

Risk assessment – Working in the Hertford Office

Company name: Carers in Hertfordshire

Assessment carried out by Ian Locke

Date assessment carried out: 27/07/2020 (updated 14/09/2020)

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Coronavirus	All staff, volunteers and visitors are vulnerable to transmission of the virus. Certain areas present greater concern and need specific management.	<ul style="list-style-type: none"> In general, retain social distancing, report any areas of concern, do not come into the office if you or one of your household are exhibiting symptoms. The office is thoroughly cleaned twice weekly. If any areas appear to have been missed, please notify the Admin Manager. In order to maintain social distancing, the desk booking system is to be strictly adhered to. Kitchen can only be occupied by one person at a time, only disposable towels are to be used for drying up. Check Fire escapes are kept unlocked and clear. 	<p>Office layout may be changed to reduce potential risks</p> <p>Notify the Admin Manager</p> <p>Staff who have not booked a desk will not be allowed to stay</p> <p>Kitchen area is to be kept clean using supplied materials</p>	<p>Office admin team</p> <p>All staff and volunteers</p> <p>Booking must go via the Admin team</p> <p>All staff, volunteers and visitors</p> <p>Office Manager</p>	From now on	

		<ul style="list-style-type: none"> • Doorways represent hazardous passing points. Do not pass in the doorway 	<p>Contact points (handles push plates etc) to be cleaned twice a day to reduce infection potential.</p> <p>Doors to be left open to give a view of users</p>	Office admin team		
			<p>Staff to telephone one another even within the office to reduce the need to move around</p>	All staff		
		<ul style="list-style-type: none"> • Photocopier: if the copier is in use do not wait by the machine, ensure the previous user is finished before approaching the machine to complete your printing 	<p>Copier to have contact points wiped after each use to help reduce possibility of passing on virus</p>	All copier users		
		<ul style="list-style-type: none"> • Contact points such as desks, chairs are kept clean 	<p>Seating: please bear in mind that the virus takes 72 hours to become safe on soft furnishings, so office chairs are 'blocked' after use affecting the</p>	All users		

		<ul style="list-style-type: none"> Toilets: only 1 male or female member of staff to visit each set of toilets at any time to reduce the possibility of reduced social distancing 	<p>available seating.</p> <p>Ensure your workstation/work area is cleaned prior to commencing work and at the end of every shift using materials supplied.</p> <p>Clean contact points, including power sockets (ensuring they are switched off), telephones (handsets and base) and any common computer equipment.</p> <p>Fully clear desks to enable cleaning by cleaners after each use.</p> <p>Ensure personal hygiene by following government guidance on hand washing</p> <p>Arrange additional toilet cleaning.</p>	<p>All staff, volunteers and visitors</p> <p>Admin Manager</p>		
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	Visitors	<ul style="list-style-type: none"> • Only one person should enter the basement at a time, they must let a member of the Admin staff know. • Establish if a visit is necessary, and if a face to face meeting is required check to see if it is possible to meet outdoors. If an internal meeting needs to take place, ensure you maintain social distancing and meet in a well-ventilated area/room. Do not share pens, pencils, paper etc. Avoid the use of flipcharts and whiteboards - if unavoidable they must be wiped down with antibacterial spray/wipes before and after use. 	<p>Ensure staff are made aware of the restrictions, mount signage with warnings</p> <p>Take visitor to a segregated area. Maintain strict social distancing.</p>	Admin Manager		
	Collections/ deliveries	<ul style="list-style-type: none"> • Make use of downstairs corridors by staircase for pick-ups/drop offs if possible. Arrange timings with the Office Manager 	<p>Staff to be requested to stop any personal deliveries to offices.</p>	All staff		