

Update from the Occupational Health Service

23rd June 2020

As you will all be aware from the 15th June 2020 the legal requirement for social distancing within the Isle of Man was removed, reflecting that the relatively low local risk of transmission. Whilst COVID-19 is likely to remain a risk for foreseeable future this should now be managed in the same way as any other risk to staff/employees working for the Isle of Man Government and in line with current Health and Safety, Infection Control and Public Health guidance.

All Managers are advised to ensure that they have appropriate risk assessments in place with regards to the physical working environment and also job roles undertaken by their employees and implement any increased infection control or other measures that may be deemed necessary.

Given the current situation those individuals who were previously categorised as vulnerable are now being encouraged to return to their working environment and from an Occupational Health perspective there is no reason why individuals may not return to their usual role with increased infection control measures in place. We understand that some of our employees may be concerned about returning to the workplace and in view of this extra support and temporary adjustments may be required to facilitate the transition from shielding or self-isolation to resuming work. Examples of suitable adjustments may include; reduced face to face contact with clients, a graduated return to the office/clinical environment and/or combined home/office working. Any member of staff who is experiencing concerns about returning to work is advised to speak with their Manager directly.

The majority of staff members will be able to return to work without any direct Occupational Health intervention however we do recommend referral for those with complex or multiple health issues or who were classified as high/highest risk as this will help managers with planning. Individuals with well controlled asthma or diabetes can return to work without restriction.

At Occupational Health we recognise that the local situation may be subject to change and Managers may need to give consideration to the potential for change within the local level of risk from Coronavirus (COVID-19) and adjustments that may be required for this group of employees at a later date. Measures that should be considered include; job restrictions, home working, redeployment opportunities, organisation of the work environment to

accommodate isolation/self-distancing, personal and protective equipment where required. Please be advised that there is still a global pandemic and we must and still be ready to act fast and take the necessary precautions if the situation changes.

Advice for anyone who may be experiencing potential symptoms of Covid-19 remains the same; if you feel unwell and are displaying symptoms you must stay at home, self-isolate and call the 111 hotline for further assessment and advice. Increased handwashing, with soap and water for at least 20 seconds, is recommended as is coughing and sneezing in to either a tissue or the crook of your elbow. Sanitizing of communal areas is also recommended.

A generic risk assessment template for staff returning to the workplace and also a risk template for staff returning to clinical work can be found attached. For Managers requiring further advice and / or support please contact either Occupational Health or the Health and Safety Team.

Pro- forma Generic Risk Assessment to be adapted by the Employer following the lifting of lockdown restrictions – Staff returning to their normal place of work.

Document Type	Risk Assessment		
Document No		Author	Health, Safety & Welfare Team.
Revision	V002	Owner	
		Approved	
Risk Assessment Carried Out By:		Date	
Subject:			

Key to Table				
Likelihood Rating (L)	Assessment What is the likelihood of sustained human-to-human transmission of the virus?	Severity Rating (S)	Likely result What is the impact should transmission of the virus occur?	Risk Rating (L x S)
Rating 1	Almost impossible to occur	Rating 1	No illness from transmission of the virus	0 – 8 (Low Risk)
Rating 2	Unlikely			
Rating 3	Likely			9 – 15 (Medium Risk)
Rating 4	Very likely			
Rating 5	Almost certain	Rating 5	Illness from transmission of the virus	16 + (High Risk)

Hazard/Risk/ Consequence	Persons at Risk			Risk Rating (L x S)	Existing Precautions (Refer to HSE Guidance if applicable)	Revised Risk Rating (with precautions) (L x S)	Additional Controls needed? (add comments)
	Staff	Cont'r	Visitor				
<p>Access to property</p> <ul style="list-style-type: none"> Exposure to virus Breach of any social distance requirements during entrance/exit Non employees accessing site increases headcount and potential virus spread 	√	√	√		<ul style="list-style-type: none"> Hand sanitiser available upon entry and on entry to each floor Cleaning schedule enhanced to including regular cleaning of doors fixings, light switches, push to exit buttons and other high contact areas. Reception area to have hand santisier and hard surface wipes 		<ul style="list-style-type: none"> Continue to monitor Social Distancing Guidance which may return as published on Government Website and adjust controls when necessary. https://covid19.gov.im/social-distancing/ Use promotional material to encourage good hygiene Communicate public counter arrangements with members of the public through media and other communication opportunities. Visitors, contractors and employees who are on site but not at their usual place of work should be encouraged to sign in and out of the premises. This will support any public health tracing activities.
<p>Lack of awareness of COVID-19 arrangements for re-occupancy and return to norm</p>	√	√	√		<ul style="list-style-type: none"> Employees to be fully briefed on procedure prior to returning to work and reminded through internal comms Communicate public counter arrangements with members of the public through media and other communication opportunities 		<ul style="list-style-type: none"> Regular communications with staff about arrangements for site

