

Central Office COVID-19 Risk Assessment (Coronavirus)

Company name: Turning Lives Around

Assessment carried out by: Matt Harmon

Date of next review: 04/08/2020

Date assessment was carried out: 04/06/2020

Reviewed 24/7/2020

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)	<p>Risk of contracting COVID-19 by breathing respiratory droplets from an infected person</p> <p>Staff, visitors, contractors, volunteers, cleaners,</p>	<p>Minimised staff on site by implementing working from home system of work. All workers who can work at home must continue to do so</p>	<p>Office staff to wear face coverings when moving around the building (not when sat at desks.)</p>	All Staff	By 27/07 and on-going.	27/07
		<p>Rota in place for skeleton staff to ensure central operations continue to run smoothly.</p>	<p>Consideration to be given to physical barriers along the centre of communal hallways with a 1 direction of travel system in place. *</p>	SMT	NFA	NFA
		<p>Staff advised to sneeze/cough in to tissues, dispose and sanitise hands/wash hands using proper technique immediately.</p>	<p>Nominated person on each day to open windows in reception/boardroom/admin office to ensure cross ventilation. Ideally this should be the first person in the office each day.</p>	Tripta	23/07	20/07
		<p>Hand hygiene/Hand washing technique posters/leaflets displayed in prominent locations throughout the office.</p>	<p>Consideration to staggering start and finish times</p>	SMT	NFA	NFA
		<p>Reducing as far as practicable the</p>	<p>Staff to use separate entrances – admin / finance office, reception and CEO & FD using their own entrance. All except reception would need to be opened from the inside.</p>	Admin/Finance/CEO/FD	By 27/07 and on going	
			<p>Staff to make prearranged appointments to limit the numbers of staff at any one time. Items to be prepared and handed over at the entrance to limit the need for staff to come into the office</p>	All employees	By 27/07 and on going	30/07

		<p>amount of meetings being held within the office meeting rooms. Particularly multi agency meetings.</p> <p>Advising staff members who are displaying symptoms of infection to follow guidelines with regards testing, isolation. Updated guidance on testing sent out regularly.</p> <p>Information campaign for staff regarding transmission of COVID-19 by respiratory droplets and how to prevent spread.</p>	<p>No face to face interviews to be held at central for the time being interviews to take place virtually video conferencing</p> <p>Newsletter to contain regular updates about testing provision in Leeds and Wakefield</p> <p>Newsletter to contain information for all staff on how Covid -19 can be transmitted</p>	<p>All employees</p> <p>Comms Team</p> <p>Comms Team</p>	<p>With immediate effect and on going</p> <p>27/07 and on going</p> <p>27/07 and ongoing</p>	<p>20/07</p> <p>30/07</p> <p>30/07</p>
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High contact surfaces	<p>Risk of contracting COVID-19 by touching contaminated surfaces then touching your face</p> <p>Staff, visitors, contractors, volunteers, cleaners,</p>	Communal areas cleaned regularly by housekeeper.	Consideration to ban on hot desking to further reduce risk of contact transmission.	SMT	By 27/07 and on-going	
		Hand sanitiser mounted outside main entrance and staff advised through signage to sanitise before entering building.	Clearly detailed frequency of cleaning high contact surfaces – kitchen , toilets and equipment – photocopiers On days Maureen isn't in Clean Start to clean down areas	AH/MH	By 29/07 and on-going	29/07
		Alcohol based hand sanitiser available in conspicuous locations throughout the office.	Increased frequency of cleaning by utilising Beacon housekeeper	AH/LW	By 31/07 and on-going	29/07
		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.	All Staff	By 27/07 and on-going	
			Procedure for keeping toilets clean to be followed after by all staff after each use.	All Staff	By 27/07 and on-going	

