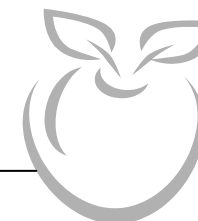


Chapelgreen Practice



Covid-19 Working Safely Risk Assessment (Updated 27/11/20)

Completed by Blake Foster

Description	Date	Compliance	Notes
Managing Risk	Objective: To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority.		
In every workplace, increasing the frequency of handwashing and surface cleaning.	16/03/20	Fully Met	
Businesses and workplaces should make every reasonable effort to enable working from home as a first option,	12/05/20	Partially Met	Remote working has been prioritised for those Shielding or Isolating and has been increased as laptops have been made available by Sheffield CCG.
Further mitigating actions:	15/05/20	Fully Met	PPE worn for the processing of Prescriptions and Samples. PPE worn for 'Meet & Greet' and for set time periods. 14/05/20 - Complete
Keeping the activity time involved as short as possible			
Using screens as barriers to separate people from each other	13/05/20	Fully Met	Perspex screens provided for desks where social distancing cannot be maintained.
Using back-to-back or side to side working whenever possible			
Reducing the number each person has contact	16/03/20	Fully Met	

with by using fixed teams or partnering	15/05/20	Fully Met	Where possible this has been put in to place 12/05/20 - Completed
If people must work face to face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead.	12/08/20	Partially Met	Where possible this has been put in to place. This is not possible for some areas of speciality training. 04/08/20 – Bubbles Introduced 12/08/20 – Wearing of surgical face mask made compulsory in any location with more than 1 person.
Share the results of your risk assessment with your workforce. If possible, you should consider publishing it on your website.	02/06/20	Fully Met	12/05/20 & 14/05/20 – New Actions shared with Staff. 02/06/20 – Circulated to all staff by Whatsapp 02/06/20 – Covid Compliance poster displayed at both sites 02/06/20 – Published on Practice website (Updated 14/07/20, 04/08/20, 27/11/20)
Who Should Go to Work	Objective: 1. That everyone should work from home, unless they cannot work from home. 2. To protect clinically vulnerable and extremely vulnerable individuals. 3. To treat everyone in your workplace equally.		
Planning the minimum number of people needed on site to operate safely and effectively.	16/03/20	Fully Met	
Monitoring the wellbeing of people who are working from home and helping them stay	20/03/20	Fully Met	Weekly call from team leaders

connected to the rest of the workforce.			Daily huddle via MS Teams wef 11/05/20
Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security.	20/05/20	Fully Met	Pro-forma to be produced to ensure key questions are asked and kept on file as part of weekly call from team leaders. 19/05/20 - Completed
Providing equipment for people to work from home safely and effectively, for example remote access to work systems.	20/03/20	Fully Met	Laptops provided by Sheffield CCG. Where possible/necessary mobile phones provided by Practice.
Providing support for workers around mental health and wellbeing.	16/03/20	Fully Met	All staff have access to support though 'Smart Hive' All staff provided to access to 'Head Space' Regular exercise classes Joint coffee breaks
Understanding and taking into account the particular circumstances of those with protected characteristics.	16/03/20	Fully Met	
Involving and communicating appropriately with workers whose protected characteristics might either expose them to a different degree of risk or might make any measures you are considering implementing inappropriate or challenging for	01/06/20	Fully Met	All staff asked to self-declare any risk factors confidentially to Practice Manager. Awaiting PHE guidance on risk assessments for BAME employees.

them.			01/06/20 – Completed for all BAME Team members (Completed for all Team Members 07/07/20)
Considering whether you need to put in place any particular measures or adjustments to take account of your duties under the equalities legislation.	16/03/20	Fully Met	
Making reasonable adjustments to avoid disabled workers being put at a disadvantage, and assessing the health and safety risks for new or expectant mothers.	16/03/20	Fully Met	
Making sure that the steps you take do not have an unjustifiable negative impact on some groups compared to others.	06/04/20	Fully Met	
Social Distancing at Work	Objective: 1. To maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work, and when travelling between sites. 2. To reduce transmission due to face-to-face meetings and maintain social distancing in meetings. 3. To prioritise safety during incidents.		
Staggering arrival and departure times at work to reduce crowding into and out of the workplace.	16/03/20	Fully Met	
Providing additional parking or facilities such as bike racks to help people walk, run or cycle to work where possible.	16/03/20	Fully Met	

