



PROJECT NAME Working in the office during Covid-19 (July-August 2021)	REVISED 21.07.21 ADOPTED 30.07.21	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</p> <p>People affected: SRWT & CPRE staff, trainees, Trustees and office-based volunteers Including all Wildscapes staff.</p>	3	4	12	<p>In general: Staff and volunteers can cautiously start to return to more of a blended approach to office and home-working. We are calling this a 'blended working' pilot.</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 take time over the summer to gradually return to working in the office, alongside working from home.</p> <p>If there is a shortage of desk space then the following staff will be prioritised:</p> <ul style="list-style-type: none"> • Those finding it difficult to work from home due to personal circumstances, • Those needing to access Vic Hall to better enable their work • Those who believe it significantly improves their mental health • Where it would greatly aid delivery and/or team working eg to develop a project or activity, improve communication. <p>Those wishing to use a desk space MUST still complete the weekly CV19 desk booking sheet (see below).</p> <p>We are still discouraging external visitors to Vic Hall for face to face meetings indoors, but these may be agreed on a case by case basis with your Exec Lead. The lead member of staff must ensure</p>	<p>Email all staff to advise on process Share RAss</p> <p>Ensure visitor(s) follow Covid 19 guidance.</p>	LB	All actions complete or ongoing	2	4	8

			<p>the visitor(s) follows the Trust's Covid19 procedures. All visitors must sign in.</p> <p>Deliveries or contractors can continue to go to Vic Hall as long as they follow Covid 19 secure practice.</p> <p><u>Face Coverings</u> The Trust will not provide face coverings for individuals to use in the office. There is the potential for mismanagement of a centralised system for providing face coverings eg who has used what. 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: 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 The office desk plan and allocation is laid out so that people will still be appx 2m apart.</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>Avoid indoor meetings with external people. In exceptional circumstances agree with Exec Lead.</p> <p>Optional face covering provision</p>	<p>All</p> <p>All</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 and pen to sign in, individuals must 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> <p><u>Regular Handwashing</u> Individuals must 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> <p><u>Social distancing desk use</u> Staff & vol will not sit opposite each other ie face to face. The desk plan ensures that individuals will continue to be well spaced apart when at workstations.</p> <p>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 cautious and maintaining some social distancing. Staff should try to book a desk on a weekly basis by adding their name to the relevant desk in the 'Desk Allocation CV19' sheet. A desk can be booked for just a day or a whole week. NB there is no longer a shift pattern.</p>	<p>Opening up at 9am locking up at 5pm</p> <p>Avoid congregating. Use hand sanitiser when entering. Signage. Cleaning materials in place. Keep completed sign in registers for 21 days.</p> <p>Signage. Cleaning materials in place.</p> <p>Book a desk on the Desk Allocation CV19 sheet. Update desk allocation sheet if space is no longer required</p>	<p>CR/BK</p> <p>All</p> <p>All</p> <p>JW/BK JW/BK</p> <p>CR/BK</p> <p>JW/BK</p> <p>All</p>				
--	--	--	--	--	--	--	--	--	--

			<p>On request to the Hr Ops Mgr, desks can be allocated full-time to a small number of staff depending on their personal circumstances.</p> <p>Staff must aim to use their booked desk as they may prevent someone else from using it.</p> <p>CPRE CEO will confirm desk arrangements with CPRE staff, volunteers and Trustees.</p> <p><u>Restricting numbers</u> The number of SRWT staff & office volunteers working in the office will be limited by the desk allocation sheet and room bookings.</p> <p><u>Increasing frequency of desk cleaning</u> Before starting work staff must first 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> <p><u>Travel to & from work</u> This is the responsibility of the individual.</p> <p><u>Communal areas</u> Individuals can eat lunch in the hall area (well ventilated) during 12-2pm but should try to ensure:</p> <ul style="list-style-type: none"> • 2m distancing between people • No shared food or drinks • Switches, handles, table top and chair sides/back plastic is wiped down by staff on arrival and departure using the cleaning equipment provided. <p>Kitchen: individuals can use the kettle, toaster and microwave. There is to be no use of SRWT kitchen utensils, crockery etc. Cleaning materials are provided to wipe down appliances, please unplug when doing so. Staff must provide their</p>	<p>Maintain desk plan and check compliance</p> <p>Workstation cleaning</p> <p>Cleaning materials in place Signage</p> <p>Use safest way of travel to work</p> <p>Social distanced lunch breaks</p> <p>Cleaning materials in place</p> <p>Cleaning materials in place Signage.</p>	<p>CR</p> <p>CPRE CEO</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>JW/BK</p> <p>JW/BK JW/BK</p>				
--	--	--	--	---	---	--	--	--	--

