

## COVID-19 RISK ASSESSMENT

**Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.**

[Health & Safety Executive \(HSE\) advice](#) is that anyone who can work from home should do so. Stage A of the project plan to re-open the CCG's Headquarters (HQ) identified that CCG staff can continue to work from home for the foreseeable future. Stage B of the project plan requires completion of a comprehensive risk assessment to be undertaken to identify the hazards and mitigating action required to ensure the CCG's HQ is Covid-19 safe. This is the Risk Assessment undertaken by the CCG in accordance with relevant [Government advice on working safely within office environments during coronavirus](#).

The risk assessment focuses on the physical environment at HQ. The specific needs of individuals from [vulnerable groups](#), including elderly, pregnant workers, those with existing underlying health conditions / disabilities and staff from Black, Asian and Minority Ethnic (BAME) groups will also be considered via appropriate risk assessments. Any additional control measures required to increase levels of protection for members of vulnerable groups will be implemented for that group or on an individual basis.

Risk Assessments will also be undertaken by individual teams where there are specific risks relevant to their work, e.g. the Continuing Health Care Team Nurse Assessors will need to undertake risk assessments in relation to the assessment of patients within their own homes.

<b>Area or Activity Being Risk Assessed:</b> Covid-19	<b>Directorate:</b> All Directorates	<b>Department:</b> All Departments
<b>Address of Facility:</b>  Wren House	<b>Risk Assessor(s):</b> Sara O'Connor, Head of Corporate Governance & Health and Safety Lead, MECCG John Swanson, Infection Prevention and Control Nurse Specialist, M&SE CCGs Acute Commissioning Team Caroline Benzie, Corporate Business Manager, MECCG  Also attended by representatives of tenant of ground floor (Provide CIC) and Landlord (NHS Property Services to discuss arrangements in common areas:	<b>Frequency of Review:</b> First week of return daily then - Weekly for four weeks - Monthly - After any government update to published guidance on office working or general coronavirus management - After any reported incident or other feedback meriting a review
<b>Date of Assessment:</b>  11 June 2020	Mike Fair, Head of Safety and Resilience, Provide CIC Peter Harris, Provide CIC Brodie Miller, Facilities Support Assistant, NHSPS	<b>Initial Risk Assessment Reviewed by:</b> Chris Gear, UNISON Activist Susanna Vaughan, Staff representative

Description of Hazard	Who might be harmed and how? (e.g. Staff, clients, patients, contractors)	Controls currently in place or required.	Further Action Required to Address Gaps in Controls	Person(s) Responsible	Date to be completed by?	Status
<b>1. Spread of Covid-19 Coronavirus as a result of poor hand hygiene.</b>	Staff Visitors Cleaners Contractors Delivery staff Vulnerable Groups Delivery Drivers	Hand Washing notices Hand washing facilities with soap and water in place. Stringent hand washing taking place. See <a href="#">hand washing guidance</a> .	Employees to be regularly reminded, via posters/internal communications, to wash their hands when they arrive / regularly throughout the day for 20 seconds with water and soap, and the importance of proper drying with disposable paper towels. 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. Advice to be provided in accordance with Public Health England (PHE) guidance.	C Benzie and Communications Team	Daily check re notices	To be ongoing.
			Ensure appropriate posters re hand washing are in place in toilets, at hand washing stations and throughout the building.	C Benzie	Three x daily checks for paper towels	To be ongoing.
			Take electric hand driers out of commission / disposable paper towels provided to promote optimum hand hygiene.	C Benzie/ NHSPS	Briefings and other media.	As required.
			Due to increased hand washing, provide advice on hand care, e.g. <a href="#">regular use of emollient cream</a> , encourage staff to carry out regular skin checks and report any problems to Human Resources.	S O'Connor (via guidance for staff). Also, via Occ Health if necessary.		Completed
			<a href="#">HSE poster re Skin Checks for Dermatitis</a> to be displayed within building.	C Benzie		Completed
			Gel/liquid hand provided in any area where washing facilities are not readily available, e.g. within reception, meeting rooms, at photo-copiers and banks of workstations Where a risk assessment identifies wearing of gloves as a requirement of the job or is required to provide additional protection to a member of staff	Ensure adequate stocks of desk hand gel/ wall mounted had gel and liquid soap are maintained and made available for use throughout the building (i.e. entrances/exits/lifts/photo-copiers, each bank of desks).	C Benzie (not envisaged to be high use of gloves as non-clinical area)	Completed
			In accordance with advice from IP&C, appropriate waste arrangements to be implemented to dispose of gloves ( <i>double</i>	C Benzie / S O'Connor – (included within guidance to staff		Completed

