

**COVID-19 Workplace Risk Assessment**

**Premises: Chelmsley Wood - The Enterprise Centre, 1 Hedingham Grove Chelmsley's Cross B37 7TP**

<b>Task:</b>	Carrying out routine activities in the workplace	<b>Assessment Number:</b>	RSVP/CHW/01
<b>Assessor(s):</b>	Anjella Darcy	<b>Assessment Date:</b>	August 2020
		<b>Assessment Review Date:</b>	In alignment with phased approach; as and when Public Health England announcements are made (surrounding relaxation of social distancing measures).

For RSVP Rooms at Chelmsley Wood (The Enterprise Centre)

**Please use in conjunction with The Enterprise Centre – Chelmsley Wood (hereinafter referred to as ‘CHW’) Risk Assessment produced on 21<sup>st</sup> May 2020.**

This risk assessment has been produced in adherence to the UK Government's five key guiding principles to ensure COVID-19 secure measures:

1. We have carried out a COVID-19 Risk Assessment and shared the results with people who work here;
2. We have cleaning, handwashing and hygiene procedures in line with guidance;
3. We have taken all reasonable steps to help people work from home;
4. We have taken all reasonable steps to maintain social distance in the workplace;
5. Where people cannot social distance, we have done everything practical to manage transmission risk.

Item	Risks	Persons at Risk	Existing Control Measures	Level of Risk			Further Action Required
				High	Med	Low	
	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>				<b>Step 4</b>
01	<b>CHW is not adequately prepared to commence with opening work premises</b>	All employees, clients and visitors.	<b>Before Re-opening Premises:</b> <ul style="list-style-type: none"> <li>• Completed risk assessments for RSVP premises (and 'outreach' sites), to work alongside external risk assessments conducted by buildings/premises.</li> <li>• Completed individual risk assessments to assess staff members' needs and to facilitate additional precautionary measures for staff who are considered to be 'at risk.'</li> </ul>			5	<b>Before Re-opening Premises:</b> <ul style="list-style-type: none"> <li>• Results of risk assessment and procedures implemented</li> </ul>

			<ul style="list-style-type: none"> <li>Ensure we are able to access CHW safely in line with the CHW Risk Assessment, H&amp;S policies and in accordance with social distancing measures as directed by Government.</li> </ul> <p><i>Please refer to the CHW Risk Assessment – produced on 21<sup>st</sup> May 2020.</i></p>				to be shared with workforce and in wider communications (website).
02	<b>Transmission of Covid-19 upon employees entering workplace</b>	All employees, clients and visitors	<p><b>Working From Home</b></p> <ul style="list-style-type: none"> <li>Working from home practices adopted as the preferred method of work where possible. Only employees in roles critical for business and operational continuity, safe facility management, or undertaking tasks which cannot be performed remotely will return to work when it is deemed safe to do so.</li> <li>A COVID-19 Homeworking Policy has been implemented to ensure sufficient support is provided to homeworkers.</li> <li>Managers will plan for the minimum number of people needed on site to operate safely and effectively.</li> </ul>			5	<p><b>Working From Home</b></p> <ul style="list-style-type: none"> <li>Communicate to staff when they should be in the office, an outreach site or continue to work from home until social distancing measures are no</li> </ul>

			<ul style="list-style-type: none"> <li>Enhanced IT support and equipment provided to homeworkers to ensure the effectiveness of homeworking arrangements, and the security of information and data (including access to remote work systems).</li> <li>Arrangements should help homeworkers stay connected to the rest of the workforce as appropriate.</li> </ul> <p><b>Upon Arrival to Workplace</b></p> <ul style="list-style-type: none"> <li>Encourage staff to comply with social distancing measures and PPE requirements (as outlined by Government) whilst travelling to work (especially on public transport).</li> <li>Additional car parking (on street parking) has been identified and bike storage is available.</li> <li>The number of entry points has been increased. Protocols for one-way flow at entry/exit points (which are clearly) marked is in place.</li> <li>Procedures implemented to ensure staff's arrival to workplace is safe and reduces the</li> </ul>			<p>longer in place.</p> <p><b>Upon Arrival to Workplace</b></p> <ul style="list-style-type: none"> <li>Ensure staff are informed of CHW's procedures upon their entry to the building (<i>CHW Risk Assessment – produced 21<sup>st</sup> May 2020</i>).</li> </ul> <p><b>Preventing Covid-19 From Entering Workplace</b></p> <ul style="list-style-type: none"> <li>Communication to all employees,</li> </ul>
--	--	--	---	--	--	--

