

Risk Assessment



NOTE: Please see guidance notes towards the end of the document.

Date:	June 2020
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Assessors Name:	Simon Daykin	Reference Number:	V1.1	Review Date:	Consultation draft, final version by 24 June
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Endorsed By:	Simon Daykin	Signature:		Position:	Director	Date:	18 June 2020
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Description of assessment	Coronavirus (COVID-19) - SACKHOUSE
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Location Details	Sackhouse offices, common areas and landlord/tenant obligations
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Identified Hazards	Identified risks and who may be affected	Risk Level before control measures S x L = R				Control measures	Action owner	Final Risk level S x L = R			
		S	L	R	R			S	L	R	R

Infection control, cleaning and safety measures											
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As the business reopens, spreading Coronavirus and contracting COVID19 from contact with each other and members of the public	There is a direct threat to staff and public health and wellbeing from transmission of the COVID-19 coronavirus while at work. <i>People can catch the virus from others who are infected in the following ways: 1. virus moves from</i>	5	3	15	H	<ul style="list-style-type: none"> Tenants are required to carry adequate stocks of hand sanitiser and appropriate PPE in line with their own risk assessments Sanitiser station provided at entrance and all tenants/WM staff asked to wash hands with soap thoroughly, for at least 20 seconds, or use sanitiser as directed, upon arrival and departure Kitchen not to be used as a handwash area - please use the two accessible facilities on ground and first floor respectively Handwash stocks to be checked regularly and maintained by WM Increased cleaning regimes and sanitising of kitchen, toilet areas, door pushes and handles, light switches, bannister rails etc on daily basis Bins to be introduced to toilets for used tissues; waste bin in kitchen to be clearly marked as general waste for this purpose 		5	1	5	M
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	<p><i>person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales</i> <i>2. the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc</i> <i>3. people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth</i></p>				<ul style="list-style-type: none"> Continued discontinuation of two separate M/F toilets on ground floor - maintain ground and first floor accessible toilets only Sackhouse tenants to provide their own risk assessments, including control measures for infection control, health monitoring of staff and visitors, promotion of awareness amongst staff, volunteers and clients, and cleaning regimes in tenanted spaces Platform lift only to be used when absolutely necessary: user responsible for sanitising handles and push buttons when used Maltings Duty Manager to undertake and record checks in Sackhouse areas twice daily Common areas to be well ventilated, with fresh air inlet to areas where staff and public spent time Tea, coffee, sugar etc to be removed from kitchen areas for common use for the time being; tenants are permitted to use the common fridge (which will be deep cleaned and sanitised before returning to commission) for storage of milk, foodstuffs etc but this is temporarily discouraged due to heightened risk of infection transfer 				
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Social distancing											
Close contact with those with COVID19 increases transmission, so advice to maintain distances over 2m to be followed	<p>Social distancing refers to people being required to maintain a distance from each other of 2m, wherever possible.</p> <p><i>Social distancing effectively puts people at a safe range from anyone coughing. The main route of virus transmission is through droplets exhaled or coughed by an infected person.</i></p>	5	4	20	V H	<ul style="list-style-type: none"> <u>Despite indications that social distancing may be reduced from 2m, this remains our policy in all settings for the time being.</u> First floor meeting room is not available to any users, Maltings or tenants alike for office or meeting purposes, and is repurposed temporarily as rest/ quarantine/ isolation area as required Ground floor community room will be made available as meeting space for maximum of eight people and set for social distancing. Users to book this space via WM staff in advance and will be locked when not in use. Users will be responsible for sanitising of tables and chairs upon vacation We recommend that unannounced visitors to the Sackhouse are temporarily not permitted, and the lower entry door remains locked (open via fob). Visitors should be by appointment and met at the door by the tenant/host, and escorted to pre-booked meeting space We also recommend the continued use of home working and online meeting spaces for our tenants. This is in line with Wells Maltings' policy for its own business practice All tenants should be aware of the limitation of the space, and the proximity potentials within stairwells and corridors. Please adopt a cautious common-sense approach when moving through the building, and limit movement as much as possible Floor distance markers areas are not considered useful nor feasible in promoting social distancing in these areas 		5	2	10	H

