

SAFELIVES CORONAVIRUS SPECIFIC RISK ASSESSMENT

Assessor	Sue Price/Laura Griffiths		
Job title	H&S Officer/Office Coordinator		
Assessment date	4 th May 2021		
Review date(s)	18 th June 2021		
Business type/location	Working in the office in Whitefriars, Bristol & HubHub London		
Business hazards associated with the coronavirus risk	Risks to staff	Proposed control measures	Actions required
Infection Prevention and Staff Safety			
Direct threat to staff health and wellbeing from transmission of the coronavirus while at work	<p>Possible transmission of the virus to staff from other staff/customers</p> <p>People can catch the virus from others who are infected in the following ways:</p> <ul style="list-style-type: none"> virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth 	<p>Ensure that the organisation complies with its duty to provide a safe and healthy workplace/working conditions for staff who remain working in the workplace during the coronavirus pandemic</p> <p>Circulate coronavirus policy and safety procedures to all staff and managers; these set out how staff should behave and the precautions they must adopt during the pandemic to keep them safe</p> <p>SafeLives should pass on and reinforce key Government public health messages to all staff:</p> <ul style="list-style-type: none"> cover the mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing (Catch it — Bin it — Kill it) put used tissues in the bin straight away wash hands regularly with soap and 	<p>Until end of June 2021:</p> <ul style="list-style-type: none"> All meetings to be conducted remotely, if a larger gathering is required this will need to be done outdoors or in an alternative venue All staff who can work from home to do so in the short term – only 5 members of staff to be in the office at any time Bristol, 4 in London (max capacity) Implement Clear desk policy to facilitate thorough cleaning. Training team have been contacted and requested to clear their area

		<p>water for at least 20 seconds; use hand sanitiser gel if soap and water are not available</p> <ul style="list-style-type: none"> • avoid close contact with people who are unwell • clean and disinfect frequently touched objects and surfaces • do not touch face, eyes, nose or mouth if hands are not clean <p>Require staff to practice effective social distancing while in and around the workplace and if travelling to and from work by:</p> <ul style="list-style-type: none"> • avoiding non-essential contact with others • keeping a safe distance of at least 2 metres (about 3 steps) from others at all times • avoiding physical contact (e.g. hugs, handshakes, etc) <p>SafeLives will fully implement Public Health England <i>Guidance for Employers and Businesses on Coronavirus</i>, including the following key safety precautions:</p> <ul style="list-style-type: none"> • keep local/departmental risk assessments under review to ensure that a safe place of work is maintained • make any adjustments to the workspace/rotas/work patterns/procedures necessary to facilitate social distancing at work • cancel face-to-face meetings and replace them with video conferencing/ phone conferencing, etc whenever possible. 	<p>by end of May 2021.</p> <p>Afterwards the following will apply:</p> <ul style="list-style-type: none"> • COVID safe numbers in offices – post-June: <ul style="list-style-type: none"> - HubHub – 4 members of staff spread out at socially distant desks across the office - Whitefriars – max 14 staff members 2 per bank to allow for social distancing and this will be reviewed regularly to see whether capacity can be increased according to guidelines • Hot desking spaces to be made available in the office on rota or entire office can be booked out for a specific team • Look to increase cleaning frequency when numbers in office increase • Masks to be worn in communal areas in Whitefriars. Consider masks to be worn in both HubHub and Whitefriars when in meeting rooms. • Sanitizer and anti-bacterial wipes provided throughout office and masks and gloves available • Logs to be kept of all staff attending the office –
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Cases of Possible Infection On-site			
People becoming unwell while on-site or a symptomatic person using a site	High risk of transmission	<ul style="list-style-type: none"> • If a member of staff becomes unwell in the workplace with coronavirus symptoms (a new, continuous cough or a high temperature) they should be sent 	<ul style="list-style-type: none"> • If a staff member has COVID symptoms then they must be tested and the results shared with HR. Staff

		<p>home and advised to follow Government advice to self-isolate</p> <ul style="list-style-type: none"> • All surfaces that a symptomatic person has come into contact with must be cleaned and disinfected, especially objects visibly contaminated with body fluids and all potentially contaminated high-contact areas such as toilets • Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids, can be cleaned thoroughly as normal • Cleaning staff should use disposable cloths or paper roll and a combined detergent disinfectant solution at a dilution of 1000 parts per million available chlorine • Cleaning staff must wear appropriate PPE • Waste from cleaning of areas where possible cases have been (including disposable cloths and tissues) should be “double-bagged” and tied off; it should be placed in a secure holding area for 72 hours before being disposed of in general waste 	<p>member cannot be allowed to return to the office without a negative test result.</p> <ul style="list-style-type: none"> • Consider whether we implement lateral flow testing for staff that wish to attend the office • Deep clean as per control measures for any areas which staff member has come into contact with including communal areas • Ensure cleaning standards align with control measures • Ensure that office workers need not shout or unduly raise their voices to each other (so avoid playing music or other broadcasts at a volume that makes normal conversation difficult). This is because of the potential for increased risk of transmission, particularly from aerosol transmission
Higher Risk Areas of the Workplace			
<p>Potential enhanced risk of transmission in areas such as staff toilets and kitchen area</p>	<p>These areas of the workplace are more likely to present an infection transmission risk</p> <ul style="list-style-type: none"> • Essential for staff to wash hands regularly but also that toilets are kept clean and free of coronavirus contamination 	<ul style="list-style-type: none"> • Stress the need for staff to follow good hygiene practice at all times while at work (ie regular handwashing, using tissues and disposing of them appropriately, etc) • SafeLives to ensure that adequate hand cleaning resources are provided and 	<ul style="list-style-type: none"> • Maintain stock levels of sanitizers, gloves, masks • Ensure Whitefriars is informed of low levels of soap, toilet roll or sanitizer throughout the building if observed

