



Risk assessment and actions

Building name: Scorex House, BD1 4AS

29 June 2020

Re-occupation of buildings risk assessment in relation to COVID-19 requirements

This assessment is completed in respect of potential risk of transmission of COVID-19 at 29 June 2020

<input checked="" type="checkbox"/> We have taken all practical steps to help people work from home						
Consider	Identify		Current Risk Level	Assessment	Additional actions	Final Risk Status
	<input checked="" type="checkbox"/> (tick those that apply)					
Objective: Everyone should work from home unless they cannot work from home						
Identify who needs to be on-site	<input checked="" type="checkbox"/>	Critical roles for business & operational continuity, safe facility management or regulatory requirements		Who – Chief Officer or 1 out of 3 Strategic Directors, plus staff dealing with patient referrals to PCD, receiving and distributing PPE to primary care, providing GPIT support and covering reception. Rota system. Number – 9	<i>Add in here the services / things you need to make your workplace as safe as possible</i>	
	<input checked="" type="checkbox"/>	Those who can't work at home due to personal reasons or lack of suitable equipment		Who – Individuals have been identified by checking (via ADs) with line managers and including reminder in staff comms/briefings Number – 7		
	<input checked="" type="checkbox"/>	Plan for minimum number of people needed onsite to operate safely & effectively		Default position communicated to staff that all who can work from home should continue to do so		
Protect people at higher risk	<input checked="" type="checkbox"/>	Extremely clinically vulnerable and clinically vulnerable staff who need shielding / protecting		All staff offered risk assessment and ADs maintain encrypted information on staff spreadsheet		
Help people understand when to self-isolate	<input checked="" type="checkbox"/>	Advice required to ensure that people who need to stay at home following government advice on vulnerability or having symptoms of COVID-19		Staff regularly updated via email Covid-19 bulletin (twice-weekly) with current government advice and weekly briefings (was audio – now Zoom) from CO or CC		

<p>Support employee wellbeing</p>	<p>✓</p>	<p>Communications / support to safeguard against isolation and wellbeing issues</p>	<p>Regular 'keeping in touch' calls between line managers and individual staff members. Regular team 'huddles' for keeping in touch and work updates. Weekly virtual chat room – informal, open conversation for keeping in touch. Availability of one-to-one calls using coaching principles – scheduled and promoted weekly. Wellbeing Bulletin issued fortnightly – as antithesis of COVID-19 badged bulletins. Local COVID-19 confidential helpline run by BDCFT, Mon to Fri, 8 am to 6 pm Access to Employee Assistance Programme (EAP) with ongoing promotion via staff bulletins. Regular monitoring of staff sickness and close monitoring of underlying reasons contributing to sickness. Staff who require support have been referred to EAP. Engagement opportunities in establishing the CCG's 'new normal' and safe working practices (office based and remote working). Continuing pre-COVID 'one CCG' workstreams. Risk assessments for BAME colleagues and colleagues with health conditions that potentially increase risk of morbidity due to infection.</p>	
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We have cleaning, handwashing and hygiene procedures in line with the guidance					
Consider	Identify	Current Risk Level	Assessment	Additional actions	Final Risk Status
✓ (tick those that apply)					
Objective: Before reopening, to make sure that any office or areas that have been closed or partly operated are clean and ready to start					
Building systems are operating effectively for current conditions	✗ A building safety check has been completed, with a check in ventilation systems. Windows have been opened to vent the area.		Not applicable – Scorex House has never been closed.		
Objective: To keep the workplace clean and prevent transmission by touching contaminated surfaces					
Keeping the workplace clean	✓ Frequent cleans of workplaces and equipment between use, with standard cleaning products		Cleaning routines have been continuous throughout the outbreak		
	✓ Frequent cleaning of objects that are touched regularly – such as door handles and keyboards and have facilities for waste		Enhanced evening cleaning – touch points now cleaned daily. Wipes provided to staff for cleaning touchpoints during the day.		
	✓ Clean desk / area policy at the end of the shift		SOWA provides written instruction to all users to ensure desks and kit are cleaned at the start and end of day		
	✓ Limit or restrict the use of printers and whiteboards		Restricted access to printers; use wipes or paper towels to press buttons. There are no whiteboards.		
	✓ Ability to commission 'COVID' cleans after a known or suspected case of COVID-19		Covid cleans are logged via the NHS PS Helpdesk 0808 916 2045		

