# Risk Assessment – STAFF Gateway Offices (COVID-19)

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| Assessment carried out by: Emily Wilton | Ref from General Risk Assessment: N/A | Date: 05/05/2020Reviewed on: 15/03/2117/11/21 | Review Date: Feb 2022 |
| Company: Educ8 Group | Task/process/job being assessed: Officed Based Environment due to Covid 19 – Gateway |
| Person(s) at risk: | **Employees, Learners & Visitors** |
|  | **This document will be reviewed in accordance with any updates from the Welsh Government.** |
| Ref | **Hazard(s)**(COVID-19 Pandemic)  | **Risk(s)**(Transmission of COVID-19 to others) | **Risk Rating before Control Measures** | **Existing Control Measures**(PPE, Hands sanitisers, Hand wipes, Signage, Prohibitions, Policies, supervision, Hand washing facilities (welfare), guidance, etc.) | **Residual Risk rating** | Further Action Required Y/N |
| **A** | **All Staff** | Contracting or Spreading Covid-19  | 15 | * Remote staff requiring to work from Gateway, they must complete the Adaption to work form found on Covid-19 SharePoint. This must be submitted to your manager and HR Officer for approval.
* When attending Gateway, ensure you follow the physical distancing, hand washing and respiratory hygiene guide at all times.
* Please read the below information regarding PPE and office measures.
* Separate risk assessment available for face to face delivery staff.
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| **B** | **Offices** | Door handlingKeysSwipe card access HandrailsAny surface that is touched by hand | 15 | * Ensure hand sanitiser is on reception for use when entering building. Hand Sanitiser available at either end of the first floor.
* Do not hold doors open for anyone.
* Strictly one person at a time in reception area.
* Do not touch the handrails, if possible, handrails are cleaned by the cleaners twice daily.
* Ensure you physically distance in corridors.
* Use one way system marked with floor stickers.
* Lift will only be available to 1 person at a time.
* Front staircase to walk up to first floor, back staircase to go down and leave building.
* Follow appropriate physical distancing in all office areas.
* Keep blinds open at all times so staff are aware of who is in each room at any one time.
* Windows are to be kept open to ensure ventilation.
* A facemask must be worn throughout public spaces. Eg, kitchen, reception and walkways.
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| **C** | **Becoming unwell at work with symptoms of Covid -19** | High risk of transmission | 16 | * If you become unwell at work inform your line manager immediately.
* Follow Welsh Government guidance on self-isolation and test track and protect procedures.
* Ensure you take regular lateral flow tests, twice weekly.
* Regular hand hygiene is encouraged.
* All surfaces the person has come into contact with must be cleaned and disinfected including toilets, door handles etc. Please liaise with H&S team.
* Waste from cleaning areas should be disposal of in yellow contamination sacks for disposal.
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| **D** | **Workplace Physical Distancing** | Cross contaminationCoughing and spreading virusIgnoring phsycial distancing measures | 15 | * All staff must follow the physical distancing measures at all times.
* Avoid non-essential contact with staff and learners.
* Avoid physical contact.
* Offices and training rooms will be set up in accordance to physical distancing.
* Do not move furniture in rooms.
* Technology should be used for all meetings where possible.
* Where technology is not possible for meetings, physical distancing guidelines must be followed,
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| **E** | **Staff Room** | Physical distancing  | 15 | * Follow physical distancing within staff room.
* No more than 2 people in the staff room at any one time.
* Clean the surfaces and chairs with alcohol/anti-bacterial wipes after each use.
* Keep blinds open at all times so staff are aware of who is in each room at any one time.
* Ensure you wipe down the fridge before and after use.
* Staggered lunch breaks for all staff to ensure physical distancing is followed.
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| **F** | **Workstation**  | Cross contaminationSurfacesEquipmentCoughing and spreading virusIgnoring physical distancing measures  | 15 | * Ensure you use hand sanitiser when entering different rooms.
* Frequently clean your desk and equipment (laptop, phones, keyboard, mouse, chair arms) with alcohol/disinfectant wipes.
* Always physically distance between each other within office spaces.
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| **G** | **Lone Working** | Wellbeing Becoming unwell Fire and/or first aid emergency  | 10 | * If you become unwell with Covid-19 symptoms contact your line manager immediately.
* Heads/Directors of Department will manage rotas and attendance.
* Check staff rota before attending the office.
* If your wellbeing is affected speak to your line manager immediately for support.
* Contact your manager if you need any support with Lone Working. (<https://www.acas.org.uk/working-from-home>)
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| **H** | **PPE**  | Reducing the spread of virusIncorrect use of PPEAccidents/IncidentsInjury to self/othersLack of supplies | 15 | * Gloves, hand sanitiser and facemasks will be available for all staff to use.
* Aprons will be available for use in healthcare settings.
* All PPE is for single use only, disposal of PPE correctly.
* Wash your hands more frequently with soap and warm water for at least 20 seconds.
* If you sneeze, cough, blow your nose, dispose of the tissue in the appropriate waste bin.
* Use hand sanitisers regularly when walking into different offices.
* Any accidents or first aid administration needs to be reported to your manager and accident form completed (on Team8).
* First Aiders will be provided with PPE for single use.
* First Aid supplies will be checked more frequently to ensure supplies are adequate.
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| **I** | **Face Masks** | Not fitted correctly | 12 | * Ensure nose clip is pressed close to nose and fits securely around your ears.
* Do not touch the mask whilst wearing.
* Dispose of mask in relevant bin provided after use.
* Do not share masks or leave unattended if taken off.
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| **J** | **Lateral Flow Test** | Reducing the risk of transmission | 12 | * All staff are able to undertake lateral flow testing twice weekly prior to attending the office or visiting learners.
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| **K** | **Fire**  | BurnsTrips and slipsClose contact with others  | 16 | * Use back staircase to leave first floor and use nearest fire exit.
* Make a swift exit and ensure physical distancing is maintained.
* Do not use the lift.
* Staff must ensure they sign in and out of the building which is available on the first floor. Please ensure you take your temperate upon arrival. Hand sanitizer will be available to clean hands after using the pen.
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| **L** | **Equipment**  | Physical distancingPassing equipment around | 15 | * Phones, laptops, door handles, printers, and any other equipment (keyboard, mice, earphones) used must be wiped down before and after use.
* Alcohol/Anti-bacterial wipes will be available in each room.
* Any IT issues must be reported to ITCS.
* Do not use another person’s equipment.
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| **M** | **Kitchen** | Spread of virus Ignoring physicall distancing due to small area. | 16 | * Only 1 person in the kitchen at any one time.
* Staff are to bring in their own cups, plates, and cutlery. Once used, they must be cleaned and taken away with you.
* Kettle, Microwave and Toaster will be available but must be wiped down after every use.
* Wash hands for 20 seconds using soap and warm water.
* Cupboards will be unavailable for storage and use, all cupboards will be sealed with hazard tape.
* Use sanitiser stations after leaving kitchen area
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| **N** | **Toilets** | Spread of virusContamination if hands are not washed correctly | 16 | * Only one person at a time may use the toilet facilities.
* Hand wash is available in each toilet. (Guidance on washing hands is displayed in toilets)
* Wash hands for at least 20 seconds with soap and warm water.
* When blowing your nose, sneeze, cough, eat or handle food, clean your hands after either by washing or using hand sanitiser. (<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>)
* Use sanitiser stations after leaving toilet area.
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| **O** | **Training Rooms/Hot Desk Area** | Touching of surfacesIgnoring physical distancing  | 12 | * Hot desk area will have cleaning wipes supplied. All surfaces and chairs need to be wiped using alcohol/anti-bacterial wipes before and after use.
* The operations room will only be open to a minimum number of people at any one time to ensure physical distancing.
* Facemasks available for staff.
* The layout of desks are not to be moved to ensure physical distancing.
* No chairs or desks can be moved from other rooms without consent and assessment by the H&S team.
* All ventilation systems use fresh air and is not circulated. Open windows and doors to allow a circulation of air.
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| **P** | **Printer** | Physical distancing Cross contamination | 12 | * Ensure physical distancing if in close proximity of using the printer
* Only 1 person to use and stand by the printer at a time, stand on floor marking where shown.
* Wipe the printer screen and any areas touched before and after each use with alcohol wipes.
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| **Q** | **Poor workplace ventilation** | Contracting or spreading Covid-19  | 15 | * Follow the HSE guidance [on heating ventilation and air condition (HVAC](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm)). If there are any concerns, please speak to line manager and HR.
* Fresh air is the preferred way of ventilating the space by opening windows and doors (not fire doors).
* Ensure windows are open to allow fresh air into room.
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| **R** | **Invigilation** | Physical distancing Cross contaminationTouching of surfacesIgnoring physical distancing | 12 | * All learners and visitors must complete the Self-Declaration form.
* All learners and visitors must have their temperature checked upon arrival.
* PPE is to be worn at all times. Learners are required to wear a face mask unless medically exempt.
* The Invigilator must wear a face mask and gloves throughout testing.
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| **S** | **Staff previously shielding**  | Increased risk of contracting | 15 | * All those previously shielding as per the Governments advice paused on the 1st April 21.
* All those previously shielding will need to take extra precaution when attending Gateway.
* Ensure that these individual speak to HR and Line Manager regarding their concerns to review mitigate any risks.
* All staff to complete the Covid-19 Employer Return to Work checklist and to be discussed with line manager.
* Identity staff who are clinically extremely vulnerable, self-isolating, and those with symptoms of Covid-19.
* Ensure that staff are aware of the Covid-19 Guidance, Risk Assessments, Respiratory Hygiene, Physical distancing and hand washing.
* Follow current government guidelines on the NHS Test and Trace services.
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|  |  | CONSEQUENCE |
|  |  | **C1 - Minor** | **C2 - Moderate** | **C3 - Serious** | **C4 - Major** | **C5 - Catastrophic** |
| **LIKELIHOOD** | L5- Very Likely | **5** | **10** | **15** | **20** | **25** |
| **L4-Likely** | **4** | **8** | **12** | **16** | **20** |
| **L3-Possible** | **3** | **6** | **9** | **12** | **15** |
| **L2-Unlikely** | **2** | **4** | **6** | **8** | **10** |
| **L1-Rare** | **1** | **2** | **3** | **4** | **5** |

