

BO'NESS NETWORKING GROUP COVID19 RISK ASSESSMENT

DESCRIPTION OF TASK/ ACTIVITY	Volunteering tasks in Bo'ness Community Hospital Garden Project
LOCATION	Bo'ness Community Hospital Ward 1 Garden

PERSONS IDENTIFIED AT RISK (Direct and Indirect) Consider those especially vulnerable (young/ inexperienced workers, members of the public, school pupils, the elderly, residents and contractors)	Volunteers, NHS Staff Members of the Public including those with underlying health conditions, disabilities, communications challenges
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HAZARDS IDENTIFIED	CURRENT CONTROL MEASURES IN PLACE	Severity Rating (1 – 5)	Likelihood Rating (1 – 5)	Risk Rating (1 – 4) LOW	Risk Rating (5 – 9) MED	Risk Rating (10 - 25) HIGH
Direct transmission of COVID-19 between volunteers, NHS staff and members of the public.	<p>a) If the volunteer is symptomatic or living with someone who is symptomatic they will not attend the garden until the appropriate self-isolation period is completed.</p> <p>b) Volunteers at a higher risk of severe illness from COVID-19 will complete an individual risk assessment and agree with the group what action is required.</p> <p>c) Volunteers will be required to wear a face covering before being allowed access to the building and when moving about the building unless there is a reasonable justification not to (medically exempt).</p> <p>d) Volunteers will practice physical distancing, staying 2 metres away from others. The hospital will be organised to allow volunteers to maintain a 2-metre separation at all times between themselves and:</p> <ul style="list-style-type: none"> i. other members of the public ii. the NHS Staff <p>Volunteers must not consider the wearing of face coverings as a suitable alternative to physical distancing.</p> <p>e) Windows and doors will be opened to improve ventilation where it is appropriate to do so. The Fire Safety Risk Assessment (NHS provided for building) should always be reviewed before any internal doors are held open.</p> <p>f) If a volunteer starts to show Covid-19-like symptoms during the activity they must immediately return home to start self-isolation and arrange to be tested. If a symptomatic volunteer requires to be collected they will be:</p> <p>g) isolated from the rest of the group until they can be collected.</p> <p>h) provided with a fluid-resistant face mask which they will be required to wear until they have left the site.</p> <p>i) If any volunteer repeatedly refuses to stay at least 2 meters away or refuses to wear a face covering without reasonable justification and Bo'net:</p> <ul style="list-style-type: none"> i. believe there is a very real and immediate or imminent risk of exposure to COVID-19. ii. feel unsafe at work. <p>they will terminate the meeting, ask the volunteer to leave building and agree</p>	3	3		9	

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		what actions are required for any future volunteering.						
	Indirect workplace transmission of COVID-19 between Volunteers ,NHS Staff and members of the public.	a) Volunteers will be encouraged to thoroughly wash hands with soap and water for at least 20 seconds or thoroughly sanitize hands using alcohol-based hand rub provided: <ul style="list-style-type: none"> i. on arrival. ii. at regular intervals during the visit especially after handling objects, blowing nose, sneezing, or coughing. iii. before leaving. b) If a volunteer has left the meeting after showing Covid-19-like symptoms, please contact Hospital manager to arrange deep clean. <ul style="list-style-type: none"> c) Blood and body fluid spillage from volunteers who are a suspected or confirmed case of COVID-19 will be cleaned up using an appropriate spill kit. Where spill kit is not available, cover spill with paper towels and contact Health Protection Team within the hospital. Anybody fluid spill should have a barrier placed around it to prevent accidental contact. 		3	2		6	
1		a)		b)				
2								
3		a)		b)	c)			
4		a)		b)				

5		i.					
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NAME OF ASSESSOR		ASSESSMENT DATE	
NAME OF MANAGER		REVIEW DATE	
REVIEWED BY		REVIEW DATE	DATE OF NEXT REVIEW
REVIEWED BY		REVIEW DATE	DATE OF NEXT REVIEW
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Risk Assessment Explanatory Notes

A risk assessment is a careful examination of tasks and activities in the workplace which can cause harm. Managers need to ensure Risk Assessments are carried out for all activities where workplace hazards could affect the health and safety of employees, service users, pupils, volunteers, contractors, or members of the public. Risk Assessments should also consider possible damage to property or the environment.

To complete the risk assessment, you should understand the following definitions:

Hazard: something with the potential to cause harm or damage to someone or something

Harm: injury, ill health, psychological harm, industrial disease, death, loss, or damage.

Risk: the chance or likelihood that a particular hazard could cause harm.

The person carrying out the risk assessment should first identify the hazards arising from the task or activity and the control measures already in place. The risk rating can be calculated using the risk matrix below and appropriate action taken.

HOW TO CALCULATE THE RISK RATING: MULTIPLY the LIKELIHOOD by the SEVERITY e.g. Possible (3) X Significant (3) = Risk Rating of (9) = <u>MEDIUM RISK</u>		Critical / Fatal (5)	Severe (4)	Significant (3)	Marginal (2)	Negligible (1)	Severity
Likelihood Index	Highly Probable (5)	25	20	15	10	5	
	Probable (4)	20	16	12	8	4	
	Possible (3)	15	12	9	6	3	
	Unlikely (2)	10	8	6	4	2	
	Very Unlikely (1)	5	4	3	2	1	
HIGH RISK (10-25)	High level of risk. The Health, Safety & Wellbeing team must be consulted prior to the completion of this risk assessment.						
MEDIUM RISK (5-9)	Acceptable level of risk but only if subject to regular active monitoring. Action plan required to reduce risk to as low a level as reasonably practicable.						
LOW RISK (1-4)	Acceptable level of risk subject to regular passive monitoring.						

Likelihood Index		Severity Index	
Very unlikely	Activities well managed and all reasonable precautions taken. Exposure to the hazard could only occur under exceptional situations.	Negligible	Minor injury not affecting a person's ability to perform their normal range of activities.
Unlikely	Activities generally well managed. Exposure to the hazard limited to occasional lapses in following control measures.	Marginal	Injury or illness preventing a person from performing their normal range of activities for up to seven days.
Possible	Exposure to the hazard is unlikely under normal conditions but may occur in non-routine situations.	Significant	Injury or illness preventing a person from performing their normal range of activities for more than seven days.
Probable	Insufficient or substandard controls in place. Exposure to the hazard through the action/inaction of individuals may be possible but more likely due to inadequate controls.	Severe	Injury or illness specified in RIDDOR. OR Activity or its impacts lead to breach of a regulatory or other duty.
Highly Probable	Under current conditions exposure to hazards is almost certain.	Critical/ Fatal	Death or permanent disability to an individual.

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