	<ul style="list-style-type: none"> • A number of staff going to the toilet together may compromise their ability to comply with social distancing • Increased risk of people coughing and touching door handles, taps and toilet flush handles • This includes the kitchen communal space and print areas 	<p>that Whitefriars ensure that all staff toilets are supplied with adequate supplies of hot water, liquid soap and paper towels and regularly cleaned.</p> <ul style="list-style-type: none"> • Place at least 60% alcohol hand gels at convenient places with instructions for use • Increase environmental cleaning, especially in and around the kitchen; special attention to be paid to frequently touched surfaces such as door handles, toilet flush handles, light switches, etc • Increase toilets/washrooms inspections to check for cleanliness/adequate stock of soap/toilet paper, etc 	
Staffing Levels			
<p>Low staffing due to high rates of staff sickness or staff having to self-isolate themselves at home</p>	<p>Staff may get sick with coronavirus infection</p> <p>You have a legal obligation to self-isolate if:</p> <ul style="list-style-type: none"> • You have Covid symptoms - a new continuous cough, high temperature, or change in sense of taste or smell • You test positive for Covid-19 • You live with someone who has tested positive for Covid-19 • You live with someone who has Covid symptoms (unless they have a negative test) • You arrive in the UK from a country other than the Republic 	<ul style="list-style-type: none"> • Staff who are sick or self-isolating should phone immediately and inform their line-manager • Make sure that communications go out that no member of staff should come to work if they are self-isolating or if they have symptoms or if they feel unwell • Non-essential parts of the organisation can be closed down and staff reallocated to essential functions or asked to comply with the Government's message to stay at home • Consider possible business closures or operational adjustments if staffing reduced to unsafe levels 	<ul style="list-style-type: none"> • Staff are able to work from home and are encouraged to do so unless they have to attend the office until at least the end of June • Staff have the IT and home working environments to be able to continue working at home if there is a need to self-isolate

	<p>of Ireland</p> <ul style="list-style-type: none"> You are contacted by NHS Test and Trace to say you have been in close contact with someone who has tested positive <p>People who have symptoms must “self-isolate” at home for 10 days from the start of symptoms to prevent them from passing the infection on and contributing to the overload on the NHS</p> <p>Those who live with others and where one person has symptoms must self-isolate as a household for 10 days from the day when the first person in the house became ill. If anyone else in the household starts displaying symptoms, they need to stay at home for 10 days from when the symptoms appeared, regardless of what day they are on in the original 10-day isolation period.</p>		
Vulnerable Staff			
<p>Vulnerable staff and staff in high risk categories</p>	<p>Government figures show that some groups of people may be at higher risk of Covid-19 than others, including:</p> <ul style="list-style-type: none"> Those with pre-existing medical conditions (e.g. chronic conditions such as diabetes or asthma) Those who have had an organ transplant 	<ul style="list-style-type: none"> Ensure all vulnerable or high-risk staff are adequately protected and supported Managers and HR should be aware of staff who fall into vulnerable and high-risk categories so that they can ensure that they are given adequate support to enable them to comply with Government health recommendations No member of staff in a vulnerable or high-risk category should be expected to come to work during the crisis; they 	<ul style="list-style-type: none"> Any member of staff who falls under any of the defined characteristics will not be expected to attend the office until they are comfortable doing so. This may depend on all staff/themselves being vaccinated so in the long term this may mean a full switch to remote working if

	<ul style="list-style-type: none"> • Those who are taking a medicine which weakens their immune system) • Older people (over 70) • Pregnant women • Older males • those with a high body mass index (BMI) • those with health conditions such as diabetes • those from some Black, Asian or minority ethnic backgrounds 	<p>should be advised to follow Government social distancing/medical advice and stay at home</p> <ul style="list-style-type: none"> • Managers should stay in touch with vulnerable or high-risk staff by phone/virtual meetings to ensure they are well and to prevent them from feeling isolated • As they cannot leave their home at all, the organisation should help to provide additional support for any high-risk staff who may need it 	<p>they were previously full/part time in the office</p> <ul style="list-style-type: none"> • Identify any additional support needs for these staff
Information			
Hazards caused by lack of information or inaccurate information being circulated	The crisis is not only accompanied by a large amount of official guidance, some of which needs interpretation, but also by misinformation, rumour and “fake news” or “myths”	<p>To ensure the safety and wellbeing of staff and customers:</p> <ul style="list-style-type: none"> • business strategies need to be based on accurate information • staff must be given consistent and clear messages 	<ul style="list-style-type: none"> • Clear communication to staff via email and display clear information in the offices around Covid guidelines
Cyber Security			
Cyber-security risks	<ul style="list-style-type: none"> • Cyber-security threats often accompany a crisis, including computer viruses, phishing and scam emails and coronavirus related “ransomware” • With the organisation and individual staff more reliant than ever on digital communications and the internet, and with more staff working from home and using a variety of digital devices, the need to ensure the security 	<ul style="list-style-type: none"> • Review cyber security and surveillance infrastructure and ensure that all reasonable protection is in place • Circulate warnings to staff and managers of any credible cyber threats, especially scam emails and text messages • Ensure that staff working from home and using remote-working systems are covered by cyber-risk protections • Ensure any homeworking arrangements maintain standards of data protection 	<ul style="list-style-type: none"> • Our systems comply with Cyber Essentials and are kept fully up to date by Westgate IT



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	and function of our digital systems is more important than ever	and IT security <ul style="list-style-type: none">• Ensure that existing cyber-security systems do not interfere with the availability of critical safety information and updates relating to coronavirus• Assess cyber risks to new supply chain connections developed during the crisis	
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