

CALICO RISK ASSESSMENT



Job / Task Assessed:	Project SEARCH Provision during Coronavirus	Area:	Centenary Court	Assessor:	Lindsey Danson
Person assessed (if any):	Project SEARCH team	Date:	06/04/2021	Job Number:	

Hazard <i>What is the potential for harm?</i>	Hazardous Event <i>How could the harm be realised?</i>	Risk Assessment			Who is Affected	Controls Measures <i>What are the current controls? How can the risk be reduced further?</i>	Residual Risk Rating
		Likelihood (A)	Harm (B)	Risk Rating (C)			
DFN Project SEARCH is a delivery programme that helps young people with LD and/or ASD into work through an internship within the Calico group. Therefore Covid-19 virus needs consideration in Project SEARCHs reintroduction into Calico. The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as	Exposure to and transmission of covid-19. Contact with someone who has Covid-19 in the workplace, touch points or air droplets from coughing, sneezing, talking and breathing. Lack of understanding from participants or issues with memory retention surrounding covid threats and rules surrounding 'staying safe' will pose additional challenges.	4	3	12	Delivery staff, Interns, Staff Visitors, Contractors, Customers, Members of the public	<p><u>EVERYONE MUST</u> follow the <u>stay at home guidance if they have symptoms consistent with the coronavirus infection (e.g. a new persistent cough, high temperature or loss of taste / smell) or someone else in their household has symptoms. If you develop symptoms whilst on site, YOU MUST</u></p> <ul style="list-style-type: none"> Return home immediately Avoid touching anything Cough or sneeze into a tissue and put it in a bin, if no tissues are available cough and sneeze into the crook of your elbow. Arrange to take a test <p><u>Project SEARCH Team</u> The team will consider addition learning and refreshers surrounding Calicos methods of keeping safe in line with government recommendations. These rules and methods will be refreshed on a daily and weekly basis to ensure retention of information by the Interns. The team will ensure that handwashing and hand gels are made a part of the daily routine alongside ensuring Interns have allocated work stations to ensure areas are not shared with other Interns. The team will ensure that Interns have allocated equipment including stationary to reduce the risk of casual sharing. Electronic learning rather than hard copies will be utilised whenever possible. When sharing of any equipment is a necessity, wipes will be utilised and areas cleaned prior to its reuse. The team will be in attendance for three days per week and off site for two thus reducing the face to face contact. The team will be responsible for signing Interns/visitors in and out of the Project SEARCH room to ensure that in the case of a Covid 19 positive result, contact trace information is available. Only essential trips to other buildings should take place</p> <p><u>Interns</u> No more than 6 Interns will be part of the Cohort. Any additional support to past Interns will be predominantly conducted virtually. Interns will be issues with a 'quick check' sheet with main points to remember whilst the pandemic progresses. Interns will sign to agree acceptable codes of conduct during the pandemic in addition to their Induction materials. Information reminders will be posted in the project SEARCH room and on Exit/Entry areas, to work as reminders surrounding rules and recommendations in relation to Covid 19. Interns will only be in attendance three days a week and work from home for two with contact through electronic methods on the days working from home. Only essential trips to other buildings should take place</p>	2x3=6

CALICO RISK ASSESSMENT



Job / Task Assessed:	Project SEARCH Provision during Coronavirus	Area:	Centenary Court	Assessor:	Lindsey Danson
Person assessed (if any):	Project SEARCH team	Date:	06/04/2021	Job Number:	