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		<p>within a vulnerable group, an adequate supply of gloves will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p>Water Safety Checks / regular flushing during lockdown.</p> <p>Workplace (Health, Safety and Welfare) Regulations 1992, require organisations to provide suitable toilet and hand washing facilities to drivers visiting their premises, as per <a href="#">letter from Dept of Transport/HSE May 2020</a>.</p>	<p><i>bag and dispose of as household waste - will only apply in the designated 'sick' area</i>). Staff to be reminded that the wearing of gloves is not a substitute for good hand-washing.</p> <p>Ensure that all <a href="#">relevant water safety checks</a> have been carried out prior to re-opening of HQ to ensure that hand washing / kitchen facilities can be safely used</p> <p>Suitable toilet and handwashing facilities to be identified for use of delivery drivers.</p> <p>Signage to be displayed in reception area to highlight that toilet and hand washing facilities are available to delivery drivers.</p>	<p>S O'Connor, via guidance to staff.</p> <p>C Benzie / NHSPS</p> <p>C Benzie</p>		<p>Completed</p> <p>Completed on 4 September.</p> <p>Completed</p> <p>Completed</p>
<b>2. Spread of Covid-19 Coronavirus as a result of inadequate cleaning standards.</b>	<p>Staff</p> <p>Visitors</p> <p>Cleaners</p> <p>Contractors</p> <p>Delivery staff</p> <p>Vulnerable Groups</p>	<p>Frequent cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p>	<p>Cleaning frequency and standards to be reviewed in light of advice from Infection Prevention and Control (IP&amp;C) team.</p> <p>Liaise with cleaning contractor regarding IP&amp;C requirements.</p> <p>Cleaning undertaken by cleaning contractor to be audited on a weekly basis and any concerns reported to cleaning supervisor.</p> <p>Implement and communicate any 'internal' cleaning requirements, e.g. cleaning of desks and equipment before and after use.</p> <p>Adequate supplies/wipes to be made available, particularly at photo-copiers and other high-touch areas.</p> <p>Clear desk policy at end of each day to be implemented to enable easy cleaning of desks and pedestals.</p>	<p>S O'Connor C Benzie</p> <p>C Benzie</p> <p>S O'Connor, via staff guidance and posters.</p> <p>C Benzie</p> <p>All staff, as per guidance.</p>		<p>Completed</p> <p>Completed. Thorough clean being undertaken prior to reopening.</p> <p>Completed.</p> <p>Completed.</p> <p>All staff have been asked to clear</p>

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			<p>IT equipment and 'phones not to be shared.</p> <p>Consider removing desk-top 'phones.</p> <p>Use of designated lockers for personal belongings if required.</p> <p>Regular checks to be undertaken by line managers/supervisors to ensure that 'internal' cleaning procedures are being followed by staff reporting to them.</p>	<p>All staff, as per guidance.</p> <p>These will remain, not to be shared, as per staff guidance.</p> <p>C Benzie</p> <p>C Benzie to implement cleaning schedule for high-touch areas.</p>		<p>desks – nearly completed.</p> <p>Advice within procedure</p> <p>Advice within procedure.</p> <p>Available on request.</p> <p>This will be ongoing</p>
<p><b>3. Spread of Covid-19 Coronavirus as a result of inadequate social distancing measures</b></p>	<p>Staff Visitors Cleaners Contractors Delivery staff Vulnerable Groups</p>	<p>Reduce the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a> <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a></p> <p>Review work schedules including start &amp; finish times/shift patterns, working from home, procedures/processes, relocation of staff to other tasks, in order to reduce number of staff on site at any</p>	<p>Consider those areas where office layout to be modified to enable social distancing, including:</p> <ul style="list-style-type: none"> <li>• Removing/reconfiguring /decommissioning/ desks;</li> <li>• Marking floor areas to identify 2m safe distance (<i>this will not be done</i>)</li> <li>• Using screens to separate workers from each other (<i>this will not be done – 2 m rule will be adhered to at desks</i>)</li> <li>• Removal of hot desks (<i>this will be kept to a minimum with strict criteria applied as per guidance</i>)</li> <li>• Signage, including maximum occupancy for lifts (<i>there will be one person in the lift, as per staff guidance</i>)</li> <li>• Review of entrance/exits to maintain social distancing (<i>covered within staff guidance</i>)</li> </ul>	<p>All MECCG staff will have their own desk.</p> <p>S O'Connor &amp; C Benzie to address these points as per staff guidance.</p>		<p>As per office procedure.</p> <p>These points are covered within the office procedure</p> <p>Completed.</p>

