**Hope House, Office Risk Assessment 11.05.2020**

**Date Risk assessment Completed: 11.05.2020 By: Julie Burton, People Director Date of Review: 28.09.20**

**Date shared with employees: 28.09.20**

*All office staff should continue to work from home. Where visits or work is required to be completed from the office the following guidance should be adhered to.*

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| **What are the hazards?** | **Who might be harmed** | **Controls Required** | **Additional Controls** | **Action by who?** | **Action by when?** | **Date completed** |
| Spread of Covid-19 Coronavirus | * Staff * Visitors to Hope House * Cleaners * Contractors * Drivers * Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions * Anyone else who physically meets you in relation to your business | **Hand Washing**   * Hand washing facilities with soap and water in place. * Stringent hand washing taking place. * Staff advised to wash hands when they arrive in work and then regularly throughout the day * 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/> * Gel sanitisers in any area where washing facilities not readily available   **Cleaning**  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.  Cleaning contractor to have rigorous COVID cleaning practices in place.  Staff are reminded to wipe their desks, phones and door handles regularly using anti-bacterial wipes.  Hot desking is not permitted at present for hygiene reasons. Where Hot desking is essential (e.g. if there are not enough desks to maintain social distancing) then staff should ensure they remove their keyboard and mouse at the end of each day and wipe down their phone, desk, chair arms and monitor before leaving the office each day. Staff are also advised to do the same at the start of each day.  Offices should be ventilated by leaving windows open when the office is occupied  Staff to use the same mugs/glasses wherever possible  Staff to wipe down with anti-bacterial wipes when they use any photocopying machines that require keypad entry  Staff to ensure they clean their crockery before finishing for the day  Pens and stationery are not to be shared  Signing in pen to be removed and staff to use their own pen  Motion censored sanitisers to be installed at entry points, 3 in total  **Social Distancing**  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  <https://www.publichealth.hscni.net/news/covid-19-coronavirus>  <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people>  All Hope House staff should continue to work from home for most of the week but are being asked to work in the office 1 day a week, this should be arranged locally by each department ensuring there are rotas in place. The following guidance should be followed;   * Visits must be pre-arranged with an individual’s line manager * The Hope house booking calendar should be utilised to book a time to come in Hope House to ensure there are not too many people visiting at the same time * Start and finish times should be staggered to ensure people do not arrive/leave at the same time * Staff should not use public transport to come into the office where possible or if unavoidable, face coverings should be utilised on the transport * Staff should keep two metres apart from their colleagues * There should be no more than two people seated at the bank of desks in the upstairs open plan office- at least two metres apart from each other * There should be no more than 2 people in each individual office upstairs (HR/Finance/BD) and no more than 3 people in the clinical office * Reduced number of people allowed in meeting rooms * There should be no more than 1 person in the toilet upstairs at one time- please knock first to make sure there is no one in * There should be no more than 1 person in the kitchen areas at one time * If using the lift, there should be no more than 1 person in at a time * Staff should not cross each other on the stairs, ensure a 2 metres gap. Wait for someone to come up/down the flight of stairs first * Meetings should continue over teams wherever possible * First Aiders should have access to PPE * New key card system has been installed at Hope house to stop the use of the entry keypads   **Visitors to Hope House**  Where there is a requirement for visits from externals to Hope House then the following guidance must be put in place:  In advance of visits, visitors should be screened, and questions asked to ensure they do not have symptoms of coronavirus  All visitors to Hope House will be advised to wash hands/use the hand sanitiser on arrival and follow social distance guidance.  Whoever is receiving the visitor should keep of record of their contact details in case required for track and trace.  QR codes are also in place that can be scanned by visitors.  If there are any outbreaks within Hope House visitors including contractors/suppliers should be informed not to visit the premises  **Symptoms of Covid-19**  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.  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 and will take advice on any actions or precautions that should be taken. <https://www.publichealth.hscni.net/>  **Mental Health**  Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help  Reference -  <https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/>  [www.hseni.gov.uk/stress](http://www.hseni.gov.uk/stress) | 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. Tissues will be made available throughout the workplace.  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>  Posters, leaflets, and other materials are available for display.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.  COVID training in place  Signage on desks and antibacterial wipes and hand gel available on each desk in use  All staff now have a portable cupboard that is lockable and where they can put their keyboard/mouse away at the end of each day.  Antibacterial wipes available at all printers  Staff to be reminded daily of the importance of social distancing both in the workplace and outside of it.  Management checks to ensure this is adhered to.  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.  Signage in place on the floor throughout the building  Green ticks and red crosses now placed on desks to say which are available to use  Signage in place on doors  Signage has been placed on the doors/plus vacancy sign to use  Signage in place  Ensure PPE readily available in Head Office for First Aiders  Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.  Regular communication of mental health information and open-door policy for those who need additional support. | Estates team to ensure that there are adequate soap/paper towels in place at Hope House  Leaflets are up in the office  Estates team to liaise with Cleaning provider to ensure the office is adequately cleaned on a regular basis  Cleaning contract has provided evidence of suitable covid training for staff  Julie Burton to issue guidance to staff about working in the office  Julie Burton to issues guidance as stated above  Managers to liaise with their staff teams about visits to the office  Installed  Estates and Technology team to set up a new Hope House calendar for staff to book in a time to visit office  Estates team to ensure PPE is available for First Aiders at Hope House  Managers | Ongoing, weekly checks  13.05.20  10.08.20  11.05.20  11.05.20  13.05.20 and ongoing  July 2020  13.05.20  13.05.2020  Sept 2020  Ongoing | 11.05.20  April 2020  15.05.20  10.08.20  11.05.20  11.05.20  ongoing  15.05.20  15.05.20  Ongoing |