Hazard <i>What is the potential for harm?</i>	Hazardous Event <i>How could the harm be realised?</i>	Risk Assessment			Who is Affected	Controls Measures <i>What are the current controls? How can the risk be reduced further?</i>	Residual Risk Rating
		Likelihood (A)	Harm (B)	Risk Rating (C)			
the surface type, its moisture content and temperature). The risk assessed needs to take into consideration the Learning difficulties and additional health care needs of the participants.						<p><u>Protecting People Who are at Higher Risk</u> The team will think about:</p> <ul style="list-style-type: none"> • planning for clinically extremely vulnerable (shielding) workers who must not work outside the home; • planning for interns when working at home who have someone shielding in their household; • helping Interns at increased risk to work from home, either in their current placement or an alternative placement; • Where people are at increased risk cannot work from home, offering them the safest available roles; planning for people who need to self-isolate. <p><u>Social Distancing</u> Interns and team members must maintain 2m social distance as much as possible with the aid of floor markings Maximum occupation to be identified for each work space and public reception area The team to walk the floor to ensure social distancing protocols are being followed Floor markings outside and inside reception areas indicating the 2m social distancing points, with possible use of portable Tensa barriers if necessary</p> <p><u>Coming To and Leaving Work</u> Encourage Interns to travel alone in their own transport (or walk, or cycle if it is safe to do so) when getting to and from work to maintain social distancing Provide a secure area for storing bikes (court yard) Arrival and departure times are staggered so people can keep to the 2 m social distancing rules by not using entry/exit points at the same time Entrance will be controlled through the front entrance</p> <p><u>Moving Around Buildings and Work Sites</u> One way systems around the workplace, with floor markings and floor plans on each level One way entrances, exits and stairways where possible No visiting of other, desks, floors or departments unless pre-agreed</p> <p><u>Workplaces and Workstations</u> No hot desking or sharing of work stations Workstation layout to be reconfigured wherever possible into alternate, diagonal desk occupation Employees should not face each other, and be positioned back to back or side onto each other</p> <p><u>Meetings</u> Hold virtual meetings were possible.</p>	

CALICO RISK ASSESSMENT



Job / Task Assessed:	Project SEARCH Provision during Coronavirus	Area:	Centenary Court	Assessor:	Lindsey Danson
Person assessed (if any):	Project SEARCH team	Date:	06/04/2021	Job Number:	

Hazard <i>What is the potential for harm?</i>	Hazardous Event <i>How could the harm be realised?</i>	Risk Assessment			Who is Affected	Controls Measures <i>What are the current controls? How can the risk be reduced further?</i>	Residual Risk Rating
		Likelihood (A)	Harm (B)	Risk Rating (C)			
					<p>Where virtual meetings are not possible only essential participants should attend meetings and maintain 2m distance Hand sanitiser should be available at meetings Small meeting rooms not to be used, but utilise as individual offices Holding meetings outdoors or in well-ventilated rooms whenever possible</p> <p><u>Common Areas</u> Rest rooms, kitchens, lifts, printers and toilets to be used 1 person at a time were possible Upon entering a kitchen area, Project SEARCH Team/Interns must wash their hands before touching any equipment Team/Interns must only prepare their own food and drink Chairs and tables in the Project SEARCH room will be physically moved to ensure 2m distance Use outside areas for breaks if the locations are suitable and it is safe to do so Encourage Interns to remain on site during working hours</p> <p><u>Accidents, Security and Other Incidents</u> In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe. People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands Reduced numbers of employees in the building may result in fire wardens and first aiders not being readily available. The most senior manager on site will be appointed as the responsible person for any emergency situation Upon discovering a fire, raise the alarm by pressing a call point and leave the building by the nearest exit (disregard any one way instructions in emergency situations) Upon activation of the fire alarm, leave the building by the nearest exit (disregard any one way instructions in emergency situations) It is important that all employees sign in and out of their work area so that they can be accounted for at the fire assembly point by a manager (this will also help with track and trace in the event of a covid-19 positive case) If somebody injures themselves at work and the injury requires treatment call 999 All equipment and safety features of the building will be serviced and maintained in line with manufacturer's guide lines Water systems have been flushed prior to re-occupation and checks are ongoing.</p> <p><u>Managing Customers, Visitors and Contractors</u> Only essential visitors to be allowed on site, health questions to be asked prior to attendance and temperature checks and site induction to be conducted upon arrival</p>		

CALICO RISK ASSESSMENT



Job / Task Assessed:	Project SEARCH Provision during Coronavirus	Area:	Centenary Court	Assessor:	Lindsey Danson
Person assessed (if any):	Project SEARCH team	Date:	06/04/2021	Job Number:	

