

Risk Assessment

Summary

Reference: RA000200/8

Sign-off Status: Approved

Date Created: 21/08/2020	Confidential? No
Assessment Title: First aid assessment for Plumer House	
Assessment Outline: Staff attendance at Plumer House has drastically diminished since the government guidance to work from home was implemented during the Covid-19 outbreak. With limited staff on site, it is not possible to guarantee the presence of a first aider on site at all times. Therefore this assessment sets out the amended measures which will be implemented. Plumer House is an office based environment with limited staff and access to members of the public has been prohibited. It is therefore considered of low risk for first aid incidents.	
Area Responsible (for management of risks)	Location of Risks On-Site
Directorate: All directorates	Site: Plumer House
Department: All on site	Area: ALL Areas
Team: All Teams	Dept/Area: ALL Depts/Areas
Further Location Information:	
RISK_HE_FORMA_COUNTRYLABEL: RISK_HE_FORMA_COUNTRY_HEADER	
Assessment Start Date: 27/10/2020	Review or End Date: 27/10/2021
Relevant Attachments:	
Description of attachments:	
Location of non-electronic documents:	
Assessor(s): Harris, Keith	
Line Manager: Tara Brain Jacqui Hunt	
Reason fo Review	
Type: Periodic Review	
Reason: Reduced capacity, change to Appointed Person	
Signed Off: Tara Brain (03/11/2020 13:50) Jacqui Hunt (03/11/2020 13:50)	
Distribution List:	
PEOPLE AT RISK (from the Activities covered by this Risk Assessment)	
CATEGORY Employees	

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1. First aid assessment for Plumer House

Description of Activity:

Plumer House is an office based environment and has significantly reduced the number of staff working from the building following government guidance to only attend work where absolutely necessary and work from home where possible. Plumer House is also closed to members of the public, reducing the numbers of people and risk within the building further still.

Hazard 1. Accident/incident on site

Accident, incident or assault occurs on site that results in minor injury.

Existing Control Measures

When trained first aiders are on site they will fulfil their role as required in the event first aid treatment is required.
 In the absence of a first aider, a member of the facilities team will take on the role of the "Appointed Person" and will be responsible for managing first aid kits and telephoning for an ambulance.
 When on site first aiders will notify reception and reception staff will keep the list of available first aiders for that day up to date.
 In the event first aid is required FM will be contacted in the first instance.
 First aid room available to use on ground floor near reception.

With Existing Controls:

Low

Further Control Measures

Hazard 2. Lack of First aiders on site

Delay in treatment.

Existing Control Measures

In the absence of a first aider, a member of the facilities team will take on the role of the "Appointed Person" and will be responsible for managing first aid kits and telephoning for an ambulance.

Further Control Measures

Risk Assessment

Hazard 3. Outside normal working hours

Staff working outside normal working hours.

Existing Control Measures

In the absence of a first aider, a member of the facilities team will take on the role of the "Appointed Person" and will be responsible for managing first aid kits and telephoning for an ambulance.

Members of staff from K9 Security to act as First Aider out of normal office hours.

With Existing Controls:

Low

Further Control Measures

Hazard 4. Heart attack/serious illness/injury

Staff member or visitor suffers heart attack or serious illness/injury.

Existing Control Measures

When first aiders are on site they will fulfil their role as required in the event first aid treatment is required.

In the absence of a first aider, a member of the facilities team will take on the role of the "Appointed Person" and will be responsible for managing first aid kits and telephoning for an ambulance.

Emergency services to be called by dialling 9-999 and reception informed to expect ambulance on site.

Defibrillator held within the reception area. All first Aiders are trained in its use.

In the absence of a first aider, a member of the facilities team will take on the role of the "Appointed Person" and on telephoning for an ambulance may be asked to deploy the defibrillator following the guidance given by the medical/emergency services.

With Existing Controls:

Low

Further Control Measures

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Hazard 5. First aid box

First aid equipment out of date or missing.

Existing Control Measures

First aiders or the Appointed Person must check first aid boxes on regular basis and can obtain replacement supplies from Property & Safety team.

With Existing Controls:

Low

Further Control Measures

Hazard 6. Specialist first aid/disability

Staff member identifies illness or disability that requires specialist first aid/management.

Existing Control Measures

All employees encouraged to report to their line manager any illness or disability so first aid cover can be assessed- information to be shared with first aiders and Appointed Persons if agreed with staff member.

With Existing Controls:

Low

Further Control Measures

Hazard 7. Visitor on site

Visitors has accident/illness whilst on site.

Existing Control Measures

When first aiders are on site they will fulfil their role as required in the event first aid treatment is required.
In the absence of a first aider, a member of the facilities team will take on the role of the "Appointed Person" and will be responsible for managing first aid kits and telephoning for an ambulance.

With Existing Controls:

Low

Further Control Measures

Risk Assessment

Hazard 8. Bodily fluids

Contact with spilt body fluids causing infections, illnesses or a safety hazard.

Existing Control Measures

Following any bodily fluid spill- if small first aiders / Appointed Person to clean using alcohol wipes.

If larger- Area closed/restricted access and Environmental Services called to arrange cleaning.

Suitable disposable gloves must be worn while performing this task, and all cuts to be covered.

With Existing Controls:

Low

Further Control Measures

Hazard 9. Administering first aid during Covid-19

First Aiders / Appointed Persons contracting Covid-19 from an infected casualty.

Existing Control Measures

Plymouth Community Homes has developed a series of work instructions, CVPR012-First Aid work instructions, details measures to be taken when administering first aid.

With Existing Controls:

Medium

Further Control Measures



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Actions

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Actions associated with this Risk Assessment

***** No Actions have been recorded*****