



PROJECT NAME Working in the office during Covid-19 (February onwards 2022)	REVISED 25.01.22 ADOPTED 01/02/22	FIRST ADOPTED 29.06.20
ACTIVITY ASSESSED: Day to day office use of Victoria Hall (SRWT HQ) during Covid-19 pandemic. 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		01/02/22
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 people working in the office.</p> <p>NB the majority of the population have now been double vaccinated and a large number boosted.</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 can return to the office and can continue to combine office and home-working in agreement with their line manager. We are calling this 'blended working' and staff must have a blended working agreement in place if they wish to work as both home and office.</p> <p>The Government's advice is <i>Workers are no longer asked to work from home if they can.</i> 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 should 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>All staff wanting to mix home and office working to have a blended working agreement in place.</p> <p>Ensure visitor(s) follow guidance.</p> <p>Optional face covering provision</p>	<p>LB</p> <p>CR/Line Managers</p> <p>All</p> <p>All</p>	<p>All actions complete or ongoing</p>	3	3	9

			<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> <p><u>Desk use</u> Desks are bookable to support as many staff as possible 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 on google drive (please ask Support Service for the link if you don't know where it is)</p> <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> <p>CPRE CEO will confirm desk arrangements with CPRE staff, volunteers and Trustees.</p> <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> <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 if space is available. Please wipe down tables/chairs before and after use with the wipes provided.</p>	<p>Signage. Cleaning materials in place.</p> <p>Book a desk on the Desk Booking sheet. Update desk allocation sheet if space is no longer required</p> <p>Maintain desk plan and check compliance</p> <p>Workstation cleaning</p> <p>Use safest way of travel to work</p> <p>Cleaning materials in place Signage.</p>	<p>JW/BK</p> <p>All</p> <p>CR All</p> <p>CPRE CEO</p> <p>All</p> <p>All</p> <p>All JW/BK</p>					
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				<p>Kitchen: individuals can use the kettle, toaster, microwave and other kitchen utensils, plates etc. but these must be cleaned and put away after use. Cleaning materials are provided to wipe down appliances, please unplug when doing so. Staff need to provide their own milk, oat milk etc and must wash and dry their own cup. For making drinks please also see 'refreshments' section below.</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><u>Meetings</u> All meeting spaces can be booked. Please ensure tables, chairs, pens, flipcharts and workstations etc that have been used are cleaned before and after. Open windows where possible and limit numbers to keep a safe working distance. Use the carbon monoxide meter to help monitor larger meetings.</p> <p>Refreshments can be provided but individuals' must use hand sanitiser before and after making drinks. Biscuits etc can only be provided if they can be safely shared with participants with limited hand contact.</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.</p>	<p>Clean, dry and put away/keep any kitchen utensils</p> <p>Hand washing and cleaning of facilities.</p> <p>Wash down shower</p> <p>Book meetings using gcalendars. Wipe down as required.</p> <p>Follow Vic Hall Covid 19 procedures for even brief visits.</p>	<p>All</p> <p>All</p> <p>All shower users</p> <p>All</p> <p>All</p>				
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			<p>All outdoor equipment should be cleaned and returned to Fairport. It should not be stored, even temporarily, at Vic Hall.</p> <p><u>General Cleaning</u> 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.</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 get tested. The rules on self-isolation have changed so please see Gov advice here https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do#get-tested-and-self-isolate-if-required 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 the follow the Governments guidance on self-isolation on their return.</p>	<p>Return all outdoor equipment to Fairport</p> <p>4x week cleaning rota with contractor</p> <p>Cleaning materials in place Use wipes to clean touch surfaces after use</p> <p>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>All</p> <p>CR/JW</p> <p>JW/BK</p> <p>All</p> <p>LB/RM/ CR</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