

Healthy Minds Calderdale: Risk Assessment

Area/Activity being assessed:		Office Based Working (Covid-19)									
Date of Assessment	1 st July 2020	Date of Review			21 August 2020	Completed by			Peter Boyle		
How many people could be at risk?		29				Category of people at risk (e.g. staff, volunteers, service users etc.)			Staff		
Hazard	Current Controls	L	S	LxS	Risk Acceptable?	Further Action Required	Residual Risk	Action by	Timescale	Completed	
Exposure to Covid travelling to work on public transport	Work at home if you can.	3	3	9	Not generally, but some flexibility with strict adherence to further actions.	Continue to WAH if you can or cycle/walk or drive to work if necessary. Face coverings mandatory if public transport used. Hand washing enforced on entry to offices.	2	31 July	21 August 2020	Yes	
Exposure to Covid in face to face meetings	Zoom, Teams, phone meetings.	3	3	9	No	Continue with remote meetings.	2	31 July	21 August 2020	Yes	
Exposure to Covid face to face services	Zoom, Teams, phone meetings.	3	3	9	No	Continue with remote services.	2	31 July	21 August 2020	Yes	
Exposure to Covid from shared areas	Work at home if you can.	2	3	6	With strict adherence to further actions.	Any face to face contact needs to be socially distanced. Kitchen area in main office not to be used.	3	31 July	21 August 2020	Yes	
Access to Building from members of the public	Building closed to visitors.	4	3	12	No	Office to remain closed to members of the public.	3	31 July	21 August 2020	Yes	
Exposure to Covid in break areas	Work at home if you can.	2	3	6	With strict adherence to further actions.	No more than 2 people in break areas. Social distancing measures in place. Main office kitchen not to be used unless only one person is in the office and	2	31 July	21 August 2020	Yes	

						everything used must be cleaned.				
Exposure to Covid in toilets.	Work at home if you can.	2	3	6	With strict adherence to further actions.	Hand sanitizer made available. Antibacterial wipes to wipe down surfaces. Regular hand washing enforced.	3	31 July	21 August 2020	Yes
General office work	Work at home if you can.	2	3	6	With strict adherence to further actions.	People should not sit closer than 2m away from one another. Avoid facing people. No food items to be shared. Any food containers from home should be wiped down. Kitchen on main office not to be used, and facilities used in basement. IT equipment /phones not to be shared and wiped down before and after use. If any symptoms are displayed, even minor ones, staff should not enter the office.	3	31 July	21 August 2020	Yes
Use of local facilities	Work from home if you can.	3	3	9	With strict adherence to further actions.	Shops should only be used if necessary during work time. If shops are used before or after work face masks should be worn and social distancing maintained.	3	31 July	21 August 2020	Yes

						Hands should be washed on re-entry to the office.				
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Likelihood of Harm from Hazard that have been identified

		LIKELIHOOD						
		Extremely unlikely	Unlikely	Possible	Very likely	Almost certain		
SEVERITY		1	2	3	4	5		
Significant	1	1	2	3	4	5		
Serious Injury	2	2	4	6	8	10		
Major Injury	3	3	6	9	12	15	1 - 4	LOW – ACCEPTABLE RISK, BUT MONITOR REGULARLY
Fatal	4	4	8	12	16	20	5 - 10	MEDIUM – REDUCE AS FAR AS REASONABLY PRACTICABLE
Multi-fatal	5	5	10	15	20	25	11 - 25	HIGH – RISK MUST BE REDUCED BEFORE TASK CAN PROCEED