

Generic COVID-19 WORKPLACE Risk Assessment Form

PAPYRUS Prevention of Young Suicide

We have attempted to cover all of our main working areas (see below) and our own circumstances. The details presented in the Table are a valid record of the controls / mitigation measures that are currently in force. As with all risk assessments, it is essential that the prevailing circumstances are kept under ongoing review by the Company management. Any material changes, of course, shall be brought to the notice of the workforce.

What are the Hazards?	Who might be harmed?	The Controls / Mitigations in Place (as at May 2020)	Any Additional Considerations or Controls?	Action by who?	Action by when?	Done by initials
<p>Covid-19 is a new illness that can affect the lungs and respiratory system. It is caused by a virus called Coronavirus.</p> <p>The transmission of Covid-19 virus is seeing a rise in mild, moderate and severe health conditions that can prove fatal.</p>	<p>Staff</p> <p>Visitors</p> <p>Contractors</p> <p>Vulnerable groups – Pregnant those with existing underlying health conditions</p> <p>Anyone else who physically comes in contact with you in relation to this business</p>	<p>Hand Cleansing etc</p> <p>Alcohol-based hand sanitiser solution is placed at the entrance of each building. Additional containers are located in the kitchen and dining areas, at each sink (including bathrooms).</p> <p>Suitable and sufficient hand and face washing facilities are available in the bathrooms and kitchen areas.</p> <p>There are hand gels, soap and disposable hand towels available.</p>	<p>Hand Cleansing etc</p> <p>Employees are reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper hand drying.</p> <p>Also, they are reminded to catch coughs and sneezes in tissues – Follow 'Catch it, bin it, kill it' - and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p>			

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		<p>Social Distancing and Person Separation.</p> <p>The current UK 2 metres rule (2MR) is in force in all working locations, so far as is reasonably practicable.</p> <p>Employees are aware of the ongoing requirement to observe the 2MR and have been briefed by the management team.</p> <p>In the working areas, we are able to seat staff apart at 2 metres and more by the positioning of desks and chairs, and many areas can receive natural ventilation, e.g. via easily openable windows and doors.</p> <p>Keeping Employee Numbers Low</p> <p>We operate a system of staggered break times and can keep numbers of employees in rest areas to a minimum.</p> <p>HOPELINEUK staff operate on a shift system and the same procedures will apply.</p>	<p>Social Distancing and Person Separation</p> <p>Staff to be reminded on a regular basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Monitor employee adherence to the 2MR</p> <p>To help reduce the spread of COVID-19, notices will be visible around each working environment reminding everyone of the public health advice. Rigorous checks will be carried out by management to ensure that the necessary procedures are being followed.</p> <p>Where failings are arise, the employee/s will be given further guidance and reminded of the importance of adhering to the processes set out.</p>			
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		<p>All managers must work together to ensure shift workers and non-shift workers are following staggered break times.</p> <p>Cleaning the Premises and Work Equipment</p> <p>The main working areas, the main surface areas, fixtures, fittings, including desks are cleaned three times per week. The dedicated cleaner uses standard cleaning agents such as disinfectants.</p> <p>All staff are responsible for cleaning surfaces after use and will be expected to clean their own desks and equipment with anti-bacterial products at the start and end of their working day.</p> <p>Bathrooms and meeting rooms are included in the cleaning schedule.</p> <p>It is the responsibility of all staff to ensure they are cleaning up after themselves in all areas of the working environment and disposing of paper towels appropriately. All bins must be emptied at the end of each working day.</p> <p>Anti-bacterial spray and wipes are available for staff to clean work equipment as mentioned above.</p>	<p>Cleaning the Premises and Work Equipment</p> <p>The responsibility of ensuring that the cleaner is available and attending as planned will lie with a dedicated person/team. They will also ensure that offices have adequate supply of cleaning agents and alcohol gels.</p> <p>Whilst the dedicated person/team will oversee these requirements, regional offices will need to keep head office informed of their own supply needs and ensure these are ordered timely.</p>			
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		<p>Personal Protective Equipment (PPE) and Face Coverings</p> <p>PPE will not be provided however staff are permitted to wear their own should they wish.</p> <p>Staff are reminded that gloves do not replace the need to regularly wash hands. Also that when wearing facemasks, staff are expected to follow the 2 meter rule.</p>	<p>Personal Protective Equipment (PPE) and Face Coverings</p> <p>Staff are reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Messages of reassurance and support will be delivered through line managers will be carried out regularly to keep all staff informed during this fast changing situation.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or who have a family member affected.</p> <p>Mental Health.</p>			
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		<p>Contractors and Visitors</p> <p>Visitors are to be by appointment only.</p> <p>These persons are required to comply with our COVID-19 mitigations. In meetings, seats shall be placed apart 2 metres. If the visitor enters the work place they will be asked to maintain the 2MR at all times and will be asked to complete a visitor form upon arrival.</p> <p>All visitors are to be escorted when on these premises.</p> <p>Contractors, e.g. fire service engineers are also required to follow our procedures and their own Company procedures on this.</p> <p>Information</p> <p>Notices to remind staff of our procedures are displayed at various sites across the workplace for the benefit of all persons on the premises.</p>	<p>Management will continue to promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help in line with the values of the charity</p> <p>Contractors / Visitors</p> <p>We have developed a visitor questionnaire</p>			
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		<p>Symptoms of Covid-19</p> <p>If anyone becomes unwell in the workplace with a new continuous cough, loss of sense of smell or taste, or a high temperature, they will be sent home and advised to follow the HMG stay at home guidance.</p> <p>Management will need to record these instances in line with the normal sickness absence procedures and will maintain regular contact with staff members during this time.</p> <p>If we are advised that a member of staff or visitor has developed Covid-19 and were recently on our premises, the management team will contact Public Health England (PHE) to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p>Deliveries on site</p> <p>When receiving deliveries to the workplace, staff are required to maintain a distance of two meters from the delivery person.</p> <p>When handling deliveries staff must avoid touching the face at all times.</p>				
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Note. We are aware that the risk assessment has to be 'suitable and sufficient', to thereby demonstrate that we have taken all reasonable precautions, taking into account what we do in our workplace, our workforce, and the published official health guidance. The residual risk we consider to be as low as is reasonable and practicable in the prevailing circumstances; but it is not an absolute guarantee of no risk. That's why this COVID-19 Risk Assessment shall be kept under review. It will also be brought to the notice of all employees.

Signed:



Ged Flynn

Chief Executive

For and on behalf of

PAPYRUS Prevention of Young Suicide

Head Office

Lineva House

Milner Street

Warrington

WA5 1AD

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Date: May 2020