

☑ COVID – 19 Risk Assessment

Site: 177 Preston Road

Company name: Here (Care Unbound Ltd)

Assessment carried out by Infection Control

Date of next review: 24th September 2021

Date of assessment: 24th March 2021

Risk	Risk Mitigation	Further Action required	Considerations	Done
<p>Applying social distancing and hygiene when entering and leaving work</p> <p>Single entrance / exit point to 5th 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 4th 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"> • Staggered lunch breaks and flexible working (7am – 7pm) • Avoid car sharing where staff do not cohabit • Avoid passing people on stairs / half landings • Avoid unnecessary travel between floors • Use of equipment in meeting rooms • Only to use lift if unable to manage the stairs 		√
<p>Applying social distancing measures in enclosed Meeting Spaces</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>Applying social distancing to open plan office space</p> <p>5th 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>Regular touch point cleaning in place and visual reminders to use alcohol gel before using high traffic areas – entry ways, kitchen, bathrooms.</p>	<p>Blue roll and cleaning products to be regularly replenished on end of banks of desks within office.</p> <p>Clear desk policy to be reinforced</p> <p>Hot desk – Desk cleaning must happen when staff arrive and leave office each day.</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"> 1. Keep 2m distance 2. Use Teams Meeting 3. Where first two are not possible, use a screen 	<p>Hot desking to be kept to an absolute minimum – where this is required small numbers of identified staff will share designated desk spaces.</p>		
<p>Applying social distancing in toilet areas</p> <p>Aligning to standard infection control procedures</p>	<p>Regular cleaning 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>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>5th floor kitchen: Remove 2 high chairs x2 staff at any one time</p> <p>4th and 5th 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>Meadow</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>Post-room</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>Shower Room</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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Small meeting rooms	<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>		<p>√</p>
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>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>	<p>√</p>
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 (i.e. post person leaves post at door and rings bell).</p>	<p>Staff must not have personal post delivered to 177</p>		<p>√</p>
Ventilation – A/C	<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>Industry standard issue A/C suitable for Covid, to be signed off.</p>		<p>√</p>

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	Have windows open were possible.			

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

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