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Staff and employee welfare, working arrangements, hotdesking and home working											
<p>Staff and volunteers to feel as safe as possible in their working environment.</p> <p>Staff working together in workplace premises inevitably raises the risk of virus transmission.</p> <p>Hot desking and the sharing of equipment present hazards that raise the risk of virus transmission further</p>	<p>Homeworking reduces the risk of staff gathering in the workplace and of transmitting the virus. However, we realise that tenants have their own approach to managing workplace risk and COVID compliance</p> <p>There is also a risk of confrontation and tension with clients and members of the public and we would ask tenants to identify and manage their own risks in these areas</p>	5	3	15	H	<ul style="list-style-type: none"> Tenants to inform us if staff develop symptoms, go into isolation or shielding arrangements, or fall into high risk categories (see below) We recommend that tenants follow our own policy of not supporting hot desking and shared equipment as much as possible Tenants to share details of their own risk assessments for the management of staff safety and welfare 		5	1	5	M

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		Vulnerable and high risk groups									
Some staff and volunteers may have pre-existing medical conditions which render them more vulnerable to the dangers of coronavirus infection	Those who are classified by PHE as being at greater risk from COVID-19 include people in the vulnerable (moderate risk) and extremely vulnerable (high risk) categories. Details of conditions categorised in this way are available from PHE	5	3	15	H	<ul style="list-style-type: none"> Tenants are required to include an assessment of risk relating to staff/volunteers within their organisation that fall into either moderate or high risk categories We would recommend that anyone falling into the high risk category is no permitted onto the Sackhouse premises unless the risk is clearly managed through additional measures, PPE etc 		5	1	5	M

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Cases of suspected infection on-site											
People becoming unwell while on-site or an obviously symptomatic person using our facilities	Increased risk of infection	5	3	15	H	<ul style="list-style-type: none"> If anyone within the tenants' duty of care becomes unwell in the workplace with coronavirus symptoms (a new, continuous cough, high temperature and/or changes to taste and smell senses) they should be sent home and advised to follow government advice to self-isolate. The tenant should lert Wells Maltings immediately in order that the premises can be closed and thoroughly cleaned and sanitised. 		5	1	5	M

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Information, communications and monitoring											
<p>Lack of awareness of steps to manage and control risks</p> <p>Lack of public awareness of the protective measures in the premises</p> <p>Hazards associated with conflicting, unclear and 'fake' information in circulation</p>	<p>The pandemic has been accompanied by a large amount of official guidance, some of which needs interpretation, and by misinformation, rumour and "fake news". Reliable sources of information vital.</p> <p>Recent evidence locally suggests that lockdown rules are being stretched as they are being released. Local opposition to visitors is also a factor.</p> <p>There is also a risk with over-explaining.</p>	5	3	15	H	<ul style="list-style-type: none"> Tenants to ensure that their risk assessments follow proper guidance from Government, PHE and WHO sources Wells Maltings to consult on its own risk assessments and keep under constant review Tenants to 'sign off' to indicate understanding of our approach to risk management, COVID compliance and control measures 		5	1	5	M

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Guidance Notes

SEVERITY	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
		1	2	3	4	5
	LIKELIHOOD					

LIKELIHOOD	
5	Almost Certain - Very High Risk
4	Probable - High Risk
3	50/50 - Medium Risk
2	Improbable - Low Risk
1	Almost impossible - Low Risk

SEVERITY	
5	Fatality - Very High Risk
4	Severe incapacity - High Risk
3	Absent 3 weeks - Medium Risk
2	Absent less than 1 day - Low Risk
1	Insignificant - Low Risk

1-4 LOW	5-9 MEDIUM	10-15 HIGH	16-25 VERY HIGH
Continue with existing control, however monitor for changes. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires attention to reduce the rating as well as regular ongoing monitoring. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the risk assessment and continue to review working practices to reduce the probability of an accident to the lowest possible level.	Stop immediately - the risk is too high. Take immediate action to reduce the risk to the lowest level possible.

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Additional comments:

1. This risk assessment needs to be discussed with employees and tenants before returning to work, and reviewed regularly with them
2. Employees are to sign an acknowledgement sheet for their understanding of this risk assessment
3. The risk assessment is to be reviewed on a weekly basis, or sooner according to practice and observation
4. This risk assessment must be approved by the nominated person for health and safety before being issued as a live document

Assessor 1 name:		Signature:		Date:	
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Assessor 2 name:		Signature:		Date:	
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Risk Assessment Issue Control

Version no	Date issued	Purpose	Review/re-issue	Sign off
1.0	Internal	Working draft	Consultation version	Simon Daykin
1.1	18 June 2020	Consultation draft	Issue as final version by 30 June	Simon Daykin