

## Covid-19 Risk Assessment

<b>Assessor:</b> Claire Belton, HR Manager	
<b>Assessment Date:</b> 2 July 2020	<b>Review Date:</b> 30 July 2020

What are the hazards?	Who might be harmed and how?	Controls Required	Can you do anything else to lower the risk further?	Action by who?	Action by when?	Done
<b>Staff Wellbeing</b>						
<b>Psychological / Staff Wellbeing</b> Impact on workload and work intensity during the developing pandemic.	Staff are having calls with service users in crisis from their home environment.  Staff whose workload has been affected which may experience work related stress or burnout	Staff are being encouraged to take regular breaks. Staff should attend regular team meetings and have supervisions. Face-to-face welfare meetings are permitted between line managers and staff, with comprehensive guidance in place.  Where it has been shown that staff wellbeing has been significantly impacted by working from home, if appropriate, staff will be supported to work from Astolat on a part-time or full-time basis.	Further training / support / supervision on responding to difficult conversations	CB / RB	30 June 2020	Yes – external training booked
<b>Psychological / Staff Wellbeing</b> Personal impacts of the developing pandemic	Staff may be experiencing anxiety or fear about the virus They may be clinically vulnerable They who may have additional caring or childcare responsibilities	Teams have established relationships and are able to have open and honest communications. Teams meet regularly. The organisation has an Employee Assistance Programme. Staff have been encouraged to have open communications about their own situation with their line manager.	Open discussions will be had about decisions regarding a phased reopening and concerns acknowledged			
<b>Psychological / Staff Wellbeing</b> Uncertainty and absence of knowledge due to the unknown nature of the pandemic	Staff may be experiencing anxiety because there is a lack of certainty in their personal and professional life.	Staff are encouraged to have open conversations with their own line manager. The weekly update newsletter is designed to be uplifting and positive. The organisation is offering flexibility where possible.				

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<b>Reopening Premises – Infection Control, Cleaning and Staff Safety</b>						
<p>As the charity starts using office premises (Astolat and Spelthorne), the charity must ensure safety by making the premises “Covid Secure”.</p> <p>Unsafe premises raises the risks of virus transmission.</p>	<p>The following groups may be harmed: Staff, volunteers, trustees, I workers, other users of the building, visitors, contractors and delivery drivers.</p> <p>The nature of the harm is that they may contract covid-19 either from person to person transmission (from droplets from nose or mouth) or from a contaminated surface (for example, from a surface that has been coughed on).</p>	<p><b>Adherence to public health messaging</b> Managers and the SMT should reinforce key public health messages to all staff:</p> <ul style="list-style-type: none"> <li>• <b>Catch it, bin it, kill it</b> – cover the mouth and nose with a tissue or sleeve when coughing or sneezing</li> <li>• <b>Hand washing</b> – wash hands regularly with soap and water for at least 20 seconds. Use hand sanitiser if soap and water is not reliable.</li> <li>• <b>Avoid</b> close contact with people who are unwell</li> <li>• <b>Comply with</b> government 14 day self-isolation rules (see section on staff health)</li> <li>• <b>Do not</b> touch face, eyes, nose and mouth if your hands are not clean.</li> </ul> <p><b>Compliance with PHE Guidance for Employers and Businesses on Coronavirus including the following key safety precautions:</b></p> <ul style="list-style-type: none"> <li>• <b>Consult</b> with staff representatives and involve workforce in all stages of planning</li> <li>• <b>Adjust workstations</b> and work space to facilitate social distancing</li> <li>• <b>Provide hand sanitiser</b></li> <li>• <b>Provide PPE</b> if it is identified as needed in individual risk assessment or guidance document.</li> <li>• <b>Increase cleaning</b> and waste removal in the workplace and assess cleaning contractor’s covid-safe measures.</li> </ul> <p>In line with current government guidance, staff will not be required to wear face coverings whilst at Astolat, but may do so if they wish.</p>	Put PHE and NHS posters in highly visible areas of the building.	CB	26/06/2020	DONE
			Reduce Touch Points as much as possible	CB	26/06/2020	DONE
			Agree new cleaning schedule with cleaning contractor	CB / DC	25/06/2020	DONE

