

NHS Buckinghamshire CCG
Aylesbury Office - Health and Safety Risk Assessment COVID-19
DATE 15/05/2020 (updated 22/06/2020)

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	Date:	15/05/20

RISK ASSESSMENT: BCCG AYLESBURY OFFICE COVID-19 Health & Safety Risk Assessment

Introduction: Due to the COVID-19 pandemic and the risk of people being infected with coronavirus there is a requirement for people to keep a 2 meter distance from others not from the same household. It is important that staff can work safely and the Government has produced guidance on how to manage office space for staff who would like to work from the CCG offices.

Currently the guidance is that those who can work from home should continue to do so. As an employer the CCG has a legal responsibility to protect staff and others from risk to their health and safety and do everything reasonably practicable to minimise the risks they may face, however, recognising we cannot completely eliminate the risk of COVID-19. There are no risk scores on the form because COVID-19 affects individuals in a host of different ways from nominal severity to death. Therefore it is impossible to apply a numeric score to the risk of contracting the disease as its severity or consequences will vary from person to person.

This risk assessment addresses the risk of staff, visitors, contractors and others contracting COVID-19 and identifies sensible and reasonable actions which, when implemented, will help control the risk of working in the Aylesbury office.

What are the hazards / risks to H&S?	Who might be harmed?	Measures already in place to manage and minimise the risk	Additional measures to be actioned to minimise and manage risk	Action by	Action due
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<p>The risk of transmission of COVID-19 on high touch areas (i.e. desks, phones, keyboards, mouse, chair arms, photocopier, fridge, microwave, hot/cold taps, door plates) used by multiple members of staff</p>	<p>Staff members working in the office / visitors to the office</p>	<p>Ample hand washing facilities are in place</p>	<p>Signs have been placed around the office reminding staff to frequently wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Hand-washing can be supplemented with provision of anti-bacterial hand gel in “high touch” areas.</p> <p>Employees also to be 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>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme https://www.hse.gov.uk/food/dermatitis.htm</p> <p>Display the Dermatitis poster at hand wash basins https://www.hse.gov.uk/skin/posters/skindermatitis.pdf</p> <p>Supplies of anti-bacterial wipes and anti-bacterial hand gel have been placed around the office for staff to use.</p> <p>Staff to be reminded to clean the desk they use at the start and end of the day using the anti-bacterial wipes provided.</p> <p>Increase frequency of cleaning in high-touch areas</p>	<p>Sarah Edwards/Dawn Riddell</p>	<p>Completed 15/5/20</p>
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<p>Number of people using the office means social distancing is unable to be maintained</p>	<p>Staff members/visitors to the office</p>	<p>All CCG staff have currently been instructed to work from home where possible</p> <p>Virtual meetings have replaced face to face meetings.</p> <p>When staff are able to return to the office a limited number of desks will be available.</p> <p>Toilet facilities will be reduced.</p> <p>Use of lifts to upper floors.</p> <p>Entry/exit points</p>	<p>Desks have been taken out of use to ensure staff are able to maintain a two meter distance from colleagues.</p> <p>Usable desks have been marked with a Green v and unusable desks have been marked with a Red X. The keyboard and mouse have been removed from desks marked with a Red X.</p> <p>Maximum office occupancy is reduced from 26 desks to 14. This will apply even if social distancing measures are reduced from 2 meters to 1 meter.</p> <p>Staff to maintain 2 (or 1) meter distance in kitchen and during breaks.</p> <p>Only one toilet cubicle will be in use in the ladies toilets – an occupied/vacant sign will be placed on all toilet doors.</p> <p>Lifts will remain in use but staff will be encouraged to use the stairs and only use the lifts if absolutely necessary.</p> <p>A one way in/out system will be used to access the building with entry via main reception in Walton Street – route through building will be via South corridor with exit via North corridor</p> <p>Main reception will be electronically recording the number of people entering the building to monitor building numbers.</p>	<p>Sarah Edwards/Dawn Riddell</p>	<p>Completed 15/5/20</p>
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Use of hot desking	Staff members/visitors to the office	Pre-COVID19 this was not deemed to be a risk to staff	<p>Hot desking should be avoided where possible.</p> <p>Where hot-desking is required CCG staff are required to clean the desk and equipment at the start and end of the day with provided anti-bacterial wipes.</p> <p>Signs have been placed around the office to remind staff of the need to clean the desks</p>	Sarah Edwards/Dawn Riddell	Completed 15/5/20
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Use of non CCG controlled facilities	Staff members/visitors to the office	Pre-COVID19 this was not deemed to be a risk to staff	<p>The CCG will also seek assurance and evidence from the Council that the appropriate steps have been taken in re-opening the site for tenant use</p> <p>Guidance to be obtained from the landlord Buckinghamshire Council on the steps they intend to take in regard to the use of shared facilities such as staircase, lifts, toilets, staff canteen – in the meantime we will advise staff to bring their own lunch and to ensure they frequently wash their hands with soap and water which can be supplemented with the anti-bacterial hand gel provided.</p> <p>Only one toilet cubicle will be in use in the ladies toilets – an occupied/vacant sign will be placed on all toilet doors.</p> <p>Lifts will remain in use but staff will be encouraged to use the stairs and only use the lifts if absolutely necessary.</p> <p>A one way in/out system will be used to access the building with entry via main reception in Walton Street – route through building will be via South corridor with exit via North corridor</p> <p>Main reception will be electronically recording the number of people entering the building to monitor building numbers.</p>	Sarah Edwards/Dawn Riddell	On-going
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<p>Introduction of infection to the CCG workplace by non-CCG personnel (e.g. visitors, contractors, other building occupants)</p>	<p>CCG Staff, visitors, & contractors</p>	<p>Pre-COVID19 this was not deemed to be a risk to staff</p>	<p>External visitors to CCG offices should be kept to a minimum. Only essential visitors should be permitted where no other option is viable, for example essential building maintenance</p> <p>Encourage visits via remote connection/working where this is an option</p> <p>Visitors to CCG offices should, on or before arrival, be advised of any mandatory procedures they should follow whilst on-site</p> <p>Where essential building maintenance is required to take place, consider cordoning off the area where work is to take place to keep a safe distance between contractor(s) and CCG staff</p> <p>Maintain a record of all visitors where possible</p>		
<p>Reduced Emergency Arrangements / Fire</p>	<p>CCG Staff, contractors & visitors</p>	<p>Prior to the Covid-19 epidemic, the CCG had a full complement of fire wardens and first aiders to support emergency arrangements</p>	<p>The CCG will review and adjust its first aider and fire warden provision at the office during the epidemic and ensure these roles are adequately resourced or alternative emergency arrangements are in place and communicated to staff working in the office.</p>		
<p>Travel to and from work</p>	<p>Staff members</p>	<p>Pre-COVID19 this was not deemed to be a risk to staff</p>	<p>Where staff are unable to work from home, use of public transport as a means of travel to work should be avoided where possible, in accordance with government guidance</p>	<p>Sarah Edwards/Dawn Riddell</p>	<p>Completed 15/5/20</p>

