



PROJECT NAME Working in the office after peak Covid-19	DATE 29.06.20		
ACTIVITY ASSESSED: Limited day to day office use of Victoria Hall (SRWT HQ) following relaxation of lockdown rules and gradual return to work after peak Covid-19 pandemic. This document is supplementary to the existing risk assessment for general office working at SRWT. This risk assessment will be reviewed if a member of staff using the office contracts CV19.			
LOCATION: Victoria Hall			
ASSESSED BY: Liz Ballard		REVIEWED BY: Roy Mosley	
CONSULTEES: Exec, All staff, H&S Cmte, office volunteers		SIGNATURE: 	

PROBABILITY RATINGS		SEVERITY RATINGS	
Probable (likely to occur immediately)	4	Catastrophic (death/severe illness)	4
Reasonably probable (probably will occur in time)	3	Critical (serious injury/illness)	3
Remote (may occur in time)	2	Marginal (not serious)	2
Extremely remote (unlikely to occur)	1	Negligible	1

Calculate Reduced Risk Rating using this chart– is it now Low / Medium / High / Very High?

1	2	3	4	6	8	9	12	16	
LOW				MEDIUM		HIGH		VERY HIGH	

Obtain authorisation if needed

REDUCED RISK RATING		Authorisation required by:	Name	Signature	Date
LOW	1-4	Assessor			
MEDIUM	6-8	Line Manager / Section Head			
HIGH	9	Director	LIZ BALLARD		29/6/20
VERY HIGH	12-16	ACTIVITY MUST NOT PROCEED			

1	INITIAL RISK RATING			5	WHAT	WHO	DONE?	REDUCED RISK RATING		
	2	3	4					6	7	8
HAZARD	Probability P	Severity S	Risk R	ACTION TO REDUCE HAZARD				Probability P	Severity S	Risk R
<p>Transmission of Covid-19 virus between office based staff</p> <p>People affected: SRWT staff CPRE staff</p> <p>Trustees, office-based volunteers, casuals & external visitors will not be using Vic Hall in Phase 1&2.</p>	3	4	12	<p><u>Protecting the most vulnerable</u> Staff will be asked to return to office working in phases. Phase 1&2 staff will only be staff who:</p> <ul style="list-style-type: none"> Have responded to the staff survey asking for some level of office use to enable their work and improve their mental health Do not have an underlying health condition known to further complicate Cv19 recovery eg diabetes, respiratory conditions (clinically vulnerable) <p>No staff who are shielding will be allowed to return to the office in phase 1&2. Staff with symptoms must self-isolate at home for 7-14 days: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p><u>Face Masks & Coverings</u> The Trust will not provide face masks or coverings for individuals to use in the office. Face masks are ppe for health workers only and there is some uncertainty about the efficacy of face covering. There is also the potential for mismanagement about who has used what. Instead, each member of staff is strongly encouraged to provide, wear and look after their own face covering, bringing it to the office and taking it home afterwards to wash. Used face coverings must not be left in the office. Staff are advised to bring alcohol wipes to wipe down the front door key pad when entering the building or ensure they use the hand sanitiser as soon as they enter the building. Wipes and sanitiser will be available in the lobby area.</p>	<p>Email all staff to advise on process Share RAAss</p> <p>Survey analysis to determine Phase 1&2 staff</p> <p>Face covering provision</p> <p>Cleaning materials in place</p>	<p>LB</p> <p>LB/LC/Exec</p> <p>All staff</p> <p>JW/BK</p>	<p>All actions complete</p>	2	4	8

			<p><u>Opening Up/ Locking Up</u> 2 staff will open up and close down Vic Hall (unless agreed specifically with another key holder). Therefore office opening hours will be restricted to 9am – 5pm.</p>	Opening up at 9am locking up at 5pm	NA/BK				
			<p><u>Entering and Leaving the Building</u> Staff must ensure that they try to stagger their arrival so as not to all arrive at 9am or leave at 5pm. They must avoid grouping together in the lobby area and if waiting outside to enter the building they must stand 2m apart.</p>	2m distancing Avoid congregating	All staff				
			<p><u>Regular Handwashing</u> Staff must wash their hand regularly, using soap and water for at least 20seconds, and drying their hands on a paper towels. In particular staff must wash their hands after entering and leaving the office, using the toilet, using communal areas and before eating/drinking.</p>	Cleaning materials in place	JW/BK				
			<p><u>Restricting numbers</u> The number of staff in Phase 1&2 will be limited to 24 in total. Of this, the number of staff working in the office on any given 'shift' will be limited to 13 (odd) and 11 (even). A shift will be 1) Mon & Tue = odd 2) Weds, Thurs & Fri = even. This is based on desk availability and space (see 'Desk Allocation CV19'). Staff can use their desk shift as little or as much as they wish.</p>	Signage	LB/BK				
			<p><u>Social distancing desk use</u> Staff will not sit next to or opposite each other. Desks use will be rotated on a shift pattern so that only half are used at any one time. Each shift will use one set of alternating desks to allow for 2m spacing between occupied work stations, and alternate rows so as not to face each other. See 'Desk Allocation CV19' – The 'Odd' shift will sit at odd no. desks and the 'Even' Shift will sit at the even no. desks.</p>	Phase 1&2 staff identified & emailed	LB/Exec				
				Shift and desk allocation	LB				
				Email to staff	LB				