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<b>Use of Home Working, hot desks and shared equipment</b>						
<p>Staff working together in workplace premises increase the risk of virus transmission.</p> <p>Hot desking and the sharing of equipment raise the risk of virus transmission.</p>	<p>Staff working in the office are at risk of infection of covid-19.</p> <p>Staff who are temporarily working from home may experience feelings of stress and anxiety.</p>	<p>Homeworking should be adopted within the where possible. Only identified staff who need to be on-site should attend the workplace premises.</p> <p><b>The following arrangements have been put into place to support home working:</b></p> <ul style="list-style-type: none"> <li>Managers and Seniors should monitor the wellbeing of people who are working from home and put measures in place to support their mental and physical health.</li> <li>See wellbeing section of risk assessment for further measures.</li> </ul> <p><b>The following arrangements are in place to support those who will be based in an office:</b></p> <ul style="list-style-type: none"> <li>Managers have planned the minimum number of people needed on site to operate safely and effectively, based on an analysis of what work cannot be carried out at home.</li> <li>Staff members working from Astolat allocated a desk and hot-desking will not be supported.</li> <li>Staff members must only use their own allocated computer, keyboard and mouse.</li> <li>If a staff member needs to use a desk allocated to another staff member, for example, to provide holiday or sickness cover, the desk must be thoroughly cleaned before and after use. The second staff member must work from their own laptop and not use any stationary from the desk or drawers.</li> <li>Stationery and small items of equipment should not be shared..</li> <li>Staff should try to avoid use of the touch screen on the photocopier by sending items to the photocopier from their computers but if unavoidable hand sanitiser will be in close proximity, to be used after the equipment has been touched.</li> <li>Staff will be required to keep the office door open and ventilate the room by opening windows.</li> </ul>	<p>Stationary that are on shared spaces such as windowsills will be removed</p>	<p>03/07/2020</p>		<p>DONE</p>

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		<ul style="list-style-type: none"> <li>Staff are required to clear their desks at the end of each day.</li> </ul> <p>Door handles will be cleaned daily, offices will be cleaned three times a week, including sanitising keyboards as per cleaning schedule/plan.</p>				
<b>Social Distancing in the workplace, whilst engaging in work activities and whilst travelling for work</b>						
The virus may be transmitted from person to person	Staff, workers, volunteers, visitors, service users and people that we come into contact with whilst at work are at risk of transmitting or becoming infected with the coronavirus.	<p>Social distancing is the practice of people maintaining two metre distance from each other.</p> <p>Staff are required to practice social distancing while in and around the workplace, whilst engaging in work activities and when travelling to and from work wherever possible by:</p> <ul style="list-style-type: none"> <li>Avoiding non-essential contact with others</li> <li>Keeping a safe distance of at least two metres from others</li> <li>Avoiding physical contact (i.e. handshakes, hugs)</li> </ul> <p><b>Staff must not travel to Astolat or use Astolat unless they are on a rota to be at work, or have agreed the visit with the CEO/HR Manager or IT Manager.</b></p> <p><b>The following adaptations to ACS offices within Astolat to support social distancing have been undertaken:</b></p> <ul style="list-style-type: none"> <li>Workstations with a separation of two metres between them, with screens fitted if necessary.</li> <li>Floor markings at the entrance to office rooms, to denote where visitors, delivery drivers and other staff should stop, to avoid them breaching the two metre rule.</li> <li>Floor markings and signage will be present in the office.</li> <li>Maximum occupancy per room established.</li> </ul> <p><b>Adaptions/controls that our landlord Surrey Community Action will put in place for shared areas of the building include:</b></p> <ul style="list-style-type: none"> <li>Assigning specific entry/exit points to each tenant (except for those with mobility issues)</li> <li>Asking tenants to limit visitation and use of meeting rooms at Astolat where possible</li> </ul>				