			<p>opportunity for Covid-19 to enter the workplace.</p> <p><i>Please refer to the CHW Risk Assessment – produced on 21<sup>st</sup> May 2020.</i></p>				<p>clients and visitors informing them of when they should not attend CHW (eg. if they are symptomatic or have come into contact with a confirmed case of Covid-19), in accordance with Government guidance.</p>
03	<b>Transmission of Covid-19 in the workplace (GENERAL:</b>	All employees, clients and visitors	<b>Hygiene in the Workplace (measures taken by CHW)</b>			5	

	<p><b>CHW BUILDING &amp; COMMUNAL AREAS)</b></p>		<ul style="list-style-type: none"> <li>• Staff and clients are required to wear PPE in the premises. This will be provided by RSVP for RSVP staff and clients.</li> <li>• Hand sanitiser is available at all entry points.</li> <li>• Discontinuation of touch-based security entrances (including turn styles) established.</li> <li>• Hand sanitiser provided in lifts.</li> <li>• Employees encouraged to bring their own food.</li> <li>• No canteen facilities.</li> <li>• Changing facilities to be cleaned before use.</li> <li>• Hand sanitiser and cleaning products are provided where there are communal items such as kettles/microwaves.</li> <li>• Building cleaning schedules have been reviewed and increase frequency where necessary.</li> <li>• Where possible regular opening of windows for increased ventilation is in place.</li> <li>• All equipment is cleaned between uses.</li> <li>• Safe, disposable cleaning materials are provided for employees to use.</li> </ul>				
--	--	--	--	--	--	--	--

			<ul style="list-style-type: none"> <li>• Frequent cleaning of regularly touched surfaces, objects such as door handles has been introduced.</li> <li>• Waste is removed at the end of each day.</li> <li>• Use of high touch items such as printers has been reviewed and protocols communicated.</li> <li>• Hand sanitiser is provided in multiple locations.</li> <li>• Toilet cleaning schedules have been reviewed.</li> <li>• Posters are displayed to build awareness of handwashing techniques.</li> <li>• Posters are displayed to build awareness of hygiene protocols e.g. avoid face touching, binning tissues etc.</li> <li>• Monitoring of toilet cleaning schedules is undertaken.</li> <li>• The most used facilities are cleaned more frequently.</li> <li>• Guidelines on using toilet facilities have been shared with staff to achieve social distancing e.g. use only facilities close to your office (only one person at a time in facilities).</li> </ul>				
--	--	--	---	--	--	--	--

			<ul style="list-style-type: none"> <li>• Changing rooms and showers should only be used where necessary – protocols of use have been communicated to staff; cleaning schedules are reviewed and cleaning is monitored.</li> <li>• Procedures implemented to uphold high standards of hygiene in the workplace.</li> <li>• Procedures implemented to ensure UK Government Guidance and current legislation surrounding face coverings is followed within CHW.</li> </ul> <p><b>Social Distancing in the Workplace (measures taken by CHW)</b></p> <ul style="list-style-type: none"> <li>• One-way systems are in place ('keep left' policy).</li> <li>• Direction of travel marked in corridors.</li> <li>• Lift access is restricted for disabled employees/those with specific conditions or need only. (one-way system: up via the lift, down via the stairs).</li> <li>• Reduced lift capacity and clear marking is installed.</li> <li>• Employees are discouraged from non-essential trips around the building.</li> </ul>				
--	--	--	--	--	--	--	--



