

SLH Global Covid 19 secure workplace, Risk Assessment



ACTIVITY	PERSON AT RISK	SIGNIFICANT HAZARDS	RISK*			RISK CONTROL MEASURES	RESIDUAL RISK**		
			L	S	DR		L	S	DR

Not in the Office, Not on Site. Working from Home, Furloughed.

Working from Home Isolation	All staff that are working from home rather than their normal workplace	Lack of contact with colleagues may lead to stress from isolation and fears on long term employment prospects	5	3	15	<ul style="list-style-type: none"> All managers are regularly holding online meetings to keep up with staff in their teams, staff are included in various other meetings for operational need. Meetings are arranged that a check in by all parties is the first item of business on the meeting agenda Social interactions within the online platforms are encouraged, e.g. social team with quizzes, hobby pages and none work chat, weekly online quiz, weekly online coffee morning. The CEO (Cath Purdy) posts weekly video messages and keeps staff updated with the actions and decisions of the whole SLH community and the support of the Board and Executive Team. Mental awareness support is frequently sign posted. Colleagues engage in Buddy chats with others, either by request, signposting by a manager or to maintain office-based relationships of friendship and comradery. The QP team maintain high levels of communication with all staff. The executive team are holding weekly Q&A sessions for staff to raise and have answered any concerns. 	2	3	6
Working from Home Environment	All staff that are working from home rather than their normal workplace	Individual resources and facilities at home may not be appropriate to home working and staff may be working in a short-term manner	5	3	15	<ul style="list-style-type: none"> ICT Services will source and deliver all reasonable solutions to enable an appropriate workspace. All managers are to prompt staff to discuss their working environment and additional resources or support they may need. All staff will receive information and training to help them set up a reasonable workspace. All staff will complete WFH based DSE assessments, Reasonable adjustments will be provided. 	5	1	5
Being Furloughed for a minimum if 3 weeks	All staff in al work areas that are on Furlough	Having the usual employment purpose removed and lack of contact with colleagues may lead to stress from isolation and fears on	5	2	10	<ul style="list-style-type: none"> All furloughed staff have been the opportunity to consent to the furlough. Furlough is reviewed by managers every 3 weeks and staff are redeployed or re-furloughed after consultation. Furloughed staff retain their ICT equipment and receive training opportunities, may take part in all online social activity, are consulted along with non-furloughed staff on current and future working 	5	1	5

5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
L/S	1	2	3	4	5

COMPETANCY RECORDING / RETURN TO WORK RISK ASSESSMENT – All STAFF



ACTIVITY	PERSON AT RISK	SIGNIFICANT HAZARDS	RISK*			RISK CONTROL MEASURES	RESIDUAL RISK**		
			L	S	DR		L	S	DR
		long term employment prospects				methods. <ul style="list-style-type: none"> Colleagues engage in Buddy chats with others, either by request, signposting by a manager or to maintain office-based relationships of friendship and comradery. 			
General Working away from Home, Remobilisation									
Leaving a secure place, home. Contracting Covid 19 from a person not of your own household	All staff that change from working from home or Furlough	Developing a reaction to the Covid 19 virus that leads to a significant illness resulting in hospitalisation and potential end of life	3	5	15	<ul style="list-style-type: none"> Be Alert, consider each part of the time spent away from home and each potential interaction with other people. Maintain strict social distance (+2m) from others at all times. Wash hands and forearms thoroughly for at least 20 seconds as soon and as often as you are able Consider others and the risk you may pose to them without knowing 	1	5	5
Leaving a secure place, home. Contracting Covid 19 from contact with surfaces and articles handled by others e.g. door furniture	All staff that change from working from home or Furlough	Developing a reaction to the Covid 19 virus that leads to a significant illness resulting in hospitalisation and potential end of life	3	5	15	<ul style="list-style-type: none"> Be Prepared, have PPE, have the ability to sanitise with soap or detergent based products. Consider; detergent based anti-bacterial wipes, a flask of warm soapy water and a personal towel, several pairs of disposable gloves, a scarf, buff or snood or several disposable masks, Do not share vehicles or use a vehicle that is not normally only used by you or your household until it is sanitised. Once in a vehicle that is known to be clean consider it a safe place and reserve PPE use for higher risk activity. Consider PPE for actions like fuelling vehicles, entering other buildings. Use contactless payment methods and avoid handling cash. Wash your hands and forearms for at least 20 seconds before leaving home or any other clean safe place and wash them again when you arrive at a clean safe place, Wash your hands after any welfare activity such as preparing refreshments or using the toilet, and after moving through a building. 	1	5	5

