

## ☑ COVID – 19 Risk Assessment

Site: 177 Preston Road

Company name: Here (Care Unbound Ltd)

Assessment carried out by Infection Control

Date of next review: 28<sup>th</sup> January 2021

Date of assessment: 15<sup>th</sup> October 2020

Risk	Risk Mitigation	Further Action required	Considerations	Done
<p><b>Applying social distancing and hygiene when entering and leaving work</b></p> <p>Single entrance / exit point to 5<sup>th</sup> floor</p> <p>Stairs between floors</p> <p>Lobby area</p>	<p>Provisions of bike racks and shower to encourage staff to cycle to work and avoid public transport.</p> <p>Hand gel has been provided by the lift and staff aware that they must use the hand gel prior to accessing the different floors (when accessing 4<sup>th</sup> floor kitchen and Post Room).</p> <p>Signage to mitigate risk of proximity to others in lobby area.</p>	<p>Comms sent to all team leads to support:</p> <ul style="list-style-type: none"> <li>• Staggered lunch breaks and flexible working (7am – 7pm)</li> <li>• Avoid car sharing where staff do not cohabit</li> <li>• Avoid passing people on stairs / half landings</li> <li>• Avoid unnecessary travel between floors</li> <li>• Use of equipment in meeting rooms</li> <li>• Only to use lift if unable to manage the stairs</li> </ul>		√
<p><b>Applying social distancing measures in enclosed Meeting Spaces</b></p>	<p>Notices on all doors denoting max number of people.</p> <p>Hand gel available in all rooms.</p> <p>Cleaning equipment available in all rooms.</p>		<p>Regular clear communication reinforcing messages.</p> <p>Reinforced by creating a culture of responsibility to challenge each other</p>	√

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	<p>Ensure that the rooms have adequate ventilation.</p> <p>Remove any additional chairs over max capacity</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>appropriately on distancing and adherence.</p>	
<p><b>Applying social distancing to open plan office space</b></p> <p>5<sup>th</sup> floor desk areas</p>	<p>Additional chairs not required have been removed and stored off site.</p> <p>Hand gel, disinfectant and blue roll on every bank of desks.</p> <p>Fusion responsible for replenishing orders of hand gel/disinfectant and blue roll.</p> <p>Touch point cleaning rota in place includes refilling of hand gel if empty.</p>	<p>Blue roll and cleaning products to be regularly replenished on end of banks of desks within office.</p> <p>Touch point cleaning rota to be reinforced</p> <p>Clear desk policy to be reinforced</p> <p>Second office clear out/tidy to be undertaken.</p>		<p>√</p>

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	<p>Staff have been asked to clean desks and avoid hot desking.</p> <p>Personal effects removed from all desk spaces.</p> <p>Procedure to be adhered when working with other staff:</p> <ol style="list-style-type: none"> <li>1. Keep 2m distance</li> <li>2. Use Teams Meeting</li> <li>3. Where first two are not possible, use a screen</li> </ol>	<p>Hot desk – Desk cleaning must happen when staff arrive and leave office each day.</p> <p>Hot desking to be kept to an absolute minimum.</p>		
<p><b>Applying social distancing in toilet areas</b></p> <p><b>Aligning to standard infection control procedures</b></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>	<p>Signage – Hand wash posters x 2 for toilets.</p>		√
<p><b>Applying social distancing measures within Kitchen area</b></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>5<sup>th</sup> floor kitchen: Remove 2 high chairs x2 staff at any one time</p> <p>4<sup>th</sup> and 5<sup>th</sup> floor kitchen: x1 staff on each sofa</p>	<p>Disinfection spray and blue roll to be placed liberally in kitchen/s.</p> <p>Social distancing should be 2m and staff should utilise other space.</p>	√

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	<p>Ornamental items and plants that do not need to be on display have been removed and stored. Some plants remain for wellbeing purposes which pose low risk.</p>			
<p><b>Meadow</b></p>	<p>Reduce number of people using the room to 6 people with chairs appropriately positioned.</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>	<p>Additional personal effects to be removed and stored away.</p> <p>Meadow room bookable for confidential meetings including; 1-2-1, Pirate Dave and larger meetings up to 6 people.</p> <p>Send Comms</p>		<p>√</p>
<p><b>Post-room</b></p>	<p>Only 2 people in the post room at any one time with 2 metre distancing.</p>	<p>Remove any additional items that do not need to be in the room.</p>		<p>√</p>
<p><b>Shower Room</b></p>	<p>Shower Room is cleaned daily each evening.</p> <p>Staff to be advised not to leave towels in situ and to use lockers to store used towels. Additional lockers have been made available. Staffs to do a basic clean of shower after use.</p>			<p>√</p>

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<b>Small meeting rooms</b>	<p>All small meeting rooms have been limited to use of 1 person only.</p> <p>All other chairs have been removed</p> <p>Posters applied to support this initiative.</p>	<p>Meadow now bookable for 1-2-1 / Pirate Dave etc. as well as larger meetings.</p>		√
<b>Visitors</b>	<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>Send Comms</p>	<p>Visitors to office who are close contact with equipment (computer, electrical), should wear a mask. Staff do not need to wear a mask unless in unavoidable close proximity.</p>	√
<b>Receiving post</b>	<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 (i.e. post person leaves post at door and rings bell).</p>	<p>Staff must not have personal post delivered to 177</p>		√
<b>Ventilation – A/C</b>	<p>Re-generation of air is a potential issue.</p> <p>Here A/C – heating and cooler have different filters.</p> <p>Filter - maintained programme every 3 months which reviews dust and dirt filters, recently have been checked and approved.</p> <p>Have windows open were possible.</p>	<p>Industry standard issue A/C suitable for Covid, to be signed off.</p>		

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

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