

Appendix 1

COVID-19 Workplace Assessment

Division:	Trust Services	Department/Site/Area:	Simulation Centre offices		
Risk Assessor	Rebecca Brannigan	Manager	Lynn Garland/Laura Harrison	Date of assessment	11/08/2021
Summary description of Activity/Tasks being assessed		Working safely during COVID-19 within non-clinical environments			
Who is at Risk:	Please include reference within the assessment to any person type that may enter or be affected by the working environment e.g. staff, visitors, contractors etc.				
Compliance	Level of compliance e.g. non-compliant (NC) / partially compliant (PC) / fully compliant (FC) / not applicable (N/A)				

What are the hazards?	Who is at risk (see above)	What are you already doing to control the risks?	Identify compliance (see above)	What further action do you need to take to control the risks?	Owner	Target date	Completion date
<u>Entrance/ reception areas</u> <ul style="list-style-type: none"> • Cross infection from using doors. • Congregation of people within an area • Non-compliance with social distancing • Non/unclear wayfinding/markup of areas to promote social distancing • No access to hand washing facilities/hand gel • No screening between staff and others at all reception areas • Non-compliance with equality act to enable disabled friendly environments. • Public facing catering facilities not promoting social distancing 	Staff, essential visitors	Main doors to Sim Centre are propped open during office hours to minimise contact and assist air flow.	FC				
		Signage in place at access and egress points	FC				
		Provision of face masks and visual request to wear them in all Sim Centre spaces	FC				
		Process for managing footfall through the building.	FC				
		Reception desk screen in place	N/A				
		Layouts – standing zones in place to at reception desks	N/A				
		Hearing loops in place	N/A				
		Seating in social distancing configuration	N/A				
		Are hand washing facilities or hand gel available?	FC				

What are the hazards?	Who is at risk (see above)	What are you already doing to control the risks?	Identify compliance (see above)	What further action do you need to take to control the risks?	Owner	Target date	Completion date
<ul style="list-style-type: none"> No booking system in place to manage footfall within the building. No process for managing deliveries No process for managing storage of items prior to distribution. No social distancing in place for receptionist workspaces No cleaning regime in place. 		Processes in place to enable safe provision of food and beverages – see catering risk assessment	FC				
		Deliveries and storage of items processes in place	FC				
		Cleaning regime in place, particularly during peak flow times.	FC				
		Review layout of reception areas and process to enable people to work further apart, work facing away where possible or use of screens, and encourage social distancing.	FC				
<u>Office environment</u> <ul style="list-style-type: none"> No social distancing with regards to desks and office communal areas No screening between desk spaces Hot-desking in office environments Cross infection from using door, equipment and furniture Lack of frequent cleaning arrangements Overcrowding of communal area including kitchens Inappropriate circulation space High occupancy levels of people within confined spaces 	Staff	Staggered arrival and departure times if possible	FC				
		Providing hand wash facilities or hand sanitiser where not possible at entry and exit points. Sanitiser in every office.	FC				
		Door holding devices and access control where possible to reduce the need for opening doors using keypads.	FC				
		Alternative exit and entrance point where appropriate.	N/A				
		Process for managing footfall through the building i.e. booking systems for visitors.	N/A				
		Restrict areas to reduce movement around buildings – encourage use of alternative methods of communication	FC				
		Reduce job or location rotation	FC				
		Introduce one-way flow through building with	FC				

What are the hazards?	Who is at risk (see above)	What are you already doing to control the risks?	Identify compliance (see above)	What further action do you need to take to control the risks?	Owner	Target date	Completion date
		appropriate wayfinding/signage with directional arrows displayed. Passing points in place where necessary.					
		Encourage staff to use stairs in preference to lifts. Reduce capacity within lifts and display maximum numbers	FC				
		Demarking areas; high traffic areas such as corridors, lifts and walkways to maintain social distancing.	FC				
		Review layout of office areas and process to enable people to work further apart – remove workstations, work facing away, use screens, floor paint/tape/markers/floor plans to identify areas and limit usage and encourage social distancing.	FC				
		Suitable PPE available and staff trained in its correct use	FC				
		Staggered access to break out areas, kitchens, to control number of people using spaces.	N/A				
		Avoid hot-desking – where not possible introduce cleaning regime with cleaning stations for cleaning of shared equipment.	FC				
		Manage occupancy levels within the building – schedule persons attending the site where possible to maintain minimum occupancy levels.	FC				
<u>Meetings/Training Rooms</u> • No social distancing in	Staff, essential visitors	Where possible use virtual /remote working for meetings	FC				
		Label areas and rooms with max number of people to respect social distancing	N/A	As of 16 th August 2021,			