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L/S	1	2	3	4	5

COMPETANCY RECORDING / RETURN TO WORK RISK ASSESSMENT – All STAFF



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Working in an SLH office for the 'New Normal'									
Coming to a familiar office that is not familiar	All Staff that work in an SLH office	The SLH offices will be familiar but the risks have changed. There are risks of contamination from contact with the Covid 19 virus	5	3	15	<ul style="list-style-type: none"> Staff may only work in an SLH office for specific tasks by agreement from a manager. Staff must have an induction to the new working methods in the offices. Staff must work to published method statements. Staff must book a workstation on Microsoft bookings prior to their agreed attendance. Staff must observe social distancing measures at all times (+2m). Staff must observe hygiene rules and cleans hands as frequently as possible. Staff must not congregate in welfare facilities. Staff must keep person to person interactions as brief as possible even at social distance. Staff must adhere to all local signage and instruction. Staff must leave the office environment when they can continue to work from home. Staff must leave the office environment immediately if instructed to do so by a manager. Any staff that have any symptoms of Covid 19 as identified by UK Gov. must not attend a SLH office 	5	1	5
Getting around in general	All Staff	The office is a new/unfamiliar environment now. Slips, trips and falls may lead to personal injuries	4	3	12	<ul style="list-style-type: none"> Be Alert, remember you are not in the place you remember, and some new risks exist. Staff must be aware of the new environment and traffic routes. Observe the rules and the signage at all times, you don't know better this time. Staff must be aware whilst moving around the office. Where they're going, who else they might affect, what they come into contact with. Maintain social distance, don't rush, SLH wants safe healthy staff first and productivity later. 	1	3	3

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Action in the event of a fire	All Staff	Failure to carry out the required actions in the event of a fire may lead to serious injuries or loss of life Lack of experience may lead to poor decision making during an emergency	2	5	10	<ul style="list-style-type: none"> Employees to be trained/inducted in the action to be taken in the event of a fire or on hearing the alarm. Instruction to emphasise that an employee's role in a fire emergency is to leave the building and they may not use fire extinguishers unless they have been trained. 	1	4	4
Working for SLH in the Estates and in the Community									
Carrying out arranged visits to SLH and SLH client properties	All Staff that work for SLH remotely, SLH clients, the general public.	Catching Covid 19 and developing a reaction to the virus that leads to a significant illness resulting in hospitalisation and potential end of life	3	5	15	<ul style="list-style-type: none"> Be Alert, any job or visit that you make to an SLH or SLH client property must have been risk assessed when arranged and staff must be aware of that assessment and be properly prepared. Be Aware, consider that the job or visit is as described, report any additional risk before proceeding with the visit. Be Prepared, ensure that you have the resources to complete the job or visit, particularly with PPE and the ability to sanitise before and after the visit. Be Distant, maintain social distance(+2m) at all times, from all other people Be Considerate, do not cause an unmeant contamination in others, you may have the virus without showing symptoms 	1	5	5
Working for SLH on property designated as a construction site	All staff that are involved in construction and Maintenance activity	Catching Covid 19 and developing a reaction to the virus that leads to a significant illness resulting in hospitalisation and potential end of life	3	5	15	<ul style="list-style-type: none"> Be Alert, remember you are not in the place you remember, and some new risks exist. Staff must be aware of the new environment and traffic routes. Observe the rules and the signage at all times, you don't know better this time. Staff must be aware whilst moving around the site. Where they're going, who else they might affect, what they come into contact with. Maintain social distance, don't rush, SLH wants safe healthy staff first and productivity later. 	1	5	5

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Meeting staff from other organisations during work activities.	All staff responsible for construction and maintenance activity delivered by others	Catching Covid 19 and developing a reaction to the virus that leads to a significant illness resulting in hospitalisation and potential end of life	3	5	15	<ul style="list-style-type: none"> Be Alert, any job or visit that you make to an SLH or SLH client property should have a minimum no. of people present. Do not over congregate in restricted areas Be Aware, consider that the job or visit is as described, report any additional risk before proceeding with the visit. Be Prepared, ensure that you have the resources to complete the job or visit, particularly with PPE and the ability to sanitise before and after the visit. Be Distant, maintain social distance(+2m) at all times, from all other people Be Considerate, do not cause an unmeant contamination in others, you may have the virus without showing symptoms 	1	5	5
Being in the vicinity of other people that object to the risk you pose	All Staff that work for SLH remotely, SLH clients, the general public.	The risk of adverse reactions from stressed members of the public leading to verbal or physical assault	3	4	12	<ul style="list-style-type: none"> Be Alert, have a broader awareness of the environment and the situation and the stress that others may be feeling. Be Calm, try to avoid the escalation of a situation, your task may not be as important as you feel and not worth the stress it may cause Be Prepared, You, are a lone worker at all times in this environment, you must have your phone, your SoloProtect device and others must know where you are going and when you return 	1	2	2

LIKELIHOOD (L) = Frequent (5) - Probable (4) - Occasional (3) - Improbable (2) - Remote (1)
 SEVERITY (S) = Catastrophic (5) - Major (4) - Reportable (3) - Serious (2) - Minor (1) Degree of Risk (DR) = LIKELIHOOD x SEVERITY
 * Numbers used are for illustrative purposes only. ** Residual risk is the level of risk that remains after suitable and sufficient control measures are introduced.

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