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					<ul style="list-style-type: none"> Visitors to be fully briefed at entrance point and contact to be limited to as little of the building as possible to avoid cross contamination. 		
Cross Contamination - shower and changing Facilities	√	√			<ul style="list-style-type: none"> Clear use and cleaning guidance set for staff only areas for management of showers, lockers and changing rooms to ensure they are kept clean and clear of personal items. 		<ul style="list-style-type: none"> Consider water hygiene standards and compliance prior to use
Cross Contamination Circulation areas – stairs and corridors	√	√	√		<ul style="list-style-type: none"> Cleaning schedules to include touch points 		<ul style="list-style-type: none"> Hand sanitiser available for use at the top at the entrance to each floor and final exit door
Cross Contamination - workstations	√				<ul style="list-style-type: none"> Cleaning materials available for use at workstations (hard surface wipes) 		
Cross Contamination – staff toilets	√	√			<ul style="list-style-type: none"> Providing clean handwashing facilities. Employees reminded by signage to wash hands using soap and water following the use of the facilities. 		

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Cross Contamination – staff kitchen/break areas	√	√			<ul style="list-style-type: none"> • Employees responsible for removing their own waste and cleaning areas used such as counter tops etc. • Food to be stored tidily in the fridge to remove unnecessary cross contamination risks. • Employees responsible for removing their own waste and cleaning table etc. where they were seated. 		<ul style="list-style-type: none"> • Remind staff to not share cups, glasses, dishes and cutlery. Be sure dishes are washed in soap and water after use by staff – as per COVID website 15.06.2020
Cross Contamination – meeting spaces	√	√	√		<ul style="list-style-type: none"> • Continue to promote the use of remote meeting facilities wherever possible. • All face to face meetings and gatherings to be restricted other than essential meetings. 		<ul style="list-style-type: none"> • Meeting rooms to include or notice to say where to find items such as <ul style="list-style-type: none"> ○ Hard surface wipes ○ Hand sanitiser ○ Tissues ○ Waste bin
Becoming ill on the premises	√				<ul style="list-style-type: none"> • If an employee becomes ill on the premises with COVID-19 symptoms then employee will leave immediately, or if waiting for transport, be moved to a designated waiting area (outside if possible or in a well-ventilated room if weather is poor) until transport arrives. Workstation to be cordoned off and cleaned thoroughly as well as communal areas where the employee has visited. 		<ul style="list-style-type: none"> • Employees reminded to remain away from the office if they display any symptoms as highlighted by public health • Signage reminding all people entering the building to remain out if they have any symptoms of COVID-19 https://covid19.gov.im/about-coronavirus/symptoms/

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Mental wellbeing	√				<ul style="list-style-type: none"> Employers will consider the mental wellbeing of employees, their appetite to work from the office and facilitate the correct solution to ease anxiety levels. Induction questionnaire completed by employees to assist in identifying issues or concerns of employees. 		<ul style="list-style-type: none"> Consider phased return and work with Occupational Health where necessary.
Personal hygiene	√	√	√		<ul style="list-style-type: none"> Washing hands will be promoted on a regular basis Signage in place on health and safety noticeboards and inside toilet areas 		
Government information and guidelines may be updated	√	√	√		<ul style="list-style-type: none"> Current guidelines posted by the Government will be regularly reviewed and the risk assessments amended to accommodate new requirements. This information will be relayed to all persons at risk. 		<p>Continuously review for updated guidance on the Covid website:</p> <p>https://covid19.gov.im/businesses/guidance-for-businesses-and-employees/</p>
Critical resources for office emergency situation unavailable: First Aid Cover	√	√	√		<ul style="list-style-type: none"> Ensure sufficient First Aiders are available during all operational hours 		<p>First aiders to be aware of guidance for supporting a casualty during pandemic.</p> <p>https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/</p>

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Critical resources for office emergency situation unavailable: Fire Wardens and Incident Controllers	√	√	√		<ul style="list-style-type: none"> Ensure sufficient Fire Wardens are available during all operational hours. 		

Assessors

Signature: **(Print Name):** **Referred for Action?** **Yes / No**

Date of Assessment: **Review Date:** **Person responsible for action:**

COVID Risk Assessment Form

Risk factors that can be used to evaluate the residual risk of COVID-19 transmission through work activities

Framework for workplace COVID-19 risk		Based on risk after control measures are implemented			
Risk ID	Risk factors	Low	Standard	Medium	High
1	Patient care/Individuals cared for in the community/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				