What are the hazards?	Who is at risk (see above)	What are you already doing to control the risks?	Identify compliance (see above)	What further action do you need to take to control the risks?	Owner	Target date	Completion date
meeting rooms and spaces <ul style="list-style-type: none"> • No cleaning regimes in place between meetings • No hand wash/hand gel facilities in place 		requirements.		social distancing is no longer required, as long as masks are worn, hand sanitiser used by all learners and faculty. Complies with Trust guidance on safe working. Faculty to monitor this and manage accordingly.			
		Minimise the number of meeting/training rooms available to reduce footfall and enable social distancing.	N/A				
		In-person meeting attendees must wear masks. If masks are not worn, including for eating/drinking, 2m distancing is required.	FC				
		Provide hand sanitiser in meeting rooms and do not share objects to reduce transmission i.e. pens	FC				
		Meetings should be held in well ventilated rooms where possible – doors propped open, if windows cannot be opened.	FC				
		Cleaning regime in place to prevent cross infection.	FC				
		Establish host responsibilities and provide necessary training to those who may be using the space to host visitors.	FC	Email to all course directors in August 2021 to establish responsibilities			
		Provide clear guidance on safety measures to all delegates/visitors prior to arrival. Use emails, website, posters and signage.	FC				

What are the hazards?	Who is at risk (see above)	What are you already doing to control the risks?	Identify compliance (see above)	What further action do you need to take to control the risks?	Owner	Target date	Completion date
		Layout of staff rooms to be compliant with social distancing by reconfiguring seating and tables to maintain spacing and reduce face to face interactions.	N/A				
<u>Staff/break rooms</u> <ul style="list-style-type: none"> • No social distancing in the rest rooms • No hand wash facilities/hand gel to reduce cross contamination • No scheduled breaks to minimise amount of staff in rest areas • No external space that can be used (weather permitting) • No cleaning in place to reduce risk of cross contamination • Shared crockery and utensils 	Staff	Dedicated eating areas identified (Debrief Room, Sim Rooms, Level 4 Edu Centre). <i>Where possible use outside areas for breaks</i>	FC				
		Stagger break times to reduce occupancy of break rooms	N/A				
		Encourage staff to bring own food, eating utensils and cleaning processes in place regarding electrical items such as microwaves and kettles.	FC				
		Lockers or other secure facilities available for storage for clothes and bags.	FC				
		Hand wash basin available to wash hands prior to using any break out or refreshment areas.	FC				
		Cleaning guidance in place ensuring that areas are thoroughly cleaned including equipment and furniture.	FC				
		Signage and posters in place to build awareness of handwashing techniques.	FC				
<u>Handwashing, sanitation facilities and toilets</u> <ul style="list-style-type: none"> • No social distancing in changing, toilet and shower 	Staff, essential visitors	Restrict number of people using the toilet/shower/changing facilities at any one time i.e. using engaged sign.	FC				
		Clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.	FC				

What are the hazards?	Who is at risk (see above)	What are you already doing to control the risks?	Identify compliance (see above)	What further action do you need to take to control the risks?	Owner	Target date	Completion date
areas <ul style="list-style-type: none"> • No signage/guidance in place to advise on use and cleaning of areas • No cleaning in place to reduce risk of cross contamination • Lack of welfare facilities such as showers and changing rooms 		Soap and fresh water readily available at all times.	FC				
		Paper towels / hand dryers available at all times	FC				
		Shower and changing areas have clear use and cleaning guidance.	N/A				
		Lockers or other secure storage in place for personal items.	FC				
		Enhanced cleaning for busy areas and increase waste facilities and frequent rubbish collection removal and disposal.	FC				
		Windows opened to provide ventilation	NC	Not possible – windows do not open			
<u>Ventilation</u> <ul style="list-style-type: none"> • No/lack of exchange of air in the environment • No windows to provide ventilation 	Staff	Mechanical ventilation available	PC	Air conditioning system across level 5 no fully functioning – estates aware and awaiting solution.			
		Local air conditioning units turned off where possible.	N/A				
		Masks to be worn in all small work spaces, including cars when travelling.	FC				
<u>Travelling and Driving activities</u> <ul style="list-style-type: none"> • Vehicle shared with other persons and number of persons not minimised. 	Staff	Restrict use of pool cars/company vehicles to individual drivers where possible and ensure that the vehicle is regularly cleaned.	N/A				
		Measures in place to minimise risk; <ul style="list-style-type: none"> • Arrangements in place for deliveries • Avoidance of exchanging money or items, 	FC				