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		<p>workstation before and after use.</p> <p>Employees advised to wipe down surface in kitchens and WC's before and after use.</p>				
Human physical contact	<p>Risk of contracting COVID-19 by touching an infected person or someone's contaminated clothing</p> <p>Staff, visitors, contractors, volunteers, cleaners,</p>	<p>Contact not permitted.</p> <p>Inception of employee education materials (digital and/or print media) informing of risks of human contact and avoidance of contact where possible.</p> <p>Emails, posters, leaflets.</p>	<p>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</p> <p>More visual reminders and floor markers to encourage social distancing</p> <p>Large notice to be placed in reception area to let visitors know of the Covid -19 expectations</p>	<p>All Staff</p> <p>AH</p> <p>MH</p>	<p>By 27/07 and on-going</p> <p>17/07</p> <p>31/07</p>	<p>27/07</p> <p>17/07</p> <p>30/07</p>

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Human close contact	<p>Risk of contracting COVID-19 by breathing respiratory droplets from an infected person</p> <p>Staff, visitors, contractors, volunteers, cleaners,</p>	<p>Employees made aware of risks of spread of respiratory droplets and keeping at least 2m distance from others where possible.</p> <p>1-in 1-out system in place for using the kitchen. Signage in place.</p> <p>Instructional signage to be devised and fixed in conspicuous locations in kitchens and WC's regarding wiping down of surfaces before/after use.</p>	<p>Antimicrobial wipes to be made available in the kitchen and bathrooms for wiping down surfaces after using equipment/facilities.</p> <p>Consideration to amend rota so the same people work together on 'duty days.'</p> <p>Rotas to be observed with strict adherence to ensure the minimum number of people are in the office at any one time.</p> <p>Screens to be ordered and installed in previously agreed locations.</p>	<p>Admin</p> <p>MH/Admin</p> <p>All Staff</p> <p>MH/Admin</p>	<p>By 27/07 and on-going</p> <p>NFA</p> <p>By 27/07 and on-going</p> <p>31/07</p>	<p>NFA</p> <p>27/07</p>

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<p>Administering first aid</p>	<p>Risk of contracting COVID-19 by breathing respiratory droplets from an infected person</p> <p>Staff, visitors, contractors, volunteers, cleaners,</p>		<p>Email to be sent to Central staff first aiders regarding COVID safety when administering first aid. Instructional video;</p> <p>https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</p>	<p>MH</p>	<p>23/07</p>	<p>20/07</p>

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

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Potentially infected client	<p>Risk of contracting COVID-19 by respiratory droplets or touching a contaminated surface within the client's home/meeting place</p> <p>Staff, visitors, contractors, volunteers, cleaners,</p>	<p>Advising clients who are displaying symptoms of infection to contact 111 and follow advice of trained medical professionals.</p> <p>Visiting clients now limited to phone calls or doorstep visits with 2m distancing in place.</p>	All staff visiting clients to wear face coverings even if standing outside a client's home	All staff	By 27/07 and on-going	27/07
Potentially infected visitor	<p>Risk of contracting COVID-19 by respiratory droplets or through physical contact or</p>	<p>Visitors to the office kept to absolute essential.</p> <p>Meetings being held on zoom instead of face to face.</p>	<p>Procedure for contractors coming on site to be written and sent to contractors. Outlining what steps they should take to keep themselves and our staff safe.</p> <p>Staff at Central to be made aware of visitors attending on an ongoing basis –</p>	<p>MH</p> <p>All staff</p>	<p>31/07</p> <p>By 27/07 and on going</p>	27/07

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	<p>touching contaminated materials (post, packages.)</p> <p>Staff, visitors, contractors, volunteers, cleaners,</p>	<p>Interviews being conducted with social distancing measures implemented.</p>	<p>particularly regarding contractors who may be working in communal areas.</p> <p>Supply of disposable masks to be available next to reception for visitors who have forgotten their masks/face coverings</p> <p>Postman/deliveries to be advised to leave packages/post in 'porch area' on the floor, ring buzzer and wait for one of our staff to arrive before leaving.</p> <p>Signage for postman/delivery drivers explaining the above.</p>	<p>Admin</p> <p>Admin</p> <p>MH</p>	<p>27/07 and on-going</p> <p>By 31/07 and on-going</p> <p>By 31/07 and on-going</p>	<p>30/07</p>