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|  | **Risk Assessment Prompt Sheet** | | | **cid:image003.jpg@01D2FB20.B009E750** |
| **PS:039:00** | **RE: COVID 19 Returning to the Workplace Safely** | | | |
| **Issue date:** | May 2020 | Version No: | 2 | |
| **Author(s):** | National Health and Safety Function | | | |
| **Note:**  **Legislation**  **Scope:** | Safety Health and Welfare at Work Act, 2005.  As we prepare to return to workplaces that have not been in use or have had reduced usage for a number of weeks, Managers are required to undertake a comprehensive risk assessment which includes a review of existing control measures in place and the identification and implementation of any additional control measures required.  Reintroduction of scheduled acute and community care will be carried out in a planned, appropriate and considered manner which optimises patient care while minimising risks to the public, to healthcare staff and to the wider healthcare system **(ref:** [**HSE approach to Return to Work Safely Protocol**](https://healthservice.hse.ie/staff/news/coronavirus/hse-approach-to-return-to-work-safely-protocol.html)**, May 2020).**  All mangers should check HSE.ie on a daily basis to keep informed of up to date information and advice. | | | |
| Thefollowing non-exhaustive list of prompts has been developed in response to the [**Dept. of Business, Enterprise and Innovation and Dept. of Health *Return to Work Safely Protocol COVID-19 Specific National Protocol for Employers and Workers, May 2020,***](https://www.gov.ie/en/publication/22829a-return-to-work-safely-protocol/)and the[**HSE approach to Return to Work Safely Protocol**](https://healthservice.hse.ie/staff/news/coronavirus/hse-approach-to-return-to-work-safely-protocol.html)**, May 2020,** which describes the steps that must be taken in order to reduce the risk of the spread of Covid 19 in the workplace.  The risk assessment prompt sheet must be reviewed in conjunction with the documents above.  For supporting documentation please refer to [www.hse.ie/safetyandwellbeing](http://www.hse.ie/safetyandwellbeing). | | | |

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| **No.** |  | **Yes** | **No** | **N/A** |
| **Working together to suppress COVID- 19 in the workplace** | | | | |
| **Occupational Health and Safety Responsibilities –( Ref. Protocol A2, C )** | | | | |
| **1** | |  | | --- | | Has a person/team been identified to manage compliance to COVID-19 requirements in the workplace? **i.e. COVID-19 Response Management Co-ordinator and/or Team** | |  |  |  |
| **2** | |  | | --- | | Has a person/team been appointed to assist in implementation and monitoring adherence to COVID-19 requirements? **i.e. Covid-19 Lead Worker Representative(s) (LWR) (refer to *SN:01:000 Summary of key support roles in the implementation of the HSE’s Return to Workplace Protocol* www.hse.ie/safetyandwellbeing)** | |  |  |  |
| **3** | |  | | --- | | Has the governance structure for the appointed person/team been clearly articulated? i.e. to Senior Management | |  |  |  |
| **4** | |  | | --- | | Is the LWR(s) clearly identifiable to staff? | |  |  |  |
| **5** | |  | | --- | | Has relevant and necessary training been provided to the LWR as per national guidance and local training needs assessment? | |  |  |  |
| **6** | |  | | --- | | Are there arrangements in place to consult with the Safety Representative (s) and with staff? *e.g.* Safety Committee*.*  Ref: Section 25 & 26 of SHWW Act, 2005, HSE Corporate Safety Statement 2020 | |  |  |  |
| **Getting Back to Work** | | | | |
| **Occupational Safety and Health (OSH) Management System/Documentation (Ref. Protocol E1)** | | | | |
| **7** | Have organisational (to include work practices), physical space and patient flow measures been considered to prevent overcrowding within health and social care facilities? |  |  |  |
| **8** | Is there a COVID-19 Business Response Plan? |  |  |  |
| **9** | Has the Safety Statement been updated to reflect the changes made by COVID-19? |  |  |  |
| **10** | Have Risk Assessments been updated in response to hazards associated with COVID-19? |  |  |  |
| **11** | Do risk assessments address sensitive risk groups and vulnerable staff to include young workers, older workers, pregnant workers, night and shift workers, workers with an underlying condition? |  |  |  |
| **Develop, Consult, Communicate and Implement Workplace Changes or Policies (Ref. Protocol E3)** | | | | |
| **12** | Have relevant HR/OSH/GDPR policies such as absence, sick leave, etc., been reviewed and updated to reflect COVID-19 requirements? |  |  |  |
| **Implementing COVID-19 Prevention and Control Measures to Minimise Risk to Workers (Ref. Protocol E4 )** | | | | |
| **13** | Is there a clear protocol in place for the prompt identification and isolation of staff who become symptomatic at work? |  |  |  |
| **14** | Is there a protocol in place describing the steps to be taken before returning to the workplace? |  |  |  |
| **Physical Distancing (Ref. Protocol 4C)** | | | | |
| **Working from home – office work should continue to be carried out from home where practicable –**  <https://www.hse.ie/eng/staff/resources/hr-circulars/hr-circulars-2020.html> | | | | |