What are the hazards?	Who is at risk (see above)	What are you already doing to control the risks?	Identify compliance (see above)	What further action do you need to take to control the risks?	Owner	Target date	Completion date
<ul style="list-style-type: none"> • No social distancing within the vehicle • No hand wash facilities/hand gel process in place to reduce cross contamination • No cleaning regime in place to reduce risk of cross contamination • Alternative options to travelling safely not explored • Use of public transport • Lack of staff changing and welfare facilities • Lack of facilities for vehicles, bikes etc. 		shaking hands or direct contact with customers <ul style="list-style-type: none"> • Avoid needing signatures where possible Regular cleaning of surfaces such as phones, PDAs or other electrical devices.					
		<ul style="list-style-type: none"> • Ensure drivers have access to welfare facilities such as toilets and hand washing facilities. This may involve additional breaks to enable staff to use designated facilities. 	N/A				
		Maintain vehicle security at all times.	N/A				
		Cleaning checklist in place with the common touch points of a vehicle. Cleaning logs and checks in place to ensure compliance.	N/A				
		Vehicle sharing avoided where possible; where a vehicle is shared: <ul style="list-style-type: none"> • Share with same group of co-workers • Maximum numbers at any one time • Good ventilation in vehicle • Wash hands/use hand sanitiser before entering and getting out of the vehicle Regular cleaning of the vehicle with emphasis on handles and other surfaces that may have been touched during the journey	FC				
		Avoid use of public transport. Promote cycling / walking where possible	FC				
		Adequate parking available or facilities such as bike racks	FC				
		Changing and shower facilities available	FC				
		Reduced the number of people attending site	FC				

What are the hazards?	Who is at risk (see above)	What are you already doing to control the risks?	Identify compliance (see above)	What further action do you need to take to control the risks?	Owner	Target date	Completion date
		inductions and hold outdoors wherever possible.					
<u>Workshops/ Contractors</u> <ul style="list-style-type: none"> • No social distancing in the workshops • No hand wash facilities/hand gel to reduce cross contamination • No cleaning in place to reduce risk of cross contamination • Lack of co-ordination and scheduling of tasks and information sharing to enable social distancing. 	Staff, visitors (trainees), contractors (eg manikin suppliers)	Briefings and toolbox talks undertaken with mask wearing maintained throughout.	FC				
		Increased frequency of safety briefings, toolbox talks to ensure all persons are aware of site rules, RAMS and SOPS and any changed made to these.	FC				
		Minimise personnel using machinery at any one time to ensure social distancing.	N/A				
		Cleaning regime in place following use of equipment and machinery. If possible individuals to use own tools.	FC				
		Utilise technology where possible to allocate jobs, training and meetings.	FC				
		Regular cleaning of surfaces such as phones, personal data assistants (PDAs) or other electrical devices.	FC				
		All current staff team have been offered and accepted two doses of the Covid-19 vaccine	FC				
Please include any other risks not captured above specific for your service?							

Appendix 2

This section contains questions which will determine if face masks should continue to be worn within non-clinical areas.

Please note: the wearing of face masks **remains** a requirement within an office environment where social distancing **cannot** be fully achieved. **Face masks are still required within all communal areas** [Link to how to correctly use a face mask](#)

Room Name & location	<i>Simulation Centre</i>		
Use of personal protective equipment (PPE) within non-clinical areas	Response	If “no”, what further action is required?	Completion date
In compliance with the ‘Office Environment’ section above, Are you able to facilitate all staff adhering to social distancing? (2 metres)	Yes & No	In all offices, where 2m cannot be maintained, all team and visitors must wear masks at all times.	
What is the maximum occupancy of room with social distancing?	N/A		

Are you able to achieve frequent cleaning of environmental surfaces, including personal and communal electronic devices? E.g. phones, printers	Yes		
Are you able to reduce movement of staff between different areas?	Yes		
Is hand gel available for use on entering and exiting offices?	Yes		
Are any ill health concerns with wearing face masks discussed with staff and individual risk assessments undertaken where necessary?	Yes		
Are Occupational Health referrals made and alternative face coverings discussed?	N/A		

Managers Name (please print)	Rebecca Brannigan	Date	11/08/2021
Managers signature	RJB	Compliant	YES
Are face masks required to be worn within the area?	yes		

References:

Working safely during coronavirus (COVID-19) – Offices and Contact Centers - <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

Guidance on working safely can be found [here](#) on the HSE website, and [here](#) on the UK government website

Accessing Connect/Workspace etc. from Weston: