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| **Risk Assessment Title:** | Workplace Risk Assessment | | |
| **Directorate:** |  | **Service:** |  |
| **Location:** |  | **Service Manager / Director:** |  |
| **Person Completing Assessment:**  (Name and Post) |  | | |
| **Contact Tel. No:** |  | **Date Of Assessment:** |  |

| **What are the hazards?**  **Who might be harmed and how?** | **Current Controls**  What current controls are in place to eliminate or mitigate the risk? | **Further Action Required**  What additional controls will be introduced, or what actions will be taken, to eliminate or further mitigate the risk? | **Responsible Person** | **Action by when?** | **Date of completion** |
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| **Risk of Infection (COVID-19)**  Close proximity to other persons, including staff, patients, contractors and visitors.  ‘Vulnerable’ and ‘high risk’ staff with medical conditions that make them more susceptible to the virus. | * Travel to work without using public transport. * Work in an area that does not involve contact with others. * Staff asymptomatic testing is carried out as per the national guidance to fit with the shift patterns and leave requirements. It is advised that Lateral Flow Testing (twice a week). Please speak with Staff testing team for more information elft.testing@nhs.net * Wear appropriate personal protective equipment, including respiratory protective equipment * Use appropriate personal hygiene and infection control * Follow Public Health England advice regarding self-isolation. * Homeworking, as agreed with line managers, including the provision of suitable and appropriate work technology to facilitate homeworking * Completion of individual staff risk assessment for Covid-19 * Referral to Occupational Health in order to agree appropriate work adjustments that may help a return to work. * Follow Trust managers’ guidance on managing staff who are in self-isolation/ shielding, including taking suitable precautions regarding DSE use, work-related stress, mental and physical wellbeing, etc. |  |  |  |  |
| **Risk of Infection (COVID-19)**  Close proximity to other persons, including staff, patients, contractors and visitors, which increases likelihood of infection.  All staff, visitors and contractors | As above plus:   * Suspension of hot-desking policy. * Organise use of workstations to ensure maintenance of 1 metres rule e.g. prohibit use of alternate workstations. * Physical barriers between workstation * Use of suitable perspex screens and floor markers to maintain social distancing between pedestrians * Use of suitable perspex screens and floor markers to protect reception staff. * Workstations and working environment cleaned regularly with suitable disinfectant, with suitable cleaning equipment available for those in the environment to use on demand * Posters and signs reminding users of the area to maintain 1 metres separation rule. * Flexibility when staff can come in and leave the office in a coordinated way so that the number of staff in the office at any given time is controlled and allows for safe social distancing. * Control access to an area so as to limit the maximum number of people that can be in an area to ensure that social distancing is maintained. * Limit number of people in communal areas such as kitchens, rest rooms, toilets to maintain social distancing * Contractors working in the areas required to establish and maintain safe working 2 metre exclusion zone before any works are undertaken within office areas. * Restricting the number of non-staff in reception or waiting areas so as to maintain social distancing. * Use of technology (e.g. Microsoft Teams) to minimise need to meet other workers in person. * Use of technology to minimise the need to meet in person with non-workers e.g. public, visitors and service users. * Use of conference/meeting rooms limited to essential meetings only and, when used, chairs and tables and seating organised so as to maintain social distancing rule. * In some situations, where the 1 metre rule cannot be maintained, suitable masks provided to staff for additional protection. * Contractors to work out of hours to the greatest possible extent (to minimise contact with staff and others) * Office-cleaning by cleaners to take place out of hours to the greatest possible extent * Suitable handwashing facilities provided. * Hand gel provided in entrance areas. * Posters in all areas, reminding staff of hygiene rules. * Increased/ improved quality control monitoring of toilet and cleansing supplies * Increased/ improved standard of cleaning of environment e.g. door handles, soap dispensers and other surfaces in common use. * Ensure adequate ventilation of immediate environment / room .Either by natural ventilation (windows opening) or mechanical ( air conditioning unit that does not re-circulate the same air) |  |  |  |  |
| **Slips, trips and falls**  Staff, service users and visitors may be injured if they trip over objects or slip on spillages. | * All areas well lit & walkways clear of debris and obstruction * Car Parks and walkways free of potholes * Areas cordoned off when maintenance or refurbishment work is undertaken * No trailing leads or cables-leads secured or covered. * Local staff Induction include information on slip, trip, & fall risks - including good house-keeping, reporting of defects, and spillage management. Floor coverings and surfaces damage & defect free * Emergency / Exit Routes not obstructed, floors and stairs free from obstruction and damage and adequately lit * Stairs fitted with an handrails * Rooms cleaned on a regular basis. |  |  |  |  |
