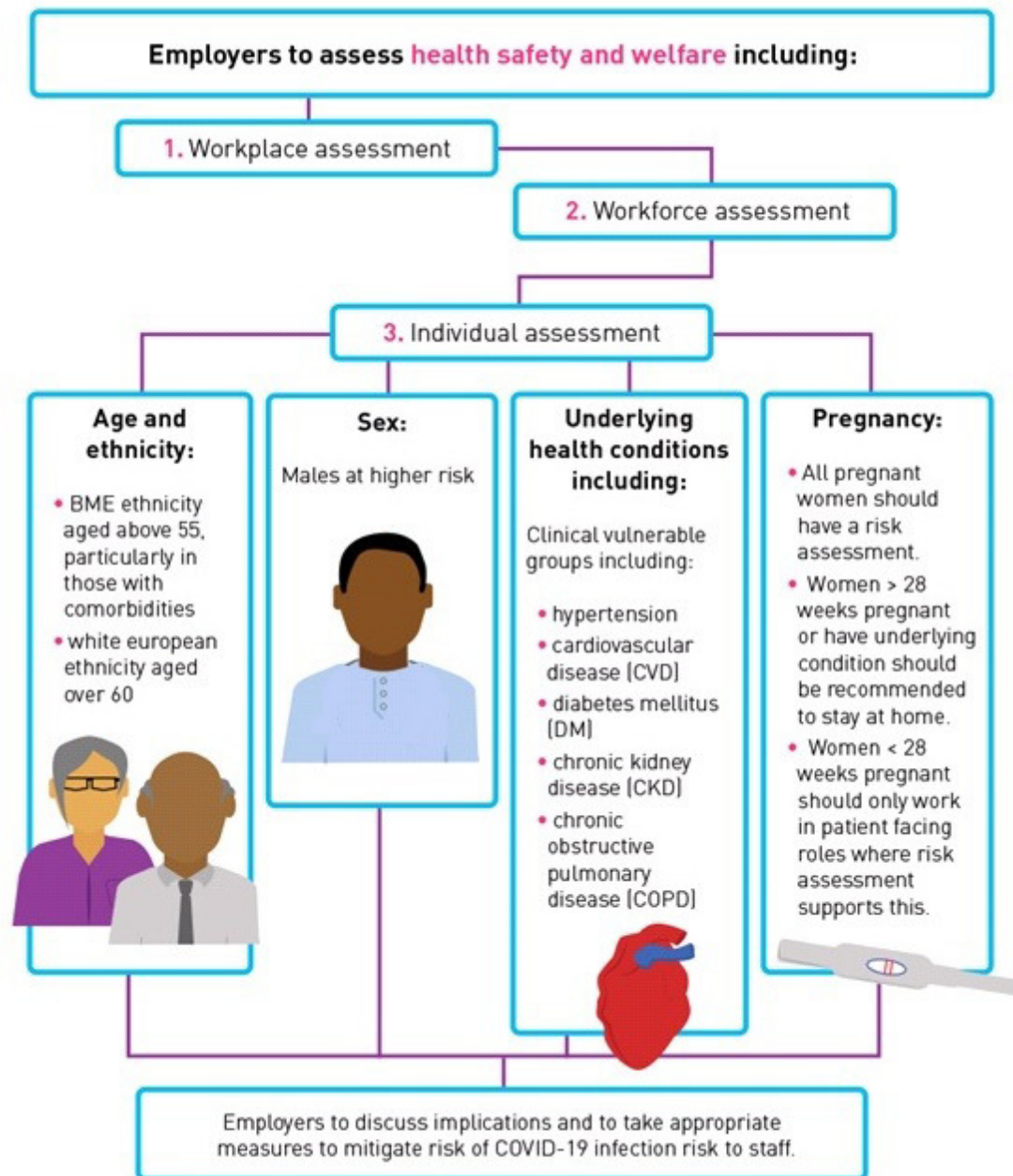




Brockbanks COVID-19 Risk Assessment

In assessing the risk to members of staff, the general public and suppliers visiting our offices, the following framework has been adopted.

