Central Office COVID-19 Risk Assessment (Coronavirus)

**Company name:** Turning Lives Around **Assessment carried out by:** Matt Harmon **Date of next review:** 03/12/2022

**Date assessment was carried out:** 04/06/2020

Reviewed 07/12/2021

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| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing to control the risks?** | **What further action do you need to take to control the risks?** | **Who needs to carry out the action?** | **When is the action needed by?** | **Done** |

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| **Areas of high footfall (communal areas/hallway/kitchen/WC**  **)** | Risk of contracting COVID-19 by  breathing respiratory droplets from an infected person  Staff, visitors, contractors, volunteers, housekeepers, | Minimised staff on site by implemented working from home system of work.  Staff advised to sneeze/cough into tissues, dispose and sanitise hands/wash hands using proper technique immediately.  Physical barriers between workstations.  Hand hygiene/Hand washing technique posters/leaflets displayed in prominent locations throughout the office.  Reducing as far as practicable the | Colleagues have the personal choice to wear face coverings when moving around the building. No longer mandatory.  Omicron variant news coverage to be followed by SMT and discussed in ‘Shield’ meetings regularly. further controls to be implemented depending on how the variant develops over time.  SMT to encourage use of face coverings.  Staff to be encouraged to take regular lateral flow tests.  Staff to be encouraged to take booster vaccination. | All Staff  SMT  SMT/Managers  SMT/Managers  SMT/Managers | 02/12/2021 and ongoing  02/12/2021 and ongoing  02/12/2021 and ongoing  02/12/2021 and ongoing  02/12/2021 and ongoing | 02/12/2021  02/12/2021  02/12/2021  02/12/2021  02/12/2021 |

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|  |  | amount of meetings being held within the office meeting rooms. Particularly multi agency meetings.  Advising staff members who are displaying symptoms of infection to follow guidelines with regards testing, isolation. Updated guidance on testing sent out regularly.  Information campaign for staff regarding transmission of COVID-19 by  respiratory droplets and how to prevent spread. |  |  |  |  |

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| **High contact surfaces** | Risk of contracting COVID-19 by  touching contaminated surfaces then touching your face  Staff, visitors, contractors, volunteers, cleaners, | Communal areas cleaned regularly by housekeeper.  Hand sanitiser mounted outside main entrance and staff advised through signage to sanitise before entering building.  Alcohol based hand sanitiser available in conspicuous locations throughout the office.  Antimicrobial wipes are available throughout the office. Staff encouraged to wipe down their screens, mouse, keyboard and  Photocopiers (control panel , paper chambers and any other areas to be ) wiped down after each individual use Surface wipes to be kept near the photocopier.  Procedure for keeping toilets clean to be followed after by all staff after each use. |  |  |  |  |

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|  |  | workstation before and after use.  Employees advised to wipe down surface sin kitchens and WC’s before and after use. |  |  |  |  |
| **Human physical contact** | Risk of contracting COVID-19 by  touching an infected person or someone’s contaminated clothing  Staff, visitors, contractors, volunteers, cleaners, | Documents should be placed on desks (observing distance rules ) rather than handed to individuals and staff to be reminded that they need to wash their hands with much more frequency  Large notice to be placed in reception area to let visitors know of the Covid -19 expectations |  |  |  |  |

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| **Human close contact** | Risk of contracting COVID-19 by  breathing respiratory droplets from an infected person  Staff, visitors, contractors, volunteers, cleaners, | Employees made aware of risks of spread of respiratory droplets and keeping at least 2m distance from others where possible.  Antimicrobial wipes to be made available in the kitchen and bathrooms for wiping down surfaces after using equipment/facilities.  1-in 1-out system in place for using the kitchen. Signage in place.  Instructional signage to be devised and fixed in conspicuous locations in kitchens and WC’s regarding wiping down of surfaces before/after use. |  |  |  |  |

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| **Administering first aid** | Risk of contracting COVID-19 by  breathing respiratory droplets from an infected person  Staff, visitors, contractors, volunteers, cleaners, | Email was sent to Central staff first aiders regarding COVID safety when administering first aid. Instructional video;  [https://www.resus.org.uk/media/statement](https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/) [s/resuscitation-council-uk-statements-on-](https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/) [covid-19-coronavirus-cpr-and-](https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/) [resuscitation/covid-community/](https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/) |  |  |  |  |

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| **Potentially infected member of staff** | Risk of contracting COVID-19 by  respiratory droplets or sharing equipment (desk, keyboard, mouse, etc)  Staff, visitors, contractors, volunteers, cleaners, | Advising staff members who are displaying symptoms to follow up to date guidance on isolation, testing.  Staff to keep 2m distance from each other at all times.  Staff to make their own drinks/food rather than making them for each other. |  |  |  |  |

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| **Potentially infected client** | Risk of contracting COVID-19 by  respiratory droplets or touching a contaminated surface within the client’s home/meetin g place  Staff, visitors, contractors, volunteers, cleaners, | Advising clients who are displaying symptoms of infection to contact 111 and follow advice of trained medical professionals.  Visiting clients now limited to phone calls or doorstep visits with 2m distancing in place. |  |  |  |  |
| **Potentially infected visitor** | Risk of contracting COVID-19 by  respiratory droplets or through physical contact or | Visitors to the office kept to a minimum.  Meetings being held on zoom instead of face to face where possible. Face to face meetings should be carried out with adherence to social distancing and if the meetings are nearing full capacity then face coverings are strongly encouraged. |  |  |  |  |

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|  | touching contaminated materials (post, packages.) | Interviews being conducted with social distancing measures implemented.  Supply of disposable masks to be available next to reception for visitors who have forgotten their masks/face coverings |  |  |  |  |
| Staff, visitors, contractors, volunteers, cleaners, |  |  |  |  |  |
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