



**London Ambulance Service**  
NHS Trust

# HEALTH & SAFETY RISK ASSESSMENT

## LAS Trust Wide Covid-19 Secure Risk Assessment

**Section 1:**  
**Description of activity, process or equipment assessed:**

**Undertaken in line with the ACE Working Safely during COVID-19 in Ambulance Service in non-clinical areas Guidance Document 10 June 2020**

- This predictive risk assessment provides a framework to enable a safe system of work to be adopted in the carrying out of the activity or operation. Where dynamic risk assessment is used to aid decision-making in rapidly changing environments, it must be informed by a predictive risk assessment (see appendix 1), and must not be considered in isolation.
- Assessment scores should correspond to the LAS Risk Management Framework standard 5x5 grid.
- Please read in conjunction (where applicable) with the appropriate London Ambulance Service (LAS) Standard Operating Procedure (SOP).
- Operations must be conducted in a manner compliant with the LAS Health & Safety Policy, sub policies, where appropriate NARU (HART) and relevant National Health Service (NHS) National Standards.
- Please retain a copy of this Risk Assessment locally for update and review.
- Ranking risks is necessary in order to identify their relative importance. The degree of risk associated with a particular hazard depends on the likelihood of it causing an accident and the probable severity of the consequence of such an accident.
- This ranking system involves classifying likelihood (in terms of frequency) and severity each on a five point scale and then multiplying them both together to give the risk ranking.
- A review of this risk assessment(s) should be undertaken at specified time intervals, following any accident, injury or near miss or where it is no longer deemed current.

Hazard Number	Section 2	Section 3	Section 4	Section 5			Section 6	Section 7			Section 8	Section 9	Section 10
	Hazard Description and Impact	Person(s) at risk	Existing Safe System Controls	Residual Score (with existing controls)			Additional controls required	Residual Risk Score (with additional controls)			Summary of actions to be taken to control the risk	Action owner	Action target date
				Likelihood	Impact	Rating		Likelihood	Impact	Rating			
1	Protecting People who are at higher risk	Staff	We have worked to ensure that all staff who are in high risk groups have a personalised plan in place which takes their specific circumstances into account. Staff to work from home.	4	4	16	All high risk staff have received individual letters outlining their high risk status, the support from LAS that is available, and guidelines for managing risks. Managers are required to discuss risks with staff and it is recommended that they work with staff to draw up personal Covid-19 plans which identify and assess risks and how to mitigate them. OH service also undertakes individual risk assessments for staff in high risk groups.	1	4	4	Ongoing monitoring	Local Management	June 2020
2	Coming to work and leaving work	Staff	Handwashing signage and basins are in place across all trust sites.  Hand sanitiser has been installed in all entrances across all sites to enable hand sanitising to take place when coming to work.  Staff have been reminded to wear face coverings if travelling by public transport.  One-way systems are in place where reasonably practicable.	3	3	9	Task and Finish Group set up to implement the Trusts aims to meet Government Guidelines, two weekly meetings are in place with the TU Reps.  Covid-19 Secure checklist developed.  Current site specific risk assessments are being updated in line with the results from the checklist as above.	1	3	3	Compliance checks to be undertaken until fully Covid-19 secure.	Estates Department	June 2020
3	General office areas / control rooms/meeting rooms and areas/education centres	Staff	Sanitiser is available at the entrance to all offices/meeting rooms/training rooms etc.  Hand surface wipes are available in each area to ensure that cleaning is taking place before and after use.  2m distancing is in place where possible, in other areas	3	3	9	Task and Finish Group set up to implements the Trusts aims to meet Government Guidelines, two weekly meetings are in place with the TU Reps.  Covid-19 Secure checklist developed Local Action plans have been developed from the Covid-19 Checklists.	1	3	3	The QGAMs and SSCLs have been provided with an assurance template provided by the Health, Safety & Security Team for completion when visiting each ambulance station and site to work collaboratively with local management and Staff Side TU H&S Reps to assure the completion of local actions.	Estates Department	June 2020

		<p>such as EOC/IUC screens are in place between desks where the 2m rule is not achievable.</p> <p>Under the most recent AACE guidance we are providing surgical masks for staff where social distancing is not achievable and where they will have contact for more than 15 minutes.</p> <p>Cleaning regimes have been increased across all sites where required and staff have been reminded (posters/signage and bulletins) to clean desks regularly with the available hard surface wipes.</p> <p>Signage is in place across the estate, to remind everyone about cleaning, handwashing and 2m distancing.</p> <p>Staff are encouraged to work from home where possible; a homeworker checklist is in place along with guidance.</p> <p>The use of MS Teams is in place across the Trust and most meetings are held virtually where possible.</p> <p>Maximum occupancy for all training and meeting rooms has been assigned and displayed on the entrance to these areas.</p> <p>The Corporate Health, Safety &amp; Well-Being Committee provides overall assurance in regards to all matters Health &amp; Safety and this will include the compliance against Covid-19 Secure. This is the main route to consult with Staff</p>			<p>Current site-specific risk assessments are being updated in line with the results from the checklist as above.</p> <p>Compliance checks against outstanding actions from the above checklists have been undertaken.</p> <p>Continue to support personnel working from home in regards to IM&amp;T and DSE.</p> <p>Continue to support home workers by regular contact with line management.</p>			<p>Overall findings to be uploaded onto My Assurance to provide assurance to the Board, HSE and the CQC of compliance against Covid-19 Secure guidelines.</p>	
--	--	---	--	--	--	--	--	---	--