Reducing Congestion, for example, by having more entry points at the workplace.	16/03/20	Fully Met	
Providing more storage for workers clothes and bags.	01/06/20	Fully Met	Lockers on order for both sites (12/05/20). 01/06/20 - Completed
Using markings and introducing one-way flow at entry and exit points	06/04/20	Fully Met	
Providing handwashing facilities, or hand sanitiser where not possible, at entry and exit points and not using touch-based security devices such as keypads.	16/03/20	Partially Met	Whilst patient access has been restricted all keypads have been deactivated. When patients footfall is increased these will need to be reactivated and a cleaning regime introduced.
Reducing movement by discouraging non-essential trips within buildings and sites.	15/05/20	Fully Met	Staff need to be reminded to cease non-essential trips 14/05/20 - Completed
Restricting access between different areas of a building or site	16/03/20	Fully Met	
Reducing job and location rotation	06/04/20	Fully Met	
Introducing more one-way flow through buildings	06/04/20	Fully Met	
Regulating use of high traffic areas including corridors and walkways to maintain social distancing.	06/04/20	Fully Met	

Review layouts and processes to allow people to work further apart from each other	13/05/20	Fully Met	
Using floor tape to mark areas to help workers keep a 2m distance.	16/03/20	Fully Met	
Only where it is not possible to move workstations further apart, arranging people to work side by side or facing away from each other rather than face-to-face.	13/05/20	Fully Met	
Only where it is not possible to move workstations further apart, using screens to separate people from each other.	13/05/20	Fully Met	
Managing occupancy levels to enable social distancing	04/08/20	Partially Met	Location of Burncross Admin Huddle relocated. 04/08/20 – Bubbles Introduced
Avoiding using hot desks and spaces and. Where not possible, cleaning and sanitising workstations between different occupants including shared equipment.	16/03/20	Fully Met	
Using remote working tools to avoid in-person meetings	04/08/20	Fully Met	MS Teams 04/08/20 - & Zoom
Only absolutely necessary participants attend meetings and should maintain 2m separation	13/05/20	Fully Met	Location of Burncross Admin Huddle relocated

throughout.			
Providing hand sanitiser in meeting rooms	13/05/20	Fully Met	
Avoiding transmission during meetings, for example avoiding sharing pens and other objects.	13/05/20	Fully Met	
Holding meetings outdoors or in well ventilated rooms whenever possible.	13/05/20	Fully Met	Burncross Briefing room external door to be vented during meetings.
Working collaboratively with landlords and other tenants to ensure consistency across common areas, for example, corridors.	06/04/20	Fully Met	
Staggering break times to reduce pressure on break rooms.	04/08/20	Fully Met	Break rooms separated, but staggered times needs to be introduced. 04/08/20 – Bubbles Introduced 10/08/20 – Staggered break times implemented
Using safe outside areas for breaks.	12/05/20	Not Met	No safe areas available.
Creating additional space by using other parts of the building that have been freed up by remote working.	06/04/20	Fully Met	
Installing screens to protect staff in reception or similar areas.	09/07/20	Fully Met	Awaiting instillation by Sheffield CCG.

			09/07/20 Instillation Complete
Encouraging workers to bring their own food.	16/03/20	Fully Met	
Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions	13/05/20	Fully Met	
Encouraging staff to remain on-site and, when not possible, maintaining social distancing while off-site.	15/05/20	Fully Met	Staff to be informed 14/05/20 - Completed
Regulating use of changing areas and other facilities to reduce concurrent usage.	06/04/20	Fully Met	
Encouraging storage of personal items and clothing in personal storage spaces, for example, lockers and during shifts.	01/06/20	Fully Met	Awaiting delivery of lockers (12/05/20). 01/06/20 - Completed
Manage Contracts	Objective: 1. To minimise the number of unnecessary visits to offices. 2. To make sure people understand what they need to do to maintain safety.		
Encouraging visits via remote connection/working where this is an option	16/03/20	Fully Met	
Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors before arrival.	16/03/20	Fully Met	
Limiting the number of visitors at any one time.	16/03/20	Fully Met	

Limiting visitor times to a specific window and restricting access to required visitors only	16/03/20	Fully Met	
Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people.	16/03/20	Fully Met	
Maintaining a record of all visitors, if this is practical.	15/05/20	Fully Met	Reminder required to all staff. 14/05/20 - Completed
Revising visitor arrangements to ensure social distancing and hygiene.	15/05/20	Fully Met	Reminder required to all staff. 14/05/20 - Completed
Cleaning the workplace	Objective: 1. To keep the workplace clean and prevent transmission by touching contaminated services. 2. To help keep good hygiene through the working day.		
Frequent cleaning of work areas and equipment between uses, using your usual cleaning products.	16/03/20	Fully Met	
Frequent cleaning of objects and surfaces that are touched regularly, such as door handles and keyboards, and making sure there are adequate disposal arrangements.	16/03/20	Fully Met	
Clearing workspaces and removing waste and belongings from the work area at the end of the shift.	18/05/20	Fully Met	Reminder and reiteration issued to all staff (12/05/20). 15/05/20 - Completed

