

☑ Risk Assessment Road

Company name: Here (Care Unbound Ltd)

Date of next review: 25th September 2020

Site: 4th and 5th Floors, 177 Preston Road

Assessment carried out by: Selma Stafford/Helen Baker

Date assessment was carried out: 19th May 2020

Risk	Risk Mitigation	Further Action required	Owner	Considerations	Deadline	Done
<p>Applying social distancing and hygiene when entering and leaving work</p> <p>Single entrance / exit point to both 4th and 5th floors</p> <p>Stairs between floors</p> <p>Lobby area</p>	<p>Provision of bike racks and showers to encourage staff to cycle to work and avoid public transport</p> <p>Hand gel has been provided on each floor by the lift and staff aware that they must use the hand gel prior to accessing the different floors</p> <p>Signage to mitigate risk of proximity to others in lobby area</p>	<p>Comms to be sent to all team leads to support:</p> <ul style="list-style-type: none"> staggered lunch breaks and flexible working (7am – 7pm) Avoid car sharing where they do not cohabit Avoid passing people on stairs / half landings Avoid unnecessary travel between floors New guidance around use of fans Use of equipment in meeting rooms 	HB/SS	<p>Considered use of additional entrances and exits although this is not feasible. Social distancing in place to mitigate this risk.</p>	3/7/2020	√
<p>Applying social distancing measures in enclosed Meeting Spaces</p>	<p>Notices on all door denoting max number of people</p> <p>Hand gel available in room</p> <p>Cleaning equipment available</p>		AH	<p>Regular clear communication reinforcing messages.</p> <p>Reinforced by</p>		√

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	<p>Ensuring that the rooms have adequate ventilation Replace fans with appropriate guidance</p> <p>Remove any additional chairs over max capacity from the rooms.</p> <p>Install relevant signage to remind colleagues of infection control procedures post meetings</p> <p>Participants to access meeting remotely where possible</p> <p>Sharing pens and other objects should be avoided</p> <p>Consider holding meetings outdoors where appropriate observing social distancing</p>			<p>creating a culture of responsibility to challenge each other appropriately on distancing and adherence</p>		
<p>Applying social distancing to open plan office space</p> <p>4th Floor and 5th floor desk areas</p>	<p>Additional chairs not required have been removed and stored on site</p> <p>Hand gel, disinfectant and blue roll on every bank of desks</p> <p>Fusion is responsible for replenishing orders of hand gel/disinfectant and blue roll</p> <p>Touch point cleaning rota in place</p>					√

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	<p>includes refilling of hand gel if empty</p> <p>Staff have been asked to clean desks and avoid hot desking</p> <p>Personal effects removed from all desk spaces</p>					
<p>Applying social distancing in toilet areas</p> <p>Aligning to standard infection control procedures</p>	<p>Cleaning rota for touchpoints already in place</p> <p>Signage reminding staff how to wash hands</p> <p>Blue rolls in place in all toilets</p> <p>Signage outside the toilet demoting 2 people only</p>		AH			√
<p>Applying social distancing measures within Kitchen area</p>	<p>1 person per sofa with appropriate signage</p> <p>Sofas 2m apart</p> <p>Floor tape in place in kitchen to denote 2 metres distancing to provide perspective of what this distance looks like in reality</p> <p>Ornamental items and plants that do not need to be on display have been</p>					√

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	removed and stored. Some plants remain for wellbeing purposes which pose low risk					
Meadow	<p>Reduce number of people using the room to 6 people with chairs appropriately positioned</p> <p>Posters in place to confirm infection control</p> <p>Colleagues understand that wellbeing remains an important part of the culture but that mindfulness may need to take place outdoors requirements.</p> <p>Mindfulness sessions are via zoom with host in Meadow</p> <p>Meadow to be used as additional space/meeting room as necessary.</p>	Additional personal effects to be removed and stored away				√
Post room	Only 2 people in the post room at any one time with 2 metre distancing	<p>Declutter project needs to be undertaken asap</p> <p>Remove any additional items that do not need to be in the room</p>	AH			√
Shower room	<p>Shower room is cleaned daily each evening.</p> <p>Staff to be advised not to leave towels</p>					√

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	<p>in situ and to use lockers to store used towels</p> <p>Additional lockers have been made available Staff to be advised to do a basic clean of shower after use</p>					
Small meeting rooms	<p>All small meeting rooms have been limited to use to 1 person only</p> <p>All other chairs have been removed Posters applied to support this initiative</p>			Consider change of space to desk space for one person if more space required		√
Visitors	<p>Ensure that services are aware that they should limit visitors to site on a need to basis</p> <p>Any visitors attending the site to be signed in with date of visit, reason, who they are visiting and telephone contact details given</p>	<p>Need to identify visitor procedure – suggest electronic visitor sign in saved on shared folder for visibility</p> <p>Need to consider door bell procedure</p>	Fusion			√
Receiving post	<p>Staff to be discouraged from receiving personal parcels at the office</p> <p>Process to be put in place for receiving post from post person at the door (ie post person leaves post at door and rings bell)</p>					√

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

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