



COVID-19 GENERAL RISK ASSESSMENT



COVID-19 GENERAL RISK ASSESSMENT

COMPANY NAME: ORRI
REF: RTW-ORRI

BUIDING/SITE LOCATION: 14 Hallam Street, London, W1W 6JG

DATE: 21 /08/2020

Severity (S)	Likelihood (L)	Risk Factor (R) = S x L	RISK RATING
1 Negligible	1 Improbable	<4 May need to be controlled	LOW (L)
2 Minor	2 Remote - unlikely	4-6 Needs additional controls	MEDIUM (M)
3 Severe	3 Possible - may or could well occur	7-9 Must have additional controls	HIGH (H)
4 Extreme	4 Probable - expected to occur, several times	>9 Immediate attention – STOP!	VERY HIGH

EMPLOYEES WELLBEING AND TRANSMISSION OF THE VIRUS This list of hazards is not exhaustive please ensure you comply with “Gov.UK “Covid – 19 Secure Guidelines” (May 2020)

Hazard Description	People at Risk	Initial Assessment			Control Measures	Residual Risk			Risk Rating	Action / Comments
		S	L	R		S	L	R		
Psychological wellbeing	Staff				Regular communication is in place (individual and group) to ensure employees are correctly informed about returning to work safely.					<ul style="list-style-type: none"> Email to be sent to all staff week prior to opening Individual Risk Assessments to be carried out by LCB prior to opening https://orri.sharepoint.com/f:/s/Audits/Eq-5aAc9KT1OuGprtIpKsxMBQMS68C4zW-SGWPdSfN-Sbw?e=6MFftK
					New workplace/controls put in place to reduce risk of exposure to COVID 19 are documented in procedures and policies and briefed out to employees through line managers and HR.					New Policy capturing Safe & Effective Working in COVID Times to be written by Gerry Kennedy. Request Email sent 21.8.20
					Line managers are aware of how the big changes to working arrangements may cause additional work-related stress that can affect their employees’ mental health and wellbeing.					<ul style="list-style-type: none"> Supervision provided to all Team Members https://orri.sharepoint.com/w:/r/sites/OrriTogether/_layouts/15/Doc.aspx?sourcedoc=%7BEC9C649F-1C58-4671-8880-C3C653C701EE%7D&file=Supervision%20Rota.docx&action=default&mobileredirect=true&CID=0050129d-0303-7221-09b6-c39406e516fa MJ to arrange with the Full Team to discuss reducing the risk of exposure to Covid-19

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		S	L	R		S	L	R		
					Managers will hold regular informal discussions with their team(s) and look at ways to reduce the causes of stress.					Weekly Team Meetings to be held in house (with those not present in the building attending by Zoom). Minutes of the meeting found in https://orri.sharepoint.com/:f:/s/Governance/EuBjhl2-podKnQlImyUUKRIBWJ7psN6RJahvgaoDTIKbtA?e=WlrQXd
					Concerns on workload issues or any support needs are to be escalated to line manager and if required a senior manager.					Supervision provided to all Team Members https://orri.sharepoint.com/:w:/r/sites/Orritogether/layouts/15/Doc.aspx?sourcedoc=%7BEC9C649F-1C58-4671-8880-C3C653C701EE%7D&file=Supervision%20Rota.docx&action=default&mobileredirect=true&CID=0050129d-0303-7221-09b6-c39406e516fa
					Managers are trained to recognise signs and symptoms that a person is working beyond their capacity to cope and will deal sensitively with any employees experiencing problems outside of work.					Supervision provided to all Team Members and access to Line Manager https://orri.sharepoint.com/:w:/r/sites/Orritogether/layouts/15/Doc.aspx?sourcedoc=%7BEC9C649F-1C58-4671-8880-C3C653C701EE%7D&file=Supervision%20Rota.docx&action=default&mobileredirect=true&CID=0050129d-0303-7221-09b6-c39406e516fa
					Team Members who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs.					Clinical Manager to meet regularly with Team Members. (Insert Line management schedule from MJ)

