



SG MIND SITE RISK ASSESSMENT

SITE	THE JUNCTION
ASSESSMENT CARRIED OUT BY	H HOWE
DATE	8/6/2020 & updated 22/6/2020

This is a live document that will be reviewed fortnightly and in line with Government Guidelines. This will be in consultation with SG MIND management, Trustees and Stakeholders

Assessment Review Schedule –
 Return of staff to site – Wednesday 1st July 2020
 Review Wednesday 8th July 2020
 Return of Self Harmony Service Thursday 9th July 2020
 Review Wednesday 15th July 2020
 Continue with review fortnightly until Wednesday 5th August 2020
 Look to move to monthly review from Wednesday 5th August 2020.

Section 1

Staff Location	Staff will remain working from home were possible and as first option, The Junction will be accessible for staff to resume working from on an agreed rota basis in the first instance from the 1 st July 2020. This will be to manage wellbeing and mental health.
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SG MIND SITES	Staff can access Sanford Street offices and The Junction for materials, printing, post and files.
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THE JUNCTION RISK ASSESSMENT						
What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When by? (Date)	Date complete
Use of The Junction site, this includes office space, kitchen area, toilets and shared communal space.	Staff may be more at risk of contracting the virus and or spreading to others inside and outside of site. Contact with multiple / high traffic space increasing risk of contamination.	The Junction has been clearly marked with industry standard signage. Staff will be temperature checked on entering the site and will sanitise their hands at entry station placed internally at both site entrances. Maximum numbers of people have been set per room; this is up to six in the main communal space. One in the toilet space. Two in both office spaces.	Provide staff when they return to site with copies of assessment and agreement on use of PPE – staff to sign off. Keep staff updated as part of LIVE RISK PROCESS. Monitor possible need for increased refuse disposal collections. Monitor possible need for increased frequency of replenishing antibacterial dispensers. Monitor cleaning of communal space.	H HOWE and management team.	8/7/2020	

		<p>One in the kitchen space.</p> <p>In the staff entrance there is a PPE storage / collection space. ALL staff will have their own PPE clear box.</p> <p>When staff are on site, ALL internal doors will remain open.</p> <p>Toilet area to be disinfected / wiped down after each use with materials supplied.</p>	<p>Set up items purchased for site –</p> <ul style="list-style-type: none"> • Clear, industry standard signage on 2 metre distancing, floor marking & hand-washing • Waste bins in wash rooms, kitchen and entry doors for PPE disposal and hand-towel disposal • Waste bags • Anti Bacterial floor cleaner • Plastic seating that can be disinfected. • Hand towel dispensers at kitchen and bathroom area + paper hand-towels • Non contact infrared thermometer for clients 			
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			attending the site.			
<p>Toilet space</p> <ul style="list-style-type: none"> - NB This is also applicable to section 2 	Entry when in use, risk of contact / contamination.	Only the accessible toilet will be open to use for clients and one standard cubicle will be open for staff use. Both cubicles will be clearly marked on the doors Re usage. The main washroom door will be open at all times when staff are on site, this will provide distanced visibility on usage of cubicles. Cubicle handles – toilet and door will be wiped down with disposable towel and disinfectant after each use. Towel will be disposed of in open bin in washroom and hand washing must then take place.	Process to be shared with staff and implemented by staff.	H Howe and Management team.	1/7/2020 / ongoing.	
Use of equipment and shared space.	Increased risk of contamination / spread of virus via	ALL staff will have their own PPE box with protective PPE	Show staff how to use PPE and dispose of used items safely.	H Howe and Management team.	1/7/2020 / ongoing.	

