

Risk Assessment

Summary

Reference: RA000339/1

Sign-off Status: Approved

Date Created:	04/06/2020	Confidential?	No
Assessment Title:	MPTS - Running limited hearings during COVID-19 outbreak		
Assessment Outline:	<p>The general principal currently being followed by the GMC/MPTS is that everyone should work from home, unless they are unable to work from home. This assessment has been written to outline the safety arrangements and controls the GMC/MPTS will use to endeavour to control the potential spread of coronavirus within the hearing centre during a limited restart to hearings being held at St James's Building. In order to keep the assessment concise, the controls listed have been kept as simple as possible. It is important that staff and others who may be asked to come into the office during this period are consulted and given adequate information, instruction and training. The assessment covers the activities of GMC/MPTS staff, but should be shared with others who may be affected by our activities (contractors, visitors to site, building management etc). It remains important to cooperate and coordinate with other parties in the workplace to control health and safety risks. Additional supporting guidance may be needed in order to describe how we will implement our controls. If changes are needed to the content of this assessment contact the Assessors named. While every effort will be made through the various controls outlined throughout the assessment, strict social distancing may prove difficult to maintain due to unforeseen human behaviour and space limitations. The assessment is broken down into activities and the hazards associated with each activity are shown. While the risk from each individual hazard can be lowered by the introduction of controls, a possible rise in aggregated risk from multiple hazards should be considered.</p>		
Area Responsible (for management of risks)	Location of Risks	On-Site	
Directorate:	MPTS	Site:	Manchester
Department:	Adjudication	Building:	St James's Buildings
Section:	All Sections	Floor:	ALL Floors
Further Location Information:	St James's Building, 79 Oxford Street, Manchester. M1 6FQ		
Is HSE approval required?:	UNITED KINGDOM		
Assessment Start Date:	06/07/2020	Review or End Date:	05/07/2021
Relevant Attachments:	working-safely-during-covid-19-offices-contact-centres-140620.pdf (Workplace Procedures) Uploaded: 03/07/2020 Description of attachments: HM Government - Working Safely during Covid-19 Offices and Call Centres Location of non-electronic documents:		
Assessor(s):	Dale, Warren Sewart, Pamela		
Approver(s):	Warren Dale Pamela Sewart		
Signed Off:	Warren Dale (03/07/2020 14:57) Pamela Sewart (06/07/2020 11:00)		

Distribution List:

PEOPLE AT RISK (from the Activities covered by this Risk Assessment)

CATEGORY

Employees
 Contractors
 Members of the Public
 Visitors
 Disabled Persons
 Women of Child-bearing Age
 Other

Risk Assessment

Reference: RA000339/1

Sign-off Status: Approved

1. Arrival at ground floor reception

Description of Activity:

GMC/MPTS staff, contractors and visitors negotiating their way through ground floor reception and travelling via the lifts to the 2nd, 4th and 7th floors. Due to social distancing measures introduced by building management and the MPTS visitors may face some waiting times in the ground floor reception area.

Hazard 1. Close contact with others

Transmission of coronavirus through close contact with others

Uncontrolled Risk:
High

Existing Control Measures

Hearings running at reduced capacity with only three hearing rooms in use in the first instance.
Fewer participants moving through reception and around the hearing centre.
Arrivals timed and staggered to minimise congestion.
Measures in place in reception to maintain social distancing (barriers, signage, floor markings etc).
Supervision at reception to challenge non-compliance with any measures.
Information, instruction and training given to staff in advance.
Instructions and guidance communicated to all visitors prior to arrival on site.
Lifts running at a reduced capacity (fewer people per journey).
Those who are extremely clinically vulnerable or are showing symptoms of COVID 19 are asked not to attend.
Staff who are in scope to return will undergo an individual assessment before they return.

