

Carried out by: Sian Hamilton/Tina Lambert

Risk Assessment: Covid 19 - WDC Chippenham Office

Date of risk assessment: 19th October 2020 Version 1.4

Next assessment: As required during phased return

What are the Hazards?	Who Might be harmed and how?	What WDC are doing already?	What further action is recommended?	Action by whom?	Action by when?
<p>Exposure to COVID 19 from others due to:</p> <p>1) Living with someone with a confirmed case of COVID-19.</p> <p>2) Have come into close contact (within 2m for 15 minutes or more) with a confirmed case of COVID-19.</p> <p>3) Being advised by a public health agency that contact with a diagnosed case has occurred.</p>	<p>Staff</p>	<ul style="list-style-type: none"> • Following government guidelines on self-isolation and general COVID19 ongoing guidance. • Colleagues are encouraged to work from home when possible when self-isolating or shielding. • Colleagues are encouraged to work from home where possible. • Colleagues maintain contact with line management. • Colleagues advised to follow good hygiene measures at all times. • Framework for evaluating whether employee should return to the office or remain working at home produced to guide line managers. • If employee becomes unwell at the office, sent home and advised to follow guidance. Line manager to maintain contact. Follow guidance on reporting to Public Health Authority. Cleaning process in place • Follow Track and Trace guidance 	<ul style="list-style-type: none"> • Review further government guidelines relating to track and trace. • Continue communication as guidelines change. • Individual risk assessments by line manager where appropriate. • Continue to encourage 1m+ social distancing. • Access to Brookfield House to be authorised by Line Director and Office Manager. 	<p>Director of HR Line Manager</p>	<p>Before employee returns to the office</p>

Transmission and spread of COVID 19	Staff	<p>Cleaning</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water are available • Alcohol hand sanitiser station at entrance and on each floor of the building. • Cleaning products available for desk cleaning prior and after use. • Clear desk policy enforced. • Antibacterial wipes, or where not available antibacterial spray, procured for colleagues to use on contact points – handrails, handles, telephones, printer etc. • Cleaning jobs amended to include wiping surfaces (rather than dusting) and daily bin emptying • Signage to remind colleagues of the requirement for frequent handwashing, avoiding touching their face, use and disposal of tissues etc. • Showers not to be used • Air driers not to be used – disposable paper towels provided <p>Movement</p> <ul style="list-style-type: none"> • Encourage colleagues to remain in their work area, using phone or video calling to contact each other • Social distancing to be adhered to with only one person at a time in communal areas • Break-out area not to be used. • Encourage caution on arrival and departure to avoid too many people trying to enter or exit the building at one time. <p>Coffee and Water Machines</p> <ul style="list-style-type: none"> • To be wiped with antibacterial wipes after each use. • Crockery and cutlery to be 	<ul style="list-style-type: none"> • Sanitising stations in place. Four automatic hands-free sanitiser dispensers in place in rear entrance, front entrance, hallway by stairwell, kitchen. • Continue communication as guidelines change. • Cleaning kit including PPE for cleaning areas where employee becomes unwell at work • Review as number working in the office increases. 	Office Manager	Ongoing
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cleaned and stored after each use, using personal tea towel.

Communal Areas

- Only one person in the kitchen at any time – crockery to be cleaned and stored after use using personal tea towels
- Surfaces / items touched to be wiped
- Break out area not be used
- Only one person in the toilet at any time
- Shower not to be used

Meetings

- Use remote working tools rather than person to person meetings.
- Essential meetings may be held, if 2m distance can be maintained.
- Meetings may be held outside if 2m distance is possible.
- Do not share pens, notepads etc. during meetings.
- Use antibacterial wipes to clean everything after meeting.

Occupancy

- The numbers permitted into the office will be managed to achieve social distancing – permission must be obtained before returning to work in the office.
- No volunteers, visitors or contractors.

Workstations

- Employees assigned to individual workstation
- No hot desking
- Clear desk policy applied

- Encourage use of own crockery and tea towels

- Signage ordered to mark work areas and remind of social distancing

		<p>PPE</p> <ul style="list-style-type: none">• Where a risk assessment identifies wearing of PPE, as a requirement of the job - this will be provided. <p>Post</p> <p>Incoming post - Supporter Relations (SR) staff will ensure that;</p> <ul style="list-style-type: none">• Adequate PPE (disposable gloves) are used whilst handling incoming post.or• Ensure hands are washed & sanitised after handling and prevent touching face during this process.• Post will continue to be delivered to staff desks at social distance/or placed in relevant in trays. <p>Outgoing post</p> <ul style="list-style-type: none">• All areas used (franking machine etc.) must be cleaned using antibacterial sprays/wipes after use (& at the end of each day)• Collection by Royal Mail staff will be done so at a 2m social distancing.• No non work deliveries will be accepted.	<ul style="list-style-type: none">• Individual risk assessment by line manager.		
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First Aid provision	Staff	<ul style="list-style-type: none"> As occupancy increases, ensure first aiders available Advice for first aiders updated to ensure COVID-safe 			
Wellbeing.	Staff – impact on mental health to changing working lives.	<ul style="list-style-type: none"> Throughout the COVID19 pandemic, there has been consistent promotion of mental health and wellbeing awareness. This has included: <ul style="list-style-type: none"> Resources and guidance, with signposts to further help have been provided. Monitoring staffing working from home and helping them to stay in contact with colleagues. Social contact with colleagues on furlough. Encourage employees to continue to use holiday and take breaks Monitor working hours Mental Health Champions trained in Mental Health First Aid 	Guidelines for line managers of employees returning from furlough leave	Director of HR Director of Comms Line Manager	Ongoing
Homeworking	Staff – safety, use of computers, wellbeing	<ul style="list-style-type: none"> Homeworking guidance Lone working policy Managing Remote Teams guidance Encourage the use of video conferencing DSE guidance H&S training provided May 2020 Continue to consider how to ensure we are compliant with our GDPR policies and processes whilst working from home 			
Travel	Staff	<ul style="list-style-type: none"> Travel for work purposes is permitted when approved (on a case-by-case basis), further to the provision of a full risk assessment including the risk of using public transport / accommodation (if necessary). Any travel undertaken must be in line with 	<ul style="list-style-type: none"> Review in line with government guidance 	SMT	Ongoing

		<p>the current government guidance in the country of origin and the country being visited.</p> <ul style="list-style-type: none"> • Employees advised to follow current government guidance on using public transport including wearing masks where mandatory • Cyclescheme available 			
Access to premises	Staff, volunteers, visitors, consultants	<ul style="list-style-type: none"> • To maintain social distancing, only those who usually work at Brookfield House may access the premises – with required permission from the Line Director and the Office Manager • No volunteers, visitors, consultants or those who usually work from home 			
COSHH on Cleaning Materials and Hand Sanitizer	Staff	<ul style="list-style-type: none"> • COSHH risk assessments have been carried out for all cleaning materials used as part of routine and extended cleaning. All requirements that are considered as part of the COSHH assessment (that come from the Data Sheet) are brought to the attention of the user e.g. PPE requirement, storage of chemicals, usage of chemicals etc. • COSHH data on hand sanitizer used available for staff 		Office Manager	Ongoing