










RISK ASSESSMENT FORM


Service:	Phoenix House	Date of Risk Assessment:	27 May 2020
Team:	All staff, Members and all users.	Next review due date:	18 th October 2021 Updated 23 rd September 2021
Task/Activity	This is a generic risk assessment for all users of Phoenix house during the Coronavirus Pandemic (Step 4; 19 July 2021)		
Overall Risk Score	Before: Severity 5 After: Severity 5	Likelihood 5 Likelihood 2	Total Risk Status 25 Total Risk Status 10

HAZARD <i>Describe specific hazards in your area</i>	WHO MIGHT BE HARMED AND HOW	EXISTING CONTROL MEASURES	COMMENTS / FURTHER ACTION REQUIRED <i>If none, state why</i>	OFFICER TO ACTION	TARGET DATE	SIGN OFF AS DONE
Spread of Covid-19 Coronavirus COVID-19 is spread by airborne transmission, close contact via droplets and via surfaces. Airborne transmission is a very significant way that the virus circulates. Close contact with an infected person is also a significant way COVID-19 is spread. It can also spread through contact with a surface or object that has the virus on it.	Who: Staff, Members, Cleaners, Contractors General Public Vulnerable groups: Elderly, Pregnant workers, Those with existing underlying health conditions How: Inhaling infectious/hazardous aerosols/droplets from the air / from ingestion of hazardous substances through touching eyes, mouth contact from eating, drinking, smoking, and application of makeup.	Hand Washing/Sanitiser <ul style="list-style-type: none"> Hand washing facilities in place 	<ul style="list-style-type: none"> Encourage Frequent Hand washing with soap and water for a minimum of 20 seconds (https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/). Posters at key locations, near WC facilities OR Use an alcohol (> 60%) based hand sanitiser; Rub the hand sanitiser into the hands in a systematic way (as if washing them in soap and water) Keeping rubbing until hands are completely dry – 60 seconds 	Andrew Busby (AB); All Staff, Members	Completed	
		Social Distancing 2m social distancing restrictions have been lifted in England from 19 July 2021	Entrance /Exits <ul style="list-style-type: none"> Card entrance – pull door handle - cleaning station in entrance Requirement to clock in suspended <u>A one way system will remain in place around Phoenix House</u> <ul style="list-style-type: none"> Introduced Caretaker check of the path with respect to gritting re frost/snow(caretaker @ 7.30am) Floor markings at areas where people likely to queue – WC's Kitchens, Photocopier/printer 	AB AB; All Staff, Members AB	On going Completed Ongoing	 







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			<ul style="list-style-type: none"> The Council continues to hold hybrid meetings. Where meetings are held in person: Remain cautious to protect both yourself and others. Wear a face covering in crowded and enclosed spaces where you come into contact with people you do not normally meet. 			
		<u>Face Coverings</u>	<ul style="list-style-type: none"> Face coverings are mainly intended to protect others and not the wearer. Face coverings are not mandatory in the work setting however due to the increased transmission of the new COVID variant we ask that when entering an office and walking through an indoor communal area that employees wear a face covering. wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and before and after removing it when wearing a face covering, avoid touching your face or face covering, as you could contaminate change your face covering if it becomes damp or if you've touched it continue to wash your hands regularly If the material is washable, wash in line with manufacturer's instructions. If it's not washable, 	All Staff		

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		<u>Access to council offices – members of the public</u>	dispose of it carefully in your usual waste <ul style="list-style-type: none"> Council Offices will operate restricted hours (currently 13:00 to 17:00). Visitors are encouraged to book appointments and face coverings are encouraged 			
		<u>Fire/Bomb threat /First Aid Cover</u>	<ul style="list-style-type: none"> Limited by reduced numbers on site (but all trained as fire wardens) Ensure there is a Duty Officer on site to cover evacuations in event of bomb threat Maintain scheduled testing First aid – PPE gloves, disposable mask/plastic apron First aider provision organised through outlook calendar 	All staff AB First Aiders	On going On going	
		<u>Cleaning</u>	<ul style="list-style-type: none"> Increase frequency during the day time with cleaning contract Bluefrog 	AB	Completed	
		<u>Ventilation system</u>	<ul style="list-style-type: none"> HSE advice Ventilation and air conditioning during the coronavirus (COVID-19) pandemic (hse.gov.uk) the risk of air conditioning spreading coronavirus is extremely low. Phoenix House and Library AHU will be switched to supply only Maintain ventilation by opening windows in ALL occupied areas Windows in the meeting rooms are advised to be open to have air changes in the meeting room when the a/c is running. 	AB AB	15/09/2021 On Going	 

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		<u>All Staff and Members</u>	<ul style="list-style-type: none"> • Vaccinations all over 18's can now get vaccinated, NHS operates both a booking system and walk-in centres • Work from home where possible • Those who are vulnerable should discuss with their line managers their return to the office, it is sensible to do a COVID Risk Assessment. • You do not have to self-isolate if you have had two vaccinations and are two weeks post the date of your second vaccine. However, if you live with someone who has COVID 19 symptoms or a contacted by test and trace as being a close contact of someone with COVID 19 you are required to get a PCR test and show a negative result. 	<p>All Staff, members and OMs</p> <p>Members can request an individual RA if they are clinically extremely vulnerable through the corporate H&S advisor All staff, Members</p>	15/09/2021	

Assessors Signature: 	Date: 27.05.2020
Line Manager's Signature: 	Date: 27.05.2020
Reviews	
Re-assessors Signature:	Date: 04.08.2020

	
Line Manager's Signature: 	Date: 04.08.2020
Re-assessors Signature: 	Date: 06.01.2021
Line Manager's Signature: 	Date: 06.01.2021
Re-assessors Signature: 	Date: 15/09/2021
Line Manager's Signature: 	Date: 15/09/2021

			Likelihood				
			Very Low	Low	Medium	High	Very High
			1	2	3	4	5
Severity	Very High	5	5	10	15	20	25
	High	4	4	8	12	16	20
	Medium	3	3	6	9	12	15
	Low	2	2	4	6	8	10
	Very Low	1	1	2	3	4	5

Scores showing in the red section must be included on the SPAR system

Scores showing in the amber section must be kept under regular review and included on the SPAR system if 10 or over