

COVID-19 Environmental Risk Assessment – CFO3 delivery

Service Name	CFO3	Service Type	CFO3 delivery	Completed By	Lucy Shelley / Emma Slater			
Description of the task/activity				Time the task/activity usually takes place				
<p>This supplementary risk assessment is to support CFO3 staff supporting participants in offices and sits alongside all existing risk assessments designed to manage the exposure risks associated with COVID-19</p> <p>In line with Government advice, CFO3 Staff must stay alert and dynamically risk assess their working environment, taking immediate action to stay safe as needed</p>				Remote support to be offered unless physical presence is required.				
People involved in the task/activity				Where the task/activity takes place				
CFO3 staff				Beaufort House Ground Floor St Catherine's House, Plymouth Probation Thurlow House, Torquay Probation HMP Dartmoor – CFO3 Office and designated area to meet participants				
Hazard	Possible consequences	L (1-5)	S (1-5)	Risk level	Risk control measures	L (1-5)	S (1-5)	Revised risk level
Staff members visiting the Office location for any reason and bringing COVID-19 into office	COVID-19 exposure	4	5	20	<p>Staff will use Lateral Flow Testing kits twice weekly and will not come to work if a positive result is detected, they will be requested to have a PCR test and follow self-isolation guidance until result is confirmed.</p> <p>Staff will be strongly advised and supported to have the COVID-19 vaccinations in line with Government priority groups roll-out.</p> <p>Staff to sign in and out of offices for Test and Trace purposes.</p> <p>HMP Standard Operation Procedures (SOP'S) for COVID must be adhered to when in the prison.</p> <p>If a staff member becomes ill or displays COVID-19</p>	3	5	15

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					<p>symptoms they must self-isolate and notify their line manager so that appropriate action can be taken</p> <p>If a staff member becomes aware of a person within their household who has a confirmed COVID-19 infection or suspected COVID-19 infection, then they must self-isolate in line with current Government guidance</p> <p>All staff members must adhere to PPE guidance relevant to the individual tasks they are undertaking</p> <p>All staff members must practise good hand hygiene by washing hands or using hand sanitiser on arrival, departure and regularly throughout the day</p> <p>When moving about the communal areas of the building, social distancing must still be followed and a face covering worn</p> <p>If a staff member unintentionally exposes themselves to another staff member or participant who has a confirmed COVID-19 diagnosis they must inform their manager immediately so that appropriate action can be taken</p>			
Staff members being in contact with other staff or participants with COVID-19	COVID -19 Exposure	4	5	20	<p>Prior to seeing a participant, staff will establish their health and any symptoms, if a participant is found to be suffering from symptoms or self-isolating the session cannot take place and will be rearranged</p> <p>If the staff member comes into contact with a suspected infection they will be sent home to self-isolate following Government guidelines</p> <p>The case manager will keep a record of all appointments</p> <p>Staff members will be provided with face masks and hand sanitiser</p>	3	5	15

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					<p>CFO3 staff visiting the prison must arrive equipped with relevant PPE and wear this as expected for the duration of the visit</p> <p>Where possible staff members are to provide support services behind a physical barrier or screen, while talking with / supporting participants</p> <p>If it is not possible to work behind a physical barrier then a 2-meter area is to be marked in the office area to provide social distancing where possible</p> <p>Step One will receive up to date information relating to any new suspected or confirmed cases</p>			
Tasks and training sessions	COVID-19 exposure	4	5	20	<p>Tasks and training sessions will be designed to allow for 2m social distancing to be undertaken</p> <p>Where this is not possible face masks must be worn by the staff member and participant along with an assessment being completed</p> <p>Participants will be requested to keep social distancing guidelines</p> <p>A large training room will be provided with individual desks</p>	3	5	15
Cross contamination from touching surfaces	COVID-19 exposure	4	5	20	<p>All touchable surfaces will be sanitised by the case manager, using antibacterial spray on arrival, departure and between each participant appointment</p> <p>Clipboards will be provided for each person attending training and sanitised after use</p> <p>Equipment cannot be shared unless it has been cleaned and sanitised</p> <p>Disposable cups will be provided and identified by writing the person's name</p>	3	5	15

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Travelling	COVID-19 exposure	4	5	20	<p>Staff will avoid the use of public transport where possible. If this is unavoidable, Government guidelines must be followed</p> <p>A safe distance of 2m must be maintained from any other person to comply with the social distancing rules</p> <p>Staff will not retain hand sanitiser containing alcohol in a vehicle to alleviate fire hazard</p> <p>Staff will clean their hands with hand sanitiser after touching any surface, the touching of surfaces must be avoided as much as possible</p> <p>Car sharing is acceptable where no other option is available, all people in the car will wear a face covering, use hand sanitiser before and after getting in the car and avoid touching surfaces</p>	3	5	15
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Details of other relevant risk or safety assessments (i.e. what they are and where can they be found)	All existing activity-based risk assessments remain valid and must continue to be used as needed by CFO3 Staff
Additional comments	Further guidance can be found on the COVID-19 Information page on the staff intranet

Date of risk assessment:	21/08/2020	Risk assessment review date:	Bi-weekly intervals
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Risk assessment review date	Review completed by	Description of changes	Team updated
12/02/2021	Lucy Shelley, Emma Slater	Reviewed for return to prison	12/02/2021
19/05/2021	Lucy Shelley, Amy Williams	Included LFT and vaccinations for staff	19/05/2021