Date: 16/03/2020 Next Review: Each week on Monday until further notice Det: General Management Area: All occupational work areas for Trust staff									
Electrical Isolation? : Mechanical Isolation? Stored Energy? : Use of MEWP? :	NO NO NO NO	Cell: Work at Height? ; Confined Space Entry?; Other permit required? : Hot Work? ;	NO	<u>d green r</u>]]]	Hazardous Substances? (including biological) Fire Systems Work? Energised Electrical Work? Excavation	d / answe	Answer Yes / No to all options. Read the prompt when the box is selected. Give thorough consideration to these aspects. Remember to record what the site has in place regards the items selected as YES - e.g. Permit to work, Specific Training needs etc.	l	
Low Risk (1-5) Final Residual I	Final Residual Risk Rating - Enter highest Residual Risk number once RA is completed							See Outcomes table below Residual Residual	
y Repair Teams etc	Hazard(s) Microbiological Viral hazard, principally by airborne transmission or skin contact. Uncontrolled contact with a person known or suspected to be a Coronavirus sufferer, either confirmed or self- isolating. Exposure to viral infection by way of close contact or contact with bodily fluids (sputum, nasal spray) (i.e. being sneezed at or coughed on). Exposure through contact with discarded used tissues, hand wipes or hard surface wipes.	Existing Safety Procedures / Current Control Measures Probably none except common sense, learnt occupational health skills and basic personal hygiene techniques. Learnt skills such as washing hands before eating, washing skinned fruit etc. and personal hygiene when using the toilet. Possibly avoiding being in a person's breathing zone. Avoiding physical contact, hand-shaking, hugging and kissing. Avoiding contact with used tissues.	Severity 1 - 5	Likelihood 1 - 5	Person(s) at Risk Employee(s) Staff Contractors General Public	Risk Rating 1 - 25	New or Revised Safety Procedures / Control Measures Avoid uncontrolled close contact - (i.e. face-to-face contact, for example talking to a known sufferer for more than a few moments, being within 2 metres of the person for more than 5 minutes. Ask the person to move to an area separate from the work area (i.e. different room in property). Principally separate and segregate. Avoid unnecessary contact with hard surfaces which could be contaminated by touch, including doors, door handles and buttons / switches etc. Enhanced cleaning regime by office cleaners and personally. Using hard surface wipes and cleaners on all surfaces prior to touching. Good hygiene and better housekeeping. Follow strictly hand washing protocols with soap and warm water. Dry hands on paper towels or with hot air dryers. Discard paper towels safely. Wash before eating and after using the toilet. Follow public health safety information and following advice on notices around the office. Use handwashing or wipes when out of the office. Report first signs of illness to line manager, Departmental Director or HR. Enhanced awareness by all staff.	Likelihood 1-5	Risk 1 - 25

Eye contact. Viral absorption through the eye. Touching contaminated surfaces and then eyes. Coughing spray onto face.	Probably none except common sense, learnt occupational health skills and basic personal hygiene techniques.	2	2	Employee(s) Staff Contractors General Public	4	Note the low likelihood and severity as Covid 19 (and all coronaviruses) are respiratory infection risks. Wear safety spectacles, especially out on site.	1	2
Inhalation.	Avoiding being within a person's breathing / coughing zone.			Employee(s)		Avoid close proximity and directly facing someone. Wear a respiratory mask if the		
Respiratory hazard. Breathing- in or inhalation of live virus.		4	4	Staff Contractors General Public	16	risk of harm is known to be high. Significantly reduce the risk by maintaining greater distances. Significantly reduce the risk of harm by cutting down the number of and duration of contact times, visits, meetings etc.	3	12
Ingestion. Eating food and meals prepared by an infected person who has not washed hands. Cross-contamination with food from hard surfaces. Touching face and lips with	Probably none except common sense, learnt occupational health skills and basic personal hygiene techniques.	3	3	Employee(s) Staff Contractors General Public	9	Do not eat in a working environment. Do not eat sweets or chew gum. Eat home made food at lunchtime in a cleaned rest area. Wash hands before meals.	2	6
contaminated hands.				5-1-1)				