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		<p>one time to support social distancing.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Social distancing also to be adhered to in reception/meeting rooms/kitchens/Room to Relax/toilets/Lift.</p> <p>Social distancing to be adhered to outside the building/car parking areas.</p>	<p>Review of work schedules might be required by managers to comply with social distancing within their teams.</p> <p>All staff to make full use of Skype/ MS Teams or other video-conferencing facilities available.</p> <p>Communal areas to be reviewed and where required modified to enable social distancing, for example:</p> <ul style="list-style-type: none"> <li>• Marking floor areas or putting up signage to identify 2m / remind staff to maintain 2m safe distance</li> <li>• Screening in reception – <i>reception will be managed remotely via the entry video-phone.</i></li> <li>• Signage – <i>appropriate signage will be displayed in communal areas</i></li> <li>• Promoting use of outside areas for breaks, etc. – <i>included in staff guidance.</i></li> </ul> <p>Review of car parking arrangements – <i>included within staff guidance.</i></p> <p>Review of current hot-desking arrangements across CCGs to prevent sharing of desks. Consult IPC before any hot desking permitted - <i>Hot desking will be kept to a minimum with strict criteria applied as per staff guidance.</i></p>	<p>Managers</p> <p>All staff, as per staff guidance.</p> <p>S O'Connor / C Benzie.</p> <p>S O'Connor C Benzie</p> <p>C Benzie</p>		<p>Managers to undertake review as required.</p> <p>All staff have use of MS Teams.</p> <p>Completed</p> <p>Staff who are approved to return to the office will not be charged to park at Wren House.</p> <p>As per guidance.</p>
<p><b>4. Spread of Covid-19 Coronavirus as a result of inadequate Personal Protective Equipment (PPE)</b></p>	<p>Staff Visitors Cleaners Contractors Delivery staff Vulnerable Groups</p>	<p>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and</p>	<p>The CCG will provide a stock of gloves (non-latex) for use by key staff as per item 1.</p>	<p>Business Support</p>		<p>Completed.</p>

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		<p>practice good hand hygiene behaviours.</p> <p>Where PPE is a requirement for risks associated with the work undertaken the following measures will be followed.</p>	<p>Minimal requirement for use should a member of staff become unwell / for use in sick room – just first aiders and only then gloves/ visor/ apron</p>	<p>IP&amp;C Team to provide grab bag containing PPE for use should a member of staff display C-19 symptoms. Covered within staff guidance.</p>		<p>Completed – grab bag has been provided.</p>
<p><b>5. Spread of Covid-19 Coronavirus by staff displaying symptoms.</b></p>	<p>Staff Visitors Cleaners Contractors Delivery staff Vulnerable Groups</p>	<p>If anyone becomes unwell with Covid symptoms (new continuous cough or a high temperature) in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff (or public) has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the duty manager to contact Public Health to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. <a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a></p>	<p>Covered within staff guidance.</p> <p>Notices/posters to be displayed providing advice on what to do if staff become unwell.</p> <p>No public expected on premises for time being.</p> <p>Identify a duty manager for the day to manage local situations</p>	<p>All staff have a responsibility to report to their line manager should they experience <a href="#">Covid-19 symptoms</a>.</p> <p>Business Support</p> <p>Business Support staff to attend Wren House on a rota basis.</p>		<p>Ongoing</p> <p>Completed</p> <p>Ongoing until further notice.</p> <p>There will be a member of Business Support in the office every day.</p>

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<b>6. Spread of Covid-19 Coronavirus by Air Conditioning.</b>	Staff Visitors Cleaners Contractors Delivery staff Vulnerable Groups	The Health & Safety Executive have advised that the risk of air conditioning spreading coronavirus is <u>extremely low</u> .  Good ventilation is encouraged to help reduce the risk of spreading coronavirus.  Where a centralised ventilation system is used that removes and circulates air to different rooms, it is recommended that recirculation is turned off and a fresh air supply is used.	NHSPS to confirm that the air conditioning supply can be adjusted in accordance with <a href="#">HSE Coronavirus Update – Air Conditioning</a> .  Advice to be taken regarding opening of windows (subject to Air Conditioning system within each CCG HQ).	C Benzie/ NHSPS		NHSPS have been asked to confirm that the Air Con remains on the appropriate setting as per HSE guidance.  Windows to remain shut unless there is a problem with the Air Con.
<b>7. Spread of Covid-19 Coronavirus by staff when travelling.</b>	Staff Vulnerable Groups	Staff must not share vehicles where suitable distancing cannot be achieved.	Meetings to be held via video-conferencing and single occupancy of vehicles reinforced for any essential journeys	All staff/ line mangers – covered within staff guidance.	Ongoing	Ongoing
<b>8. First Aid</b>	Staff Visitors Cleaners Contractors Delivery staff Vulnerable Groups	<a href="#">Resuscitation Council (UK) Statement on Covid-19 in relation to CPR and resuscitation in First Aid and Community Settings.</a>	2 m rule can be waived in order to provide emergency first aid, however First Aiders should be advised to pay particular attention to sanitation measures immediately afterwards, including washing hands.  First Aid provision to be reviewed.	Staff administering first aid.  S O'Connor		Ongoing.  Completed – further review will be undertaken depending on the number of staff members returning.
<b>9. Spread of Covid-19 Coronavirus via drinking water stations.</b>	Staff Visitors Cleaners Contractors Vulnerable Groups	Drinking water fountains or water butts can spread the virus as persons touch the spouts or levers with contaminated cups/glasses. Ensure such items are disabled.	Ensure there is an adequate supply of drinking water through taps or single use bottles of water or non-touch drinking water stations. Staff should not share drinking cups/glasses/bottles.  De-commission existing water coolers and consider installing non-touch coolers.	Covered within staff guidance.  C Benzie/ NHSPS		NHSPS have confirmed the taps in the kitchens supply drinking water.  Water fountains will be disconnected prior to reopening.

