COVID -19 OFFICES RISK ASSESSMENT

Area of Risk	Action to be taken to mitigate	Additional Notes
Risk that premises have not been fully inspected and H&S pre checks carried out.	All premises should carry out a full inspection of any premises prior to re-opening. This should include a completed H&S assessment (see Appendix B) form especially designed of re-opening buildings. A thorough cleaning of premises should then follow with the introduction of a new daily cleaning regime, including provision of hand sanitizer, and cleaning materials. Introduce a new daily cleaning regime and checklist to evidence it has been carried out (see Appendix F) Publish results of RA on SVP website Display COVID-19 Secure in 2020 notice in all projects. Before staff/volunteers return to the workplace they should be made aware of any changes that have been put in place for their health & safety.	It may be that premises have been damaged or infected by pests while empty. Share RA's with employees to check their level of confidence. See Appendix B – Building Re-opening checklist There are specific Gov. guidelines for cleaning an area after a known or suspected COVID-19 case.

	They should be trained in the use of any new equipment and procedures to ensure their understanding and consistency of working practices.	
Volunteers who have been notified by the NHS that they are extremely vulnerable (sometimes referred to as the shielded group)	Volunteers in the extremely vulnerable (shielded) group should be supported in staying at home as per the Government guidelines. We must be especially careful and take extra steps for anyone in our workforce who is in a vulnerable group.	See Gov guidelines for a description of who is in the extremely vulnerable group and the vulnerable group. Any details about a volunteer's medical condition must be kept confidential, unless the volunteer agrees it can be shared.
Volunteers who are classed as being in the vulnerable group which includes but is not limited to those over 70, pregnant women and people with a wide range of underlying health conditions.	Volunteers in the vulnerable group could be asked to consider not volunteering until Government advice changes.	Government advice in this area is likely to change on a regular basis. (See Appendix A for Volunteer return to work checklist and Appendix H for Individual RA for over 70's)
Volunteers who are not classed as being in the above groups but who are worried in general about returning to work	Individual discussions should take place to discuss volunteer concerns and dealt with on a case by case basis. Share RA and steps taken to ensure H&S to alleviate concerns.	(See Appendix C – Volunteer support material)
Staff who have been notified by the NHS that they are extremely vulnerable (sometimes referred to as the shielded group).	Staff in the extremely vulnerable group should be supported in staying at home as per the Government guidelines.	Any details about an employee's medical condition must be kept confidential, unless the employee says it can be shared.
Staff who are classed as being in the vulnerable group which includes but is not limited to those over 70, pregnant women and people with a wide range of underlying health conditions.	Organisations must be especially careful and take extra steps for anyone in their workforce who is in a vulnerable group. Hold individual discussions with affected staff members in the	Government advice in this area is likely to change on a regular basis (see Appendix H) Further information:

	vulnerable group to consider the most appropriate course of action for them.	See Government guidelines/ACAS services
Staff who are not classed as being in the above groups but who are worried in general about returning to work	Individual discussions should take place to discuss volunteer concerns and dealt with on a case by case basis. Share RA and steps taken to ensure H&S to alleviate concerns. Continue with working from home arrangements where possible to do so.	Source appropriate kit
Staff/Volunteer has a confirmed case of coronavirus	Report to line manager in the first instance. Isolate the area, temporary closure and a deep clean of the premises following any advice provided by Public Health England in particular around self-isolation for other staff and volunteers.	Keep central records of people with confirmed cases in HR.
Virus transmission among people in the office	Staff and volunteers who develop symptoms of coronavirus (a new, continuous cough and/or a high temperature) should stay at home for 7 days from onset of symptoms. If a volunteer or staff member lives in a household where someone else is unwell with symptoms of coronavirus then they must stay at home in line with the Government's guidance. Foremost consider staff who can work from home in the first instance and put in provision to support that with appropriate kit etc.	Further information: https://www.gov.uk/guidance/ social-distancing-in-theworkplace-during-coronaviruscovid-19-sector-guidance Request that staff/volunteers inform their line manager if their situation has changed before going to work. Measures will vary from location to location depending on size of premises and number of people visiting.

