

## RISK ASSESSMENT

January 2022

What are the hazards?	Who might be harmed	Controls Required	Additional Controls
<p>Spread of Covid-19 Coronavirus in the workplace</p>	<p>Staff Visitors Contractors</p> <p>Those classed as vulnerable or who live with someone classed as vulnerable are at particular risk.</p>	<p><b><u>Office Closure</u></b></p> <ul style="list-style-type: none"> <li>All staff required to work from home until end of Feb 2022.</li> <li>Meetings to be held online. Only essential, urgent meetings to be held in person. Where meetings are held in person all attendees are required to take additional precautions.</li> </ul>	<p>Employees who are unable to work from home can be safely accommodated using available office space. These employees will be provided with a designated individual office space for the duration of the office closure.</p> <p>Department directors to approve any face to face meeting request.</p> <p>Staff failing to comply with guidance will be treated as a disciplinary matter.</p>

What are the Hazards?	Who might be harmed?	Controls Required	Additional Controls
<p>Spread of Covid-19 Coronavirus during a face to face meeting</p>	<p>Staff Visitors Contractors  Those classed as vulnerable or who live with someone classed as vulnerable are at particular risk.</p>	<p><b><u>Lateral Flow Testing</u></b></p> <ul style="list-style-type: none"> <li>All attendees will be encouraged to complete a lateral flow test no more than 24 hours before attending an in person meeting.</li> </ul> <p><b><u>Face masks</u></b></p> <ul style="list-style-type: none"> <li>All attendees will be required to wear a face mask whilst at an in person meeting held indoors.</li> </ul> <p><b><u>Ventilation</u></b></p> <ul style="list-style-type: none"> <li>In person meetings will be held outdoors where practical.</li> <li>If a meeting will be held inside windows and doors will be open to promote airflow of fresh air to dilute the virus.</li> </ul> <p><b><u>Self-Isolation</u></b></p> <ul style="list-style-type: none"> <li>All attendees are expected to comply with legal requirements on isolation following a positive lateral flow or PCR test. This includes a positive lateral flow or PCR test of a household member unless the individual is exempt.</li> <li>Staff members who feel unwell, but have a negative lateral flow test, will be encouraged to stay at home and not attend meetings in person.</li> </ul>	<p>Attendees to be reminded that a lateral flow test should not be a substitute for other controls.</p> <p>During colder weather HSE guidance on balancing ventilation and room temperature should be followed.  <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/balancing-ventilation-and-keeping-warm.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/balancing-ventilation-and-keeping-warm.htm</a></p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</a></p>

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		<p><b><u>Hand Washing</u></b></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place where this is not possible hand sanitiser will be available.</li> <li>• Stringent hand washing taking place.</li> <li>• Staff to review hand washing guidance. <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>• Drying of hands with disposable paper towels.</li> <li>• Gel sanitisers in any area where washing facilities not readily available</li> </ul> <p><b><u>Cleaning</u></b> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, banisters using appropriate cleaning products and methods.</p> <p><b><u>Communications</u></b> Expectations and new working procedures will be clearly explained to staff.</p>	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Cleaning products will be available in all meeting rooms for staff use.</p>

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		Posters reminding staff of all new measures will be displayed in the offices.	
Isolation leads to negative impact on staff wellbeing	WDBF Staff	<p><b><u>Mental Health</u></b>            Department Directors to be aware of the mental health &amp; wellbeing of staff during the Coronavirus outbreak and will offer whatever support they can to help.            Reference - <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a></p>	<p>Regular communication of mental health information and open door policy for those who need additional support.</p> <p>Provision of support to all employees from Health Assured.</p>