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					Employees are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, HR, etc.) through line managers and directors.					Supervision. https://orri.sharepoint.com/:w:/r/sites/OrriTogether/layouts/15/Doc.aspx?sourcedoc=%7BEC9C649F-1C58-4671-8880-C3C653C701EE%7D&file=Supervision%20Rota.docx&action=default&mobileredirect=true&CID=0050129d-0303-7221-09b6-c39406e516fa Reflective Practice (insert Timetable) Regular meetings with Line Manager (Insert Timetable MJ)
Virus transmission in the workplace	Staff Visitors Contractors				Specific individual worker risk assessments been undertaken for those who have a self-declared health condition (including vulnerable) which could increase their risk of contracting Covid -19.					Individual Risk Assessments carried out https://orri.sharepoint.com/:f:/s/Audits/Eq-5aAc9KT1OuGprtIpKsxMBQMS68C4zW-SGWPdSfN-Sbw?e=6MfftK
					A building /site inspection form has been undertaken to identify the control measures to consider reducing the risk of workplace infections and as part of a proactive monitoring regime and checking that preventative and protective control measures are implemented in line with current health and safety general duties. Including the latest COVID -19 updated guidance.					Completed https://orri.sharepoint.com/:w:/s/Audits/EUP3nXnjGLJPvW8BxrAfhlgBA0gueqv0d1FvL-0bB_VMjw?e=HHi7Lb
					Team Members are requested to work from home / remotely where possible and for the foreseeable future (provided it does not interfere with workload commitments).					EML system shows which Non Clinical Team Members are working from home. All Clinical Team Members are required to work onsite. Updated on a regular basis.

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					Training arrangements have been developed including refresher sessions to ensure employees have been trained before returning to work on any new procedures.					<ul style="list-style-type: none"> Donning & Doffing https://orri.sharepoint.com/:b:/s/Intranet/Ef_kYZphVSFLpGNiOAEC0G0BR7UIFQxruj1paDms4B_Erkw?e=jHAKPL Training carried out by Nurse CO with all Team Members (<i>insert date completed</i>) Social Distancing Plan https://orri.sharepoint.com/:f:/s/Intranet/Emleg0NsPdOnTfHourN3jUBwm7gwBHMbukGsqN-AtCl3g?e=FXuwoE
					Work has been arranged so that all team members are able to maintain the government guidelines for social distancing based on our industry (The latest Guidance on these measures can be found on line on Government website/ Public Health England (PHE)).					<ul style="list-style-type: none"> Not appropriate for the delivery of our service and appropriate service risk mitigating factors have been put in place. Social Distancing Plan https://orri.sharepoint.com/:f:/s/Intranet/Emleg0NsPdOnTfHourN3jUBwm7gwBHMbukGsqN-AtCl3g?e=FXuwoE Operations Manual https://orri.sharepoint.com/:b:/s/Intranet/ETWt_tGF-JAkLzSzwKidxIBQ_tK3YxtqWrRWrh8id_Wjg?e=nfwpoA

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					Team activities are segregated to promote 2 metres distance.					<ul style="list-style-type: none"> Not appropriate for the delivery of our service and appropriate service risk mitigating factors have been put in place. Social Distancing Plan https://orri.sharepoint.com/:f:/s/Intranet/Emleg0NsPdOnTfHourN3iUBwm7gwBHMbukGsqN-AtCl3g?e=FXuwoE Operations Manual https://orri.sharepoint.com/:b:/s/Intranet/ETWt-tGF-JAkLzSzWKidxIBQ_tK3YxtqWrRWrh8id_Wjg?e=nfwpOA
					Team face to face contact has been limited with each other to 15 minutes or less.					<ul style="list-style-type: none"> Not appropriate for the delivery of our service and appropriate service risk mitigating factors have been put in place. Social Distancing Plan https://orri.sharepoint.com/:f:/s/Intranet/Emleg0NsPdOnTfHourN3iUBwm7gwBHMbukGsqN-AtCl3g?e=FXuwoE Operations Manual https://orri.sharepoint.com/:b:/s/Intranet/ETWt-tGF-JAkLzSzWKidxIBQ_tK3YxtqWrRWrh8id_Wjg?e=nfwpOA
					Visual aids, such as floor strips, and signage are used for maintaining two metres distance.					<ul style="list-style-type: none"> https://orri.sharepoint.com/:b:/s/Intranet/EWhd8UAxriBMkisR33OTET8BjxgTabtnL_G66HPPCCrA9w?e=3s9Z6l Flow of traffic through building being managed by EDA's and regular communication to the clients. Each client will have access to their timetable (

