

This risk assessment and plan outlines the health and safety risks we have identified in relation to coronavirus (COVID-19) and working in the office. It also sets out our arrangements and measures to control and manage those risks. This assessment covers all Churchers locations and is dated 1<sup>st</sup> June 2020.

<b>What are the hazards?</b>	<b>Who might be harmed</b>	<b>Controls Required</b>	<b>Additional Controls</b>	<b>Risk after placing controls</b>
Spread of Covid-19  <u>Presence in the office</u>	All staff and visitors to the office	<p><b>Hand Washing</b></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place.</li> <li>• Stringent hand washing taking place.</li> <li>• Drying of hands with disposable paper towels or hand drier</li> <li>• Gel sanitisers in 'common' areas where washing facilities not readily available</li> </ul> <p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>• Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, keyboards, mouse,</li> </ul>	<p>Employees to ensure contact details are up to date.</p> <p>Staff numbers within the office at any one time have been reduced considerably.</p> <p>Work rota has been distributed and staff are only to attend an office on their scheduled day, on all other days they will be working from home</p> <p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face,</p>	<p><b>LOW</b></p>

		<p>telephone. Desks, reception area using appropriate cleaning products and methods.</p> <ul style="list-style-type: none"> <li>• Disinfectant wipes are available for all printer/copiers.</li> <li>• Staff are advised to bring in their own tea towels, wash their own cutlery and crockery. Kitchen areas must be wiped down with cleaning products, including after the use of the kettle, tap, microwave,fridge/fridge handles and door handles.</li> </ul> <p><b>Social Distancing</b></p> <ul style="list-style-type: none"> <li>• Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended HM Government, Working Safely During Covid 19 guidelines.</li> <li>• Maximum of one staff member for each kitchen and the maximum of two staff in a bathroom at any one time should space allow. Maximum of one staff member to use the external</li> </ul>	<p>eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></p> <p>Posters placed around the office as a daily reminder of social distancing.</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Line managers will offer support to staff who are affected by Covid-19 or has a family member affected.</p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p> <p>Taking steps to review work schedules including start &amp; finish times/shift patterns.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Redesigning processes to ensure social distancing in place.</p>	
--	--	---	--	--

		<p>smoking area at any one time</p> <ul style="list-style-type: none"> <li>Where applicable (for example Cosham and Portsmouth offices), a one way system will be adhered to on staircases.</li> </ul>	<p>You must not hot desk. Please only use your own work station. If you do have to use another work station ensure it is one that has not been used for a week prior and disinfectant accordingly after use.</p> <p>Internal doors can now be kept open to lessen the touch points of door handles. This must only be allowed when front and back doors are locked or reception desk is manned.</p>	
<u>Opening up of offices</u>		<ul style="list-style-type: none"> <li>Immediately after unlocking the building, wash hands thoroughly.</li> <li>Use disinfectant spray/wipes to wipe down any keypad, doorbell, internal and external door handles which will be used by staff to enter the building.</li> </ul>		<b>LOW</b>
<u>Arranging client meetings.</u> <u>Procedures for visitors</u>		<ul style="list-style-type: none"> <li>Conference calls to be used as much as possible and as a preference</li> <li>If pre-arranged client meetings must be held in the office ensure social distancing. If meetings held outside do not conduct these in public areas due to</li> </ul>	<p>Remote working tools (video conferencing) to be used as first preference.</p> <p>Limited numbers of visitors throughout the day.</p> <p>Meeting room calendars must be used to book appointments to ensure limited visitors attend the office.</p>	<b>LOW</b>

		<p>confidentiality. Clients must be happy with any external meeting arrangements.</p> <ul style="list-style-type: none"> <li>• Visitors will be asked to wait at the door/porchway, and asked to ring the bell. A staff member will answer the door and show the visitor direct to the meeting room (at a safe distance), where social distancing measures have been established.</li> <li>• Hand sanitiser is available at each entrance and meeting rooms for visitors to use. Disinfectant wipes or spray will be used in the room after every meeting.</li> <li>• Avoid all physical contact with a client, including shaking of hands, sharing of pens etc</li> <li>• Comply to GDPR regulations at all times.</li> <li>• Maintain social distancing at all times.</li> <li>• Reception screens have been implemented should the visitor need to speak to the receptionist.</li> </ul>	<p>Procedure guide for staff and visitors available on intranet.</p> <p>Suppliers such as engineers are to be reminded of the social distancing rules. They are no longer required to wear a lanyard and the receptionist will sign them in and out of the building.</p> <p>Any delivery should be left at the earliest, safest, drop off point.</p>	
--	--	---	--	--

		<ul style="list-style-type: none"> <li>Masks are available to staff (in advance) should a client request you wear one.</li> </ul>		
<u>Wearing of PPE</u>		<ul style="list-style-type: none"> <li>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided.</li> <li>Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</li> <li>Face masks have been supplied to the teams with vulnerable clients, if requested by the client to wear one please do so. If any further staff member wishes to wear a mask then please request one and one will be provided.</li> </ul>		<b>LOW</b>
<u>Symptoms of Covid-19 onset whilst attending the office</u>		<ul style="list-style-type: none"> <li>If anyone becomes unwell with a symptom of Covid-19, restrict your movement around the office, contact your line manager or a partner or the office manager and exit the building by the nearest exit. Return home</li> </ul>		<b>LOW</b>

		<p>and follow the government guidelines to request a test and self isolate.</p> <ul style="list-style-type: none"><li>• The area that has been occupied by this person will be cleaned accordingly with government guidelines. Advice will be taken and any recommendations passed on to persons in the office.</li><li>• Line managers will maintain regular contact with staff members during this time.</li><li>• If advised that a member of staff or public has developed Covid-19, and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</li><li>• If a member of staff is contacted via track and trace system please follow guidelines and self isolate. Contact a partner, line</li></ul>		
--	--	--	--	--

		manager or the office manager to advise.		
<u>Closing down the office at the end of the day</u>		<p>Before the leaving the office at the end of each day, wipe down your desk and any other 'touch' item you have used, especially door handles, printers, telephones etc</p> <p>Wash your hands thoroughly before leaving the building.</p> <p>Last person should check fire doors are all closed and wipe down door handles by the exit points and door bells/keypads</p>		<b>LOW</b>
<u>Van Drivers</u>		<ul style="list-style-type: none"> <li>• Drivers to ensure they disinfect the touch points inside the van, including external door handles after use each day, remembering the key</li> </ul>		<b>LOW</b>

<u>Mental Health and Welfare of our staff</u>		<ul style="list-style-type: none"><li>• Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</li><li>• Reference - <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a></li></ul>		<b>LOW</b>
---	--	---	--	------------