	Also consider staff working on different shifts and/or shift rotation to keep numbers in the office to a minimum. Current Government advice for staff in offices includes: • Increase hands washing practices and surface cleaning • Keeping the activity time as short as possible • Avoid hot desking or if unable then ensure workspace is cleaned after each shift • Avoid working face to face, follow back to back or side to side working practices • Use own phone and other equipment rather than sharing • You should regularly encourage staff and volunteers to wash their hands with soap and water as often as possible and for 20 seconds every time. • Use floor marking to indicate 2 metre distances and one -way tracks in corridors etc. • Keep workstations 2 metres apart. • Use remote working tools for meetings e.g. Zoom and Teams • If you have to have a meeting on site, use a large and well ventilated space or even outdoors if weather permits Social distancing applies to all parts of a business, not just the place where people spend most of their time. So, attention should also be given to entrances, exits, break rooms, kitchen's etc.	The introduction of a daily cleaning regime should be factored into contracted working hours.

	Consider a front entrance point and a rear exit point to avoid staff coming into opposite contact. Assess the maximum number of staff/visitors that can be in the office at any one time based on the office size and layout so that the 2-metre social distancing can be observed with staff. Consider asking one staff member to police the control of volume of people entering the premises at any one time/or remind staff who forget to follow the rules e.g. Social distancing champions. Providing clear signage and markings inside and outside of offices to support social distancing measures in place. Review the layout of offices to ensure aisles/walkways are as clear as possible to support 2m social distancing and considering what changes would be possible to support social distancing. Make regular announcements to remind people to follow social distancing advice. Increasing ventilation where possible (such as opening a windows). Consider one-way systems around the building/office where practical supported by signage.	

	Leave non-essential doors open to minimise the number of people who touch them. **This does not apply to fire doors**. Provide staff and volunteers with hand sanitiser. Make hand sanitiser/ disinfectant wipes etc Whilst not currently required by the Government, consider allowing staff and volunteers to wear masks and other PPE if they wish to do so. .	
Moving around the building and offices	Reduce movement by discouraging non-essential trips, using email or telephones to communicate with staff in other offices. Introducing a one-way flow through the building	
Deliveries and collections	Deliveries and collections to offices should work on a one-way system basis to drop off at the front/reception area and collect at the back or vice versa.	
Managing contractors and visitors	Before entering any building or offices contractors or visitors should complete a quick survey to ensure they confirm they are not knowingly at risk of having or spreading the virus. Providing clear guidance on social distancing and hygiene to people on arrival, for example,	See Appendix E for questionnaire

	signage or visual aids and before arrival, for example, by phone, on the website or by email If they answer "yes" to any of the questions they must not be admitted on to the premises.	
Virus transmission from surfaces	Staff and volunteers to wash hands regularly during the day. Hard surfaces including tables, till counter, till screen, phones, kitchen worktops, door handles etc. to be cleaned down regularly. Providing staff and volunteers with disposable cleaning wipes so that the most touched areas in-store can be frequently cleaned throughout the day and especially those that are shared such as telephones, photo copiers etc. Encouraging staff and volunteers to stick to their own cups for drinks and ensuring prompt cleaning of cutlery, plates, etc. Dry hands with paper hand towels, kitchen towel or electric dryer where possible. Removing tea towels and reusable towels or other drying cloths that are used by multiple people.	
Risk of transmission in Common Areas of the workplace	Have designated toilets where possible for staff and separate for visitors. Ensure regular cleaning of toilets and rest areas. Stagger break times to reduce people in communal area at any one time.	

	Encourage staff to take their break outside and get from fresher if possible. Increase waste facilities and empty and double bag bin liners more frequently. Redesign the break area removing unwanted obstacles to create more space. Use signs and posters to remind and build awareness. Increase waste removal and more frequent rubbish collection and double bag bins liners. Where possible use paper towels instead of hand dryers or cotton towels. Encourage staff to bring their own pre- prepared meals to work	
Risk of insufficient PPE in place	There is no specific requirement to provide PPE to staff working in offices	Hot running water should be available in all premises to support regular and frequent handwashing. Face masks are currently optional under Government guidelines unless working in health and care services and employers should allow staff to wear one if they wish, but the employer is not required to provide them as standard. Government guidelines also state that workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when

		responding to a suspected or confirmed case of COVID-19.
Risk that appropriate signage is not visible in projects	Ensure that there is professional and consistent signage up across all projects to remind staff and visitors of guidelines.	Do not make homemade signs, this does not provide staff/Visitor confidence. Once a project has completed its RA and all necessary steps outlined in the Gov requirements, it should display saying it is a COVID-19 secure work area. A number of SVP internal signs have been provided as well as H&S signs from the PPE supplier.