

Healthy Minds Calderdale: Risk Assessment

Area/Activity being assessed:		Safespace (return to office)									
Date of Assessment	1 July 2020	Date of Review		17 August 2020	Completed by		Peter Boyle				
How many people could be at risk?		<10			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 19 on public transport.	Remote working	3	3	9	With strict adherence to further actions.	Safespace hours off peak. Facemasks mandatory on public transport. Washing of hands/hand sanitiser on entry to office.	2	31 July	3 week review	Yes	
Exposure to Covid in the workplace.	Remote working	2	3	6	With strict adherence to further actions	Hand washing on entry to office. Social distancing of staff when in office. No more than 3 members of staff in office at one time.	2	31 July	3 week review	Yes	
Sharing of items in office	n/a	3	3	9	With strict adherence to further actions	No items (phones, computers, keys etc) to be shared. Only electronic files accessed.	3	31 July	3 week review	Yes	
Break areas	n/a	2	3	6	With strict adherence to further actions	Social distancing to be maintained if break area used. No cups/plates/cutlery to be shared. Everything washed thoroughly after use.	2	31 July	3 week review	Yes	

Toilets	n/a	3	3	9	With strict adherence to further actions	Antibacterial wipes to be used to clean after use (toilet seats/sinks/taps).	2/3	31 July	3 week review	Yes
Office hygiene	n/a	2	3	6	With strict adherence to further actions	Antibacterial wipes to be used to clean shared surfaces regularly (doors including handles/desks/phones/computers) Leave any cloths/sponges used in bleach at the end of the shift.	2	31 July	3 week review	Yes
General hygiene	Government guidelines	2	3	6	With strict adherence to current advice	Wash hands regularly in line with advice. Avoid touching face as far as possible. Do not enter the office with ANY cold/flu symptoms even if mild. If in doubt continue with remote working.	2	31 July	3 week review	Yes
Food and drink in the office	n/a	3	3	9	With strict adherence to further actions	Do not offer to make a drink for colleagues. Do not bring in food to share. Wipe any items brought in from home (e.g. lunchboxes)	2	31 July	3 week review	Yes
Member of public in the building.	Office closed to the public.	3	3	9	No	No face to face services to be offered initially.	3	31 July	3 week review	Yes
Staff meetings	Remote meetings	2	3	6	No	Meetings to continue remotely.	n/a	31 July	3 week review	Yes
Volunteers	No volunteer activity during Safespace.	3	3	9	No	Volunteers not required in the office at the	n/a	31 July	3 week review	Yes

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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
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