Limiting or restricting use of high-touch items and equipment, for example, printers and whiteboards.	16/03/20	Fully Met	
Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoiding touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.	16/03/20	Fully Met	
Providing regular reminders and signage to maintain personal hygiene standards.	13/05/20	Fully Met	Reminder issued to all staff.
Providing hand sanitiser in multiple locations in addition to washrooms.	16/03/20	Fully Met	
Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.	16/03/20	Fully Met	
Enhancing cleaning of busy areas.	16/03/20	Fully Met	
Providing more waste facilities and more frequent rubbish collection	16/03/20	Fully Met	
Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities.	16/03/20	Fully Met	

Where shower facilities and changing facilities are required, setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and social distancing is achieved as much as possible.	27/11/20	Fully Met	No showers currently available – however these have been arranged for install as soon as possible (07/05/20). 23/07/20 – Shower installed at High Green. 27/11/20 – Shower installed at Burncross
Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day.	16/03/20	Fully Met	
Cleaning procedures for goods and merchandise entering the site	15/05/20	Fully Met	Needs to be introduced. 14/05/20 - Completed
Introducing greater handwashing and handwashing facilities for workers handling goods and merchandise and providing hand sanitiser where this is not practical.	16/03/20	Fully Met	
Restricting non-business deliveries, for example, personal deliveries to workers.	15/05/20	Fully Met	Needs to be introduced. 14/05/20 - Completed
Personal Protective Equipment (PPE)	Objective: Protect the user against health or safety risks at work.		
Unless you are in a situation where the risk of Covid-19 transmission is very high, your risk assessment should reflect the fact that the role of PPE in providing additional protection is	16/03/20	Fully Met	

extremely limited. However, if your risk assessment does show PPE is required, then you must provide this PPE to workers who need it.			
Workforce Management	Objective: 1. To change the way work is organised to create distinct groups and reduce the number of contacts each employee has. 2. To avoid unnecessary work travel and keep people safe when they do need to travel between locations. 3. To make sure all workers understand Covid-19 related safety procedures.		
As far as possible, where staff are split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people.	16/03/20	Fully Met	
Identifying areas where people directly pass things to each other, for example office supplies, and finding ways to remove direct contact, such as using drop-off points or transfer zones.	12/05/20	Not Met	
Minimising non-essential travel – consider remote options first.	16/03/20	Fully Met	
Minimising the number of people travelling together in any one vehicle, using fixed ravel partners, increasing ventilation when possible and avoiding face to face.	16/03/20	Fully Met	

Putting in place procedures to minimise person-to-person contact during deliveries to other sites	06/04/20	Fully Met	
Minimising contact during payments and exchange of documentation, for example, by using electronic payment methods and electronically signed and exchanged documents.	15/05/20	Fully Met	Needs to be consistently applied 14/05/20 - Completed
Providing clear, consistent and regular communication to improve understanding and consistency of ways of working.	16/03/20	Fully Met	
Engaging with workers through existing communication routes to explain and agree any changes in working arrangements.	16/03/20	Fully Met	
Developing communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work.	06/04/20	Fully Met	Standard Operating Procedures (SOPs) and Video Demo's
Ongoing engagement with workers to monitor and understand any unforeseen impacts of changes to working environments.	16/03/20	Fully Met	
Awareness and focus on the importance of mental health and wellbeing aspects of coronavirus	16/03/20	Fully Met	
Using simple, clear messaging to explain	16/03/20	Fully Met	

guidelines using images and clear language, with consideration of groups for which English may not be their first language.			
Using visual communications, for example whiteboards or signage, to explain changes to schedules, breakdowns or materials shortages to reduce the need for face-to-face communications.	16/03/20	Fully Met	
Communicating approaches and operational procedures to suppliers, customers or trade bodies to help their adoption and to share experience.	06/04/20	Fully Met	
Inbound and outbound goods	Objective: To maintain social distancing and avoid surface transmission when goods enter and leave the site.		
Revising pick-up and drop-off collection points, procedures, signage and markings.	16/03/20	Fully Met	
Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.	15/05/20	Fully Met	Needs to be reiterated to staff. 14/05/20 - Completed
Where possible and safe, having single workers load or unload vehicles	16/03/20	Fully Met	
Where possible, using the same pairs of people	16/03/20	Fully Met	

for loads where more than one is needed.			
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