	<p>shared usage of space and equipment.</p>	<p>kit that includes but is not exhaustive of –</p> <ul style="list-style-type: none"> • Full, Clear, cushioned face visors • Hand sanitiser • Latex free gloves disposable • Disposable / Surgical face masks • Disposable blue paper towel roll • Antibacterial spray • Tissues • Pens & pencils • Sharpie Marker pen • Antibacterial wipes <p>Clear signage in all site areas on social distancing. Floor spaces in main communal area marked. Open, lined bins for non-contact disposal</p>	<p>Increase cleaning to whole site to daily. Add daily register to monitor site usage. Monitor Government advice and staff wellbeing / comfort with risk measures. Monitor need to replenish PPE.</p>			
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		<p>of hand towels and rubbish.</p> <p>Disposable hand towels in toilet and kitchen space.</p> <p>Regular hand washing.</p> <p>Site & workspace cleaning.</p> <p>Staff to only use their IT hardware and store this away daily in their PPE box.</p> <p>When staff are on site rear external door is to remain open for improved clean airflow.</p> <p>Set maximum numbers on site and in site spaces to be adhered to at all times.</p>				
Staffing levels / business continuity.	<p>Staff identified as needing to self-isolate.</p> <p>Staff identified as Vulnerable.</p> <p>Childcare – schools or childcare removed.</p>	<p>Increased supervision for whole team via external provider.</p> <p>Increased staff supervision with SG MIND line managers.</p>	<p>In place and active.</p> <p>Continue to monitor.</p>	<p>H Howe and Management team.</p>	<p>Live</p>	

	Staff wellbeing and sickness levels deteriorate.	Supportive measures implemented to allow for remote continuation of work.				
Staff wellbeing and work placed comfort.	Anxiety of increased risk to staff's health from the virus. Increased anxiety / stress due to new protective measures required in working environment.	Time allocated for daily cleaning and prep of workspace. Weekly team support via line managers. Management on call to debrief and support. Encouragement to plan regular annual leave breaks.	Continue clear and timely updates of business planning to all staff. Continue to support and address staff concerns.	Management team, overseen by H Howe.	Live	
Staff Communal Space – Lunch / Breaks	Increased risk of contamination / spread of virus.	The one kitchen space will only be used by one staff member at a time. Staff will use PPE / Antibacterial supplies provided to clean area down after each use. Staff will keep their own utensils, plates, mugs in their PPE box provided. No utensils or food will be left in kitchen space. Milk sachets will be	Share and embed plan with staff. Continue to monitor and assess risk measures are being followed.	Management team and staff	1/7/2020 / ongoing.	

		provided in place of refrigerated milk. The fridge will not be used. Lunch breaks will need to be taken at desks or off site.				
Staff responsibility for welfare and safety.	Staff, visitors and general public. Risk of spread of virus. Not using PPE. Not adhering to site risk control.	Signage and markings on numbers and distancing in place. Policy, company updates and risk assessment shared and on One Drive system. Staff PPE kits ready. Cleaning processes shared and displayed.	Distancing must be adhered to including set numbers in site spaces. All staff must update themselves of SG MIND policy and guidance as per their contracts. Once collected, staff must adhere to use of PPE – if numbers of people go above one in a workspace, provided face masks are advised to be worn. Regular hand washing and antibacterial cleaning of own hardware. Cleaning must be implemented and followed.	H Howe and Management team.	1/7/2020 - ongoing	

Fire Alarm	Procedure for all site use in event of fire – manage distancing and contact.	Junction site meeting point of the Cenotaph – Staff will ensure that all exit calmly adhering to social distancing asking staff and or clients to use the perimeter of the Cenotaph as guidance on space.	To be embed in site procedure and policy. Site signage to be updated on exiting the site managing social distancing.	H Howe and Management team.	1/7/2020 - ongoing	
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Section 2

SERVICE DELIVERY /FACE TO FACE WORK	Service delivery is planned to restart face to face work on Thursday 9 th July 2020 for service area – Self Harmony to reduce risk of escalation in specific service area to Secondary care, to reduce client risk, to reduce waiting list. See risk assessment below -
SG MIND SITES	The Junction main communal area and client entrance on Commercial Road.