COVID-19 RISK REDUCTION FRAMEWORK FOR WORKERS, CLIENTS AND VISITORS



If you fall into any of the above at-risk categories, you should speak immediately to your Department Head or the Practice Manager.



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Hazard	Risk including who may be harmed	Pre-Control Risk Rating Severity x Likelihood	Control Measures	Post Control Risk Rating Severity x Likelihood
Contraction of Covid-19 via other staff or Contact with objects	Use of public areas, welfare facilities and hot desking. All Staff	4 x 3 = 12	<ul style="list-style-type: none">• Reducing numbers within buildings;• Continue Working from Home policy;• Mark floors with safe zones;• Establish drop-off zones within offices to avoid directly passing documents or objects;• Individually assigning office equipment to avoid sharing e.g. pens, calculators, staplers, IT equipment etc;• Greater use of e-mail and Case Management System for document sharing;• Issue staff with appropriate PPE to be worn in public areas (likely to be gloves and masks);• Allow staff in at risk categories or who are shielding family members to work from home as volumes of work require;• Ban on hot-desking;	1 x 4 =4



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			<ul style="list-style-type: none">• Hand hygiene stations in public areas;• Gloves to be provided next to every printer and franking machine;• Disinfectant wipes in shared welfare spaces (kitchens, toilets etc.);• Cleaners to carry out thorough daily clean of public and welfare areas, and on any shared equipment (e.g. communal printers, franking machines)	
Contraction of Covid-19 via other staff	Failing to observe social distancing All staff	4x3=12	<ul style="list-style-type: none">• Reducing numbers within buildings;• Continue Working from Home Policy;• Require self-isolation if symptomatic;• Mark floors with safe zones;• Issue staff with appropriate PPE to be worn in public areas;• Prohibit crossing on stairs;• Maintain social distancing including personal contact (hugging, hand shaking etc);• Signage in each office and at	1x4=4



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			“pinch points” to remind of social distancing requirements, cleaning and disinfection and handwashing;	
Contraction of Covid-19 via clients	Failing to observe social distancing Staff and clients	4x3=12	<ul style="list-style-type: none">• Offer remote appointments via video conference or telephone as preferred option;• In-office meetings by appointment only;• Pre-appointment screening questions to be asked;• Screening questions to be asked again on attendance and prior to admission into the buildings;• Mandatory use of hand sanitiser on entry and exit from buildings;• Sign in log of all clients to be maintained (to assist with Track and Trace);• Protective screens to be erected in open receptions;• If possible no use of office toilet facilities; Where unavoidable must ensure hands are washed/hand sanitiser used; toilet cleaned with disinfectant wipes as soon as practicable thereafter;• Provide staff with appropriate PPE	1x4=4



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			<p>to be worn in interview facilities by staff and clients (if required);</p> <ul style="list-style-type: none">• Hand hygiene stations in interview facilities;• Continue with hand-shake ban;• Avoid sharing equipment (pens etc.); supply of pens for client use to be maintained in each Interview Room and wiped down after each use with disinfectant wipes;• Disinfectant wipes in each interview room to be used to wipe surfaces (including chairs) after each appointment;• Implement new cleaning regime (including new record keeping) in receptions and interview facilities;• Cleaners to carry out thorough daily clean of receptions and interview areas.	
Contraction of Covid-19 via suppliers	Transmission of virus during deliveries/on-site work	4x2=8	<ul style="list-style-type: none">• Access by prior arrangement only;• Restricted access to buildings (i.e. only allow deliveries to be dropped off in public areas immediately adjacent to front or back doors).	1x4=4



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Matrix

Severity	Likelihood				
	Extremely unlikely to occur	Unlikely (U)	Likely (L)	Very Likely (VL)	Highly Likely (Almost certain)
No injury or trivial (Minor injury) no time lost	1	2	3	4	5
Minor injury (MI) lost time less than three days	2	4	6	8	10
Serious injury (SI) lost time greater than three days	3	6	9	12	15
Major injury (MAI) lost time greater than seven days	4	8	12	16	20
Almost certain death. Disabling injury or fatality (DIF)	5	10	15	20	25