| **Fire**  If trapped, staff, visitors or service users could suffer fatal injuries from smoke inhalation/burns | * Fire Wardens in accordance with the requirement set out in the Fire Risk assessment * Fire Wardens clearly displayed on the Health & Safety Noticeboard * Fire Extinguishers present, clearly visible, tested within the last twelve months, and security tabs intact * Fire Routes and Exits completely clear, unobstructed, and accessible * Fire Exit signs present, clearly displayed, and correct * Fire Action notices present, clearly visible, and filled-in where required? * Weekly fire alarm testing & carried out and recorded in the red book, held in reception |  |  |  |  |
| **Display screen equipment**  Staff risk posture problems and back pain, discomfort or other injuries from poorly designed work stations or environments | * All Managers aware of the DSE Risk Assessment process and e-learning package to be carried out by all relevant staff. * All users to carry out self-assessment which is monitored by management. * Work planned to include regular breaks. * Eye tests provided for those who require them and are funded by the Trust. * Adaptations in place accordingly supported by Occupational Health |  |  |  |  |
| **Electrical**  Staff, visitors and service users could get electrical shocks or burns from faulty equipment. Faults can also lead to fires | * Portable appliances (e.g. extension leads, computers, microwares, fans, kettles, shredders, photocopiers, etc.) have a PAT (Potable Appliance Test) sticker on them and in date * Electrical Cupboards labelled and securely locked * Monthly audits in place and compliant for checking electrical equipment & leads. |  |  |  |  |
| **Violence and Aggression**  Staff, visitors or service users could be distressed/injured through both verbal and physical assault. | * LSMS poster up to date & displayed on the Health & Safety Noticeboard * Trust Anti-Violence / Anti-Abuse poster displayed in communal areas * All staff wear their Trust Photo-ID and to challenge unknown individuals (if safe to do so) * Trust security policy and staff aware of this. * PinPoint system within the building and staff aware of local procedure for managing violence/aggression in the environment and escalation process. * Pinpoint alarm tested on a bi-monthly basis to measure response of staff. * Restricted Access areas maintained and kept secure through use of electronic door systems * Staff compliant with conflict resolution training, to include management of the prevention of escalation of verbal aggression, de- escalation tools and managing conflict. * Access to building restricted to service users with appointments * Duty practitioner and duty manager in place to support escalation processes. * Front door security, camera and buzzer entry system in place since January 2019. |  |  |  |  |
| **Hazardous substances/sharps**  Staff, visitors and service users can suffer effects of exposure to hazardous substances. | * Hazardous materials clearly labelled and stored in a locked cupboard * Sharps Bins securely stored in the designated area and labelled accordingly * Clinical Waste Bins kept securely locked when not in use. |  |  |  |  |
| **Ligature**  Service users could attempt to self-harm by use of ligature | * Site is outpatient department and service users escorted at all times. |  |  |  |  |
| **Extremes of cold and hot**  Staff, visitors and service users can suffer discomfort and ill-effects of extreme temperatures | * Windows through the building can be opened with ease, high windows fitted with electric openers, window restrictors on upper floor. * Air condition in clinical rooms and air conditioning units for offices. | Annual request made for hire of air conditioning units across the site for staff all offices to cover the summer period. |  |  |  |
| **Occupational Stress**  Staff could be affected by factors such as workload, specific incidents and relationship with colleagues | * Staff aware of how to identify signs of work related stress in themselves and colleagues. * Regular supervision in place. * Staff aware of how to access occupational health support * Staff have access to staff room with facilities, including refreshments, dining area, kitchen. |  |  |  |  |
| **Loneworking**  Staff could suffer injury whilst lone-working either on their way to a visit or during an assessment. | * Trust lone-working policy and staff aware of this. * Lone-worker protocol in place for community staff. * All community staff aware of procedures when lone-working. * All staff have access to personal Skyguard alarm device while in community. * Management monitoring use of Skyguard alarm devices and raising nay concerns during supervision. |  |  |  |  |
| **Travelling**  Staff could sustain injury when travelling to visits and between sites. | * Staff adhere to the lone worker policy and procedure. * Staff have full UK driving licence, car Insurance and MOT in date |  |  |  |  |

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| Review Due Date: |  | Assessment Reviewed & Approved by:  (Name and Post) |  | Date Reviewed: |  |