THE JUNCTION CLIENT FACE TO FACE RISK ASSESMENT						
What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When by? (Date)	Date complete
<p>Clients at increased risk of spreading or contracting the virus.</p>	<p>Clients and staff due to client lack of understanding or following of service procedures and or boundaries.</p>	<p>Before coming to site, staff will assess clients over the phone and talk through the measures in place to protect and reduce risk of spread of virus. Staff will make clients aware that a temperature check will be done on entry to the site and clients will be asked to go home with a recommendation to self-isolate if their temperature check is above the Government guidance of 37.8 degrees Celsius. Clients will be made aware of distancing and expected to follow this. Clients</p>	<p>Ensure regular guidance is checked with staff team. Ensure VIEWS system is updated for each client on measures taken. Ensure follow up call is made to client after service use to assess if there is any increased risk after initial face to face work.</p>	<p>Service delivery team, Line managers</p>	<p>From 9th of July or when face to face work commences.</p>	

		<p>will be made aware that staff will be wearing PPE that includes a clear full-face visor to avoid restriction of facial communication.</p> <p>On arrival at site – Clients will be asked to wash or sanitise their hands.</p> <p>Clients will be offered to wear a full-face visor or clinical face mask and disposable gloves.</p> <p>Standard behavioural agreement will be made with clients.</p> <p>Clients will be asked to remove any PPE prior to using the toilet and put back on once exiting the toilet to risk manage ligaturing in unmanaged space.</p>				
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Contamination / risk of virus spread via door entry systems.	Client put at increased risk of contamination from contact of external site fixtures on arrival.	Client will be given ten-minute arrival time slot where they will be greeted by staff to avoid cross usage of door entry systems. If this slot is missed staff will call client to assess intention to keep appointment. The site door will be closed at this point until new time frame is agreed.	Signage will be put on external entrances to make clients aware and prevent touching the entry system, the service contact number will be visible on the signage. Ongoing management of site controls.	Delivery staff and management team.	From 9 th of July or when face to face work commences.	
Client wellbeing and comfort.	Increased anxiety / stress due to new protective measures required in service area. Increased anxiety in risk of exposure to virus.	Staff will assess clients over the phone when booking appointment to identify whether the client is needing to self-isolate or vulnerable Time will be allocated prior to coming to site to discuss new measures in place. Encouragement and empowerment to make own choice and plan on return to	Pathway for clients to be embedded in service offer, to be shared with service delivery team.	Delivery staff and management team.	From 9 th of July or when face to face work commences.	

		<p>using services in person.</p> <p>Assurance that optional PPE will be provided on arrival that includes –</p> <ul style="list-style-type: none"> Disposable gloves. Hand sanitiser, Disposable clinical face masks, Use of Full clear face visor. <p>Clean and disinfected environment.</p> <p>Assurance of warm welcome from SG MIND Team.</p>				
Client PPE	Staff and clients	Staff will sterilise face visors, and then place in provided, labelled boxes for 72 hours before next use (sterilise masks – disinfectant spray and cloths which will then be disposed of, then stored away)	Ongoing management of site controls.	Delivery staff and management team.	From 9 th of July or when face to face	
Refreshments	Staff and clients	Clients will be offered a drink of water on		Delivery staff and	From 9 th of July or when	

		arrival from the site water cooler in a disposable cup. No other refreshments will be offered or allowed on site.		management team.	face to face work commences.	
Personal Items	Staff and clients	Prior to attending the site, clients will be asked to only bring one small bag if required to hold money, phone, medication and other personal items needed. Clients will be asked to keep this with them at all times, with the exception of using the toilet space – where personal belongings will be asked to be left in storage box with face mask or visor if being used by client – client will be made aware that the storage box will be in an area that is under video surveillance to	Ongoing management of site controls.	Delivery staff and management team.	From 9 th of July or when face to face work commences.	

		offer assurance and mitigate accusation of staff interference with client belongings.				
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SG MIND COVID-19 Workplace Risk system – Based on risk after control measures are implemented to be used by management team as site use returns.

*a very low risk environment is likely to be home working or isolated, non-shared office working

RISK ID	Risk Factors	Low*	Standard	Medium	High
1	Patient/Service User/Public Facing				
2	Ability to maintain social distancing at work >2m				
3	Number of different people sharing the workplace				

4	Travel to and from work				
5	Workplace entry and exit				
6	Availability and use of PPE				
7	Ability to maintain hand hygiene				
8	Workplace environment cleanliness control				
9	Ability to avoid symptomatic people				