

PROJECT NAME Working in the office during Covid-19 (September onwards 2021)	REVISED 10.09.21 ADOPTED 16.09.21	FIRST ADOPTED 29.06.20
ACTIVITY ASSESSED: Day to day office use of Victoria Hall (SRWT HQ) during Covid-19 pandemic at Step 4 of Govmnt Roadmap. This document is supplementary to the existing risk assessment for general office working at SRWT.		
LOCATION: Victoria Hall		
ASSESSED BY: Liz Ballard CONSULTEES: Exec, All staff, H&S Cmte, office volunteers, CPRE	REVIEWED BY: Roy Mosley	SIGNATURE: 

PROBABILITY RATINGS		SEVERITY RATINGS	
Probable (likely to occur immediately)	4	Catastrophic (death/severe illness)	4
Reasonably probable (probably will occur in time)	3	Critical (serious injury/illness)	3
Remote (may occur in time)	2	Marginal (not serious)	2
Extremely remote (unlikely to occur)	1	Negligible	1

Calculate Reduced Risk Rating using this chart– is it now Low / Medium / High / Very High?

1	2	3	4	6	8	9	12	16	
LOW				MEDIUM		HIGH		VERY HIGH	

Obtain authorisation if needed

REDUCED RISK RATING		Authorisation required by:	Name	Signature	Date
LOW	1-4	Assessor			
MEDIUM	6-8	Line Manager / Section Head			
HIGH	9	Chief Executive	LIZ BALLARD		30.07.21
VERY HIGH	12-16	ACTIVITY MUST NOT PROCEED			

	INITIAL RISK RATING						REDUCED RISK RATING			
1	2	3	4	5				6	7	8
HAZARD	Probability P	Severity S	Risk R	ACTION TO REDUCE HAZARD	WHAT	WHO	DONE?	Probability P	Severity S	Risk R
<p>Transmission of Covid-19 virus between office based people – with the majority of people having been double vaccinated</p> <p>People affected: SRWT & CPRE staff, trainees, Trustees and office-based volunteers Including all Wildscapes staff.</p> <p><i>Clinically extremely vulnerable members of staff, Trustees and volunteers may require their own personal risk assessment – please discuss this with HR/Ops Manager & your line manager if you feel this applies to you.</i></p>	3	3	9	<p>In general: Staff and volunteers are returning to the office and can continue to combine office and home-working in agreement with their line manager. We are calling this 'blended working'.</p> <p>Staff and volunteers are able to use Vic Hall alongside working from home. The Government's advice is to 'use personal judgement', to 'gradually increase contact with others' and that 'social distancing guidelines no longer apply'. Therefore, individuals, especially those who have had 2 vaccines, should return to working in the office, alongside working from home if appropriate.</p> <p>Those wishing to use a desk space MUST still complete the weekly desk booking sheet (see below).</p> <p>External visitors can attend face to face meetings indoors at Victoria Hall, but the lead member of staff must ensure the visitor(s) follows the Trust's procedures around regular hand washing and general cleanliness. All visitors must sign in.</p> <p>Deliveries or contractors can go to Vic Hall as long as they follow good practice around general cleanliness.</p> <p><u>Face Coverings</u> People are welcome to provide, wear and look after their own face covering, bringing it to the office and taking it home afterwards. Used face coverings must not be left in the office. If you use a face covering please follow the Govmnts guidance on how to use them appropriately:</p>	<p>Email all staff to advise on process Share RAss</p> <p>Ensure visitor(s) follow guidance.</p> <p>Optional face covering provision</p>	<p>LB</p> <p>All</p> <p>All</p>	<p>All actions complete or ongoing</p>	3	3	9

