

Carried out by: Sian Hamilton/Tina Lambert

Risk Assessment: Covid 19 - WDC Chippenham Office

Date of risk assessment: 1st March Version 3.0

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? |
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| Exposure to COVID 19 from others | Staff | <ul style="list-style-type: none">• Following government guidelines on working safely during COVID19• Colleagues maintain contact with line management, in particular as to work location• Colleagues advised to follow good hygiene measures at all times.• Maintain good ventilation in office spaces• 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• Lateral Flow Test encouraged prior to attending the office | <ul style="list-style-type: none">• Review further government guidelines (due 1st April)• Continue communication as guidelines change.• Individual risk assessments by line manager where appropriate.• Encourage twice weekly testing for those attending the office regularly or testing prior to attending for less frequent attendees. | Director of HR Line Manager | Before employee returns to the office |

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| <p>Transmission and spread of COVID 19</p> | <p>Staff</p> | <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 can be used subject to being fully cleaned by user after use • Air driers can be used <p>Movement</p> <ul style="list-style-type: none"> • Encourage colleagues to remain in their work area, unless in pre booked meeting area • Face masks are not a requirement but may be worn • Break-out area restricted to 4 people at any one time • Encourage caution on arrival and departure to avoid too many people trying to enter or exit the building at one time. Stagger start and finish times. <p>Coffee and Water Machines</p> <ul style="list-style-type: none"> • To be wiped with antibacterial wipes after each use. | <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. • Cleaning kit including PPE for cleaning areas where employee becomes unwell at work • Ensure cleaning regime followed by staff returning to Brookfield House | <p>Office Manager</p> | <p>Ongoing</p> |
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- Crockery and cutlery to be cleaned and stored after each use.

Communal Areas

- Kitchen to be ventilated when in use and avoid overcrowding
- Crockery to be cleaned and stored after use
- Surfaces / items touched, included door plates, to be wiped

Meetings

- Use remote working tools rather than person to person meetings.
- Essential meetings may be held, consider the maximum attendance based on room size and ventilation
- Breakout area can be used by up to 4 people. Please clean afterwards.
- Do not share pens, notepads etc. during meetings.
- Use antibacterial wipes to clean everything after meeting.
- Face masks are not a requirement but may be worn.

Occupancy

- Visitors or contractors permitted with prior permission from Office Manager and on completion of COVID questionnaire
- No volunteers permitted

Workstations

- Employees assigned to individual workstation
- Clear desk policy rigorously applied

- Encourage use of own crockery

- Establish who has responsibility for visitor safety with regard to COVID19
- Review volunteers in May 22
- Individual risk assessment by line manager.
- Coloured lanyards for those wishing to maintain extra measures on social distancing

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| | | <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.• No non work deliveries will be accepted. <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) | | | |
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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"> Resources and guidance, with signposts to further help have been provided. Encourage employees to continue to use holiday and take breaks Monitor working hours Mental Health Champions trained in Mental Health First Aid | | 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 Hybrid Working Policy Managing Remote Teams guidance Encourage the use of video conferencing DSE guidance H&S training provided May 2021 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 the current government guidance in the country of origin and the country being visited. Any additional costs which may be incurred such as polymerase chain reaction (PCR) tests or quarantine must be included in the proposal for travel. Insurance must be checked to ensure suitable cover is available. | <ul style="list-style-type: none"> Review in line with government guidance Travel cannot be undertaken if insurance not available | SMT | Ongoing |

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| | | <ul style="list-style-type: none"> • Employees advised to follow current government guidance on using public transport including wearing masks where mandatory • Cyclescheme and Techscheme available | | | |
| Access to premises | Staff, volunteers, visitors, consultants | <ul style="list-style-type: none"> • No volunteers, • No visitors, consultants without the consent of the Office Manager and completion of a COVID questionnaire | <ul style="list-style-type: none"> • Host responsible for the COVID security of the visitor whilst on site, including providing training on cleaning regime etc as appropriate | Office Manager | Ongoing |
| 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 |