


PROJECT NAME Working in the office during Covid-19 (Oct-March)	REVISED 28.10.20	FIRST ADOPTED 29.06.20
ACTIVITY ASSESSED: Limited day to day office use of Victoria Hall (SRWT HQ) during Tier 3 very high level alert for South Yorkshire due to second peak of Covid-19 pandemic. This document is supplementary to the existing risk assessment for general office working at SRWT.		
LOCATION: Victoria Hall		
ASSESSED BY: Liz Ballard CONSULTEES: Exec, All staff, H&S Cmte, office volunteers	REVIEWED BY: Roy Mosley	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		
VERY HIGH	12-16	ACTIVITY MUST NOT PROCEED			

	INITIAL RISK RATING						REDUCED RISK RATING			
1	2	3	4	5				6	7	8
HAZARD	Probability P	Severity S	Risk R	ACTION TO REDUCE HAZARD	WHAT	WHO	DONE?	Probability P	Severity S	Risk R
<p>Transmission of Covid-19 virus between office based people</p> <p>People affected: SRWT & CPRE staff, trainees, Trustees and office-based volunteers</p> <p>No external visitors, unless agreed by the CEO/HCLM, other than deliveries.</p>	3	4	12	<p>In general, all staff and volunteer should remain home-working as much as possible. However, to support the Trust's operation's and for staff & volunteers mental health and wellbeing, people can use Victoria Hall for work and meetings as long as the following actions are taken:</p> <p><u>Protecting the most vulnerable</u> Staff and volunteers, including Trustees, who wish to access Vic Hall to enable their work, meet and/or improve their mental health during the winter period (Oct – March). People who are more vulnerable, including those who have previously been shielding (now paused) can use the office space for short periods during this time eg for a meeting, but only if they feel safe to do so.</p> <p><u>Face Masks & Coverings</u> Face masks are ppe for health workers only. The Trust will not provide face masks or coverings for individuals to use in the office. There is the potential for mismanagement of a centralised system for providing face coverings eg who has used what. People are welcome to provide, wear and look after their own face covering, bringing it to the office and taking it home afterwards. Used face coverings must not be left in the office. Current guidance recommends the use of face coverings in enclosed space where social distancing of less than 2m cannot be maintained. The office desk plan and allocation is laid out so that people will be 2m apart.</p>	<p>Email all staff to advise on process Share RAss</p> <p>Optional face covering provision</p>	<p>LB</p> <p>Individual staff & vols</p>	<p>All actions complete</p>	2	4	8

			<p>If you use a face covering please follow the Govmnts guidance on how to use them appropriately: https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own</p> <p><u>Opening Up/ Locking Up</u> In general Ben Keywood and Nabil Abbas 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. All normal H&S check and unlocking/ locking procedures must be followed.</p> <p><u>Entering and Leaving the Building</u> Individuals must 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. On entering the building using the front door key pad and pen to sign in, individuals must use the hand sanitiser available in the lobby before going further in to the building. All people entering the building MUST sign and out on the register or visitor sheet to aid track and trace if required.</p> <p><u>Regular Handwashing</u> Individuals must wash their hand regularly, using soap and water for at least 20seconds, and drying their hands on a paper towels. In particular, individuals must wash their hands after entering and leaving the office, using the toilet, using communal areas and before eating/drinking.</p> <p><u>Social distancing desk use</u> SRWT staff & vol 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</p>	<p>Opening up at 9am locking up at 5pm</p> <p>2m distancing Avoid congregating Use hand sanitiser when entering Signage Cleaning materials in place Digitise sign in registers and hold for 21 days</p> <p>Signage Cleaning materials in place</p> <p>All staff and volunteers emailed</p>	<p>NA/BK</p> <p>All</p> <p>JW/BK</p> <p>BK/LC</p> <p>JW/BK</p> <p>LB</p>				
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			<p>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> <p>CPRE CEO will confirm desk arrangements with CPRE staff, volunteers and Trustees.</p> <p><u>Restricting numbers</u> The number of SRWT staff & office volunteers 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 must aim to use their desk at least 3x/month. If it is no longer required then the member of staff must remove their name from the desk allocation sheet in order to free up the desk space for others.</p> <p><u>Increasing frequency of desk cleaning</u> Staff & vols 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 individual. People must be willing to travel to the office as follows:</p> <ul style="list-style-type: none"> • Commute by private means eg bike, car 	<p>Shift and desk allocation</p> <p>Email</p> <p>Choose a desk on the desk plan and use at least 3x/month</p> <p>Update desk allocation sheet if space is no longer required</p> <p>Workstation cleaning</p> <p>Cleaning materials in place Signage</p> <p>Use safest way of travel to work</p>	<p>All</p> <p>CPRE CEO</p> <p>All in staff and vols</p> <p>All in staff and vols</p> <p>All staff & vols</p> <p>JW/BK</p> <p>All staff & vols</p>				
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			<ul style="list-style-type: none"> • Commute on public transport, use face covering. <p><u>Communal areas</u> Individuals can eat lunch in the hall area (well ventilated) during 12-2pm but must ensure:</p> <ul style="list-style-type: none"> • 2m distancing between people • A maximum of 6 people break together at any one time • No shared food or drinks • Switches, handles, table top and chair sides/back plastic is wiped down by staff on arrival and departure using the cleaning equipment provided. <p>Kitchen: individuals will be allowed to use the kettle, toaster and microwave. There is to be no use of SRWT kitchen utensils, crockery etc. Cleaning materials will be provided to wipe down appliances, please unplug when doing so. 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.</p> <p>Toilets: individuals 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 individuals 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>Coat hooks: are to be avoided. Individuals must store coats safely, out of the way of walkways etc by their own work station.</p> <p><u>Meetings</u> Goshawk and Pipistrelle can be used by an individual for virtual meetings. The rooms must</p>	<p>Social distanced lunch breaks</p> <p>Cleaning materials in place</p> <p>Cleaning materials in place Signage</p> <p>Own food and drink provision</p> <p>Hand washing and cleaning of facilities</p> <p>Wash down shower</p> <p>Signage</p>	<p>All staff & vols</p> <p>JW/BK</p> <p>JW/BK</p> <p>All staff & vols</p> <p>All staff & vols</p> <p>Staff & vols commtng</p> <p>JW/BK</p>				
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			<p>be booked and the workstation area wiped down before and after use.</p> <p>Internal face to face meetings can be held in: Otter meeting room (which has an in built automatic fan system). Main Hall area outside of 12-2pm. Spaces must be booked using the online Gcalendars. Tables & chairs must be wiped down before and after use. During the meeting all participants must ensure:</p> <ul style="list-style-type: none"> • 2m distancing between people (or 1m and face covering) • No shared equipment, pens, refreshments <p>Meetings can be >6 people if necessary, as long as above can be adhered to.</p> <p>On occasion, in exceptional circumstances where virtual conferencing is not appropriate, face to face meetings involving 1-2 external people may be held in a Trust meeting room or a larger room at the community church next door. The lead member of staff must ensure the visitor(s) follows the Trust's Covid19 procedures. All visitors must sign in.</p> <p><u>Routes</u> There is a clearly marked one way route around the building to cut down the potential for meeting face to face on corridors and stairs. This has changed to allow for the use of Otter as a meeting room. Entrance and exit will be through the lobby door. Staff must check through the glass door before entering or exiting to ensure social distancing is maintained.</p> <p><u>General Cleaning</u> Staff are encouraged to wipe down stair rails during the day. External cleaners will clean the offices four times a week, with a focus on communal areas,</p>	<p>Hall Area booking calendar</p> <p>Book Goshawk and Pipistrelle for virtual meetings</p> <p>Book Hall Area & Otter for face 2 face meetings, adhere to Covid 19 guidance</p> <p>Book Trust meeting room in community church. Ensure visitor(s) follow Covid 19 guidance.</p> <p>Follow one way system Use lobby door with care.</p> <p>Rails wiped down</p>	<p>JW/BK</p> <p>All staff & vols</p> <p>All staff & vols</p> <p>All staff</p> <p>All staff & vols</p> <p>All staff & vols</p>				
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			<p>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><u>Photocopiers, Post Etc</u> Wipes will be available next to the printers/photocopies for staff to clean keys etc before and after use. No additional precautions needed for handling post or packages.</p> <p><u>Brief Visits to Vic Hall</u> All outdoor equipment should be cleaned and returned to Fairport. It should not be stored, even temporarily, at Vic Hall, due to lack of space</p> <p>Anyone needing to use the printers, access materials etc can do so as long as they follow all of these 'Covid secure' procedures in relation to hand washing, cleanliness, one way system etc at Vic Hall.</p> <p><u>Testing and Reporting</u> If any individual using the Hall develops symptoms they must notify the Snr Admin Support Officer and Exec Team Lead asap. They must also ask to be tested https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ If tested positive the individual must self-isolate for at least 10 days, starting from the day the test was taken. It is essential that the individual notifies the Trust of a positive test so that any transmission can be managed quickly.</p> <p><u>Outbreak</u> If an outbreak occurs the CEO and in her absence the Head of Conservation & Land</p>	<p>Cleaning materials in place 4x week cleaning rota with contractor</p> <p>Cleaning materials in place Use wipes to clean touch surfaces after use</p> <p>Return all outdoor equipment to Fairport</p> <p>Follow Vic Hall Covid 19 procedures</p> <p>Contact test & trace if symptoms develop. Notify the Trust.</p> <p>Notify/liaise with Public Health if an</p>	<p>JW/BK</p> <p>JW/BK</p> <p>All staff & vols</p> <p>All staff & vols</p> <p>Staff, vols etc using the Hall <1hr</p> <p>All staff & vols</p> <p>LB/RM</p>				
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			<p>Management will be the single point of contact with the local Public Health team.</p> <p><u>Travel Abroad</u> If anyone has had the good fortune to travel abroad for a holiday then they must ensure they follow the Government's guidance on self-isolation on their return and not come to Victoria Hall during that period.</p>	<p>outbreak occurs</p> <p>self-isolate in accordance with Government guidance</p>	<p>All staff & vols returning from overseas</p>					
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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>

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>

Contact Name	Position/ Location	Number
Emergency contacts	Ambulance	999
SRWT CEO		07867 452415
Northern General Hospital	Nearest hospital with A&E	0114 243 4343