With Existing Controls:

Low

Further Control Measures

Hazard 2. Contact with contaminated surfaces

Transmission of coronavirus through contact with contaminated surfaces

Uncontrolled Risk:
High

Existing Control Measures

Enhanced cleaning regime carried out in reception and throughout the hearing centre including frequent cleaning of touchpoints (lift buttons, access control buttons, door handles etc).
Hand sanitiser available in reception.
Supervision at reception to challenge non compliance with any measures.
Staff who are in scope to return will undergo an individual assessment before they return

With Existing Controls:

Low

Further Control Measures

Risk Assessment

Hazard 3. Anxiety/stress

Concerns around wellbeing affecting an individual's mental health

Uncontrolled Risk:
High

Existing Control Measures

For control measures refer to separate risk assessment 'Work related stress - GMC/MPTS (RA000147) <https://insideinfo.gmc-uk.org/cdn/res/Risk%20assessment%20-%20work%20related%20stress.75291386.pdf>

With Existing Controls:

Low

Further Control Measures

2. Arriving at MPTS reception (7th floor)

Description of Activity:

Visitors for hearings arrive at the MPTS reception from the ground floor reception.

Risk Assessment

Hazard 1. Contact with others

Transmission of coronavirus through close contact with others

Uncontrolled Risk:

High

Existing Control Measures

The hearing centre running at reduced capacity (initially 3 hearings taking place each day). Fewer participants (staff and visitors) moving through reception.

Arrivals timed and staggered to minimise congestion. Measures in place in reception to maintain social distancing (barriers, signage, floor markings etc). Supervision at reception to challenge non-compliance with any measures.

Information, instruction and training given to staff in advance.

Instructions and guidance communicated to tribunal members and other visitors prior to arrival on site. Those who are extremely clinically vulnerable or have symptoms of COVID 19 are asked not to attend.

A 2 metre barrier/hatched zones in place around the reception desk to protect staff working on reception.

Tribunal members told in advance of attendance which hearing room they will be working in so no need to attend at reception.

Procedures written to instruct staff how best to carry out operational activities e.g. producing security passes, not sharing pens or stationary etc.

Antibacterial acrylic screens fitted at reception desks.

The number of staff working at reception limited to maintain social distancing behind the reception desk.

Socially distanced seating area within reception waiting area, some current seating removed to ensure social distancing whilst waiting.

Staff who are in scope to return will undergo an individual assessment before they return.

With Existing Controls:

Low

Further Control Measures

Risk Assessment

Hazard 2. Contact with contaminated surfaces

Transmission of coronavirus through contact with contaminated surfaces

Uncontrolled Risk:
High

Existing Control Measures

Enhanced cleaning regime carried out in reception including frequent cleaning of touchpoints (lift buttons, door handles etc).
Additional cleaning operatives on site to assist with enhanced cleaning activities.
Hand washing facilities and hand sanitiser available.
Guidance and instruction on hygiene measures available in reception.
Supervision at reception to challenge non-compliance with any measures.
Antibacterial acrylic screens fitted at reception desks.
Staff who are extremely clinically vulnerable or are showing symptoms of COVID 19 are asked not to attend the office.
Staff who are in scope to return will undergo an individual assessment before they return.
Cleaning products available to clean equipment or surfaces.
Procedures written to instruct staff how best to carry out operational activities e.g. producing security passes, not sharing pens or stationary etc.

With Existing Controls:

Low

Further Control Measures

Hazard 3. Anxiety/stress

Concerns around wellbeing affecting an individual's mental health

Uncontrolled Risk:
High

Existing Control Measures

For control measures refer to separate risk assessment 'Work related stress - GMC/MPTS (RA000147) <https://insideinfo.gmc-uk.org/cdn/res/Risk%20assessment%20-%20work%20related%20stress.75291386.pdf>

With Existing Controls:

Low

Further Control Measures

3. Signing visitors in and issuing Access Control Passes

Description of Activity:

MPTS staff working in the hearing centre on reception signing in visitors, issuing access control passes and Wi-Fi log in details

Risk Assessment

Hazard 1.

Transmission of coronavirus through close contact with others

Uncontrolled Risk:
High

Existing Control Measures

Hearings running at reduced capacity (3 hearings only).
Fewer participants (staff, tribunal members, visitors).
Measures in place to maintain social distancing (barriers, signage, floor markings etc).
Supervision at reception to challenge non-compliance with any measures.
Information, instruction and training given to staff in advance.
Those who are extremely clinically vulnerable or are showing symptoms of COVID 19 are asked not to attend.
Staff who are in scope to return will undergo an individual assessment before they return.
Instructions and guidance communicated to visitors.
A 2 metre barrier/hatched zones in place around the reception desk to protect staff working on reception.
Procedures written to instruct staff how best to carry out operational activities e.g. handing out access control passes and Wi-Fi log in details, not sharing pens or stationary etc.
Antibacterial acrylic screens fitted at reception desks.

With Existing Controls:

Low

Further Control Measures

Hazard 2. Contact with contaminated surfaces

Transmission of coronavirus through contact with contaminated surfaces

Uncontrolled Risk:
High

Existing Control Measures

Information, instruction and training given to staff in how best to issue access control passes and WIFI log on details.
Those who are clinically vulnerable or have vulnerable dependents are asked not to attend the office.
Staff who are in scope to return will undergo an individual assessment before they return.
Cleaning products available to clean equipment or surfaces.
Hand washing facilities and hand sanitiser available.
Enhanced cleaning regime carried out within the hearing centre including frequent cleaning of touchpoints.
Disposable nitrile gloves available.

With Existing Controls:

Low

Further Control Measures

Risk Assessment

Hazard 3. Anxiety/stress

Concerns around wellbeing affecting an individual's mental health

Uncontrolled Risk:
High

Existing Control Measures

For control measures refer to separate risk assessment 'Work related stress - GMC/MPTS (RA000147) https://insideinfo.gmc-uk.org/cdn/res/Risk_20assessment%20-%20work%20related%20stress.75291386.pdf

With Existing Controls:

Low

Further Control Measures

4. Escorting visitors to rooms

Description of Activity:

Visitors who have not been in the building before may need escorting to their allocated room

Hazard 1. Contact with others

Transmission of coronavirus through close contact with others

Uncontrolled Risk:
High

Existing Control Measures

Measures in place to maintain social distancing (barriers, signage, floor markings etc).
Supervision at reception to challenge non-compliance with any measures.
Information, instruction and training given to those participating.
Those who are extremely clinically vulnerable or are showing symptoms of COVID 19 are asked not to attend.
Staff who are in scope to return will undergo an individual assessment before they return.
Hearings running at reduced capacity (3 hearings with fewer visitors).
Plans given to visitors showing clearly which room they have been allocated.
PPE (masks and gloves) available if needed.

With Existing Controls:

Low

Further Control Measures

Risk Assessment

Hazard 2. Contact with contaminated surfaces

Transmission of coronavirus through contact with contaminated surfaces

Uncontrolled Risk:
High

Existing Control Measures

Enhanced cleaning regime carried out in reception and around the MPTS parts of the building including frequent cleaning of touchpoints (lift buttons, door handles etc).
Hand washing facilities and hand sanitiser available. Guidance and instruction on hygiene measures available for staff and in reception.
Supervision at reception to challenge non-compliance with any measures.
Antibacterial acrylic screens fitted at reception desks. Staff who are in scope to return will undergo an individual assessment before they return.
Those who are extremely clinically vulnerable or are showing symptoms of COVID 19 are asked not to attend.
Cleaning products available to clean equipment or surfaces.
Procedures written to instruct staff how best to carry out operational activities e.g. producing security passes, not sharing pens or stationary etc.