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		<ul style="list-style-type: none"> <li>• Discouraging unnecessary travel within the building, i.e. movement between offices</li> <li>• Discouraging loitering or chat in corridors</li> <li>• SCA have also requested that any communications about building matters must be done by email and not by visiting their offices.</li> </ul> <p>ACS will support the above measures and require our staff to comply with them.</p> <p>Notices displayed on premises reminding staff to social distance.</p> <p><b>Adaptions to work processes to support social distancing to include:</b></p> <ul style="list-style-type: none"> <li>• Replacing face-to-face team meetings and supervisions with video conferencing or phone conferencing where possible.</li> <li>• Where meetings or group work are considered essential, at a future point in time and after completing a risk assessment, these will be held outdoors or in well-ventilated large rooms.</li> <li>• Providing hand sanitiser at meetings and keeping them as short as possible.</li> <li>• Carrying out essential training / recruitment online or using video teleconferencing.</li> </ul> <p><b>Where social distancing guidelines cannot be followed in full in relation to a particular activity, such as work in service users homes or in a hospital environment, managers must carry out further risk assessments and consider whether that activity needs to continue to operate.</b> Mitigation methods must be put into place, which will be detailed in the risk assessment, but may include:</p> <ul style="list-style-type: none"> <li>• A thorough pre visit / pre meeting process which includes asking questions about health.</li> <li>• Increased hand washing / hand sanitising.</li> <li>• Keeping the activity time involved to as short as possible.</li> </ul>				

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		<ul style="list-style-type: none"> <li>• Reducing the number of people each person has contact with using “fixed teams or partnering”.</li> <li>• Use of PPE where appropriate, including gloves, masks and aprons.</li> <li>• Training on use of PPE</li> <li>• Use of temperature checks.</li> <li>• Reducing the number of appointments per day</li> <li>• Communicating to carers/service users the risks and controls required in order to reduce the risk of infection.</li> <li>• Time limiting appointments or group work.</li> <li>• Using outdoor spaces where possible.</li> </ul>				
<b>Premises Access and Travel</b>						
<p>Travel to and from work and for work, particularly by public transport, may lead to greater risk of virus transmission.</p> <p>Access to building may create a transmission risk.</p>	<p>Staff, particularly public transport users, are at risk of being infected by covid-19.</p> <p>All staff using Astolat are at risk of infection from building access points.</p>	<p>When selecting staff to work from Astolat, travel method should be considered.</p> <p>Non-essential travel for work purposes should be minimised.</p> <p><b>Staff must not share cars whilst travelling to and from work, or a work activity.</b></p> <p><b>Surrey Community Action will be putting in the following measures / controls at the Building Entrance / Exit:</b></p> <ul style="list-style-type: none"> <li>• Installation of hand sanitiser at each entrance to the building with associated signage.</li> <li>• Specific entry/exit points to each tenant (except for those with mobility issues)</li> <li>• Daily cleaning of touch points, including toilets and kitchens.</li> </ul>				