Hazard <i>What is the potential for harm?</i>	Hazardous Event <i>How could the harm be realised?</i>	Risk Assessment			Who is Affected	Controls Measures <i>What are the current controls? How can the risk be reduced further?</i>	Residual Risk Rating
		Likelihood (A)	Harm (B)	Risk Rating (C)			
					<p>Consider appointment only system for visitors / customer / client contact Visitor waiting area seats placed 2m apart</p> <p><u>Managing Post and Deliveries</u> There is no evidence to suggest that covid-19 can be transmitted via parcels Collections and deliveries will be scheduled where they can. Maintain social distancing (2m apart) at all times with delivery personnel Ideally collections and deliveries should be signed for on your behalf. Where this cannot be achieved then staff must use their own pen to sign any documentation (DO NOT USE OTHERS PENS & MAINTAIN SOCIAL DISTANCING) Restriction on non-business deliveries, for example, personal deliveries to employees Hand washing facilities available for employees/Interns handing post or deliveries</p> <p><u>Providing and Explaining Available Guidance</u> All Covid-19 related Risk Assessments and guidance will be available on the company websites Project SEARCH team will go through the risk assessments with Interns and ensure they have seen the return to work video Clear guidance on social distancing and hygiene will be provided to people on arrival, for example, signage or visual aids</p> <p><u>Cleaning the Workplace</u> Additional anti-viral cleaning of touch points, handles, rails, lift call buttons etc has been arranged Open windows and doors frequently to encourage ventilation, where possible</p> <p><u>Hygiene</u> Project SEARCH team and Interns are asked to wash their hands upon arrival Temperatures to be taken upon arrival using infra-red thermometers Regular washing of hands with soap and warm water for at least 20 seconds Signs and posters will be displayed to increase awareness of good handwashing technique Project SEARCH team and Interns are encouraged and regularly reminded not to touch their faces Hand sanitiser dispensers installed at key points Electronic documents to be used rather than physical copies where possible Equipment should not be shared where practical and cleaned down in between different users if necessary Perspex screens installed in public facing areas such as reception desks Air conditioning and ventilation systems to be assessed for safety by seeking manufacturer's</p>		

CALICO RISK ASSESSMENT



Job / Task Assessed:	Project SEARCH Provision during Coronavirus	Area:	Centenary Court	Assessor:	Lindsey Danson
Person assessed (if any):	Project SEARCH team	Date:	06/04/2021	Job Number:	

Hazard <i>What is the potential for harm?</i>	Hazardous Event <i>How could the harm be realised?</i>	Risk Assessment			Who is Affected	Controls Measures <i>What are the current controls? How can the risk be reduced further?</i>	Residual Risk Rating
		Likelihood (A)	Harm (B)	Risk Rating (C)			
					<p>guidance and that of your specialist HVAC contractor If equipment needs to be passed between people or departments a 'drop off / pick up zone' should be set up with cleaning products to wipe down the items.</p> <p><u>PPE and Face Coverings</u> The risk of covid transmission is being managed through social distancing and hygiene Business liaison to be informed if 2m distance cannot be maintained for certain tasks in order for a decision to be made as to whether that task is carried out or not If 2m distance cannot be maintained but the task is essential, avoid face to face positioning, wear face covering and keep the time to a minimum</p> <p><u>Shift Patterns, Working Groups and Work-Related Travel</u> Interns will work from home for two of the days each week to reduce face to face contact. More vulnerable Interns/team members, based on age, pregnancy, mental health, BAME and relevant underlying illnesses not to be in the office based on flow chart provided to Calico managers Fixed team in order to reduce the number of people coming into contact with each other Only essential trips to other buildings should take place Virtual visits to be conducted instead of physical visits where possible Minimise the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face.</p> <p><u>Communications and Training</u> All Team members/Interns coming back into Calico to receive a mini-induction including guidance for colleagues and a short instructional video Communication notices and signage in place informing staff and customers of rules Training will be carried out virtually where possible Staff are encouraged to feedback any queries or concerns in order for them to be addressed Team/Interns must inform Business liaison if they, or a member of their household, becomes unwell The Government's 'covid-secure' notice must be displayed to assure people that we have followed guidance Awareness and focus on the importance of mental health at times of uncertainty.</p>		

Providing the recommendations are followed and the training and instructions provided then the risks can be reduced to acceptable levels.