			<p><u>Increasing frequency of desk cleaning</u> Staff will be allocated a desk in a particular shift. There will no desk sharing. Before they start work at their allocated desk they must first clean down their workstation area using disinfectant/cleaning materials provided (>70% alcohol). They must focus on cleaning the desk top, phone, mouse, screen, keyboard & back/sides of chairs. After use, at the end of the day/shift, the member of staff leaving will be responsible for cleaning down their workstation as above.</p> <p><u>Travel to & from work</u> This is the responsibility of the member of staff. However, the staff identified in Phase 1&2 will be those who are willing to travel to the office (in their responses to the staff survey) and can travel to work as follows:</p> <ul style="list-style-type: none"> • Commute by private means eg bike, car • Commute on public transport, use face covering and travel at off peak times. <p><u>Communal areas</u> Goshawk and Pipistrelle can be used by an individual member of staff for virtual meetings. The rooms must be booked and the workstation area wiped down before and after use. Otter meeting room cannot be booked as it will be part of an access route around the building. Staff can meet in the hall area outside of lunch hours but must ensure:</p> <ul style="list-style-type: none"> • 2m distancing between people • No shared equipment, pens, refreshments • Switches, handles, table top and chair sides/back plastic is wiped down by staff on arrival and departure using the cleaning equipment provided. <p>There will be no face to face meetings involving external people.</p> <p>Kitchen: staff will be allowed to use the kettle only and are encouraged to bring a flask/bottle.</p>	<p>Workstation cleaning</p> <p>Cleaning materials in place</p> <p>Signage</p> <p>Use safest way of travel to work</p> <p>Room booking</p> <p>Cleaning materials in place</p> <p>Cleaning materials in place</p>	<p>All staff in phase 1&2</p> <p>JW/BK</p> <p>LB/BK</p> <p>All staff in phase 1&2</p> <p>All staff in Phase 1&2</p> <p>JW/BK</p> <p>JW/BK</p>				
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			<p>There is to be no use of other shared kitchen appliance eg toaster at this time. Cleaning wipes will be provided to wipe down the kettle handle, tap etc. Staff must provide their own milk, oat milk etc as needed and retain their own cup that they must take home and wash. There will be no communal drinks making for Phase 1&2. Lunch can be taken inside or outside, but if with other staff it must be socially distanced. The staff lunch table top must be wiped down before and after by the members of staff using it.</p> <p>Toilets: Staff will ensure they wash their hands thoroughly with soap & water for at least 20secs. After use, staff will wipe down taps, door handles and ensure a high standard of cleanliness is maintained.</p> <p>Shower: will not be available unless required for commuting. If used the member of staff must wash down before and after using the materials provided. No personal items to be left in the shower eg clothes, soaps, towels.</p> <p>Door pad: wipes will be available in the lobby area for use on key pads and door handles eg for the front door, CPRE and the main hall.</p> <p>Coat hooks: are to be avoided. Staff must store coats safely, out of the way of walkways etc by their own work station.</p> <p><u>Routes</u> Staff will be asked to follow a one way route around the building to cut down the potential for meeting face to face on corridors and stairs</p> <p><u>General Cleaning</u> The stair rails will be wiped down 2 x during the day.</p>	<p>Signage</p> <p>Own food and drink provision</p> <p>Cleaning materials in place Signage</p> <p>Cleaning materials in place Signage</p> <p>Cleaning materials in place Signage</p> <p>Signage</p> <p>Rails wiped down</p>	<p>LB/BK</p> <p>All staff in phase 1&2</p> <p>JW/BK</p> <p>LB/BK</p> <p>JW/BK</p> <p>LB/BK</p> <p>JW/BK</p> <p>LB/BK</p> <p>LB/BK</p> <p>BK</p>				
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			<p>In addition, wipes will be available for any staff to wipe down stair rails as they require during the day.</p> <p>External cleaners will clean the offices four times a week, with a focus on communal areas, meeting rooms, and particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles.</p>	<p>Cleaning materials in place</p> <p>Confirm 4x week cleaning rota with contractor</p>	<p>JW/BK</p> <p>JW</p>					
			<p><u>Photocopiers, Post Etc</u></p> <p>Wipes will be available next to the printers/photocopies for staff to clean keys etc before and after use.</p> <p>No additional precautions needed for handling post or packages.</p>	<p>Cleaning materials in place</p> <p>Signage</p>	<p>JW/BK</p> <p>BK/LB</p>					

ADDITIONAL NOTES

RA based on GOV.UK guidance:

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19>
<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

Contact Name	Position/ Location	Number
Emergency contacts	SRWT head office Ambulance	0114 263 4335 999
Northern General Hospital	Nearest hospital with A&E	0114 243 4343