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<b>Higher risk areas on the workplace</b>						
<p>Increased risk of transmission in higher risk areas such as the toilets and high use areas such as the kitchen areas.</p> <p>Increased risk of people coughing and touching door handles, taps, toilet flush and handles</p> <p>Increased risk of staff being unable to socially distance in toilet area.</p>	ACS Staff and staff who work for other tenants.	<p><b>Measures / controls that our landlord Surrey Community Action are putting in place include:</b></p> <ul style="list-style-type: none"> <li>• Allowing only one person at a time in shared areas (kitchens).</li> <li>• Installing paper towel dispensers in the toilets.</li> <li>• Enhanced cleaning schedules (daily cleaning of touch points including kitchen and toilet seats)</li> <li>• Cleaning supplies made available in the kitchen areas for tenants to use after use of kettle.</li> </ul> <p>Surrey Community Action are also asking tenants to only use the kitchen when they need to and limit therefore by limiting use, the risk of transmission will be decreased.</p> <p>ACS will support and pass on the above messaging.</p>	Disposable gloves to be made available to for staff to where when using kitchen.	03/07 /2020	CB	DONE
<b>Cases of possible infection on-site</b>						
Staff, contractors, visitors, volunteers or other users of the building may become symptomatic whilst on site and therefore may transmit the virus.	.	<p>If a member of staff or visitor becomes unwell in the workplace with coronavirus symptoms they must be sent home and advised to follow government advice to self-isolate and be tested.</p> <p>Our landlord, Surrey Community Action, will remind all tenants to give their staff the same instruction.</p> <p>Following a staff member becoming ill at work, our cleaning contractors will be engaged to clean all surfaces, clean all public areas and dispose of rubbish. In doing so, they must follow their own risk assessment for cleaning areas which may have been infected by coronavirus.</p> <p><b>Also see staff health section.</b></p>	All staff will receive online training on coronavirus and how to reduce the risk of infection.	CB to arrange. All staff must complete.	30 July 2020	TO BE ARRANGED

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<b>Vulnerable and extremely vulnerable staff</b>						
<p>Staff who have a pre existing medical condition may be in more danger if they contract the coronavirus infection.</p>	<p>Staff who are vulnerable (moderate risk), for example they may be:</p> <ul style="list-style-type: none"> <li>Pregnant</li> <li>70 or older</li> <li>Have a lung condition such as asthma, COP/d, emphysema and bronchitis (not severe)</li> <li>Have heart decease, diabetes, chronic kidney or liver disease</li> <li>Are taking medication that can effect their immune system</li> <li>Very obese</li> <li>BAME</li> </ul> <p>Extremely vulnerable (high risk) people include those who had:</p> <ul style="list-style-type: none"> <li>An organ transplant</li> <li>Are having chemotherapy including immunology</li> <li>Are having radiotherapy for lung cancer</li> <li>Have a severe condition such as severe asthma or severe COPD</li> <li>Are taking medications that makes them more likely to get infections</li> <li>Have been identified by their GP / NHS as needing to shield.</li> </ul>	<p>Staff that are identified as extremely vulnerable (high risk) and have been shielding will be asked to work from home, this is to be reviewed on 31/07/2020/.</p> <p>Staff in the vulnerable “moderate risk” category will be considered on a case-by-case basis, and a vulnerable persons risk assessment will be undertaken.</p> <p>All reviews of staff roles and safety should be non-discriminatory and take into consideration equality considerations and protected characteristics as defined under the Equality Act 2010.</p> <p>Reasonable adjustments will be made to avoid disabled workers being put at any disadvantage.</p> <p>Managers will keep in touch with vulnerable or extremely vulnerable staff by phone to prevent them from feeling isolated. See wellbeing section which details support offered to staff.</p>				



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<b>Staff Health</b>						
Staff may become sick with the coronavirus	Staff and people that they come into contact with, including service users, other staff, other users of the building, trustees or volunteers.	<ul style="list-style-type: none"> <li>Staff who become sick with coronavirus symptoms or are self-isolating must phone their manager and inform them immediately. On no account must they attend work.</li> <li>Staff will be encouraged to engage with government / PHE /NHS measures, particularly securing a test and complying with track and trace measures.</li> <li>Line Managers and the HR Manager will reinforce communications that no staff members should come to work if they are symptomatic, or are self isolating, or if they feel generally unwell.</li> <li>HR Manager will regularly remind staff of the current guidance regarding coronavirus infection.</li> </ul>	Staff MUST inform ACS of test result. Gov't track and trace may well be put in place to all 'exposed' individuals. All must comply with self-isolation if instructed.	All staff	Ongoing	