	Risk Assessment	SECTION	F5.1.54.02RA
		PAGE	Page 1 of 6
		ISSUE	V2.0
		DATE	July 2020
		REVIEW	July 2021
TITLE: Social distancing and preventing the spread of COVID-19 Employee, Customer, visitor and Contractor safety		APPROVED BY: Head of Health, Safety & Quality	

Company name:	1Life	Date of issue:	
Site name:		Name of assessor:	
Date of assessment:		Assessor's signature:	
Persons consulted on the completion of this risk assessment:			
Name		Job Title	


HAZARDS – What will cause harm?
<ul style="list-style-type: none"> • Close contact with colleagues, customers or contractors suffering from COVID-19 • Contaminated surfaces • Inadequate PPE • Lack of training • Sharing equipment • Lack of up to date information regarding the virus

RISKS – What could happen? What could the consequences be?
<ul style="list-style-type: none"> • Contracting COVID-19


PEOPLE AT RISK – Who could be harmed?
<i>Staff, Contractors and Customers will be exposed to the risks above. Insert below specific people at risk within these groups</i>
<ul style="list-style-type: none"> • Staff • Customers • Contractors

LOCATION – Where are the hazards located?
<ul style="list-style-type: none"> • All locations accessed by staff, customers and contractors

GENERAL CONTROL MEASURES – What are you doing to control the risks?					
All the control measures identified below will in combination, contribute to minimise the risks identified to an acceptable level. Please identify below whether the controls are happening or not.					
No.	Description	Yes	No	N.A.	Responsible
	Staff Safety and Welfare				
1	Staff that are currently shielding can return to work where the workplace is COVID secure but also have the option to work from home if possible.				

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No.	Description	Yes	No	N.A.	Responsible
2	All staff at work are kept up to date with Government advice via www.gov.uk and www.nhs.uk				
3	Staff returning from countries that are not exempt from all but essential travel must self-isolate for 14 days as per the Government guidelines and not return to work.				
4	Staff do not travel into work together in the same car.				
5	SSOW in place on employee welfare and updated cleaning procedures.				
6	HR procedures in place for those unable to work from home and required to isolate as per the Government guidelines				
7	Staff suffering from the symptoms of COVID-19 or who have tested positive for COVID-19 must not come into work and follow the government advice for self-isolation.				
8	The Mental health needs of all individuals must be considered, and individual risk assessments carried out if required.				
9	Vinyl or Nitrile gloves and disposable face masks are provided, and staff have the option to wear these or not.				
10	Staff trained on the requirement of wearing PPE and company social distancing guidelines.				
11	Staff must always maintain a 2-metre distances from all other staff, contractors and customers. Where 2-metre distancing cannot be achieved staff are required to wear a mask or work behind a screen.				
12	Staff must avoid small and large gatherings (so, where practicable, meetings should take place virtually or over telephone systems)				
13	Staff numbers are kept to a minimum to avoid the need of close contact.				
14	Seating and desk arrangements are always set out to ensure a 2-metre distance.				
15	Workstations are cleaned at the end of each shift				
16	Sanitising stations set up throughout the building				
17	Staff reminded of the need to regularly wash their hands for a 20 second period or sanitise.				
18	Staff must ensure coughs and sneezes are caught in tissue, disposed of immediately and wash their hands straight after.				
19	All equipment required to be used by staff is not shared and must be personal. If equipment is shared it is sanitised after use.				
20	Hand soap dispensers are kept full				

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No.	Description	Yes	No	N.A.	Responsible
21	Paper towels are provided to dry hands and where these are not available hand dryers will be in place.				
22	Cleaning stock levels are well maintained to ensure adequate levels of stock are always available.				
23	Cleaning schedule in place to ensure all touch points are cleaned regularly using H&H105C VIROCIDAL CONCENTRATE Disinfectant dosed at a ratio 10:1.				
24	Cleaning schedules monitored and signed off by the Duty Manager on duty.				
25	Cleaning standards following a known contamination are in line with government guidelines in non-healthcare settings and staff trained on them. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings				
26	At least one screen protector to be fitted on the reception desk to provide additional protection from COVID-19.				
27	Restricted areas are taken out of use to avoid unauthorised access.				
28	Deliveries are dropped off in a pre-arranged location, staff maintain social distancing and must wear gloves when handling the stock/delivery.				
29	Signage clearly displayed advising customers suffering from the effects of COVID-19 are not permitted in the building.				
30	Contractors working on site must demonstrate how they will manage social distancing prior to work commencing.				
31	During a contractor induction the Duty Manager will include 1Life's social distancing measures which are in place				
32	Contractor phone numbers are recorded when they sign in to support the test and trace system.				
	First Aid				
1	NPLQ and FAW qualifications extended by 3 months as per the RLSS and HSE guidelines to September 2020. Every attempt will be made to ensure these qualifications are renewed prior to September 2020.				
2	First aid trained personnel available during all opening hours				
3	Preservation of life a priority				
4	Resuscitation masks are personal and not shared				
5	If cardiopulmonary resuscitation is required on an adult, the first aider should only deliver chest compressions				


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No.	Description	Yes	No	N.A.	Responsible
6	First aiders are advised not to listen or feel for breathing by placing your ear and cheek close to the patient's mouth for an adult				
7	First aiders must wear gloves and a face mask when dealing with first aid incidents				
8	First aider to remain at a 2-meter distance where possible				
9	Where possible first aiders must ask the casualty COVID-19 related questions regarding symptoms and their recent travel arrangements				
10	Injured person advised to treat themselves where possible i.e to support injured limbs or applying pressure to lacerations.				
11	Staff displaying flu-like symptoms excluded from training				
12	Only compressions practiced during ongoing training				
13	Compressions and rescue breaths demonstrated during a qualification course				
14	Manikin thoroughly washed with disinfectant at the end of training session				
	Training				
1	Staff training in specific COVID-19 control measures to be completed with all staff				
2	Changes to Centre Emergency procedures completed with all staff returning to work				
3	Staff refresher training in NOP/EAP and changes to procedures completed				
4	Lifeguards must attend at least 2 hours of staff training before returning to lifeguard duties and complete a competency test.				

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SITE SPECIFIC ASSESSMENT – Complete this table for any hazard, risk not included above and for any additional control measures in place or required.

No. 1	Hazard	Risk	Control Measure	Responsible	In place? Yes/No

CONTACT YOUR COMPANY HEALTH AND SAFETY RESOURCE IN THE FIRST INSTANCE IF YOU ADD ANY HAZARD, RISK OR CONTROL MEASURE IN THIS TABLE

ACTIONS – What actions must be done to ensure the full implementation of the risk assessment?


Write down an appropriate action for any control measure marked as 'No'
 Identify high priority actions with a 'Yes'
 Link the 'Number' column to the relevant Control Measure number in the risk assessment to enable the assessor to cross reference and check that all 'No's' have an action recorded against them
 Insert additional rows as required to enter all of the actions needed.

Number	Description	High Priority?	Responsible	Due Date	Completion date	Completion checked by:

I confirm that I have read, reviewed and understood this risk assessment and if in doubt I have sought the advice of the relevant person in my organisation.

I confirm that I am aware that I must monitor the completion of the actions highlighted in the assessment to ensure they are completed adequately and within the timescales set.

¹ Continue numbering from previous table
 5.1.54.02RA – 1Life

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Appointed Person:	Signature:
Appointed Person Job Role:	
Date:	

Authorised Person:	Signature:
Date:	