Adsorption / Physical contact with skin. Contact with biological agents, fluids etc. containing a live virus on hard surfaces, within two days of being deposited. Hand shaking, kissing and hugging.	Probably none except common sense, learnt occupational health skills and basic personal hygiene techniques. Generally an avoidance of close personal contact.	4	2	Employee(s) Staff Contractors General Public	8	Use barriers techniques, vinyl or nitrile disposable gloves in the external environment. For prolonged contact with surfaces known to be likely to be contaminated use disinfecting wipes. Wash hands or use anti-viral (alcohol) hand sanitizers. Avoid hand contact, shaking hands, kissing and hugging. Use wipes for cleaning touchscreens and cleaning the photocopier, room booking screens, computer screens, mice and keyboards.	1	4
Injection	Basic safety precautions and following safety observations			Employee(c)		Rovisijant. Wear die negable glavee routingly when out on cite and where relevant wear		
Injection. Contact with contaminated sharp surfaces that have the ability to cut skin. Avoid needlestick risks.	and risk assessments with accompanying safety observations and risk assessments with accompanying safe systems of work. Avoid close contact with sharp surfaces.	4	3	Employee(s) Staff Contractors General Public	12	Be vigilant. Wear disposable gloves routinely when out on site and where relevant, wear riggers gloves for heavy manual handling work.	1	4
Inadequate instruction. Lack of information / instruction for employees	Basic information is displayed in offices. Regular staff safety briefings.	3	3	Employee(s) Staff Contractors General Public	9	Follow current NHS / Government guidelines and communicate with TBT / Briefing Sessions. Basic awareness of issues. Interdependent working culture looking after colleagues and customers. Attend ALL briefings in person or read them when practicable, especially on Team App	2	6

		Action(s) Table				
Process Location	Hazard / Activity	Action(s) to be taken - Ref Hierarchy of controls sheet to help decide the approach / steps to be taken to reduce the risk to an acceptable level.		Responsible (Only one person should be named, others can help.)	Target Date	Completed date
All staff etc. going off-site. Repairs Team.	Repair Visits to Tenant Occupied Properties.	 Wash / sanitise hands often (more often than usual) for 20 seconds and following completion of works on customer property. Wash / sanitise hands before visits or work and especially before meals and following consumption of food, coughing or sneezing. Avoid touching facial areas with 'dirty' hands. Use of PPE - wear disposable gloves and discard safely following visit to customer property (if self isolating or confirmed). Attend TBT and briefings using WHO info / videos. Avoid close contact - (i.e. face-to-face contact, for example talking for more than a few minutes / being within 2 metres of the person for more than 15 minutes). Ask the person to move to an area separate from the work area (i.e. different room in property). undertake a TBT and implore staff to work safely. Assign staff to work primarily on Void properties as opposed to occupied buildings. 	Н	Emma Richman	From 16/03/2020	ТВА
Customer Services	Repair Visits to Tenant Occupied Properties	Add a flag to the system if the tenant is self-isolating or confirmed as a sufferer, where known.	Н	D Squires	From 16/03/2020	TBA
All staff	Office work in Ropewalks	Wash / sanitise hands often (more often than usual) for 20 seconds as and when necessary. Wash / sanitise hands before meals and following consumption of food, coughing or sneezing. Avoid touching facial areas with 'dirty' hands. Wash hands after using toilets and welfare facilities. AVOID shaking hands with visitors to the office. Use the external meeting room as opposed to internal meeting rooms. Use of PPE - wear disposable gloves and discard safely following visit to customer property (if self isolating or confirmed). Attend TBT using WHO info / videos. Avoid close contact - (i.e. face-to-face contact, for example talking for more than a few minutes / being within 2 metres of the person for more than 15 minutes). Encourage vulnerable staff to work from home where they are able to do so, particularly expectant mothers, this with known medical conditions, including heart issues, respiratory problems and diabetes. Informally monitor health of those >65 years by routine personal contact. Current Coronavirus guidance to be monitored on a daily basis (see link below).	Н	Mark Howden, Director Responsible for Health and Safety. Supported by EMT and Safety Advisers as necessary.	From 16/03/20	TBA
		https://www.who.int/docs/default-source/coronaviruse/who-rights-roles-respon-hw-covid-19.pdf?sfvrsn=bcabd401_0				