

Company/Client/Department	Trowbridge Town Council – NHS
Date:	24/06/2020
Work Area / Activity / Task:	NST

ASSESSMENT OF HAZARD / RISK (assume no controls in place)							ASSESSMENT OF CONTROLS AND ACTION PLAN					
No	Hazards Identified	Persons at Risk	What Harm Might Befall	Potential Severity	Likelihood / Probability	Risk Rating	Controls in Place	Further Action Required	Action By	Due Date	Date Done	Residual Risk After Controls In Place
1	Transmitting of COVID-19 through airborne particles	E	Catching/transmitting of COVID-19	4	5	20	Each member of the team will be provided a set of PPE equipment, gloves, masks and hand sanitiser and additional supplies will be available in both vehicles.	To check stock of PPE once per week and replace as needed.				4x2 = 8
2	Transmitting of COVID-19 through touch to other people	E	Catching/transmitting of COVID-19	4	5	20	Anti-bacterial spray will be used in all vehicles and it will be the responsibility of the driver to wipe down at the start and end of their shift. No sharing of vans unless it's within the bubbles already created. Individual equipment will be provided for each team member to complete the tasks. It will be their responsibility to clean at the start and end of each day.	To make sure everyone follows this procedure and reports straight away if hand sanitiser or anti-bacterial spray starts to get low	24/06/2020			4x2=8
3	Transmitting of COVID-19 through to other people	E	Transmitting of COVID-19	4	5	20	An employee with symptoms of COVID -19, and/or household members or being in contact with someone with symptoms, then the employee is not permitted into the office or building. They must stay home and follow the	To be alert and aware of who the employee (yourself) comes into contact with outside of the building. To follow government guidelines not just when in the office/building.	24/06/2020			4x1=4

							government guidelines and only return after following the guidelines.					
4	Lone working	E	Falls, trips, emergency situations	3	3	9	Lone working will continue, the team members will message the NHS Officer when they arrive to work, if the NHS officer doesn't get a message within a 15 minutes' window NHS Officer will call. NHS officer calls every hour to check on each team member. Current task will need to be reviewed and monitored to only complete ones which can be completed by lone working.	If employee doesn't do this, then another employee will immediately go into the office to check on the welfare of the employee.	24/06/2020			3x2=6
5	Transmitting of COVID-19 through personal items	E	Transmitting of COVID-19	4	5	20	The team will be split into bubbles to ensure the operations of the service can be delivered. If workload requires two people it may be someone from another department may join a bubble with a NHS team member In the office will be a set rota between the Head of Service and NHS Officer. The groundsmen will not be allowed into the office. It will be the responsibility of the staff member in on the day to wipe down the office at the start of the day and end of the day. No personal items are to be brought into the office at any time. Contractor meetings will be held outside with social distancing rules or via Zoom		24/06/2020			4x2=8

Persons at Risk:

E (employee), *YP* (young person / child), *CON* (contractor), *PREG* (pregnant mother), *LW* (lone worker), *DIS* (disabled), *SN* (special needs), *PUB* (public), *VIS* (visitor), *A* (agency)

Potential Severity:

1 (No injury) **2** (Minor) **3** (Moderate) **4** (Major) **5** (Catastrophic)

Likelihood / Probability: 1 (Extremely unlikely) 2 (Unlikely) 3 (Possible) 4 (Likely) 5 (Almost certain)

Risk Rating: 1-4 (LOW) 5-10 (MEDIUM) 12-25 (HIGH)

Risk assessment prepared by: Aby Cooper	Date: 08/06/2020	Date of next scheduled review: As required	Contract Supervisor:
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