CALICO RISK ASSESSMENT



Job / Task Assessed:	Project SEARCH Provision during Coronavirus	Area:	Centenary Court	Assessor:	Lindsey Danson
Person assessed (if any):	Project SEARCH team	Date:	06/04/2021	Job Number:	

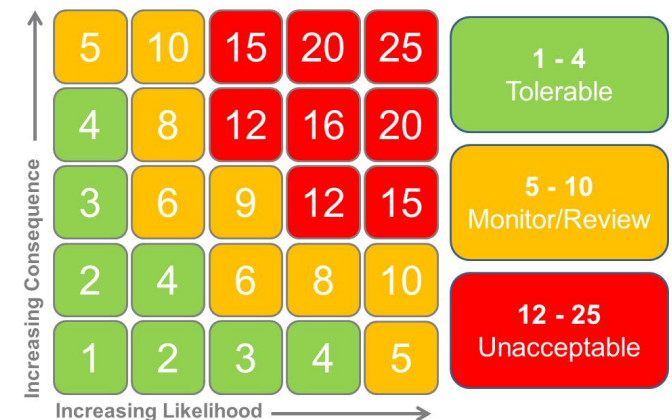
Hazard <i>What is the potential for harm?</i>	Hazardous Event <i>How could the harm be realised?</i>	Risk Assessment			Who is Affected	Controls Measures <i>What are the current controls? How can the risk be reduced further?</i>	Residual Risk Rating
		Likelihood (A)	Harm (B)	Risk Rating (C)			

PPE REQUIRED FOR TASK (tick/complete as appropriate – Refer to Control Measures over page making specific)



Hard Hat		Ear Protection		Welding Helmet	
Safety Footwear		Goggles		Respirator (Type)	Surgical masks
High Vis Vest		Overalls		Gloves (enter type)	
Gas Welding Goggles		Safety Spectacles		Other (specify type)	

Col (A) - Likelihood of Injury or Hazard	Col (B) - Severity of Injury or Hazard	Who Could Be Affected
1. Improbable - (Extremely Unlikely To Occur)	1. Minor (No First Aid Required)	Operators
2. Remote (Small Chance Of Occurring)	2. Harmful (Minor First Aid Required)	Maintenance / Quality
3. Occasional (Could Occur Sometime)	3. Critical (Serious Fractures, Burns, L.T.A.)	Contractors
4. Probable (Unsurprised If It Happened)	4. Severe (Amputations, Loss Of Eyesight)	Visitors
5. Frequent (Almost Certain To Happen)	5. Catastrophic (Fatality, Explosions Etc)	Special Cases (Pregnant Worker/Young People Under 18)



CALICO RISK ASSESSMENT



Job / Task Assessed:	Project SEARCH Provision during Coronavirus	Area:	Centenary Court	Assessor:	Lindsey Danson
Person assessed (if any):	Project SEARCH team	Date:	06/04/2021	Job Number:	

Hazard <i>What is the potential for harm?</i>	Hazardous Event <i>How could the harm be realised?</i>	Risk Assessment			Who is Affected	Controls Measures <i>What are the current controls? How can the risk be reduced further?</i>	Residual Risk Rating
		Likelihood (A)	Harm (B)	Risk Rating (C)			

Persons affected by this Risk Assessment – Have been instructed and understand the contents of this risk assessment and associated documentation, by signing below you are accepting that all the associated hazards and risk involved with this work activity have been assessed and will abide to the control measures detailed within.

Print Name:	Sign:	Trade / Occupation:	Date:

Overall Risk Rating: 4	Date of Next Review: when guidance changes
-------------------------------	---