With Existing Controls:

Low

Further Control Measures

Hazard 3. Anxiety/stress

Concerns around wellbeing affecting an individual's mental health

Uncontrolled Risk:
High

Existing Control Measures

For control measures refer to separate risk assessment 'Work related stress - GMC/MPTS (RA000147) <https://insideinfo.gmc-uk.org/cdn/res/Risk%20assessment%20-%20work%20related%20stress.75291386.pdf>

With Existing Controls:

Low

Further Control Measures

5. Catering and breaks for visitors at the hearing centre

Description of Activity:

Catering is provided for tribunal members attending for a hearing

Risk Assessment

Hazard 1. Contact with others

Transmission of coronavirus through close contact with others

Uncontrolled Risk:
High

Existing Control Measures

Seating removed in tribunal members dining room to maintain social distancing.
Catering and breaks staggered throughout the day.
Unwrapped food removed.
Cold, pre-wrapped food served for lunch - no buffet style catering.
Cutlery individually wrapped.
Measures in place to maintain social distancing (barriers, signage, floor markings etc).
Supervision to challenge non-compliance with any measures.
Information, instruction and training given to staff in advance.
Staff who are in scope to return will undergo an individual assessment before they return.
Those who are extremely clinically vulnerable or are showing symptoms of COVID 19 are asked not to attend.

With Existing Controls:

Low

Further Control Measures

Hazard 2. Contact with contaminated surfaces

Transmission of coronavirus through contact with contaminated surfaces

Uncontrolled Risk:
High

Existing Control Measures

Hand washing facilities and hand sanitiser available.
Enhanced cleaning regime carried out within the hearing centre including frequent cleaning of touchpoints.
Cleaning products available to clean equipment or surfaces, especially at each hot drink point.

With Existing Controls:

Low

Further Control Measures

Risk Assessment

Hazard 3. Anxiety/stress

Concerns around wellbeing affecting an individual's mental health

Uncontrolled Risk:
High

Existing Control Measures

For control measures refer to separate risk assessment 'Work related stress - GMC/MPTS (RA000147) <https://insideinfo.gmc-uk.org/cdn/res/Risk%20assessment%20-%20work%20related%20stress.75291386.pdf>

With Existing Controls:

Low

Further Control Measures

6. Use of hearing rooms

Description of Activity:

Hearing rooms which will be in use will be the larger ones with additional furniture in to assist with social distancing.

Risk Assessment

Hazard 1. Contact with people

Transmission of coronavirus through close contact with others

Uncontrolled Risk:

High

Existing Control Measures

Fewer participants than normal (staff/visitors).
 Measures in place to maintain social distancing (barriers, signage, floor markings etc).
 Supervision to challenge non-compliance with any measures.
 Information, instruction and training given to staff in advance.
 Staff who are in scope to return will undergo an individual assessment before they return.
 Those who are extremely clinically vulnerable or are showing symptoms of COVID 19 are asked not to attend.
 Instructions and guidance communicated to those attending the hearing centre.
 Only larger hearing rooms used rooms used with two doors so one can be used for entering the room and the other for leaving the room, thereby allowing a 'flow' through the room without compromising social distancing.
 Additional furniture put in place to allow social distancing whilst sitting during a hearing in process.
 Face masks available.
 Hearings running at reduced capacity (3 hearings a day with fewer staff and visitors).
 Procedure agreed on how to deal with someone showing symptoms of COVID-19 (see HR policy: Returning to the Office - COVID).
 Windows opened when possible to allow airflow.

With Existing Controls:

Low

Further Control Measures

Risk Assessment

Hazard 2. Contact with contaminated surfaces

Transmission of coronavirus through contact with contaminated surfaces

Uncontrolled Risk:
High

Existing Control Measures

Staff who are in scope to return will undergo an individual assessment before they return. Those who are extremely clinically vulnerable or are showing symptoms of COVID 19 are asked not to attend.
Cleaning products available to clean equipment or surfaces.
Hand washing facilities and hand sanitiser available.
Enhanced cleaning regime carried out within the hearing centre including frequent cleaning of touchpoints.
Hearing room 'deep cleaned' after each hearing.
Disposable nitrile gloves available.
Windows opened when possible to allow airflow.

