

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

Risk Assessment for dealing with the current Covid-19 situation in the workplace.

This covers seven offices - Holland Court The Close Norwich NR1 4DY, 50 Connaught Road Attleborough NR17 2BP, 3 Burgh Road Aylsham NR11 6AH, The Priory Church Street Dereham NR19 1DW, 2 Victoria Road Diss IP22 4EY, 40 High Street Watton IP25 6AE, 5-7 Church Street Wymondham NR18 0PP

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Staff • Visitors to your premises • Cleaners • Contractors • Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions • Anyone else who physically comes in contact with you in relation to your business 	<p>Hand Washing</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. Sanitise stations provided • Stringent hand washing taking place. • See hand washing guidance. • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • 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>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. 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..</p> <p>Sanitiser stations at entry of all buildings Screens at all reception desks Visitors to all sites to wear face whilst in our premises</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p>	HR & Operations Manager	Immediately	completed

		<ul style="list-style-type: none"> • Gel sanitisers in any area where washing facilities not readily available • Shared offices and social distancing • <u>All Staff</u> • <u>Visitors</u> 	<p>the provision of gel sanitiser in public areas also at photocopiers/scanners all equipment used by more than one person</p> <p>office with more than one person to have screens in place between work stations. Rooms that are too small arrange for one person only and revise seating plan of offices reduce the number of workers in each and every office as far as practical – supplying sufficient computers links, hardware to maximise working from home</p> <p>Health and safety courses, provided by Ihasco https://www.ihasco.co.uk/?utm_source=ihasco.co.uk these are assigned to deal with the following :- Returning to Work (During & After COVID-19) , Mental Health Awareness, Infection Prevention Control</p> <p>Limit visitors to the premises by closing and locking front doors, only allowing client meetings by appointment only. Providing PPE face mask to be worn. Meetings in designated rooms, with screens and provision to clean office and air for 30 minutes between meetings. Guidance given to all staff</p>			
--	--	--	---	--	--	--

		<ul style="list-style-type: none"> • <u>Contractors</u> • <u>Vulnerable groups</u> • <u>As at 1st August 2020 – Updated Government Guidance</u> • <u>As at 8th December 2021 Updated Government guidance</u> <p><u>Cleaning</u> 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>Limit contractors attendance as far as possible. Only by arranged times, to adhere to office policy for entry and PPE to be worn</p> <p>To arrange with vulnerable staff to work from home. Limit contact with vulnerable client by using other methods of communication to avoid face to face meeting</p> <p>As at 1st August 2020 – Updated Government Guidance - to continue to work from home even with restrictions easing</p> <p>We continue to work from home where this is reasonably practical</p> <p>Rigorous checks will be carried out by office managers to ensure that the necessary procedures are being followed. Cleaning staff to be provided with PPE extra time to carry out additional cleaning duties of touch points, screens etc</p>			
--	--	--	--	--	--	--

		<p><u>Social Distancing</u> 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. Revised distancing rules to 1 metre plus additional mitigation.</p> <p><u>Updated Social distancing to 1 meter plus.</u></p> <p>Taking steps to review work schedules including start & finish times/ working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Conference calls to be used instead of face to face meetings, teams or zoom where possible</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to in kitchen areas,</p> <p><u>Air conditioning</u></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>To continuing to encourage the 2 meter rule even with the easing of regulations</p> <p>Access kitchen to one person at anyone time. Cleaning down all touch points upon leaving facilities</p>			
--	--	--	--	--	--	--

		<p>https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm all air conditioning units are using adequate fresh air</p> <p><u>Shower facilities</u> All staff to use home facilities not those provided in office (Holland Court only)</p> <p><u>Symptoms of Covid-19</u> 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. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection They will obtain a test – ring 119 or https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name Line managers will maintain regular contact with staff members during this time.</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>HR & Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>To enable track and trace at anytime should a member of staff or visitor report a development of Covid-19</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 single reporting officer (Suzanne Tinder Operations Manager) 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.</p> <p>Track and Trace https://contact-tracing.phe.gov.uk/</p> <p><u>Updated Staff – Lateral flow testing</u></p> <p><u>Mental Health</u> 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/</p>	<p>Track and trace records available for PHE for all offices are being maintained</p> <p>To help with prevention of spread, requested all staff to self test with LFT twice per week</p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p>			
--	--	---	--	--	--	--