			<p>own milk, oat milk etc as needed and retain their own cup that they must take home and wash. Making drinks for other people is to be avoided.</p> <p>Toilets: individuals must ensure they wash their hands thoroughly with soap & water for at least 20secs. After use, staff must wipe down taps, door handles and ensure a high standard of cleanliness is maintained.</p> <p>Shower: if used the individual must wash down before and after using the materials provided. No personal items to be left in the shower eg clothes, soaps, towels.</p> <p>Coat hooks: are to be avoided. Individuals must store coats safely, out of the way of walkways etc by their own work station.</p> <p><u>Meetings</u> Goshawk and Pipistrelle can be used by an individual for virtual meetings. The rooms must be booked and the workstation area wiped down before and after use. Internal face to face meetings can be held in: -Otter meeting room (which has an in-built automatic fan system to fresh air). -Main Hall area if not being used for lunch. Spaces must be booked using the online Gcalendars. Tables & chairs must be wiped down before and after use. During the meeting all participants should try to maintain a safe distance from each other and not share equipment, pens etc without first wiping down with sanitising wipes.</p> <p><u>Routes</u> There is a clearly marked one way route around the building to cut down the potential for meeting face to face on corridors and stairs. Entrance and exit will be through the lobby door. Staff must check through the glass door before entering or exiting to ensure social distancing is maintained.</p>	<p>Own food and drink provision.</p> <p>Hand washing and cleaning of facilities.</p> <p>Wash down shower</p> <p>Signage</p> <p>Book Goshawk and Pipistrelle for virtual meeting</p> <p>Book Hall Area & Otter for face 2 face meetings, adhere to Covid 19 guidance</p> <p>Follow one way system Use lobby door with care.</p>	<p>All</p> <p>All</p> <p>All shower users</p> <p>JW/BK</p> <p>All</p> <p>All</p> <p>All</p>				
--	--	--	--	---	---	--	--	--	--

			<p><u>General Cleaning</u> Staff are encouraged to wipe down stair rails during the day. External cleaners will clean the offices four times a week, with a focus on communal areas, meeting rooms, and particular attention to frequently touched areas and surfaces, such as bathrooms, 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. No additional precautions needed for handling post or packages.</p> <p><u>Brief Visits to Vic Hall</u> Anyone just needing to use the printers, access materials etc can do so without booking a desk as long as they follow all of these procedures in relation to hand washing, cleanliness, one way system etc at Vic Hall. All outdoor equipment should be cleaned and returned to Fairport. It should not be stored, even temporarily, at Vic Hall.</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>Rails wiped down Cleaning materials in place. 4x week cleaning rota with contractor</p> <p>Cleaning materials in place Use wipes to clean touch surfaces after use</p> <p>Follow Vic Hall Covid 19 procedures for even brief visits.</p> <p>Return all outdoor equipment to Fairport</p> <p>Contact test & trace if symptoms develop. Notify the Trust ASAP if positive/isolating.</p>	<p>All JW/BK</p> <p>JW/CR</p> <p>JW/BK</p> <p>All</p> <p>All</p> <p>All</p> <p>All</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>Notify/liaise with Public Health if an outbreak occurs</p> <p>Self-isolate in accordance with Govmnt guidance</p>	<p>LB/RM</p> <p>All returning from holiday</p>				
--	--	--	--	---	--	--	--	--	--	--

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