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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.
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| **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)
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| **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.
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| **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
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| **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
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| **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.
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| **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.
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| **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.
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| **Ligature**Service users could attempt to self-harm by use of ligature | * Site is outpatient department and service users escorted at all times.
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| **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.
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| **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.
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| **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: |  |