| **15** | Does consideration need to be given to reducing the capacity in the facility? |  |  |  |
| **16** | Have access controls been considered for the Reception Area? e.g. to manage numbers, monitor entry etc |  |  |  |
| **17** | Can close contact with Reception staff be eliminated or reduced? e.g. screens, marked out waiting area |  |  |  |

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| **No.** |  | **Yes** | **No** | **N/A** |
| **18** | Are workspaces compliant with the 2 metres distance? E.g clinical rooms, workstations, offices, reception |  |  |  |
| **19** | Can workspaces be redesigned or reconfigured? |  |  |  |
| **20** | Are controls in place in the canteen? E.g. supervision, staggering use, extend times, removing chairs/tables, queue systems etc.  Consider closing the canteen facilities if public health measures including social distancing cannot be facilitated |  |  |  |
| **21** | Can payment systems in canteens or food and drink dispensers receive contactless payments? |  |  |  |
| **22** | Can staff be organised into teams who consistently work and take breaks together? |  |  |  |
| **23** | When catering is provided, can food options be pre-packed, menu options reduced? |  |  |  |
| **24** | Is the use of passenger lifts kept to a minimum and social distancing observed? *Encourage stair use* |  |  |  |
| **25** | Are all portable water outlets cleaned and sanitised on a regular basis? |  |  |  |
| **26** | Are controls in place to reduce capacity in meeting rooms/clinical rooms to meet social distancing requirements? E.g. signs posting maximum capacity, remove chairs, etc. Can the meeting be held virtually? |  |  |  |
| **27** | Is there appropriate HSE Covid-19 Social Distancing signage in place? |  |  |  |
| **28** | Access into and leaving the building: Can distancing be implemented for staff, service users and visitors arriving at similar/same times? |  |  |  |
| **29** | Visitor/Contractor self-declaration form? Is it held in line with GDPR requirements? |  |  |  |
| **30** | Are control measures applied in locker room/showers/other welfare facilities? |  |  |  |
| **31** | Is a no handshaking policy implemented? |  |  |  |
| **Note:** Where 2 metre worker separation cannot be ensured a specific activity risk assessment must be conducted and alternative protective measures must be put in place e.g. comprehensive hygiene measures minimising the frequency and time staff are within 2 metres of each other, minimising the number of staff involved in the task, physical barriers, provision of face masks | | | | |
| **Cleaning – (Ref. Protocol 4C)** | | | | |
| **32** | Have cleaning arrangements been reviewed and documented in line with Public Health Guidance? ([ref: European centre for Disease Prevention ( March 2020) Disinfection of environments in healthcare and non healthcare settings potentially contaminated with SARS-CoV-2)](https://www.ecdc.europa.eu/en/publications-data/disinfection-environments-covid-19) |  |  |  |
| **33** | Are cleaning materials appropriate for use? Are new materials added to the chemical list? |  |  |  |
| **34** | Are Hand Sanitisers provided at appropriate locations? *Consider touchless options* |  |  |  |
| **35** | Is there a clean desk policy in place? (Staff instructed to clear their desk at the end of each day), If not- this must be considered. |  |  |  |
| **36** | Are local desk and IT equipment cleaning materials available? (e.g. phones, keyboard, desk) |  |  |  |
| **37** | Have cleaning staff been re-inducted and/or re-trained? |  |  |  |
| **38** | Has appropriate [PPE been provided](https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/infectionpreventionandcontrolguidance/ppe/) for cleaning staff? (Also refer to Safety Data Sheet for each cleaning product) |  |  |  |
| **39** | Is there adequate supervision of cleaning arrangements? |  |  |  |
| **40** | Is there appropriate [HSE Covid-19 signage](https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/partner-resources/) in place? |  |  |  |
| **41** | Should soft furnishings in common areas be removed? (e.g. cushions) |  |  |  |

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| **No.** |  | **Yes** | **No** | **N/A** |
| **42** | Should other items at contact points be removed? (e.g. ornaments) |  |  |  |
| **43** | Can touchless technology be introduced at contact points such as entry points? |  |  |  |
| **Building Management Systems** | | | | |
| **44** | Is the Planned Preventative Maintenance (PPM) Schedule up to date? |  |  |  |
| **45** | Are Life Safety Systems tested and in operational order? (e.g. fire alarm systems) |  |  |  |
| **46** | Have Heating Ventilation Air Conditioning (HVAC) systems been inspected? Filters changed? Are upgrades required? *Contact Maintenance/ Estates as appropriate* |  |  |  |
| **47** | Are water systems flushed and sterilised? |  |  |  |
| **48** | To facilitate staff who are choosing to cycle to work can additional bicycle storage facilities be provided? |  |  |  |
| **49** | Can additional car parking be offered, if necessary? |  |  |  |
| **Managing Third Parties: Contractors, Visitors (Ref. Protocol C, 4C)** | | | | |
| **50** | Is the Contractor Management procedure fit for purpose? E.g. consider how contractors will adhere to new site/building requirements. |  |  |  |
