

Covid-19 Head Office risk Assessment

General

What are the Hazards?

- Spread of Covid-19 Coronavirus

Who might be harmed?

- Staff
- Visitors to head office, including but not limited to cleaners and contractors
- Limited risk to public as no general access by them

If you show any of the following symptoms then you should not attend work and follow the latest Government guidance.

- New persistent cough
- Increased temperature or fever

This is also the case if you have received a letter deeming you as a vulnerable person, or you are living with someone who is in self-isolation or is vulnerable.

Core Principles

- **Self-isolation**
 - Do not attend work if you or a household member are showing symptoms
 - 7 days if you have symptoms
 - 14 days if a member of your household has symptoms
- **Personal hygiene**
 - Wash hands regularly and as soon as possible on entering the building
 - Use hand gel after signing in
 - Sneeze into arm or tissue and bin immediately
- **Social distancing of 2 meters**
 - Remain 2 meters away from others at all times

Other Important Info

- A one-way system is in operation
 - Enter through front door
 - Exit through courtyard door
- Do not pass on the stairs
- Leave doors open when possible to minimise contact with surfaces
- Use of toilets
 - Upstairs gents – single use
 - Downstairs ladies – single use
 - Downstairs gents – maximum 2, 1 cubicle and 1 urinal
- Ensure you wash your hands before and after using the kitchens (maximum 1 person at any time)

What are the hazards?	Controls Required	Additional Controls	Action by who?	Action by when?	Done
<p>General items</p> <p>Hand washing</p> <p>Cleaning</p>	<p>Hand washing facilities with soap and water in place. Stringent hand washing taking place. See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Drying of hands with disposable paper towels. https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</p> <p>Gel sanitisers in any area where washing facilities not readily available</p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</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 or hand dryers. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, 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 - https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>Posters, leaflets and other materials are available for display.</p> <p>Cleaning to be changed from 3 days to 5 days with particular focus on general areas such as toilets, kitchens, hand rails, door handles and photocopiers</p>			

<p>Social distancing</p>	<p>Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency</p>	<p>Desks separated where possible.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.</p> <p>Face to face meetings to be limited and ensure social distancing if meetings cannot be avoided.</p>			
<p>Symptoms of Covid-19</p>	<p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.</p> <p>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</p>				

Mental health	<p>and will take advice on any actions or precautions that should be taken</p> <p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress</p>	<p>.</p> <p>Regular communication of mental health information and open-door policy for those who need additional support.</p>			
<p>Specific items</p> <p>Entry and exit to the building</p> <p>Use of communal areas</p>	<p>One-way system for entry and exit</p> <p>Signing in and out</p> <p>Use of stairs</p> <p>Use of kitchens</p>	<p>Front door to be used for entry only (apart from last person to leave), rear door into the courtyard to be used for exit of the building.</p> <p>Door magnet removed from front door and keyboard taken out of use so that the front door can be opened with minimal contact</p> <p>Signs to be place on doors to re-enforce this one-way system</p> <p>Advise staff to: -</p> <ul style="list-style-type: none"> • Open door with elbow, shoulder or foot • Carry their own pen to sign in and out • Once signed in to use the hand sanitiser located by reception • To wash their hands with soap and water as soon is practical after entry to the building <p>Social distancing on stairs is not possible so no crossing on stairs should not take place</p> <p>Only 1 person should be in the kitchen at any one time.</p>			

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I can confirm that I have been inducted on the Coid-19 risk assessment for Farington House.

Name	Date	Signature
Chris Sams		
Clive Mellings		
Ian Harrison		
Stephen Grant		
Jonathan Pickthall		
Shirley Howarth		
Stephen Ready		

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Name	Date	Signature
Scott Warley		
Andy Joughlin		
Charlene Wolstenholme		
Paula Jackson		
Neil Hindle		
Kyle Muir		
Matthew Hall		

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Name	Date	Signature
Sandra Hubberstey		
Amanda Harrison		

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Name	Date	Signature
Tom Snape		
David Clifford		

I can confirm that I have been inducted on the Coid-19 risk assessment for Farington House.

Name	Date	Signature
Sue Clarke		
Matthew Townsend		
Cheryl Fildes		
Summaya Mohammed		

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Name	Date	Signature
Jon Gould		
Vicky Beeton		
Lee Walsh		
John Worthington		
Stephen Hunt		
Julie Pethwick		
Tunji Moses		

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Name	Date	Signature
Carl Kellett		
Wendy Latimer		
Bethany Livesey		
Sheree Holder		
Andrew Webster		
Anthony Paton		

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Name	Date	Signature
Linda Gaskin		
Steve Woolfenden		
Mark Nicklin		
Simon Green		
Dean Clisham		
Carl Tucker		
Samantha Johnson		
Liam Irving		
Tony Butterworth		

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Name	Date	Signature
Neil Almond		
Steve Bailey		
Nicholas Wilkes-Wells		
Andrew Kordzinski		
Craig Almond		
Paul Barratt		
Stan Yates		
Ian Wilson		

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Name	Date	Signature
Tracy Clarkson		
Mathew Harrod		
Stephen Fairclough-Speed		
Wendy Roberts		
Michael Grisedale		
Kiera King		
Mark Fletcher		
Serena Hainsworth		