			<p>https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own</p> <p><u>Testing</u> The Trust will not be providing testing on-site due to the complications of doing so safely and consistently. Individuals can secure their own testing kits, free of charge and irrespective of whether they have symptoms. You can order home testing kits here: https://www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/ If you are tested and return a positive CV19 result then you must inform the Trust so that we can manage any transmission quickly. You must also self-isolate for at least 10 days, starting from the day the test was taken.</p> <p><u>Opening Up/ Locking Up</u> In general Ben Keywood and Clare Rushen will open up and close down Vic Hall (unless agreed specifically with another key holder). Therefore office opening hours will be restricted to 9am – 5pm. All normal H&S check and unlocking/locking procedures must be followed.</p> <p><u>Entering and Leaving the Building</u> Individuals should try to avoid grouping together in the lobby area. On entering the building using the front door key pad, individuals must sign in, and then use the hand sanitiser available in the lobby before going further in to the building. All people entering the building MUST sign in and out on the register or visitor sheet to aid track and trace if required. Track & trace QR code is also in place</p>							
					Opening up at 9am locking up at 5pm	CR/BK				
					Avoid congregating. Use hand sanitiser when entering. Signage. Cleaning materials in place. Keep completed sign in registers for 21 days.	All All JW/BK JW/BK CR/BK				

			<p><u>Regular Handwashing</u> Individuals must sanitise or wash their hand regularly, using soap and water for at least 20seconds, and drying their hands on a paper towels. In particular, individuals must wash their hands after entering and leaving the office, using the toilet, using communal areas and before eating/drinking.</p>	Signage. Cleaning materials in place.	JW/BK				
			<p><u>Desk use</u> Desks are bookable to allow as many staff as possible to have the opportunity to work in the office for part of the week whilst also being able to work from home. Staff should try to book a desk on a weekly basis by adding their name to the relevant desk in the Desk Booking sheet. A desk can be booked for just a day or a whole week. NB 9 additional work stations are available from w/c 20/9 Staff should book work stations that are opposite each other once all other work stations have been filled.</p>	Book a desk on the Desk Booking sheet. Update desk allocation sheet if space is no longer required	All				
			<p>Hr Ops Mgr will update the desk booking sheet regularly. Staff must aim to use their booked desk as they may prevent someone else from using it.</p>	Maintain desk plan and check compliance	CR All				
			<p>CPRE CEO will confirm desk arrangements with CPRE staff, volunteers and Trustees.</p>		CPRE CEO				
			<p><u>Increasing frequency of desk cleaning</u> Before starting work, staff must clean down their workstation area using disinfectant/cleaning materials provided (>70% alcohol). They must focus on cleaning the desk top, phone, mouse, screen, keyboard & back/sides of chairs. After use, at the end of the day, the member of staff leaving will be responsible for cleaning down their workstation as above.</p>	Workstation cleaning	All				
			<p><u>Travel to & from work</u> This is the responsibility of the individual.</p>	Use safest way of travel to work	All				

			<p>grab-rails in corridors and stairwells and door handles.</p> <p><u>Photocopiers, Post Etc</u> Wipes will be available next to the printers/photocopies for staff to clean keys etc before and after use.</p> <p><u>Developing Symptoms & Reporting</u> If any individual using the Hall develops symptoms they must notify the Snr Admin Support Officer and Exec Team Lead asap. They must also ask to be tested https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ If tested positive the individual must self-isolate for at least 10 days, starting from the day the test was taken. It is essential that the individual notifies the Trust of a positive test so that any transmission can be managed quickly. If an individual is asked to self-isolate by track & trace, again they must advise the Trust as soon as possible.</p> <p><u>Outbreak</u> If an outbreak occurs the CEO and in her absence the Head of Conservation & Land Management will be the single point of contact with the local Public Health team.</p> <p><u>Travel Abroad</u> If anyone has had the good fortune to travel abroad for a holiday then they must ensure they follow the Governments guidance on self-isolation on their return.</p>	<p>Cleaning materials in place Use wipes to clean touch surfaces after use</p> <p>Contact test & trace if symptoms develop. Notify the Trust ASAP if positive/isolating.</p> <p>Notify/liaise with Public Health if an outbreak occurs</p> <p>Self-isolate in accordance with Govmnt guidance</p>	<p>JW/BK</p> <p>All</p> <p>LB/RM</p> <p>All returning from holiday</p>				
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ADDITIONAL NOTES

RA based on GOV.UK guidance:

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>

Contact Name	Position/ Location	Number
Emergency contacts	Ambulance	999
SRWT CEO		07867 452415
Northern General Hospital	Nearest hospital with A&E	0114 243 4343