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					Employees are briefed on preventative care.					Donning & Doffing Poster placed in Tea Room, HQ2 and Clinic Room Hand Washing Posters placed at all sinks PPE Poster https://orri.sharepoint.com/:w:/s/Intranet/Ebig354bWWNPm2raqcXnxH4BgcDEcm5YREHABfGjZdAvfA?e=tlzLJB
					Hygiene guidance is given such as avoiding touching eyes, nose, mouth and unwashed hands, cover your cough or sneeze with a tissue, and throw it away in a bin and wash your hands immediately.					<ul style="list-style-type: none"> How to Wash Hands Poster https://orri.sharepoint.com/:w:/s/Intranet/Ef46vBZ_nA9KgivYfEzWJ_oBizQmQjvgzi8bmvNgGF3DJA?e=fFr0fr Hands Hankies and Handles https://orri.sharepoint.com/:w:/s/Intranet/EcdzqfPopDJHv8YKG7oTOasB5S1nmpbccNNK_7qzJMwF1A?e=wGh0wq
					Employees are advised not to wear neck ties and scarves due to the risk of transmitting the virus when working in close proximity to colleagues.					<ul style="list-style-type: none"> Operations Manual https://orri.sharepoint.com/:b:/s/Intranet/ETWt_tGF-JAkLzSzWKidxIBQ_tK3YxtqWrRWrh8id_Wjg?e=nfwpOA All Team Members have been emailed (Insert Date)

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					Employees are encouraged to Regularly wash clothing / uniforms					Daily washing of clothing and uniforms by all Team Members. Reminded in Weekly Team Meetings https://orri.sharepoint.com/:f:/s/Governance/EuBjhl2-podKnQlImyUUKRIBWJ7psN6RJahvgaoDTIKbtA?e=WlrQXd <ul style="list-style-type: none"> Posters in Tea Room and HQ2 https://orri.sharepoint.com/:b:/s/Intranet/ETUH1yfy_YBNvxE7oC-mqmsBYin_opNWNGI71A0OPly1Tg?e=30iCBm
					Alcohol hand gel has been placed at the entrance to the workplace and in other areas where they will be seen and used on entry and exit.					Hand Sanitiser Dispensers placed in every room and one by the front entrance
					Employees have been instructed to clean their hands frequently, to wash their hands with soap and water for at least 20 seconds followed by the use of an alcohol-based hand sanitiser that contains at least 60-95% alcohol. Soap and water and alcohol-based hand rubs are provided in the workplace and adequate supplies are maintained.					<ul style="list-style-type: none"> Ops Manual https://orri.sharepoint.com/:b:/s/Intranet/ETWt-tGF-JAkLzSzwKidxIBQ_tK3YxtqWrRWrh8id_Wjg?e=nfwpoA Hand Washing Poster https://orri.sharepoint.com/:w:/s/Intranet/Ef46vBZ_nA9KgvYfEzWJ_oBjzQmQjvgzi8bmvNgGF3DJA?e=SOifjl Hand sanitiser dispensers in every room

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					Social distancing while at work is maintained by continuing to limit social interactions by staggering start/finish times and lunchtime.					<ul style="list-style-type: none"> • Ongoing use of the Tea Room for all Team Members • Poster reminding Team that Teas and Coffees <u>not</u> to be made for other Team Members. • Signage https://orri.sharepoint.com/:b:/s/Intranet/ERLszXwd3SpKjBlgNxeTj3UBYQVYqy4jp_KqK2EW4JxgLA?e=aWbt8y • Lunchtimes naturally staggered by EDA's and Team Members attending lunch with clients
					Employees are to bring in their own lunch and refreshments for their consumption only.					<ul style="list-style-type: none"> • Ongoing use of the Tea Room for all Team Members • Poster reminding Team that Teas and Coffees <u>not</u> to be made for other Team Members n Tea Room. https://orri.sharepoint.com/:b:/s/Intranet/ERLszXwd3SpKjBlgNxeTj3UBYQVYqy4jp_KqK2EW4JxgLA?e=aWbt8y •

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					Social gathering amongst employees is discouraged whilst at work.					<ul style="list-style-type: none"> • Weekly meetings with Agenda items of (insert link showing Weekly Mtg Agenda Items) <ul style="list-style-type: none"> • Tea & Coffee making • Use of Tea Room https://orri.sharepoint.com/:b:/s/Intranet/ETWt_-tGF-JAkLzSzwKidxIBQ_tK3YxtqWrRrh8id_Wjg?e=nfwpOA • No hand Shaking • https://orri.sharepoint.com/:b:/s/Intranet/ERLszXwd3SpKjBlgNxeTj3UBYQVYqy4jp_KqK2EW4JxgLA?e=aWbt8y • PHE Guidance Updates • Covid Symptom Update
					All Team Members are required to keep in touch through remote technology such as phone, internet and social media.					<ul style="list-style-type: none"> • Use of Daily Screening App • Weekly Team Meetings (Zoom) https://orri.sharepoint.com/:f:/s/Governance/EuBjhI2-podKnQlImyUUKRIBWJ7psN6RJahvgaoDTIKbtA?e=WlrQXd
					Desks are arranged and utilised to maintain a minimum of 1 metres from each other, with employee's facing to the wall or divided by a Perspex screen					Social Distancing Plan shows 4 th Floor desk arrangement https://orri.sharepoint.com/:b:/s/Intranet/ETHUMrjxnC5LpL6nfcKYL0BhYkixkb36NCXVZ3pqQDifA?e=h2qc7z

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					All non-essential meetings have been changed to digital consultations with essential face to face meetings following government social distancing guidelines.					All Meetings will take place by Zoom/face to face following government social distancing guidelines. Orri has no meeting room space as all rooms being used for clients and their groups and 1:1 sessions.
					All Team Members are discouraged from hand shaking and general close personal greetings.					<ul style="list-style-type: none"> Weekly Meetings https://orri.sharepoint.com/:f:/s/Governance/EuBjhl2-podKnQlImyUUKRIBWJ7psN6RJahvgaoDTIKbtA?e=WlrQXd Operations Manual https://orri.sharepoint.com/:b:/s/Intranet/ETWt_-tGF-JAkLzSzwKIdxIBQ_tK3YxtqWrRWrh8id_Wjg?e=nfwpOA Posters in Tea Room, HQ, Clinic R, Reception https://orri.sharepoint.com/:b:/s/Intranet/ERLszXwd3SpKjBlgNxeTj3UBYQVYqy4jp_KqK2EW4JxgLA?e=aWbt8y
PPE & Face Masks										
					PPE is considered for work processes where close contact is required and cannot be avoided.					PPE to be worn in the Clinic Room with Clients comprising of <ul style="list-style-type: none"> Disposable IIR Face Mask Disposable Nitrile Gloves Disposable Plastic Apron https://orri.sharepoint.com/:w:/s/Intranet/Ebjq354bWWNPm2raqcXnxH4BgkDEcm5YREHABfGjZdAvfA?e=YOqoGd

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					Adequate training has been made on what PPE is required (i.e. gloves, masks, aprons, visors and the correct donning/doffing of PPE					Training given to all Team Members <ul style="list-style-type: none"> PPE in Different situations https://orri.sharepoint.com/:w/s/Intranet/Ebjq354bWWNPm2raqcXnxH4BgkDECm5YREHABfGjZdAvfA?e=YOqoGd Donning & Doffing training carried out by Nurse CO on (insert date) https://orri.sharepoint.com/:b/s/Intranet/Ef_kYZphVSFLpGNiOAEC0G0BR7UIFQxruj1paDms4BErkw?e=jHAKPL
					PHE quick guides for correct donning and doffing of PPE for <u>non-AGPs</u> , as well as for <u>AGPs</u> . 19 has been utilised for examples in best practice for putting on and taking off (donning and doffing).					Donning & Doffing poster in Tea Room, HQ & CR https://orri.sharepoint.com/:b/s/Intranet/Ef_kYZphVSFLpGNiOAEC0G0BR7UIFQxruj1paDms4BErkw?e=jHAKPL
					The government's e.g. Public Health England / HSE response page is monitored regularly for latest updates on guidance and advice.					Guidance checked weekly by Clinical Co-Ordinator https://orri.sharepoint.com/:x/r/sites/HealthSafety/layouts/15/Doc.aspx?sourcedoc=%7Bf27d80c6-87ac-430d-9cfd-95d0e59256c4%7D&action=editnew
					Advice is shared with team members and the team have been fully briefed and kept up to date with current advice on staying protected through the company lines of communications (i.e. line managers, HR) and shared with all staff.					<ul style="list-style-type: none"> Weekly Meetings - updates on PHE Guidance shared with Team members https://orri.sharepoint.com/:f/s/Governance/EuBjhI2-podKnQlImyUUKRIBWJ7psN6RJahvgaoDTIKbtA?e=WlrQXd
Someone with COVID-19 entering the premises / building	Staff Visitors Contractors									

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		S	L	R		S	L	R		
					Team are made aware of COVID-19 symptoms via updates, training sessions and visual aids such as posters in key locations, screensavers					<ul style="list-style-type: none"> Weekly Meetings https://orri.sharepoint.com/:f:/s/Governance/EuBjhl2-podKnQllmyUUKRIBWJ7psN6RJahvgaoDTIKbtA?e=WlrQXd Posters put in Tea Room and HQ2 https://orri.sharepoint.com/:b:/s/Intranet/ERLszXwd3SpKjBlgNxeTj3UBYQVYqy4jip_KqK2EW4JxgLA?e=7ZlrKo Daily Pre-Screening where any new symptom will be added
					Anybody visiting site/building will be informed that they are not to enter if they're experiencing COVID-19 symptoms and will be advised to self-isolate in line with government recommendations.					Prior to any visit everyone will be sent an email with a link to the daily pre-screening web page. On completion, if any symptoms selected individual will be advised not to visit 14 Hallam Street and to self-isolate.
					Team will be informed to self-isolate if they have a person living in the same household or if they've been in contact with someone displaying COVID-19 symptoms.					Daily Pre-Screening will advise them to self-isolate and not come into 14 Hallam Street until they have been tested.

TRAVELING TO WORK, ACCESS AND EGRESS TO THE PREMISES

Hazard Description	People at Risk	Initial Assessment			Control Measures	Residual Risk			Risk Rating	Action / Comments
		S	L	R		S	L	R		
Travelling to work	Staff Visitors Contractors				Workers will be instructed to use their own transport for work activities where possible.					Team Members will be supported in their choice of transport
					Workers to avoid public transport if possible and use alternatives e.g. cycling, walking to work etc. (extra cycle racks to be provided).					<ul style="list-style-type: none"> Team Members will be supported in their choice of transport. Bicycle storage available in areas close to the office. Bicycles are stored at the owner's risk

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Driving to and from work	Staff Contractors									
Entry and exit to the building (s)	Staff Visitors				Entry and exits to the building/site is limited (and recorded) to the minimum number of points required. (take into account fire exits).					<ul style="list-style-type: none"> • Entry into building using Fob System • Use of Hand Sanitiser before leaving the building and utilising the push button to open the front door. https://orri.sharepoint.com/:b:/s/Intranet/ETWt-tGF-JAkLzSzWKidxIBQ_tK3YxtqWrRWrh8id_Wjg?e=nfwpOA •
	Contractors (Deliveries)				Access and exit from a building involving signing in/out at reception digitally managed, any touchscreen technology is to be avoided.					<ul style="list-style-type: none"> • Entry into building using Fob System • Use of hand sanitiser to be advised on arrival before signing in at register by front door. • Any person entering the building will then be asked to wash their hands. If bathroom is unavailable hand sanitiser should be used until access to the washroom is achieved. Sanitise – then Wash N’Go • Use of Hand Sanitiser before leaving the building and utilising the push button to open the front door. https://orri.sharepoint.com/:b:/s/Intranet/ETWt-tGF-JAkLzSzWKidxIBQ_tK3YxtqWrRWrh8id_Wjg?e=nfwpOA •

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					Access to the building/site been restricted to visitors and contractors etc. by appointment. Deliveries to be managed dynamically. Visitors are to be confined to strictly defined areas and are prevented from unnecessary movements around the building.					<ul style="list-style-type: none"> • Pre-visit Email sent to individual insert • Guidance to Visiting Orri - everyone visiting Orri will be sent a pre-visit questionnaire to complete • Guidance for Deliveries to Orri https://orri-my.sharepoint.com/:w:/g/personal/lizcb_orri-uk_com/EWA2R8h7v_1Grx8aSztDpegBwaHU0k u5tFqVioRJcS3ebQ?e=vC1Imz • Temporary allocation of Room 6 to external meetings/visitors
					Hand sanitisers are available in every work area and on main travel routes through the building/site including access and egress areas.					Hand Sanitisers in every room
					Advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and where employees and people congregate. Especially common areas in multi-tenant sites.					Hand Washing Posters and Signage displayed in the appropriate places Entrance, Reception, Clinic Room, WC's, Tea Room. https://orri.sharepoint.com/:b:/s/Intranet/ETuH1yfy_YBNvxE7oC-mqmsBYin_opNWNGI71A0OPly1Tg?e=2gdyKm

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ENVIRONMENTAL CLEANING

Hazard Description	People at Risk	Initial Assessment			Control Measures	Residual Risk			Risk Rating	Action / Comments
		S	L	R		S	L	R		
Cleaning Frequency	Staff Visitors				A deep clean of the property / site before returning is performed if required.					Deep Clean scheduled for 10 th September and being carried out by MGI contractors. https://orri.sharepoint.com/:b:/s/Intranet/EZ3YSJB7qOFBjukTLIQS4G0B-itCWejUE05SUFjvrFjFog?e=Tgbhccq
	Contractors				If practicable a daily cleaning procedure for toilets and washrooms is undertaken and recorded.					<ul style="list-style-type: none"> Cleaning Schedule strictly adhered to by AM https://orri.sharepoint.com/:b:/s/Intranet/ETuH1yfy_YBNvxE7oC-mqmsBYin_opNWNGI71A0OPly1Tg?e=2gdyKm <ul style="list-style-type: none"> Cleaning Log kept in Kitchen
					The ongoing cleaning frequency is sufficient enough such that cleaning can be undertaken when site/building/premises is occupied.					Rooms cleaned after occupancy between sessions https://orri.sharepoint.com/:b:/s/Intranet/ETuH1yfy_YBNvxE7oC-mqmsBYin_opNWNGI71A0OPly1Tg?e=2gdyKm
Commonly touched surface areas	Staff Visitors Contractors				All hand contact points cleaned on a frequent basis throughout the day including, emergency stops, door handles, light switches, furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, toilets, canteen / food preparation areas.					Daily Cleaning. Schedule https://orri.sharepoint.com/:b:/s/Intranet/ETuH1yfy_YBNvxE7oC-mqmsBYin_opNWNGI71A0OPly1Tg?e=2gdyKm
					Where practical, blinds are removed to minimise the areas where viruses can be difficult or time consuming to remove.					Blinds remaining in Sitting Room, Clinic Room, Reception, Room 7
					Blinds should be kept opened and locked if they cannot be removed.					Blinds to be cleaned on a regular basis https://orri.sharepoint.com/:b:/s/Intranet/ETuH1yfy_YBNvxE7oC-mqmsBYin_opNWNGI71A0OPly1Tg?e=2gdyKm
					Rugs and mats are removed where safe to do so to make cleaning and disinfection of floors easier					Rugs removed throughout the building

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					Appropriate cleaning products are used during daily preventative clean regime.					Anti-bacterial surface cleaner used throughout the building https://orri.sharepoint.com/:b:/s/Intranet/ETuH1yfy_YBNvxE7oC-mqmsBYin_opNWNGI71A0OPly1Tg?e=2gdyKm
					Staff to avoid touching common pieces of equipment such as printers/scanners/faxes and use only dedicated work equipment on the workstations .Use of work equipment is controlled.					Operations Manual https://orri.sharepoint.com/:b:/s/Intranet/ETWt_-tGF-JAKLzSzWKidxBQ_tK3YxtqWrRWrh8id_Wjg?e=nfwpOA
Use of Cleaning Products					Persons undertaking the cleaning been instructed with clear safe usage instructions.					Cleaning Guidance Document during COVID times https://orri.sharepoint.com/:x:/s/Intranet/ETeDt_w8dK6xMk8MA1r2HwAMB3rUXK7YnEHwBkW8ifNCTzg?e=dRdFlu
Housekeeping					Appropriate cleaning products are provided, so that staff can frequently (and personally) clean their work stations during the day.					Operations Manual https://orri.sharepoint.com/:b:/s/Intranet/ETWt_-tGF-JAKLzSzWKidxBQ_tK3YxtqWrRWrh8id_Wjg?e=nfwpOA
					COSHH assessments and relevant Safety Data Sheets (SDS) are available and provided for any substances in use.					Located in Main Kitchen

COVID-19 GENERAL RISK ASSESSMENT

Hazard Description	People at Risk	Initial Assessment			Control Measures	Residual Risk			Risk Rating	Action / Comments
		S	L	R		S	L	R		
					Correct PPE is provided for the use of cleaning materials Staff are provided with waste bins lined with a plastic bag so that they can be emptied without contacting the contents.					Operations Manual https://orri.sharepoint.com/:b:/s/Intranet/ETWt-tGF-JAkLzSzWkIdxBQ_tK3YxtqWrRWrh8id_Wig?e=nfwpOA <ul style="list-style-type: none"> Can be provided in HQ but not throughout the building. plastic bags are not appropriate for the delivery of our service and appropriate service risk mitigating factors have been put in place.
					Employees instructed that following the emptying of bins and wastepaper baskets wash hands. waste shall be double bagged.					Bins to be emptied by Housekeeping AM and disposed of through clinical waste. https://orri.sharepoint.com/:b:/s/Intranet/EaHBoBkhErpPvOIS7yKw--UBZucyD56s3lp6DyLX7-cCg?e=e9Sr5u

FIRE AND EMERGENCY

Hazard Description	People at Risk	Initial Assessment			Control Measures	Residual Risk			Risk Rating	Action / Comments
		S	L	R		S	L	R		
Fire, Heat, Burns, Smoke Inhalation	Staff Visitors				A Responsible person has carried out checks on your building in the following areas:					
	Contractors				Emergency lighting suitable, sufficient and maintained.					MGI maintain emergency lighting https://orri.sharepoint.com/:b:/s/Intranet/EaJGsgP3E_5NkE_bnFNI-9sB8ZVyh3ZVGI9I9Fqi0IbBWw?e=GuXmCC

COVID-19 GENERAL RISK ASSESSMENT

Hazard Description	People at Risk	Initial Assessment			Control Measures	Residual Risk			Risk Rating	Action / Comments
		S	L	R		S	L	R		
					Suitable numbers of (serviced & maintained) fire extinguishers are available in required locations.					Easy Fire Safety - Extinguishers annual check-up on 12.2.20 https://orri.sharepoint.com/:i:/s/Intranet/EZRQaYbn16RBqB7IeVUDMEgBio13xZvS6hTXBy3bIBo6Qg?e=Bz64g5 https://orri.sharepoint.com/:i:/s/Intranet/EaoQ4QUyBqZAiLLNvyuUw-UBD8w92nxsc1hpO9gfvd5fbQ?e=luh7SL
					Fire blankets available in required location. (Kitchens etc.)					Easy Fire Safety – Fire Blanket annual check-up on 12.2.20 https://orri.sharepoint.com/:i:/s/Intranet/EZRQaYbn16RBqB7IeVUDMEgBio13xZvS6hTXBy3bIBo6Qg?e=Bz64g5 https://orri.sharepoint.com/:i:/s/Intranet/EaoQ4QUyBqZAiLLNvyuUw-UBD8w92nxsc1hpO9gfvd5fbQ?e=luh7SL
					Fire alarm and detection system for the building have been tested, inspected and maintained.					Fire Alarm Tested Weekly by LCB and logged https://orri-my.sharepoint.com/personal/lizcb_orri-uk_com/_layouts/15/onedrive.aspx?listurl=https%3A%2F%2Forri%2Esharepoint%2Ecom%2Fsites%2FHealthSafety%2FShared%20Documents&id=%2Fsites%2FHealthSafety%2FShared%20Documents%2FFire%2FFire%20Alarm%20Test%20Log%2FWeekly%20Testing%20Log%2Exlsx&parent=%2Fsites%2FHealthSafety%2FShared%20Documents%2FFire%2FFire%20Alarm%20Test%20Log
					Means of escape are kept clear and checked regularly.					Stairwells are always clear and checked regularly by housekeeping throughout their daily cleaning routine

COVID-19 GENERAL RISK ASSESSMENT

Hazard Description	People at Risk	Initial Assessment			Control Measures	Residual Risk			Risk Rating	Action / Comments
		S	L	R		S	L	R		
					Fire doors are (not locked) provided and maintained in good working order.					MGI maintenance company attend site monthly to provide maintenance to the building Fire Doors in the Building are <ul style="list-style-type: none"> • Front Door • Exit through Kitchen in Basement • 4th Floor landing door through to hotel
					Building has suitable lightening conductors / protection.					
					The fire risk assessment is suitable & sufficient and up to date.					Fire Risk Assessment – Upon Request

WORKPLACE TEMPERATURE/VENTILATION

Hazard Description	People at Risk	Initial Assessment			Control Measures	Residual Risk			Risk Rating	Action / Comments
		S	L	R		S	L	R		
Temperature and Humidity	Staff Visitors				Workplace temperatures are not too hot or too cold (at least 16 degrees Celsius).					Temperature controlled by heating thermostat, window opening, fans
					Natural ventilation is available in the workplace, e.g. open windows or open doorways.					Windows and doors can be opened to a sufficient depth and doors kept open by Dorgards. Dorgards checked weekly in Fire Alarm Test that they close properly. https://orri-my.sharepoint.com/personal/lizcb_orri-uk_com/_layouts/15/onedrive.aspx?listurl=https%3A%2F%2Forri%2Esharepoint%2Ecom%2Fsites%2FHealthSafety%2FShared%20Documents&id=%2Fsites%2FHealthSafety%2FShared%20Documents%2FFire%2FFire%20Alarm%20Test%20Log%2FWeekly%20Testing%20Log%2Exlsx&parent=%2Fsites%2FHealthSafety%2FShared%20Documents%2FFire%2FFire%20Alarm%20Test%20Log
					If natural ventilation is insufficient, ventilators, fans or air conditioners are provided to ensure a consistent flow of fresh air.					Fans available if required
					Air exchange rate of the air handling system meets standard requirements for the occupants in the building.					No air handling system in the building
					Ventilation systems have been adequately maintained and serviced.					No Air Conditioning in the building

