

RISK ASSESSMENT FORM

Location:	Centrepont Services COVID-19 Risk Assessment	Assessment Date:	25.June.2020	Assessor:	P W Hall MA CFIOSH
	All Centrepont Service Locations	Review Date:	25. June.2021	Contact Tel No:	M.07917-521023
Contact:	Peter W Hall MA CFIOSH	Contact Tel No:		Total No. Pages	6

Introduction:

This risk assessment has been prepared from the Covid-19 Risk Assessment Questionnaire for Centrepont Services Settings initiated through a Centrepont wide assessment process – All returns are held by the Centrepont Head of Property & Landlord Compliance.

Note:

Ref No:	Hazard	Risk	People at Risk	L ₁	S ₂	Rating (L x S)	P ₃	Hierarchy	Current Controls & Next Actions - Owner	L	S	R ₄
---------	--------	------	----------------	----------------	----------------	----------------	----------------	-----------	---	---	---	----------------

¹ Likelihood (See Matrix)

² Severity (See Matrix)

³ Priority – See Matrix, Likelihood x Severity = (High (Red), Medium (Amber), Low (Green))

⁴ Residual Risk - See Matrix, Likelihood x Severity

1.	Covid – 19 Infection	<p>Spread of infection through failure of Infection Control processes initiated within services.</p> <p>Infection of young person, self-Isolation and actions within service.</p>	Staff & Young Persons, Visitors, Contractors	3	4	12	M	<p>Current Controls:</p> <ol style="list-style-type: none"> 1. Each office has been individually risk assessed and results incorporated. 2. No resident or external meetings until social distancing guidelines relaxed. 3. Guidance has been provided to Young Persons with regard to COVID-19 infection, reporting and actions to be taken within the services environment. 4. Planning of actions in the event of a COVID-19 infection being confirmed within the service. 5. Local procedures introduced for induction of locum personnel. 6. All staff rota's have been reviewed and reorganised where risk assessment indicates this is necessary. 7. Communal spaces restricted within services to facilitate social distancing. 8. Services office capacity limited to ensure social distancing. 9. Signage provided to all service locations in line with Government recommendations. 10. Screens (for reception areas) are being made available to all offices and if assessed as a requirement between office desks to ensure social distancing. 11. PPE has been made available to staff and guidance available to staff on use of PPE. 12. On site communal cleaning has been increased. Cleaning times have been reviewed with a focus on infection-control, 			
----	----------------------	---	--	---	---	----	---	---	--	--	--

								<p>daily infection control cleaning recorded.</p> <p>13. Staff are required to clean all work equipment prior to and after work telephone. Desk-top / work surfaces, keyboard, and screen and any other fixed fitting used.</p> <p>14. All none essential seating within offices and meeting rooms have or are being removed to encourage social distancing.</p> <p>15. Kitchen use has been restricted and cleaning increased</p> <p>16. Sanitisers and cleaning goods have been provided for each table, desk and in meeting room within each office.</p> <p>17. Paper hand towels have been provided to replace other hand towel / air blower types.</p> <p>18. Hand sanitisers have been made available in all public areas.</p> <p>19. Ventilation in office and communal areas assessed and where windows can open to provide natural ventilation this is advised.</p> <p>20. All communal doors have been assessed to establish if automatic non-touch replacement could be considered. Where this is not practicable additional cleaning recommended.</p> <p>21. Open non-touch waste bins are to be or are available through in each service.</p> <p>22. Reduction of face to face contact has been introduced where this is not practicable face masks have been recommended.</p>			
--	--	--	--	--	--	--	--	---	--	--	--

								<p>23. Wellbeing - All staff are made aware of guidelines around self-isolating and shielding.</p> <p>24. Wellbeing – All staff absences are being logged on Cascade and return to work meetings held in line with HR guidance.</p> <p>25. Wellbeing – Staff are made aware of the wellbeing resources that Centrepoint can provide.</p> <p>26. Wellbeing – Staff are made aware of health and wellbeing advice from the PIE team and EAP.</p> <p>Actions:</p> <p>1. Order screens for reception and staff office where indicated by assessment.</p> <p>2. Provide floor markings to all services and communal areas to denote social distancing and flow routes – to be provided ASAP by Centrepoint procurement.</p> <p>3. Additional signage to promote social distancing and provide Covid-19 information. To be provided by Centrepoint procurement ASAP.</p> <p>4. Provide guidance ASAP on frequency and occasions when deep cleaning should be done for kitchen and toilets ASAP.</p> <p>5. Provide all offices with a thermal or non-contact thermometer ASAP. Procurement.</p> <p>6. Wellbeing – Centrepoint Centre to provide regular updates and advice.</p> <p>7. Property team to provide support regarding automatic doors.</p>	2	4	L
									2	4	L
									2	4	L
									2	4	L
									2	4	L
									2	4	L
									2	4	L
									2	4	L