With Existing Controls:

Low

Further Control Measures

Hazard 3. Anxiety/stress

Concerns around wellbeing affecting an individual's mental health

Uncontrolled Risk:
High

Existing Control Measures

For control measures refer to separate risk assessment 'Work related stress - GMC/MPTS (RA000147) <https://insideinfo.gmc-uk.org/cdn/res/Risk%20assessment%20-%20work%20related%20stress.75291386.pdf>

With Existing Controls:

Low

Further Control Measures

7. Use of toilets

Description of Activity:

Use of toilets by staff and those visiting the hearing centre

Risk Assessment

Hazard 1. Contact with others

Transmission of coronavirus through close contact with others

Uncontrolled Risk:
High

Existing Control Measures

Some cubicles and sinks closed off to promote social distancing.
Offices currently less populated.
Alternate urinals closed off to maintain social distancing. Some urinals in use to help limit the amount of time spent in the toilets.
Signage and guidance provided.
Staff who are in scope to return will undergo an individual assessment before they return.
Those who are extremely clinically vulnerable or are showing symptoms of COVID 19 are asked not to attend.
Number of people using the toilets is limited.

With Existing Controls:

Low

Further Control Measures

Hazard 2. Contact with contaminated surfaces

Transmission of coronavirus through contact with contaminated surfaces

Uncontrolled Risk:
High

Existing Control Measures

Toilet users able to wash their hands using soap and water before leaving.
Signage provided giving advice on hygiene measures.
Signage displayed to ask toilet users to shut toilet lids before flushing to help reduce surface contamination.
Staff who are in scope to return will undergo an individual assessment before they return.
Those who are extremely clinically vulnerable or are showing symptoms of COVID 19 are asked not to attend.
Toilet facilities cleaned regularly.

With Existing Controls:

Low

Further Control Measures

Hazard 3. Anxiety/stress

Concerns around wellbeing affecting an individual's mental health

Uncontrolled Risk:
High

Existing Control Measures

For control measures refer to separate risk assessment 'Work related stress - GMC/MPTS (RA000147) <https://insideinfo.gmc-uk.org/cdn/res/Risk%20assessment%20-%20work%20related%20stress.75291386.pdf>

With Existing Controls:

Low

Further Control Measures

Risk Assessment

8. Staffing

Description of Activity: Staffing levels during physical hearings at the MPTS

Hazard 1. Contact with others

Transmission of coronavirus through close contact with others

Uncontrolled Risk:

High

Existing Control Measures

Fewer staff required.
 Procedure agreed on how to deal with someone showing symptoms of COVID-19 (see HR policy: Returning to the Office - COVID)
 Staff operate in small groups to reduce the risk of transmission.
 Measures in place to maintain social distancing (barriers, signage, floor markings etc).
 Supervision to challenge non-compliance with any measures.
 Information, instruction and training given to staff in advance.
 Staff who are in scope to return will undergo an individual assessment before they return.
 Those who are extremely clinically vulnerable or are showing symptoms of COVID 19 are asked not to attend.
 Instructions and guidance communicated to others attending the office.
 Cleaning products available to clean equipment or surfaces.
 Hand washing facilities and hand sanitiser available.
 Variation in roles/attendance.
 Hearings will be running at reduced capacity (up to 3 hearings per day).

With Existing Controls:

Low

Further Control Measures

Risk Assessment

Hazard 2. Contact with contaminated surfaces

Transmission of coronavirus through contact with contaminated surfaces

Uncontrolled Risk:
High

Existing Control Measures

Enhanced cleaning regime carried out in all areas including frequent cleaning of touchpoints (lift buttons, door handles etc).
Hand washing facilities and hand sanitiser available.
Guidance and instruction on hygiene measures available in reception.
Supervision in place to challenge non-compliance with any measures.
Antibacterial acrylic screens fitted at reception desks.
Staff who are in scope to return will undergo an individual assessment before they return.
Those who are extremely clinically vulnerable or are showing symptoms of COVID 19 are asked not to attend
Cleaning products available to clean equipment or surfaces.
Procedures written to instruct staff how best to carry out operational activities e.g. not sharing pens or stationary etc.