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<b>10. Spread of Covid-19 Coronavirus when dealing with members of the public.</b>	Staff Visitors Cleaners Contractors Vulnerable Groups	Members of the public should be encouraged to communicate with the CCG via telephone/email/video-conferencing. Where this is not possible, to make an appointment to ensure appropriate social distancing arrangements can be implemented.  Floor markings should be placed in the reception areas to keep persons 2 metres apart.	Send out e-mails ahead of opening to patients/ public  Use clear signage to guide visitors ( <i>visitors will be minimal</i> )  CCG to consider options for holding Board meetings in public and any other meetings where the public are invited.  This will not be implemented at this time – visitors to be kept to a minimum and reception will be managed remotely via entry video-phone. Visitors will be escorted. Signage will be displayed.	Comms Team  C Benzie  V Barnes / S O'Connor / K Raven	No immediate plan to allow public access.  Board meetings now being held via MS Teams Broadcast.	Ongoing  To be completed prior to reopening.  Completed
<b>11. Maintenance of Equipment</b>	Staff Contractors	It is important to ensure that the equipment used by the CCG is maintained safely. If the equipment becomes unsafe you must not use it.  The CCG and the HSE recognise that there may be times when access to inspection and testing services becomes difficult. See HSE guidance sheet for further information. <a href="https://www.hse.gov.uk/news/assets/docs/loler-pssr-during-outbreak.pdf">https://www.hse.gov.uk/news/assets/docs/loler-pssr-during-outbreak.pdf</a>	NHSPS/Landlord to be asked to confirm that the lift has been inspected prior to the reopening of HQ.	C Benzie / NHSPS		Completed during first week of September.
<b>12. Poor Mental Health during the Covid-19 Pandemic.</b>	Staff	Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help  Mental Health First Aiders.	Regular communication of mental health information and 'open-door' policy for those who need additional support as a result of the return to office-working.	Comms/ MH First Aiders/ Occ Health  Managers	Ongoing as part of staff bulletin / newsletters	Ongoing – at least bi-weekly updates as part of staff bulletin and Connect weekly updates.



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		Management of Stress Policy (Ref MECCG037)  HR to update with any additional hyperlinks/controls.				
<b>13. Liaise with other Tenants/ Landlord/NHSPS regarding Risk Assessment</b>	All staff /visitors at House		Liaise with other tenants/Landlord/NHSPS regarding the outcome of the risk assessment to ensure: <ul style="list-style-type: none"> <li>- that arrangements being implemented by the CCG do not conflict with other tenant/Landlord/NHSPS Covid-19 risk assessments.</li> <li>- Appropriate arrangements have been implemented by Landlord/NHSPS to ensure common parts of building are Covid-19 secure.</li> <li>- Weekly testing of fire alarm system and other building systems is conducted safely</li> <li>- Regular communication with landlord – through agreed forum</li> <li>-</li> </ul>	S O'Connor		Completed – regular liaison will continue with NHSPS and Provide.
<b>14. Display Poster confirming Covid-19 Risk Assessment within building and on the CCG's Website</b>	N/A	N/A	Display ' <a href="#">Staying Covid-19 Secure in 2020</a> ' poster within the building and on the CCG's Website.	Facilities/ comms	Once mitigating actions have been implemented.	Once RA has been completed poster to be displayed in building and on MECCG website.

**General Comments:**

Signed by Risk Assessor(s)  
15 September 2020



Sara O'Connor  
Head of Corporate Governance



Caroline Benzie  
Corporate Business Manager



John Swanson  
Infection Prevention and Control Nurse Specialist

Signed by Executive Director with responsibility for Health & Safety  
15 September 2020

A handwritten signature in black ink that reads "V. Barnes". The signature is written in a cursive style with a large, looped initial "V".

Viv Barnes  
Director of Governance & Performance)