Consider	Identify ✓ (tick those that apply)		Current Risk Level	Assessment	Additional actions	Final Risk Status
Hand washing, hygiene and toilets	✓	Display signs of good handwashing technique		Signs in place in kitchens and toilets		
	✓	Ensure there is a good supply of soap in washrooms		Washrooms checked daily by Landlord's cleaning staff, and have adequate soap		
	✓	Provide clear guidance for use of toilets. Maintaining distance and ensure they are kept clean		Signs indicating only one person at a time in toilet area and instructions re: hand hygiene		
	✓	Where possible provide paper towels as an alternative for hand dryers		No hand dryers – only paper towels in place		
	✓	Provide more waste receptacles and more frequent collections		For the number of staff in the office, bins/collections are sufficient		
	✓	Enhance cleaning for busy areas		Low numbers of staff mean we currently have no busy areas		
	✓	Where hand washing facilities are not available or for those travelling consider providing hand sanitiser		Hand washing facilities are available and hand sanitiser is also supplied		
Changing Rooms and showers	✓	Set clear guidance for the use of showers and maintaining distance. Ensure they are regularly cleaned.		Showers are not currently in use but are part of usual cleaning schedule		
	✓	Implement enhanced cleaning schedule during and at the end of the day		Cleaning schedule would be reviewed if showers were brought back into use.		

We have taken all reasonable steps to maintain a 2m distance in the workplace						
Consider	Identify <i>(tick those that apply)</i>		Current Risk Level	Assessment	Additional actions	Final Risk Status
Objective: To maintain 2m social distancing wherever possible, including while arriving at and departing from work and while in work						
Identify what measures are needed to provide 2m distance to / from work	<input checked="" type="checkbox"/>	Need to stagger start / finish time to avoid crowding		Not required whilst staff numbers stay low		
	<input checked="" type="checkbox"/>	Additional parking / bike racks to encourage cycling to work		Sufficient space available in car park		
	<input checked="" type="checkbox"/>	Limiting people in company vehicles		Not applicable		
	<input checked="" type="checkbox"/>	More than one entry point to building to reduce congestion		Not required whilst staff numbers stay low		
	<input checked="" type="checkbox"/>	Entry / exit process (turnstile /gate use		Not required whilst staff numbers stay low		
	<input checked="" type="checkbox"/>	Markings and signage if one way system implemented		In place at doorways and office walkway		
	<input checked="" type="checkbox"/>	Handwashing / sanitiser at entry / exit points		Hand sanitiser in place		
	<input checked="" type="checkbox"/>	Provision of face coverings for those who have to use public transport		Staff are expected to supply their own face coverings as per gov't guidance		
Identify what measures are needed for moving around buildings	<input checked="" type="checkbox"/>	Regulating use of corridors		Signage to maintain safe distance		
	<input checked="" type="checkbox"/>	Introducing one way flow through buildings		Not required whilst staff numbers stay low		
	<input checked="" type="checkbox"/>	Reducing maximum occupancy of lifts		Signage for one person only in lift		
	<input checked="" type="checkbox"/>	Restricting access to other areas of the building		Occupation currently restricted to minimum space required to operate safely. Other wings closed except to cleaners.		

