

Peaks and Plains Housing Trust - Revised Risk Assessment

Date: 06/01/2021
 Next Review: Each Month until further notice
 Dept.: General Management
 Area: All occupational work areas for Trust staff

Job / Task / Activity: Office work at Ropewalks: Visits to PPHT Properties (occupant Self-isolating or Coronavirus confirmed); Repairs / Mobile Employees
 Assessors: Paul Crossland. Reviewed by Julie Booker, Director of Resources
 RA Ref: 1655

Cells shaded green **must** be completed / answered.

Electrical Isolation? : Work at Height? : Hazardous Substances? :
 Mechanical Isolation? : Confined Space Entry? : Fire Systems Work? :
 Stored Energy? : Other permit required? : Energised Electrical Work? :
 Use of MEWP? : Hot Work? : Excavation? :

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.

(Residual) Risk Rating Key (Score and Colour Coding)

Low Risk (1-5) Medium Risk (6-12) High Risk (13-25)

Final Residual Risk Rating - Enter highest Residual Risk number once RA is completed

12

See Outcomes table below

Job Step / Activity	Hazard(s)	Existing Safety Procedures / Current Control Measures	Severity 1 - 5	Likelihood 1 - 5	Person(s) at Risk	Risk Rating 1 - 25	New or Revised Safety Procedures / Control Measures	Residual Likelihood 1 - 5	Residual Risk 1 - 25
Visits to Tenant Occupied Properties by Repair Teams etc	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.	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.	4	4	Employee(s) Staff Contractors General Public	16	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. Ropewalks to be partially reopened 8th June, with only 26 workstations operating, to allow for social distancing. Hand sanitiser to be purchased and located around the office. Air conditioning to be off during working hours. All staff to be allowed in only at manager's discretion, and for minimal time. All to be monitored. Meeting rooms not to be used, other than Lotus and Boardroom, for 3 and 4 people respectively. Milk order for office tea and coffee stopped. Individual milk pots to be purchased to reduce cross infection from fridge / bottle handling. 1-way system to be employed in the office. Disinfection of workstation and IT equipment at the start of each shift. Staff to make only their drink; not group tea-runs. Kitchens to run a "1 in a time" system. Facemasks and disposable gloves to be made available to those who want them. (Text in red added by PC, 2.6.20) Office now shut (6.1.21) to all but short or essential visits as a direct result of England's third lockdown following the rise of the more transmissible variant of Covid-19. Any staff requiring to be in are to get their manager's permission first and put their name in the "Ropewalks - who's in?" section of Team App.	2	8
	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		1	2
	Inhalation. Respiratory hazard. Breathing in or inhalation of live virus.	Avoiding being within a person's breathing / coughing zone.	4	4	Employee(s) Staff Contractors General Public	16	Avoid close proximity and directly facing someone. Wear a respiratory mask if the risk of harm is known to be high. Significantly reduce the risks 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

Office work in Ropewalks. Home Visits by Trust staff in the community.	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 contaminated hands.	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
	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. Contact with contaminated sharp surfaces that have the ability to cut skin. Avoid needlestick risks.	Basic safety precautions and following 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.	Priority	Responsible (Only one person should be named, others can help.)	Target Date	Completed date
All staff etc. going off-site. Repairs Team.	Visits into the community. 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.	H	Emma Richman	From 16/03/2020	TBA
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.	H	D Squires	From 16/03/2020	TBA

<p>All staff</p>	<p>Office work in Ropewalks</p>	<p>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.</p> <p>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).</p> <p>Encourage vulnerable staff to work from home where they are able to do so, particularly expectant mothers, those with known medical conditions, including heart issues, respiratory problems and diabetes. Informally monitor health of those >65 years by routine personal contact.</p> <p>Current Coronavirus guidance to be monitored on a daily basis (see link below).</p> <p>Ropewalks to be partially reopened 8th June, with only 26 workstations operating, to allow for social distancing. Hand sanitiser to be purchased and located around the office. Air conditioning to be off during working hours. All staff to be allowed in only at manager's discretion, and for minimal time. All to be monitored. Meeting rooms not to be used, other than Lotus and Boardroom, for 3 and 4 people respectively. Milk order for office tea and coffee stopped. Individual milk pots to be purchased to reduce cross infection from fridge / bottle handling. 1-way system to be employed in the office. Disinfection of workstation and IT equipment at the start of each shift. Staff to make only their drink; not group tea-runs. Kitchens to run a "1 in at a time" system. Facemasks and disposable gloves to be made available to those who want them. (Text in red added by PC, 2.6.20)</p> <p>Office now shut (6.1.21) to all but short or essential visits as a direct result of England's third lockdown following the rise of the more transmissible variant of Covid-19. Any staff requiring to be in are to get their manager's permission first and put their name in the "Ropewalks - who's in?" section of Team App.</p>	<p>H</p>	<p>Mark Howden, Director Responsible for Health and Safety. Supported by EMT and H&S Manager as necessary.</p>	<p>From 16/03/20</p>	<p>TBA</p>
		<p>https://www.who.int/docs/default-source/coronaviruse/who-rights-roles-respon-hw-covid-19.pdf?sfvrsn=bcabd401_0</p>				