



PROJECT NAME Working in the office during Covid-19 (December - January)	REVISED 10.12.21 ADOPTED 13.12.21	FIRST ADOPTED 29.06.20
ACTIVITY ASSESSED: Day to day office use of Victoria Hall (SRWT HQ) during Covid-19 pandemic at Plan B of Govmnt Roadmap. 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, CPRE	REVIEWED BY:	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	Chief Executive	LIZ BALLARD		10.12.21
VERY HIGH	12-16	ACTIVITY MUST NOT PROCEED			

			<p>Deliveries or contractors can continue to go to Vic Hall as long as they follow Covid 19 secure practice.</p> <p><u>Face Coverings</u> 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. 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>Testing</u> The Trust will not be providing testing on-site due to the complications of doing so safely and consistently. We ask any staff wishing to use Vic Hall to undertake regular lateral flow test. Individuals can secure their own testing kits, free of charge and irrespective of whether they have symptoms. You can order home testing kits here: https://www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/ If you are tested and return a positive CV19 result then you must inform the Trust so that we can manage any transmission quickly. You must also self-isolate for at least 10 days, starting from the day the test was taken.</p> <p><u>Opening Up/ Locking Up</u> In general Ben Keywood and Clare Rushen 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 should try to avoid grouping together in the lobby area.</p>	<p>agree with Exec Lead.</p> <p>Optional face covering provision</p> <p>Opening up at 9am locking up at 5pm</p> <p>Avoid congregating.</p>	<p>All</p> <p>CR/BK</p> <p>All</p>					
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			<p>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.</p> <p>All people entering the building MUST sign in and out on the register or visitor sheet to aid track and trace if required. Track & trace QR code is also in place</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> Desks are bookable and staff should try to book a desk on a weekly basis by adding their name to the relevant desk in the Desk Booking sheet. A desk can be booked for just a day or a whole week.</p> <p>Staff should avoid booking work stations that are opposite each other to aid social distancing.</p> <p>On request to the Hr Ops Mgr, desks can be allocated full-time to a small number of staff depending on their personal circumstances.</p> <p>Staff must aim to use their booked desk as they may prevent someone else from using it.</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 working in the office will be limited by the desk allocation sheet and room bookings.</p> <p><u>Increasing frequency of desk cleaning</u> Before starting work staff must first clean down their workstation area using disinfectant/cleaning</p>	<p>Use hand sanitiser when entering. Signage. Cleaning materials in place. Keep completed sign in registers for 21 days.</p> <p>Signage. Cleaning materials in place.</p> <p>Book a desk on the Desk Allocation CV19 sheet. Update desk allocation sheet if space is no longer required</p> <p>Maintain desk plan and check compliance</p> <p>Workstation cleaning</p>	<p>All</p> <p>JW/BK JW/BK</p> <p>CR/BK</p> <p>JW/BK</p> <p>All</p> <p>CR</p> <p>CPRE CEO</p> <p>All</p>				
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			<p>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, 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.</p> <p><u>Communal areas</u> Individuals can eat lunch in the hall area (well ventilated) during 12-2pm but please try to ensure:</p> <ul style="list-style-type: none"> • 2m distancing between people • 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 can use the kettle, toaster and microwave. Cleaning materials are provided to wipe down appliances, please unplug when doing so. Staff must thoroughly wash and dry their own cup. Making drinks for other people is to be avoided.</p> <p>Toilets: individuals must ensure they wash their hands thoroughly with soap & water for at least 20secs. After use, staff must 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><u>Meetings</u> Goshawk and Pipistrelle can be used by an individual for virtual meetings. The rooms must</p>	<p>Cleaning materials in place Signage</p> <p>Use safest way of travel to work</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</p> <p>All</p> <p>All</p> <p>JW/BK</p> <p>JW/BK JW/BK</p> <p>All</p> <p>All</p> <p>All shower users</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 but should only be used for specific reasons where face to face is considered important for staff morale or for supporting team relationships. For example: inductions for new staff, interviews, capability meetings, small team planning sessions. Spaces to book are:</p> <ul style="list-style-type: none"> -Otter meeting room (which has an in-built automatic fan system to fresh air). -Main Hall area if not being used for lunch <p>Please 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>.</p> <p>Spaces must be booked using the online Gcalendars.</p> <p>Tables & chairs must be wiped down before and after use. During the meeting all participants should try to maintain a safe distance from each other and not share equipment, pens etc without first wiping down with sanitising wipes.</p> <p><u>Routes</u></p> <p>Entrance and exit is through the lobby door so staff must check through the glass door before entering or exiting to ensure social distancing is maintained.</p> <p><u>General Cleaning</u></p> <p>Staff are encouraged to wipe down stair rails 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>Book Goshawk and Pipistrelle for virtual meeting</p> <p>Book Hall Area & Otter for face 2 face meetings, adhere to Covid 19 guidance</p> <p>Use lobby door with care.</p> <p>Rails wiped down Cleaning materials in place. 4x week cleaning rota with contractor</p>	<p>All</p> <p>All</p> <p>All</p> <p>All JW/BK JW/CR</p>				
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			<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> Anyone just needing to use the printers, access materials etc can do so without booking a desk as long as they follow all of these procedures in relation to hand washing, cleanliness, one way system etc at Vic Hall. All outdoor equipment should be cleaned and returned to Fairport. It should not be stored, even temporarily, at Vic Hall.</p> <p><u>Developing Symptoms & 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 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. If an individual is asked to self-isolate by track & trace, again they must advise the Trust as soon as possible.</p> <p><u>Outbreak</u> If an outbreak occurs the CEO (and in her absence the Head of Conservation & Land Management) with support from HR & Ops Manager 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 the</p>	<p>Cleaning materials in place Use wipes to clean touch surfaces after use</p> <p>Follow Vic Hall Covid 19 procedures for even brief visits.</p> <p>Return all outdoor equipment to Fairport</p> <p>Contact test & trace if symptoms develop. Notify the Trust ASAP if positive/isolating.</p> <p>Notify/liaise with Public Health if an outbreak occurs</p> <p>Self-isolate in accordance with Govmnt guidance</p>	<p>JW/BK</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>LB/RM/CR</p> <p>All returnin</p>				
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				follow the Governments guidance on self-isolation on their return.		g from holiday				
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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