Home working	Staff members	Pre-COVID19 this was not deemed to be a risk to staff as home working was infrequent	<p>Staff should work from home where possible.</p> <p>A DSE work station assessment has been circulated to all staff.</p> <p>The CCG will supply loan equipment where requested to ensure home work stations are comfortable and to reduce the risk of musculoskeletal problems.</p>	Sarah Edwards/Dawn Riddell	On-going
Risk to individuals from a suspected or confirmed case of COVID-19 in the workplace	CCG staff Visitors	Enabling staff to work from home while self-isolating, if appropriate	<p>Establish a room at the CCG office whereby an individual can isolate from others and seek medical advice if they become unwell with symptoms of COVID-19 whilst at work. At the Aylesbury site this will have to be provided by negotiation with the landlord as there are no single use rooms for use at the current time within the CCG office footprint..</p> <p>Consider establishing an internal 'track and trace' system to identify who has been in contact with infected individual(s) so they can be tested and/or self-isolate where necessary, in line with Government advice</p> <p>Cleaning of offices after a known or suspected case of COVID-19 should follow the specific Government guidance</p> <p>Consider providing PPE to CCG first aiders for use in case of dealing with an individual with a confirmed or</p>		

			suspected case of COVID-19 in the workplace		
Risk of infection to individuals during emergency evacuation of the building where social distancing measures cannot be followed	CCG staff Visitors		People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands		