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| 5Ref No | Hazard  & Effect | Who at risk | Existing controls | Risk =  Hazard rate x likelihood | Required Control Measure | Residual risk | Adopted Yes/No Date | Comments |
| 1. | Risk of Covid 19 transmission to who are identified as being high risk, leading to infection and possibly death | Staff,  Volunteers | Staff & Volunteers identified as vulnerable by HR/VS and Government guidelines/NHS due to medical conditions have been shielding/ working at home/furloughed and will continue to do so where possible.  From 01/04/21 shielding has ended. Individual RAs will be done for staff needing to be at work and measures put in place as needed. | NO RISK WHILE REMOTE WORKING  Individual risk assessed |  | No risk while remote working |  |  |
| 2. | Risk of Covid 19 transmission to vulnerable Wellbeing Guests leading to infection and possibly death | Patients | See separate assessments for Wellbeing services |  |  |  |  |  |
| 3. | Risk of Covid 19 transmission to all users and visitors of the campus buildings leading to infection and possibly death | Staff, Volunteers, Patients, Public | Warning signs asking persons who suspect they have been in contact with Covid 19 to refrain from entering the buildings have been placed on approaches to entrances.  Access to building via automatic doors.  No persons to enter the buildings unless as an operational or general facilities necessity.  All staff who are displaying symptoms of Covid-19 or begin to display symptoms while on duty, will stay away from work/go home immediately and are expected to follow all current Government guidance  Treetops as an organisation will follow all current Government guidance and support staff and volunteers to do so. This includes willingness to work with the local authority and/or PHE if there is a workplace outbreak.  Government track and trace QR codes available in both buildings on campus  LF and PCR testing in place for staff and volunteers attending campus in line with current guidance.  Doors & windows to be open as much as possible to facilitate frequent air exchange  High uptake of vaccination programme among staff and volunteers  Social distancing in place, 1m+  One person in the kitchen at a time  Masks worn in communal areas and offices where more than one person working | 5x1=5  LOW RISK |  |  |  | National threat level now 3 but still required to follow social distancing & masks with people who are not friends or family. |
| 4. | Risk of general transmission of Covid19 by surface contact leading to infection and possible death | Staff, Volunteers, Patients, Public | Hand washing instructions placed near hand wash sinks and in public areas. Hand sanitiser stations set up in corridors, reception and all communal areas. Workstations not to be shared unless in exceptional circumstances when specific arrangements are made for sanitising between use and each user has own keyboard, mouse and, if necessary, phone headset.  Sanitising products available for receptionist to sanitise reception telephone and IT equipment at regular intervals and at end of each shift.  All high contact areas, door handles, flush handles, handrails etc. to be sanitised every evening by contract cleaners.  High contact areas cleaned upon unlocking, late morning and mid-afternoon. Extra cleaning will take place in relevant high touch areas if meetings rooms in use for external attendees.  In case of a positive case being identified all areas visited by the infected person to be quarantined and/or until it can be ‘fog’ cleaned by cleaning contractor. | 5x1=5  LOW RISK |  |  |  | National threat Level now 3  Fog cleaning should be able to happen within 24 hours and re-occupation allowed 2 hours later |
| 5. | Increased exposure to Covid 19 resulting in possible infection of Receptionists, leading to increase in viral load leading to illness and possible death | Staff, Volunteers | No signing in register  Sneeze screen erected at reception with ‘stand well back’ sign on it.  Face coverings to be worn by all (apart from exemptions) in communal areas – corridors, kitchens plus all other areas where social distancing of 2m or 1m+ is not possible.  Receptionist to wear face covering when not behind the reception screen  As well as wearing a mask in communal areas, all staff and volunteers will wear masks in shared offices, and in any situation where more than one person is in a room. Masks will be provided to each staff member/volunteer who works part of the week on campus.  Doors & windows to be open as much as possible to facilitate frequent air exchange | 5x1=5  LOW RISK |  |  |  | Not enough room to establish 2m exclusion zone – sign ‘stand well back’ on screen.  National threat level now 3 |
| 6. | Movement around buildings leading to spread of Covid19 infection resulting in illness and possibly death. | Staff | No unnecessary movement around buildings.  Staff not to visit offices to talk face to face: wherever possible, phones or on-line communication to be used.  Staff not to congregate in communal areas. One person in kitchen areas at a time. Prompting signage to be placed in corridors and public areas. ‘Visitors only’ designated toilet by reception to minimise visitors moving round the building and minimise contact with staff/volunteers. To be sanitised by receptionist after every use.  Masks to be worn by all (apart from exemptions) in communal areas – corridors, kitchens plus all other areas where social distancing of 2m or 1m+ is not possible.  Photocopier and shredder moved from top corridor of main building to empty office, to alleviate congestion in the corridor  Meeting rooms restricted to the following numbers of staff: Eagle 1&2 15 people; Eagle 1, Eagle 2, Seminar, 6 people  Masks to be provided by Treetops and used as per section 5 above.  Doors & windows to be open as much as possible to facilitate frequent air exchange  Most meetings will continue to be held virtually until further notice. Staff to use Zoom/Teams to join meetings as the default rather than attend in person. | 5x1=5  LOW RISK |  |  |  | National threat level now 3 |
| 7. | Staff working in close proximity leading to transmission of Covid 19 resulting in illness and possible death | Staff  Volunteers | Rota for hybrid working from home & being in the office to reduce the number of staff, managed by line managers with maximum numbers of staff per department.  Staff on site have been dispersed to vacant offices.  Workstations are not shared by staff or staff and volunteers except in exceptional circumstances when specific arrangements made for sanitising between use. Each user has own keyboard, mouse and, if necessary, phone headset  For any on site meetings people must be spaced at least 1m+ from each other.  Workstations do not face each other, only persons using those workstations to be admitted to office. Signs on door frames to say do not enter unless this is your office.  Doors & windows to be open as much as possible to facilitate frequent air exchange  Volunteer gardeners working on site are using social distancing and only one person in a shed/greenhouse at any one time.  Staff and volunteers will wear masks as per section 5  Staff and designated volunteers completing lateral flow tests up to twice a week before attending campus.  Good uptake of vaccination programme. | 5x1=5 LOW  RISK |  |  |  | National threat level now 3 |
| 8. | Contamination from using pen and reception registers in receptions resulting in Covid 19 infection and possibly death | Staff, visitors, volunteers | Pens only shared by receptionists now, as no signing in happens.  Wipes and hand sanitiser provided.  Good uptake of vaccination programme | 5x1=10  MEDIUM RISK | . |  |  | National threat level now 3 |
| 9. | Contamination from reception desk, keyboard, mouse and telephone resulting in Covid 19 infection and possible death. | Staff, volunteers | All receptionist equipment cleaned between reception shifts. Only 1 receptionist working at a time.  Good uptake of vaccination programme | 5x1=5 LOW RISK |  |  |  | National threat level now 3 |
| 10. | Contamination from persons browsing reception stock merchandise resulting in Covid19 infection and possible death | Staff, visitors, volunteers | Stock has been removed from display and put in storage | NO CURRENT RISK |  |  |  |  |
| 11 | Contamination from mail and package deliveries resulting in Covid 19 infection and possible death  (Covid can survive on paper for 12 hours) | Staff, volunteers | Regular handwashing and hand sanitisation  Staff and volunteer strictly wash hands after handling mail.  Envelopes and packaging are disposed of immediately in correct bin.  Admin staff distribute mail only to mail drop off locations or office mail boxes, they do not enter offices to place mail on work stations.  Wipes and hand sanitiser have been issued Admin staff  Good uptake of vaccination programme | 5x1=5  LOW RISK |  |  |  |  |
| 12. | Risk of Corvid transmission whilst taking breaks, resulting in infection and possibly death. | Staff, volunteers | Staff room no longer to be used for breaks.  Breaks to be had either at workstation or out in the open air, safely spaced.  Doors & windows to be open as much as possible to facilitate frequent air exchange  Good uptake of vaccination programme | 5x1=1  LOW RISK |  |  |  | National threat level now 3 |
| 13. | Risk of transmission of Covid infection during first aid emergency resulting in infection and possible death | Staff,  Volunteers,  First Aiders | Gloves and strict handwashing protocol to be adhered to.  Masks, aprons and face shields to be worn. ‘Rescue breaths’ will not be given  First aiders to watch Public Health & NHS England video about  Mouth to mouth resuscitation using PPE: <https://www.youtube.com/watch?v=-GncQ_ed-9w>  Good uptake of vaccination programme | 5x1=5  LOW RISK |  |  |  | National threat level now 3 |
| 14. | Risk of Covid transmission in fire or security incident resulting in infection and possible death | Staff, volunteers, visitors | Social distancing and strict handwashing to be employed where possible  Good uptake of vaccination programme | 5x1=1  LOW RISK |  |  |  | National threat level now 3 |
| 15. | Risk of Covid transmission due to poor ventilation in offices, rooms and communal areas leading to infection and possible death | Staff, volunteers,  visitors | Staff are advised to open doors and windows to increase airflow as much as possible.  Good uptake of vaccination programme | 5x1=1  LOW RISK |  |  |  | National threat level now 3 |
| 16. | Risk of Covid transmission via delivery drivers resulting in infection and possible death | Staff, Volunteers | Only Facilities staff move deliveries, correct hand sanitising procedures to be followed.  Deliveries are left on ramp outside reception, receptionists inform drivers deliveries will not be signed for  Designated toilet facilities for delivery drivers (if requested) | 5x1 = 5  LOW RISK | Facilities staff to do weekly PCR test | 5 x 1 = 5  LOW RISK |  | National threat level now 3 |
| 17. | Risk of isolation leading to mental health issues such as depression for those staff working from home or furloughed | Staff | Regular contact is made by line supervision and HR to monitor physical and mental wellbeing of staff not on campus.  Staff returning to work on site, managed by the rotas and their line managers, taking into account the departmental and staff needs and designated maximum numbers for the department.  Policy of kindness, looking after ourselves and each other.  Staff encouraged to take annual leave.  HR/managers aware of staff who have underlying mental health conditions and regularly checking on their welfare. | 3x2=6  MEDIUM RISK |  |  |  | National restrictions continue to ease but likelihood kept at 2 while we assess the impact of hybrid working. |
| 18. | Excessive or demanding workload and/or fear of contact with Covid-19 at work leading to mental health issues such as depression | Staff | Regular discussions and ‘checking in’ with line managers for staff working on site.  Policy of kindness, looking after ourselves and each other.  Staff encouraged to take annual leave.  HR/managers aware of staff who have underlying mental health conditions and regularly checking on their welfare. | 3 x 2 = 6  MEDIUM RISK |  |  |  | National restrictions continue to ease but likelihood kept at 2 while we assess the impact of hybrid working. |
| 19. | Risk of transmission of Covid infection by sharing vehicles leading to infection and possible death | Staff | Roving nurses to wear facemasks in car, car to be disinfected at the end of each shift. Minibus cockpit to be disinfected after each use.  LF/PCR testing as per current requirements | 5x1=5  LOW RISK |  |  |  | National threat level now 3  Also see RA for syringe driver project including using minibus for training delivery |