			<ul style="list-style-type: none"> <li>• There is restricted access in certain areas.</li> <li>• Use of telephone/email contact between offices/departments is encouraged.</li> <li>• Use of stairs actively encouraged (exit via stairs only).</li> <li>• One person at a time in kitchen area.</li> <li>• Additional break areas have been created.</li> <li>• Screens have been installed where appropriate (Reception).</li> <li>• Floor markings installed to maintain social distancing.</li> <li>• Employees to remain on-site.</li> <li>• Seating has been reconfigured to reduce capacity and reduce face to face interactions.</li> <li>• Procedures implemented to maintain social distancing in the workplace.</li> </ul> <p><i>Please refer to the CHW Risk Assessment – produced on 21<sup>st</sup> May 2020.</i></p>				
04	Transmission of Covid-19 in the workplace (RSVP	All employees, clients and visitors	<p><b>RSVP Counselling Rooms</b></p> <p><b>Counselling Rooms</b></p>			5	

	<p><b>COUNSELLING ROOMS AT CHW)</b></p>		<ul style="list-style-type: none"> <li>• Only one staff member and one client in a counselling room at any given time as only one counsellor operating at CHW at a time.</li> <li>• Excess furniture/furnishings removed from counselling rooms.</li> <li>• Room surface and touchpoints to be cleaned after each counselling session.</li> <li>• No need for staggered counselling session times as only one counsellor operating at CHW at a time.</li> <li>• Counsellor is already assigned to same room.</li> <li>• Procedures implemented to direct client safely into the counselling room.</li> <li>• Procedures implemented to uphold high standards of hygiene and social distancing in Counselling Rooms.</li> </ul>				
<p><b>05</b></p>	<p><b>Employees exposed to Covid-19 because of contact with visitors and contractors</b></p>	<p>All employees, clients and visitors</p>	<ul style="list-style-type: none"> <li>• Clear protocols are developed, displayed and communicated for all visitors.</li> <li>• The number of visitors to the premises is limited.</li> <li>• Schedules have been revised to limit numbers on site e.g. contractors and routine maintenance (by appointment only).</li> </ul>			<p>5</p>	<ul style="list-style-type: none"> <li>• Communication to all employees, clients and visitors informing them of</li> </ul>

	<p><b>(EXCLUDING CLIENTS) entering the premises.</b></p>		<ul style="list-style-type: none"> <li>• Maintenance is reviewed to consider that which can be undertaken outside of normal working hours.</li> <li>• Hand sanitiser is provided for visitors.</li> <li>• Entry and exit points and flow of visitors has been reviewed and protocols established.</li> <li>• Signs and visual aids are displayed at points of entry and at multiple points in visitor areas.</li> <li>• Employees interacting with visitors e.g. reception, security, etc are provided with necessary training on safe working measures.</li> </ul> <p><i>Please refer to the CHW Risk Assessment – produced on 21<sup>st</sup> May 2020.</i></p>				<p>when they should not attend CHW (eg. if they are symptomatic or have come into contact with a confirmed case of Covid-19), in accordance with Government guidance.</p>
<p><b>06</b></p>	<p><b>The premises and individuals who have come into contact with</b></p>	<p>All employees, clients and visitors</p>	<p><b><u>If a staff member becomes symptomatic in the workplace</u></b></p> <ul style="list-style-type: none"> <li>• Cleaning after a confirmed case of Covid-19 will follow government guidance.</li> <li>• Staff who show symptoms must be sent home immediately and self-isolate for the</li> </ul>			<p>5</p>	