									8. Order new pedal bins for offices that require them.	2	4	L
									9. Where indicated arrange deep clean throughout service.	2	4	L
									10. Arrange deep clean for disabled and staff toilet within Centrepoint service demise.	2	4	L
									Owner: Service Manager / Operations Manager.			

IMPACT (or Severity) if the risk occurred						
LIKELIHOOD of the risk happening		Insignificant (1)	Fairly Serious (2)	Serious (3)	Very Serious (4)	Major Disaster (5)
	Highly Likely (5)	5(L)	10(M)	15(H)	20(H)	25(H)
	Likely (4)	4(L)	8(M)	12(M)	16(H)	20(H)
	Possible (3)	3(L)	6(L)	9(M)	12(M)	15(H)
	Unlikely (2)	2(L)	4(L)	6(L)	8(M)	10(M)
	Very unlikely (1)	1(L)	2(L)	3(L)	4(L)	5(L)

Likelihood of Occurrence (L)	Potential Severity of Hazard (S)	Rating (L x S)	Priority (P)	Residual Rating (RR) - Post controls
1 = Very Unlikely	1 = Insignificant	1 – 6 = Not a priority but needs attention	Low	Low
2 = Unlikely	2 = Fairly Serious			
3 = Possible	3 = Serious	8 – 12 = Requires attention as soon as possible	Medium	Medium
4 = Likely	4 = Very Serious			
5 = Highly Likely	5 = Major Disaster	15 – 25 = Urgent action required	High	High

<p>In order to score the risks, the following criteria were considered:</p> <ol style="list-style-type: none"> Likelihood (See Matrix) Severity (See Matrix) Priority – See Matrix, Likelihood x Severity = (High (Red), Medium (Amber), Low (Green)) Residual Risk - See Matrix, Likelihood x Severity. 	1. The likelihood of its occurrence (L)		
	2. The potential impact or severity of the event if it happens (I or S)		
	3. The priority using the hierarchy of controls (P) High, Medium, Low		
	4. The extent to which control actions mitigate the risk or minimise impact (RR)		
<p>Likelihood of occurrence is judged on a five point scale as follows:</p>	1	Very unlikely	Barely likely that the risk event will happen
	2	Unlikely	Unlikely to happen in the near future (during the current year)
	3	Possible	Possible that it will happen in the near future (during the current year)
	4	Likely	Likely to happen in the current year

	5	Highly likely	Probable that it will happen in the current year.
Impact is judged on a five point scale as follows:	1	Insignificant	Even if it happens there is nothing to worry about.
	2	Fairly serious	Possibly important, but can be managed although it could take up some time and resources.
	3	Serious	A threat that could cause us reasonable problems and would definitely take up time and resources.
	4	Very serious	Would hinder the achievement of our strategic objectives and/or would take up considerable time and resources.
	5	Major disaster	Could seriously undermine the standing and position of Centrepont

For each risk, we multiply the Likelihood score by the Impact / severity score to arrive at an initial score for the risk. This is called the Inherent Risk. Then we deduct the Control score from the initial score to arrive at an overall score. This is called the Residual Risk

For example, if a risk is considered likely to occur (4 pts) and the impact if it occurred is judged to be serious (3 pts), then the initial score would be 12 (i.e. 3 x 4). If we then judge that the controls in place are Good (3 pts), the control score is deducted from the initial score (i.e. 12 - 3) to arrive at overall score of **9** for that risk.

Using this scoring method, the maximum risk score possible is 24 i.e. highly likely risk (5) that would be a major disaster (5) and for which we have poor controls (1) (5 x 5 - 1 = 24).

Assessor: Peter W Hall MA CFIOSH	Signature: Peter W Hall	Date: 25.June.2020
Site Representative:	Signature:	Date:
Actioned by:	Signature:	Date:

REVIEWED**Name / Reason for review:****Signature:****Date:**