With Existing Controls:

Low

Further Control Measures

Hazard 3. Anxiety/stress

Concerns around wellbeing affecting an individual's mental health

Uncontrolled Risk:
High

Existing Control Measures

For control measures refer to separate risk assessment 'Work related stress - GMC/MPTS (RA000147) <https://insideinfo.gmc-uk.org/cdn/res/Risk%20assessment%20-%20work%20related%20stress.75291386.pdf>

With Existing Controls:

Low

Further Control Measures

9. Leaving the building

Description of Activity:

At the end of the hearing day all visitors will leave the building

Risk Assessment

Hazard 1. Contact with others

Transmission of coronavirus through close contact with others

Uncontrolled Risk:
High

Existing Control Measures

Departure from the hearing centre should be staggered to reduce congestion in corridors and at the lifts.
Measures in place in reception to maintain social distancing (barriers, signage, floor markings etc).
Supervision at reception to challenge non-compliance with any measures.
Information, instruction and training given to staff in advance.
Instructions and guidance on leaving the building given to visitors and staff.
Lifts running at a reduced capacity (fewer people per journey).
Staff who are in scope to return will undergo an individual assessment before they return.
Those who are extremely clinically vulnerable or are showing symptoms of COVID 19 are asked not to attend.
Lanyards, keys etc put into red boxes at the of corridors then cleaned.
Hearings running at reduced capacity (3 hearings per day with fewer visitors).

With Existing Controls:

Low

Further Control Measures

Hazard 2. Contact with contaminated surfaces

Transmission of coronavirus through contact with contaminated surfaces

Uncontrolled Risk:
High

Existing Control Measures

Hand washing facilities and hand sanitiser available.
Guidance and instruction on hygiene measures available.
Supervision to challenge non-compliance with any measures when leaving the building.
Staff who are in scope to return will undergo an individual assessment before they return.
Those who are extremely clinically vulnerable or are showing symptoms of COVID 19 are asked not to attend.
Cleaning products available to clean equipment or surfaces.
Procedures written to instruct staff how best to carry out operational activities e.g. collecting security passes, not sharing pens or stationary etc.
Lanyards, keys etc dropped into red, wall mounted, boxes then cleaned.
Enhanced cleaning regime carried out in including frequent cleaning of touchpoints (lift buttons, door handles etc).

With Existing Controls:

Low

Further Control Measures

Risk Assessment

Hazard 3. Anxiety/stress

Concerns around wellbeing affecting an individual's mental health

Uncontrolled Risk:
High

Existing Control Measures

For control measures refer to separate risk assessment 'Work related stress - GMC/MPTS (RA000147) <https://insideinfo.gmc-uk.org/cdn/res/Risk%20assessment%20-%20work%20related%20stress.75291386.pdf>

With Existing Controls:

Low

Further Control Measures

10. Setting up/taking down of hearing room

Description of Activity:

MPTS staff will set up each hearing room before a hearing starts with all required paperwork and equipment, where necessary. The set down will involve disposing of all paperwork in the confidential waste console and removing and cleaning any equipment. The hearing room will then be deep cleaned.

Risk Assessment

Hazard 1. Contact with others

Transmission of coronavirus through close contact with others

Uncontrolled Risk:
High

Existing Control Measures

Measures in place to maintain social distancing (barriers, signage, floor markings etc). Supervision to challenge non-compliance with any measures.
Information, instruction and training given to staff in advance.
Staff who are in scope to return will undergo an individual assessment before they return. Those who are extremely clinically vulnerable or are showing symptoms of COVID 19 are asked not to attend.
Staff to avoid face to face working.
Staff to work side by side or back to back where possible.
Face masks and gloves available.
Staff to maintain a 2m distance from each other where possible.
Staff work in teams - teams to avoid mixing.
MPTS Ops Teams to set up designated hearing rooms.
Hearings running at reduced capacity (3 hearings per day with fewer visitors).
Procedure agreed on how to deal with someone showing symptoms of COVID-19 (see HR policy: Returning to the Office - COVID).