Consider	Identify <i>✓ (tick those that apply)</i>	Current Risk Level	Assessment	Additional actions	Final Risk Status	
Objective: to maintain social distancing between individuals whilst at work.						
Workstations should be assigned to an individual and not shared	✓	Maximum capacity for people to work 2m apart		Occupation currently restricted to minimum space required to operate safely. Maximum of 18 people on wing		
	✓	Need to redesign workplace and remove desks not to be used		Maximum of 18 desks allocated for use – remainder have signs not to use and excess chairs removed		
	✓	Don't place people opposite each other at desk		No facing desks allocated		
	✓	Mark floor space to help people keep 2m distance		Social distancing tape used as required		
	✗	In call centres where desks have to be shared – clean between occupants		Not applicable		
	✓	Provision for cleaning workstation before and after use		Antiseptic wipes available. Referenced in SOWA		
	✓	Requirement of additional space to accommodate those who need to return to the workplace		Sufficient space already available		
Objective: to maintain social distancing between individuals whilst at work.						
Keeping social distance whilst working on wards or occupied areas	✓	Need to redesign work areas to provide 2m social distance		As above (re: workstations) – signage in place and chairs removed		
	✓	Provision of signage to help maintain a 2m social distance		Signage in place		
	✓	Reinforce 'catch it, kill it, bin it and good hand hygiene		Signage in place and referenced in SOWA		
	✓	Requirement for additional space to deliver services whilst maintaining 2m social distance		Sufficient space already available		

Consider	Identify <i>✓ (tick those that apply)</i>	Current Risk Level	Assessment	Additional actions	Final Risk Status	
Objective: to reduce transmission due to face-to-face meetings and maintain social distancing in meetings						
Identify how face to face meetings can be accommodated	✓	Use IT tool to facilitate meeting instead		Using Zoom, MT, WhatsApp		
	✓	Identify maximum number of participants for room size to maintain 2m separation		Maximum number for Corporate room 1 is six people – 6 chairs in place, others removed		
	✓	Mark meeting table with sitting points		Signage and chairs in place		
	✓	Remove whiteboard markers / flipcharts and shared pens		All removed from shared use		
	✓	Use floor signage to help people maintain 2 m distance		Signage in place		
	✓	Provide hand sanitiser and tissues in room		Hand sanitiser and tissues available		;]
	✓	Allocate single occupier to meeting room		Meeting rooms are only for CCG – no shared occupancy		
Objective: To maintain social distancing whilst using common areas						
Common areas	✓	Work collaboratively with NHSPS and other occupiers to apply consistent approach		FJ met with Landlord's H&S Advisor and shared CCG approach		
	✓	Use of break rooms / kitchens – stagger allocation of time		Signage for maximum of 2 people at any time and referenced in SOWA		
	✗	Allocate single occupier ac		Not applicable – CCG is sole tenant using common areas		
	✓	Reconfigure seating in areas		Chairs removed from kitchens		

Consider	Identify <small>✓ (tick those that apply)</small>		Current Risk Level	Assessment	Additional actions	Final Risk Status
Common areas	✓	Signage requirements to support social distancing		Signage in place		
	✓	Install screens to protect people in receptions		Currently no screen in place. Supplier identified.	J Taylor liaising with supplier	
Objective: To minimise the number of visits						
Managing contacts	✓	Can the 'visit' be done by remote connection		Only deliveries are mail and PPE. Staff picking up kit or syncing laptops are allocated a day/time		
	✓	If site visits are required, when and where		<i>Requirement to enforce good personal hygiene requirements and social distancing measures in place at the site to be visited</i>		
	✓	Limit numbers of visitors at any one time / assign appointment system		Appointment system in place		
	✓	Produce schedules for essential services and contractor visits		CCG leads liaise with NHSPS and/or BDCFT as required		
	✓	Maintain record of all visitors, review and consider use of personal pens etc		Hand sanitiser provided for staff and visitors when they sign in		
Communications and Training	✓	Provide clear consistent communications		Use of staff comms and briefings		
	✓	Engage with workers representatives		Staff workshop 11/06/2020 attended by 100 – followed up with invitation to join staff engagement group		
	✓	Provide induction on ways of working for new employees		Any new staff who needed to work from office would be provided with SOWA and personal induction		