| **51** | Is there a system for recording visits to the site? |  |  |  |
| **52** | Have actions been considered when contract or contingency staff become unwell/symptomatic/identified as a close contact? |  |  |  |
| **53** | Have third party signage been considered? E.g. to cover visitors, delivery management, couriers, mail providers, customers, etc. |  |  |  |
| **54** | Are suitable hand washing facilities and/or sanitisers available? |  |  |  |
| **Emergency Response (Ref. Protocol 7B)** | | | | |
| **55** | Fire Procedures - are changes required to reflect new staff numbers, potential loss of fire wardens and key emergency personnel, new layout, etc.? |  |  |  |
| **56** | Occupational First Aid: Are changes required to ensure adequate coverage? |  |  |  |
| **57** | Are First Aiders aware/briefed on new COVID-19 requirements? |  |  |  |
| **58** | Is PPE available to First Aiders? Note: [PHECC protocol](https://www.phecit.ie/PHECC/Publications_and_Resources/Newsletters/Newsletter_Items/2020/PHECC_COVID_19_Advisory_v1.aspx) |  |  |  |
| **59** | Can staff who become symptomatic in work be isolated in an appropriate room that is used for this purpose only? |  |  |  |
| **60** | Are training certifications still in- date for Emergency Response Team members? |  |  |  |
| **Remote Working (Ref. Protocol 4C)** | | | | |
| **61** | Are managers and staff aware of the [GD:011:00 HSE Guideline Document COVID-19 Home Working](https://www.hse.ie/eng/staff/safetywellbeing/healthsafetyand%20wellbeing/health-and-safety-guideline-to-home-working-during-covid-19.pdf)? |  |  |  |
| **62** | Have individual Risk/Ergonomic Assessments been conducted? |  |  |  |
| **63** | Has instruction, information and training been provided? |  |  |  |
| **64** | Has appropriate IT and other equipment been provided? |  |  |  |
| **65** | If ergonomic concerns are identified are staff aware who to report them to? |  |  |  |
| **66** | Are communication channels between the employer and their staff clear and understood? |  |  |  |
| **67** | Are working time controls in place? |  |  |  |
| **68** | Are GDPR controls in place? |  |  |  |
| **69** | Have medically vulnerable staff who cannot work from home been preferentially supported to maintain a physical distance of 2 metres? |  |  |  |
| **Case Management (Ref. Protocol E4)** | | | | |
| **70** | Is there a COVID-19 illness policy in place? (This may form part of the COVID-19 Response Plan) |  |  |  |

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| **No.** |  | **Yes** | **No** | **N/A** |
| **71** | Is the Pre-Return to Work form in place? |  |  |  |
| **72** | Who is responsible for managing (issuing, reviewing, archiving) the form? |  |  |  |
| **73** | Do all staff know what the notification process is and the consequences if they do not follow the policy notification procedures? |  |  |  |
| **74** | Is the responsibility for tracking absence assigned? |  |  |  |
| **75** | Is the responsibility for approving return to work assigned? |  |  |  |
| **76** | Is the responsibility for conducting contact logging assigned? |  |  |  |
| **77** | Are staff aware of the purpose of the contact log? |  |  |  |
| **78** | Is the responsibility for dissemination of HSE COVID-19 info assigned? |  |  |  |
| **79** | Are staff aware of their responsibilities with regard to self-isolation? |  |  |  |
| **Managing Mental Health and Wellbeing (Ref. Protocol 7c)** | | | | |
| **80** | Have staff been informed/reminded of the HSE supports in place? |  |  |  |
| **81** | Do existing procedures need to be reviewed /updated? |  |  |  |
| **Training** | | | | |
| **82** | Has training been provided to staff prior to their return? |  |  |  |
| **83** | Have training plans been reviewed and updated? |  |  |  |
| **84** | Are existing training delivery systems (including online systems) fit for purpose? |  |  |  |
| **85** | Are there arrangements in place to keep staff appraised of COVID-19 related information to include (non exhaustive)   * the symptoms * how each individual can protect themselves * what to do if a staff member becomes symptomatic at work * any current restrictions in place (e.g. travel for work etc.) * the rationale behind social distancing * good hygiene measures to include hand hygiene, cough etiquette and cleaning? |  |  |  |
| **Travelling to/from and for work – (Ref. Protocol 4C)** | | | | |
| **86** | Do staff conduct travel for work in line with[*HSE Guidance on Staff travel during COVID 19 Outbreak - Things to consider when you and your employees are to engage in travel*?](https://www.hse.ie/eng/staff/safetywellbeing/healthsafetyand%20wellbeing/safetystatementsandriskassessments.html) |  |  |  |
| **PPE- Personal Protective Equipment (Ref.Protocol 4C)** | | | | |
| **87** | Have Risk Assessments been conducted for all tasks that may require PPE? |  |  |  |
| **88** | Has the HSE and HPSC guidance been consulted in relation to use of PPE? |  |  |  |
| **89** | Has the suitable PPE been sourced and provided? |  |  |  |
| **90** | Have staff been trained on proper use, cleaning, storage and disposal of PPE? |  |  |  |
| **91** | Are PPE inspection arrangements in place? |  |  |  |