With Existing Controls:

Low

Further Control Measures

Hazard 2. Contact with contaminated surfaces

Transmission of coronavirus through contact with contaminated surfaces

Uncontrolled Risk:
High

Existing Control Measures

Guidance and instruction on hygiene measures available.
Staff who are in scope to return will undergo an individual assessment before they return. Those who are extremely clinically vulnerable or are showing symptoms of COVID 19 are asked not to attend
Procedures written to instruct staff how best to set up and take down for hearings.
Cleaning products available to clean equipment or surfaces.
Disposable nitrile gloves available - hands to washed before and after use.
Any equipment used should be cleaned before being put away.
Hand washing facilities and hand sanitiser available.

With Existing Controls:

Low

Further Control Measures

Risk Assessment

Hazard 3. Anxiety/stress

Concerns around wellbeing affecting an individual's mental health

Uncontrolled Risk:
High

Existing Control Measures

For control measures refer to separate risk assessment 'Work related stress - GMC/MPTS (RA000147) <https://insideinfo.gmc-uk.org/cdn/res/Risk%20assessment%20-%20work%20related%20stress.75291386.pdf>

With Existing Controls:

Low

Further Control Measures

11. Accommodation

Description of Activity:

Tribunal members and other visitors may use accommodation before and during the hearing they are attending the hearing centre for

Hazard 1. Contact with others / contaminated surfaces

Transmission of coronavirus through close contact with others or contaminated surfaces

Uncontrolled Risk:
High

Existing Control Measures

Tribunal members to book through CTM where possible.
GMC have asked approved hotels available through CTM for evidence of measures taken to control the transmission of coronavirus.
Attendees are responsible for ensuring hotels comply with government guidelines.

With Existing Controls:

Low

Further Control Measures

Hazard 2. Anxiety/stress

Concerns around wellbeing affecting an individual's mental health

Uncontrolled Risk:
High

Existing Control Measures

Tribunal members can discuss concerns related to accommodation with the MPTS/GMC.
Those who may be showing symptoms of COVID 19 are asked not to attend.

With Existing Controls:

Low

Further Control Measures

Risk Assessment

12. Witnesses, Press and Public

Description of Activity:

Witness, public and press attending hearings and how social distancing can be adhered to

Hazard 1. Contact with others

Transmission of coronavirus though close contact with others

Uncontrolled Risk:

High

Existing Control Measures

Measures in place to maintain social distancing (barriers, signage, floor markings etc).
 Supervision at reception to challenge non-compliance with any measures.
 Information, instruction and training given to those participating.
 Those who may be showing symptoms of COVID 19 are asked not to attend.
 Hearings running at reduced capacity (3 hearings with fewer visitors).
 Reduced number of seating in each hearing room for press/public, limit number of attendees at any one time.
 Some seating in the witness and press rooms removed so that social distancing can be adhered to.
 Plans given to visitors showing clearly which room they have been allocated.
 PPE (masks and gloves) available if needed.
 Procedure agreed on how to deal with someone showing symptoms of COVID-19 (see HR policy: Returning to the Office - COVID).

With Existing Controls:

Low

Further Control Measures

Risk Assessment

Hazard 2. Contact with contaminated surfaces

Transmission of coronavirus through contact with contaminated surfaces

Uncontrolled Risk:

High

Existing Control Measures

Enhanced cleaning regime carried out in reception including frequent cleaning of touchpoints (lift buttons, door handles etc).
Hand washing facilities and hand sanitiser available.
Guidance and instruction on hygiene measures available in reception.
Supervision at reception to challenge non-compliance with any measures.
Antibacterial acrylic screens fitted at reception desks.
Staff who are in scope to return will undergo an individual assessment before they return.
Those who are extremely clinically vulnerable or are showing symptoms of COVID 19 are asked not to attend.
Cleaning products available to clean equipment or surfaces

With Existing Controls:

Low

Further Control Measures

Risk Assessment

Actions

Reference: RA000339/1

Sign-off Status: Approved

Actions associated with this Risk Assessment

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