

COVID-19 Occupational Health and Safety Validation Plus Report

Buckinghamshire MIND

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1. Introduction

Purpose & Scope

The purpose of this report is to provide validation of the organisation's Coronavirus COVID-19 occupational health and safety risk assessment, in order to support the organisation preventing and reducing the transmission of Coronavirus (COVID-19) in the workplace.

A criteria to support the validation process has been established. This is a Pass / Fail criteria based upon checklists for general occupational health and safety risk assessment and industry sector specific UK Guidance for Coronavirus.

In order to support the validation process, the following validation activities have been implemented:

- Pre-validation information, informed by the organisation's management through interview;
- Review of the organisation's Coronavirus COVID-19 occupational health and safety risk assessment; and
- Review of UK Government Guidance 'Working Safely during COVID-19'.

This report is based on information received and observations made.

Discussions were held with the following personnel:

Carly Sula

Our thanks are extended to her for their time and assistance during this process.



2. Executive Summary

The Coronavirus COVID-19 Occupational Health and Safety Risk Assessment validation process for Buckinghamshire MIND has resulted in the risk assessments passing validation.

The occupational health and safety risk assessment(s) were reviewed in line with UK Government Guidance document(s) 'Working safely during COVID-19 in Offices.

Specific recommendations for the organisation's Coronavirus COVID-19 Occupational Health and Safety risk assessment, to support compliance with UK Government guidance, are specified in section 5 of the report.



3. Business Outline

Buckinghamshire MIND operates from 3 locations (Aylesbury, High Wycombe and Chesham) and is wholly independent and responsible for its own income generation and governance. It is affiliated to national MIND and other regional networks. Buckinghamshire MIND services include: wellbeing groups, peer support groups, older adults' services, befriending, employment support, counselling for adults and young people, peer support in schools, education for children and young people, outreach and training.

Currently employing around 50 people with offices and services generally running within usual business hours 8am – 6pm.

4. Validation

Please select all relevant validation menus that are applicable to the sectors.

Risk Assessment Reference(s):	Aylesbury, Sun House, High Wycombe
COVID-19 Risk Assessment Validation Result	Pass
Occupational Health and Safety Risk Assessment	Validation Status
Identification and formation of risk assessment team	Yes
Identification of the hazard(s)	Pass
Identification of who may be affected	Pass
Identification of how people may be affected	Pass
Identification of Risk Rating for Initial Risks	Yes
Identification of controls	Pass
Approval to Proceed	Yes
Risk Assessment Communication	Pass
UK Government COVID-19 sector Guidance	
Keeping clients and visitors safe	Pass
Providing and explaining available guidance	Pass
Who should go to work	Pass
Who should go to work - Protecting People at higher risk	Pass
Who should go to work - People who need to self-isolate	Pass
Social distancing – General	Pass
Social distancing - Coming to work and leaving work	Pass
Social distancing - Moving around buildings and work sites	Pass
Social distancing at work – Social distancing in vehicles	Pass
Social distancing at work - Social distancing in workplaces and public transport	Pass

Social distancing - Meetings	Pass
Social distancing - Common Areas	Pass
Social distancing Accidents, security and other incidents	Pass
Managing your customers, visitors and contractors – Managing contacts	Pass
Cleaning the workplace – Before reopening	Pass
Cleaning the workplace – Keeping the workplace clean	Pass
Cleaning the workplace - Hygiene – Handwashing, sanitation facilities and toilets	Pass
Cleaning the workplace – Showers and kitchen facilities	Pass
Cleaning the workplace – Toilets	Pass
Cleaning the workplace - Changing Rooms and Showers	Pass
Cleaning the workplace - Handling goods	Pass
Personal Protection Equipment and face coverings	Pass
Workforce management - Shift patterns and working groups	Pass
Workforce management - Work-related travel	Pass
Workforce management – Work-related travel – deliveries to other sites	Pass
Workforce management - Communications and training – Returning to work	Pass
Workforce management - Communications and training – Ongoing communications and signage	Pass
Inbound and Outbound goods	Pass
Gallagher RMS Consultant	Nathan Lambert
Date of Validation Exercise	10/7/2020



5. Risk Reduction Recommendations

Recommendations should be reviewed in line with UK Government Guidance for COVID-19 workplaces.

None

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