

## The Matthew Project Covid – 19 Risk Assessment Template

### Returning safely to your workplace

The following risk assessment checklist must be completed. It supports the safety of staff, service users, visitors and public when returning to the workplace and in keeping the R rate down.

Upon completion of this assessment, all reasonable measures will have been explored to mitigate the risk so far as is reasonably practicable.

TMP Team Managers are to complete this risk assessment, where possible, discuss with their team for their input.

#### TMP Managers Actions

1. Complete risk assessment – share and discuss with your team.
2. Apply the necessary physical control measures (signage & posters displayed, floor markings if required).
3. Brief reception staff on what safety measures are to be explained to visitors & service users.
4. Display completed risk assessment & make available on request.
5. For help & advice regarding the completion of this risk assessment, contact Graham Parfitt or Wayne Copsy.

Team/service:	The Matthew Project	Building/location assessed:	70- 80 Oak Street Norwich The Willow Centre, Northgate Hospital Providence St Kings Lynn
Person completing:	Rachel Chapman	Role/position:	Operations Manager
Date Completed:	25/6/2020	Date reviewed:	29/12/2021

Part	Action category	Assessed sub-category	Yes ✓	No X	N/A	What further controls need to be in place or why is this not in place?
1.	Working from home	Have the lowest numbers been identified to work from/at that location?	/			Staff who can work from home are able to do so. Rotas are in place to ensure there is a manager on site at Oak St when open.
2.	Developing cleaning, handwashing and hygiene procedures	Is the 7 Step technique to hand washing poster displayed at sinks where hand washing is performed	/			
		Is the Catch it, Bin it, Kill it Poster and National Coronavirus poster displayed?	/			Range of posters displayed and changed regularly
		Have staff been informed that all ICT equipment will be the responsibility of the user(s) to clean? Each worker should also ensure they keep clean high touch items or surface such as door handles, stair rails, to reduce contamination risk to hands/surfaces	/			Supply of appropriate cleaning equipment for ICT equipment needed  Supply of appropriate cleaning equipment provided to each worker. Rota to be signed 2 x daily to confirm cleaning has taken place

Part	Action category	Assessed sub-category	Yes ✓	No X	N/A	What further controls need to be in place or why is this not in place?
		Do any areas of heavy footfall have measures in place for cleaning to remove deeply embedded dirt/grime?	/			Additional cleaner employed for Next Steps
		Do staff have a designated workstation or are they aware of cleaning measures required if sharing workstation at the end of each use?	/			Most staff use their own workstation/laptop. Where staff do not have a designated workspace then they have to clean the workstation when they have finished. Cleaning materials are available for this
		Are hand washing and drying facilities available for staff to wash hands when they get to and leave work? (running water and soap)	/			Additional hand sanitizing equipment is in each room as well as in toilet areas. Staff and visitors are encouraged to use these.
		Have cleaning services been informed to ensure cleaning has been resumed.	/			Additional cleaning has been purchased.
3.	Maintaining the 2 metres social distancing where possible	Are posters displayed on social distancing?	/			
		Has the work area been physically arranged to position staff at 2 metres apart?	/			
		Have you put up clear signage identifying access routes and restrictions for staff and visitors?	/			
		Where service users or visitors must be seen, has the need been reduced so far as is reasonably practicable by considering other means of communication?	/			On line and phone communication is used, although face to face contact is needed in many instances. This is allowed for
		Have you determined PPE requirements, organised supplies and determined stocks to be held	/			Full range of PPE in office base for each staff member, service user and visitor

Part	Action category	Assessed sub-category	Yes ✓	No X	N/A	What further controls need to be in place or why is this not in place?
		Are lateral flow tests available for staff and service users	/			Anyone involved in activity outside the home is provided with lateral flow tests to be taken twice a week
4.	Where it is not possible to keep 2 metres apart, Managing the risk of transmission	Have further restrictions been considered to reduce the numbers of staff for the work area?	/			Rota in place at all offices
		Where staff cannot maintain 2-metre distance have you considered the installation of screens or barriers?	/			At reception. Also face masks should be used in these cases.
		Where staff cannot maintain 2-metre distance, are staff positioned back to back or side to side at workstations rather than face to face?			N/A	
		Have arrival and departure times been staggered?	/			For Next Steps Members
		Where possible whilst maintaining essential service delivery, can you reduce staff visits to multiple sites?	/			
		Are outside and shared rest areas laid out to support the 2-metre rule?	/			

5.Planning off site visits to non MP venues'	<b>Where outside visits are not possible, and support is needed for high risk, difficult to engage and new clients.</b>  <b>Home visits –</b>				Talk to Team Manager if you have concerns re: visiting a client in their home, if arrive at venue and do not feel safe, explain, leave and contact manager.
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	<p>Prior to visit contact made to ensure no Covid symptoms/exposure.</p> <p>Minimise entry into the home as much as possible for example meet in conservatory/room close to entrance. If possible/appropriate request for a window to be opened.</p> <p>Maintain minimum 2 meter distance at all times.</p> <p>Take PPE-Masks, hand sanitizer and anti bacterial wipes.</p> <p>Verbal consent accepted for paperwork, do not share pens/equipment.</p>				
	<p><b>Visits to other agencies - Schools/colleges/Children's Services/other</b></p>				
	<p>Schools/Agency's to be contacted and their risk assessment requested prior to visit. Worker to be clear of school procedures before meeting.</p> <p>All visits pre booked with school/agency</p>				<p>Talk to Team Manager if you have concerns re: visiting a client in non MP venues, if you arrive at venue and do not feel safe, explain, leave and contact manager.</p>

	<p>Workers to take own PPE, wipe area prior to 121 meeting and after 121 meeting. Hand sanitiser used as appropriate.</p> <p>All requirements of school/venue to be adhered to re: Social Distancing/Hygiene measures/Face masks</p> <p>If client reports symptoms in session report to manager and school/agency contact ASAP.</p>				
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