			Side on the above action plans and compliance.										
4	Common areas including crew rooms and break out areas	Staff	<p>Signage is in place to encourage and remind staff to undertake good hand hygiene practices and clean surfaces more often</p> <p>The top tips for infection prevention are in place.</p> <p>Where social distancing is not possible, staff are provided with surgical masks, which should be worn when preparing food but can be removed for eating purposes.</p> <p>Frequent touch points are to be cleaned throughout the day and cleaning regimes are in place.</p>	3	3	9	<p>Local Action plans have been developed from the Covid-19 Checklists.</p> <p>Current site-specific risk assessments are being updated in line with the results from the checklist as above.</p> <p>Compliance checks against outstanding actions from the above checklists have been undertaken.</p>	1	3	3	The QGAMs and SSCLs have been provided with an assurance template provided by the Health, Safety & Security Team for completion when visiting each site, to work collaboratively with local management and Staff Side TU H&S Reps to assure the completion of local actions.	Estates Department and Local Management	June 2020
5	Social distancing in vehicles	Staff	<p>Social distancing in vehicles should be adopted where possible, with additional staff to sit in the rear of the vehicle, adopting distancing practices.</p> <p>Staff should be buddied up with regular crew mates where possible.</p> <p>The use of mini buses is restricted, along with non-essential transport of staff in groups.</p> <p>Cleaning before and after use of the vehicle is in place with Clinell wipes.</p>	3	3	9	<p>Where social distancing is not possible in vehicles, surgical masks are provided.</p> <p>Encouraging staff not to eat in the vehicles where possible, where it is not remember to clean and sanitise hands.</p>	1	3	3	Ongoing monitoring	Local Management and individual staff	June 2020
6	Managing visitors and contractors	Staff Visitors Contractors	<p>Restrictions are in place in regards to visitors on site as per government guidance.</p> <p>All actions as per risks above regarding cleaning, sanitising and one way routes etc. Contractors are reminded whilst on site to observe handwashing/sanitising regimes in place.</p>	2	3	6	<p>Monitor contractor practices whilst on site to ensure that they are complying with guidance in regards to social distancing etc.</p> <p>Compliance checklists as above in place which cover contractors especially in workshop areas where this is more prevalent.</p>	1	3	3	Compliance checks to be undertaken until fully Covid-19 Secure compliant across each location.	Local Management	June 2020

		Cleaning of work areas with hard surface wipes as necessary.											
--	--	--	--	--	--	--	--	--	--	--	--	--	--

## Section 11

### Risk Matrix

**Risk = likelihood of the hazard to cause harm x severity**

Level of Severity	Impact	Likelihood (probability)				
		1 - Rare	2 - Unlikely	3 - Possible	4 - Likely	5 - Almost certain
5 - Catastrophic		5	10	15	20	25
4 - Major		4	8	12	16	20
3 - Moderate		3	6	9	12	15
2 - Minor		2	4	6	8	10
1 - Negligible		1	2	3	4	5

### Risk Key

<b>1-3</b>	<b>Low risk</b>	Usually no further action required except to monitor. However, if it is possible to reduce risk level still further by using controls that are 'reasonably practicable' then this should be done.
<b>4-6</b>	<b>Moderate risk</b>	Review the activities, system of work equipment within the workplace with the aim of reducing the risk to the next level.
<b>8-12</b>	<b>Significant risk</b>	Urgent review of the equipment, activities, system of work within the workplace with the aim of lowering the risk to the next level.
<b>15-25</b>	<b>High risk</b>	Immediate action required to control and/or lower the level of risk, exposure to the identified level of hazard is prohibited or severely restricted.

<b>Assessors name:</b>	<b>Kerry Fowler</b>	<b>Assisted by:</b>	<b>Edmund Jacobs</b>
------------------------	---------------------	---------------------	----------------------

<b>Risk assessment date:</b>	<b>16/06/2020</b>	<b>Review date:</b>	<b>31/06/20</b>
<b>Agreed / approved by:</b>	<b>Trisha Bain</b>	<b>Version:</b>	<b>v1.0</b>
<b>Associated documentation:</b>	<b>Working Safely during Covid-19 Ambulance Service in non-clinical areas Guidance Document</b>		

## APPENDIX 1

### Dynamic Risk Assessment – Aide Memoire

The Dynamic Risk Assessment (DRA) process and principles should be adopted by all staff and those working on the Trust's behalf. This will assist in ensuring the provision of a safe working environment for all staff, patients, those working on behalf of the Trust and the wider NHS. DRA is defined as a continuous mental assessment of risks in a changing environment, which informs decision-making to provide an acceptable level of safety. The 6 steps to assessing risk in dynamic situations (outlined below) must be underpinned through a framework of established risk assessment(s) and, where appropriate, standard operating procedures, in order for this DRA process to be effective.

STEPS	ACTIONS
Step 1	Evaluate situation/activity and persons at risk (people, equipment, materials, environment)
Step 2	Select a system of work
Step 3	Assess the chosen system of work (Risk vs Benefit) If safe – proceed
Step 4	If not safe, introduce additional proportionate controls or select another safe system of work
Step 5	Continuously re-assess systems of work, introducing further controls as appropriate
Step 6	Following conclusion of the event, feedback any findings where appropriate through established escalation channels (this may also be in the form of a debrief, so that learning can be shared)

If you are unsure whether there needs to be a risk assessment in place for your work area, operation, activity, or are unsure whether it needs to be updated or how to go about it, please contact the Health, Safety & Security Department [.Safety&RiskDept@londonambulance.nhs.uk](mailto:Safety&RiskDept@londonambulance.nhs.uk)

Respectful | Professional | Innovative | Collaborative