**FURTHER ACTION REQUIRED**

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| **List Controls Required**  | **Yes** | **No** |
| PPE: Purchase of Masks, hand sanitiser, and alcohol/anti-bacterial wipes | X |  |
| Other controls:Signage and constant monitoring | X |  |

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| **Ref** | **Action** | By Whom | **Target Date** | **Date Completed** |
| 1 | Desks in training rooms and ops need to be moved so that there is 1 desk, 1 chair and 2 meters apart. (This might mean moving chairs and tables, so they are not in use)  | EW | June 2020 | June 2020 |
| 2 | Ensure signage is displayed to support social distancing | TON | June 2020 | June 2020 |
| 3 | Purchase appropriate PPE, masks, gloves and aprons (health care setting only) | TON/EW | May 2020 | May 2020 |
| 4 | Purchase hand sanitiser and standalone sanitiser stations. | TON/EW | July 2020 | July 2020 |
| 5 | Review of 2 meters in each room  | EW/TON | Aug 2020 | Continuous  |
| 6 | Staff need an official letter for driving. | EW/KW | June 2020 | June 2020 |
| 7 | Ensure wipes are available in kitchen for cleaning handles of fridge, microwave, toaster and kettle | EW | Aug 2020 | June 2020 |
| 8 | Adaptations form to be completed and submitted to member of SLT for review prior to request changing pattern of working from home to office.  | SLT | May 2020 | June 2020 |

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| Signature of Risk Assessor: | Emily Wilton | Date: | May 2020 |
| Quality Checked by: | Tracey O’Neill | Date: | July 2020 |