GAS INSTALLATIONS

Hazard Description	People at Risk	Initial Assessment			Control Measures	Residual Risk			Risk Rating	Action / Comments
		S	L	R		S	L	R		
Gas installations CH Boilers Combi Boilers LPG Cylinders	Staff Visitors Contractors				Gas installations e.g. boilers been inspected, tested and maintained at required frequencies by GAS Safe Registered engineers.					
					Adequate ventilation available next to gas installations.					Yes https://orri.sharepoint.com/:b:/s/Intranet/EYvGQ9z-o2XFNk5NmKGNjRXMB2BiFSAtyhr9W5eQmg08YJQ?e=PJ9iEH
					Carbon monoxide detectors are available next to gas installations and are operating correctly.					Yes https://orri.sharepoint.com/:b:/s/Intranet/EYvGQ9z-o2XFNk5NmKGNjRXMB2BiFSAtyhr9W5eQmg08YJQ?e=PJ9iEH
					Gas isolation control switches available and clearly identified.					Yes https://orri.sharepoint.com/:b:/s/Intranet/EYvGQ9z-o2XFNk5NmKGNjRXMB2BiFSAtyhr9W5eQmg08YJQ?e=PJ9iEH
					Supplier's emergency contact number clearly displayed, un-obscured and legible.					Check
					Gas cylinders being stored, secured and used safely (if applicable).					N/A

WATER SYSTEMS AND HYGIENE

Hazard Description	People at Risk	Initial Assessment			Control Measures	Residual Risk			Risk Rating	Action / Comments
		S	L	R		S	L	R		
Water outlets Showers (heads) Legionella	Staff Visitors Contractors				Tanks, taps and shower outlets have been inspected cleaned and maintained. Suitable controls are in place to reduce the risk of legionnaire's disease.					MGI - pre-opening tests - https://orri.sharepoint.com/:b:/s/Intranet/EaQo19EIE3Blir4ZX27cKmUBmJ211tf9pzMmamwiAwAUBw?e=c8NIlv
					Showers been run at maximum temperature for 5mins to eliminate standing water and eradicate legionella bacteria. (Showerheads are cleaned with bleach).					Shower Running carried out weekly – insert weekly sheet from AM)
Drinking (potable) Water	Staff Visitors Contractors				Drinking water facilities are safe for use i.e. provided at refreshing temperatures (not warm).					Water Temperature tested in Kitchen daily – Scott's Water Temperature test sheet
					Drinking water should ideally be “live” from the potable water main or from storage that is properly designed, sealed from ingress of dirt, vermin etc. and with good circulation.					Water supplied from mains into building for drinking water taps

COVID-19 GENERAL RISK ASSESSMENT

ROUTINE INSPECTIONS, LEV, LFTING EQUIPMENT, PRESSURE SYSTEMS, MAINTENANCE.

Hazard Description	People at Risk	Initial Assessment			Control Measures	Residual Risk			Risk Rating	Action / Comments
		S	L	R		S	L	R		
Statutory Inspections	Staff Visitors				Responsible person has carried out checks on your building in the following areas:					
	Contractors				Thorough examination, inspection, test and maintenance certificate and logs available and up-to-date for the premises and equipment e.g. Local Exhaust Ventilation and Pressure Systems.					MGI – Provide maintenance PPM https://orri.sharepoint.com/:x/s/Audits/ES_iri8cQFdliuAvuNGkUwwBzWVoXCn_JjNOpM3iGKOqwg?e=VKGrdQ
Plant, machinery and equipment	Staff Visitors Contractors				There is a planned preventative maintenance schedule and inventory available for key items of plant and equipment and are all up-to-date.					PPM Schedule https://orri.sharepoint.com/:x/s/Audits/ES_iri8cQFdliuAvuNGkUwwBzWVoXCn_JjNOpM3iGKOqwg?e=M7aVSy

Comments / Actions :

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Name of Assessor(s)		Signed:	Date: xxxxx 2020	Next Review Date:
Approved by:		Signed:	Review Date: xxxxx 2020	

2nd Review

Name of Assessor(s)		Signed:	Date: xxxxx 2020	Next Review Date:
Approved by:		Signed:	Review Date: xxxxx 2020	

3rd Review

Name of Assessor(s)		Signed:	Date: xxxxx 2020	Next Review Date:
Approved by:		Signed:	Review Date: xxxxx 2020	

Risk Assessment Employee Acceptance Sign off Sheet

Name:	Job role:	Signature:	Date: