, changing areas another facility areas to reduce concurrent usage.</p> <p>Encouraging staff not to bring anything unnecessary in to the Trust. Where items are brought in we encourage sensible storage of personal items and clothing in personal storage spaces, for example, lockers during shifts.</p>													
6	4.1		Managing contacts	<p>Prior to assessing this paragraph I have taken into consideration the actions listed below</p> <p>We encourage visits via remote connection/working where this is an option.</p> <p>Actions:</p> <p>Where site/department visits are required, site guidance on social distancing and hygiene is explained to visitors on or before arrival.</p> <p>We limit the number of visitors at any one time.</p> <p>We limit visitor times to a specific slot and restrict access to required visitors only.</p> <p>We liaise to determine schedules for essential services and contractor visits to reduce interaction and overlap between staff and visitors, for example, carrying out services at night.</p> <p>We maintaining a record of all visitors, if this is practical.</p> <p>We have revised visitor arrangements to ensure social distancing and hygiene, for example, where someone physically signs in with the same pen in receptions.</p>	2	2	4		Enter additional controls here:			0					
									No outside visits to the school room. This will be reviewed as guidance progresses. Children will attend the school room in allocated bubbles, however no parents will be permitted entry to the school room.								
7	4.2		Providing and explaining available guidance	<p>Prior to assessing this paragraph I have taken into consideration the actions listed below</p> <p>We provide clear guidance on social distancing and hygiene to visitors on arrival, for example, signage or visual aids and before arrival, for example, by phone, on the website or by email.</p> <p>Actions:</p> <p>We ensure host responsibilities relating to COVID-19 and provide any necessary training for staff who act as hosts for visitors.</p> <p>We have reviewed local entry and exit routes for visitors and contractors to minimise contact with other staff/visitors.</p>			0		Enter additional controls here:			0					
									Clear posters on ward entrances about social distancing and mask wearing. Children over 12yrs, or younger and compliant will be asked to wear a mask in the school room.								
8	5.2		Keeping the workplace clean	<p>Prior to assessing this paragraph I have taken into consideration the actions listed below</p> <p>We frequently clean work areas and equipment between uses, using our usual cleaning products and much of this is done as self help over and above any normal cleaning regimes.</p> <p>Actions:</p> <p>We encourage and insist on the frequent cleaning of objects and surfaces that are touched regularly, such as door handles and keyboards, and making sure there are adequate disposal arrangements of used materials.</p> <p>We ensure clearing workspaces and removing waste and belongings from the work area at the end of a shift.</p> <p>Where possible we limit or restricting use of high-touch items and equipment, for example, printers or whiteboards.</p> <p>We ensure that if cleaning after a known or suspected case of COVID-19 then this will be completed in accordance to the specific guidance.</p>			0		Enter additional controls here:			0					
									A clear schedule will be set up to ensure that cleaning will be conducted between "bubbles" and at the end of the day.								
9	5.3		Hygiene - handwashing, sanitisation facilities and toilets	<p>Prior to assessing this paragraph I have taken into consideration the actions listed below</p> <p>We use signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.</p> <p>Actions:</p> <p>We provide regular reminders and signage to maintain personal hygiene standards.</p> <p>We provide hand sanitisers in multiple locations in addition to washrooms.</p> <p>We ensure clear use of cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.</p> <p>We ensure enhancing cleaning for busy areas.</p> <p>We provide more waste facilities and more frequent rubbish collection.</p> <p>Where possible, we provide paper towels as an alternative to hand dryers in handwashing facilities.</p>			0		Enter additional controls here:			0					
									Clear posters on ward promoting handwashing. Children will be asked to washhands when coming into and before leaving the school room.								
10	5.4		Changing room and showers	<p>Prior to assessing this paragraph I have taken into consideration the actions listed below</p> <p>Our shower and changing facilities have clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible.</p> <p>Actions:</p> <p>We have Introduced enhanced cleaning of all facilities regularly during the day and at the end of the day. We remind staff that it is everyone's responsibility to keep areas clean and cannot rely solely on cleaning staff.</p>			0		Enter additional controls here:			0					
									Shower, changing and locker facilities are available in East Wing level 2 (near Kingfisher) for school room staff to use.								
11	5.5		Handling goods, merchandise and other materials and onsite vehicles	<p>Prior to assessing this paragraph I have taken into consideration the actions listed below</p> <p>We have a clear cleaning procedures for goods and merchandise entering the department/site.</p> <p>Actions:</p> <p>We have a clear cleaning procedures for vehicles.</p>			0		Enter additional controls here:			0					
									N/A								