	<b>the premises have been exposed to a confirmed case of Covid-19 via an employee, client or visitor who has confirmed Covid-19</b>		<p>appropriate length of time, as advised by government guidance. Individuals should also follow the 'track and trace' guidance.</p> <ul style="list-style-type: none"> <li>• Self-isolation should also be considered for individuals/clients/other employees who have come into contact with this individual.</li> <li>• Any individuals with confirmed cases of COVID-19 who have visited RSVP will be instructed to report this to the 'track and trace' app.</li> </ul> <p><i>Please refer to the CHW Risk Assessment – produced on 21<sup>st</sup> May 2020.</i></p>				
<b>07</b>	<b>Meetings resulting in greater risk of transmission</b>	All employees and visitors (involved with meetings)	<ul style="list-style-type: none"> <li>• NO RSVP MEETINGS TO TAKE PLACE AT CHW.</li> <li>• Meeting rooms reduced by half. Furniture removed.</li> <li>• Number of participants attending face to face meetings is minimised.</li> <li>• The largest capacity room available is used.</li> <li>• Floor markings to ensure social distancing are installed in meeting rooms.</li> </ul>			<b>5</b>	

			<ul style="list-style-type: none"> <li>• Employees are instructed to avoid sharing physical resources during meetings (flip charts removed from meeting rooms).</li> <li>• Employees are instructed to avoid communal food during meetings (no buffets advised).</li> <li>• Hand sanitiser is provided in meeting rooms.</li> </ul> <p><i>Please refer to the CHW Risk Assessment – produced on 21<sup>st</sup> May 2020.</i></p>				
08	<b>(Lack of) emergency preparedness and response – fire &amp; first aid (when considering social distancing)</b>	All employees, clients and visitors	<ul style="list-style-type: none"> <li>• First aiders are provided with hand sanitiser and PPE where appropriate.</li> <li>• Employees are aware that in an emergency situation, e.g. fire evacuation social distancing does not apply.</li> <li>• Fire Marshals and security staff roles are assessed separately.</li> </ul> <p><i>Please refer to the CHW Risk Assessment – produced on 21<sup>st</sup> May 2020.</i></p>			5	
09	<b>Hazards caused by lack of information or</b>		<b>The following safety arrangements should be applied to mitigate risks caused by misinformation and ‘fake news’:</b>			5	<ul style="list-style-type: none"> <li>• Keep staff informed: key messages</li> </ul>

	<p><b>inaccurate information being circulated &amp; threat to effective communication</b></p>		<ul style="list-style-type: none"> <li>• To ensure the safety and wellbeing of staff, business strategies must be based on accurate information and staff must be provided with clear, consistent messages.</li> <li>• Official advice should be monitored carefully and all policies and procedures kept updated.</li> <li>• Managers to beware of fake news and discourage the circulation of misinformation.</li> <li>• Management to review all outward facing communications to ensure messages are consistent and clear to keep stakeholders updated with the organisation' position and measures being taken.</li> </ul>			<p>include the need for unwell staff to stay at home, the maintaining of safety measures implemented in the working environment , the need for frequent handwashing and cleaning of surfaces staff have come into contact with and the need for social distancing to be adhered to.</p>
--	---	--	---	--	--	---

### Understanding your level of risk

The level of risk is decided by looking at the likelihood of injury/illness and the severity of the resulting consequences. The table below is used to determine each perceived risk and the severity of any consequences that may occur.

		SEVERITY				
		5	4	3	2	1
LIKELIHOOD	5	25	20	15	10	5
	4	20	16	12	8	4
	3	15	12	9	6	3
	2	10	8	6	4	2
	1	5	4	3	2	1

Likelihood of injury/illness	rating	Severity of injury/illness	rating
Very Likely	5	Death/Fatal Illness	5
Likely	4	Major Injury/Disability	4
Possible	3	Lost Time Injury	3
Unlikely	2	First Aid Treatment	2
Very Unlikely	1	Non-Treatment Injury	1

It is advised that risks identified will require an action appropriate to the risk. Guidance is noted below for reference;

**High Risk**      Action immediately

**Medium Risk**    Action within 2 months

**Low Risk**        Re-assess at next review