<input checked="" type="checkbox"/> Where people cannot be 2m apart, we have done everything practical to manage transmission risk					
Consider	Identify <i>✓ (tick those that apply)</i>	Current Risk Level	Assessment	Additional actions	Final Risk Status
Objective: To prioritise safety during incidents					
Measures to take during an accident or fire	✓	Fire safety evacuation	<div style="background-color: #90EE90; width: 20px; height: 20px; display: inline-block;"></div> People do not need to stay 2m apart if it would be unsafe. Referenced in SOWA.	Check evacuation times under the new arrangements.	<div style="background-color: #90EE90; width: 20px; height: 20px; display: inline-block;"></div>
	✓	Accident / Incident at work	<div style="background-color: #FFD700; width: 20px; height: 20px; display: inline-block;"></div> First aiders to be provided with an IIR mask (gloves should be part of the kit already). All involved MUST observe good hand hygiene following the incident	IIR mask & goggles to be part of first aid kit First aiders to be identified	<div style="background-color: #FFD700; width: 20px; height: 20px; display: inline-block;"></div>
Objective: managing transmission risk where 2m distancing cannot be maintained					
Small reception areas	✓	Assess need for fixed screen and markers of the floor to denote a distance to kept	<div style="background-color: #90EE90; width: 20px; height: 20px; display: inline-block;"></div>	Reception area is large enough to accommodate small numbers of staff and visitors.	<div style="background-color: #90EE90; width: 20px; height: 20px; display: inline-block;"></div>
Welfare facilities	✓	Take alternative toilet cubicles / urinals out of use to maintain distancing	<div style="background-color: #90EE90; width: 20px; height: 20px; display: inline-block;"></div>	Toilet areas are large enough to accommodate small numbers of staff and visitors – one at a time	<div style="background-color: #90EE90; width: 20px; height: 20px; display: inline-block;"></div>
Fixed desk arrangements	✓	Take desks out of use (facing desks) or provide a barrier between desks	<div style="background-color: #90EE90; width: 20px; height: 20px; display: inline-block;"></div>	Small staff numbers mean there is enough space to maintain 2m social distancing	<div style="background-color: #90EE90; width: 20px; height: 20px; display: inline-block;"></div>
Occupants	✓	Reduce the number of occupants in at any one time – specify a maximum number of people	<div style="background-color: #90EE90; width: 20px; height: 20px; display: inline-block;"></div>	Maximum number per day is 18 – and unlikely to reach this figure on any given day. Register in place.	<div style="background-color: #90EE90; width: 20px; height: 20px; display: inline-block;"></div>

Consider	Identify <i>✓ (tick those that apply)</i>		Current Risk Level	Assessment	Additional actions	Final Risk Status
Work related travel	<input checked="" type="checkbox"/>	Clean shared vehicles between shifts or on handover		Not applicable		
	<input checked="" type="checkbox"/>	Minimise number of people travelling in cars / vans		Not applicable		
	<input checked="" type="checkbox"/>	Limit number of people travelling together. Used fixed travel partners and avoid sitting facing each other		Not applicable		
	<input checked="" type="checkbox"/>	If overnight stays are required – centrally log the stay and make sure the accommodation meets social distancing requirements		Not applicable		
Deliveries to site	<input checked="" type="checkbox"/>	For large deliveries maintain 2 person pairings, or provide one person with lifting and moving equipment		Mainly applies to PPE stock. Lifting and moving equipment is available		
	<input checked="" type="checkbox"/>	Encourage drivers to stay in their vehicles where possible		Predominantly applies to PPE stock		

This has been taken from the Government ‘working safely’ documents dated 11 May 2020 and is subject to revision should any further guidance be provided. www.gov.uk/guidance/working-safely-during-coronavirus-covid-19

Risk Levels

High	Significant action needed
Medium	Some actions required
Low	All practical measures taken to manage transmission risk

Date completed:	29/06/2020	Reviewed by:	Daniel Casey (BDCFT)	Completed by:	Liz Allen	Organisation:	Bradford District and Craven CCG
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