

Risk assessment – Working in the Hertford Office

Carers in Hertfordshire

Assessed by Carole Whittle

Date assessment carried out: 6 April 2022

Our assessment of risk is mindful of the lifting of restrictions nationally but importantly also has considered the vulnerability of the people supported by the charity. Carers usually provide care for a relative or friend who has a long-term condition, illness or disability. This leads us to tread quite a cautious path and retain some of the precautions so far adopted.

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"> The office is thoroughly cleaned weekly. If any areas appear to have been missed, please notify the Admin Team Leader Peter Hyams. The wearing of masks is not compulsory, masks are readily available. 	Staff who feel unwell with symptoms including: continuous cough; high temperature, fever or chills; loss of, or change in, your normal sense of taste or smell; shortness of breath; unexplained tiredness, lack of energy; muscle aches or pains that are not due to exercise; not wanting to eat or not feeling hungry;	Office admin team All staff and volunteers	From now on	

		<ul style="list-style-type: none"> • To ensure no overcrowding, the desk booking system is to be strictly adhered to, with a maximum of 6 people in the main meeting room, 4 in the office adjacent, 2 in the room off the kitchen, 6 in the reception area, 4 in the CSA room, 2 in the finance office and 3 in the CEO office giving a total maximum of 27 staff. • Kitchen can only be occupied by one person at a time, only disposable towels are to be used for drying up. 	<p>headache that is unusual or longer lasting than usual; sore throat, stuffy or runny nose; diarrhoea, feeling sick or being sick should speak to their line manager or the duty manager before coming to the office.</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>Booking must be made on Desk Bookings sheet in Sharepoint – All staff.</p> <p>All staff, volunteers, and visitors</p>		
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		<ul style="list-style-type: none"> • Check Fire escapes are kept unlocked and clear. • 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. • Contact points such as desks, chairs are kept clean. • Only maximum of two people should enter the basement at a time, and they must let a member of the Admin staff know before going down, masks are advised in this area as ventilation is poor. 	<p>Clean hands before and after use of the photocopier.</p> <p>Contact points such as handles to be cleaned daily to reduce infection – this should include areas in kitchen e.g. fridge. This is recorded on a log sheet.</p>	<p>Duty Manager to ensure this is done with assistance of office admin team</p> <p>All copier users</p> <p>Duty Manager to ensure this is done with assistance of office admin team</p> <p>All staff</p>		
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			<p>Fully clear desks to enable cleaning by cleaners after each use.</p> <p>Ensure personal hygiene by following government guidance on hand washing, regularly sanitising hands between shared contact points e.g. door handles, photocopier, signing in book, using toilets, fridge.</p> <p>Ensure staff are made aware of the restrictions, mount signage with warnings</p> <p>Ensure visitors are aware of our risk assessment and safety procedures within the office before the visit takes place. Take visitor to a segregated area.</p>	<p>All staff, volunteers, and visitors</p> <p>All staff</p> <p>All staff</p>		
	Visitors					

<p>Staff/visitors becoming unwell while on-site or a symptomatic person using a site.</p>	<p>All members of staff, high risk of transmission.</p>	<p>If a member of staff becomes unwell in the workplace with respiratory symptoms they should speak to their line manager or the duty manager immediately.</p>		<p>Duty manager</p>		
<p>Staff working together in workplace premises inevitably raises the risk of the virus transmission. Hot desking and the sharing of equipment present hazards that raise the risk of the virus transmission further.</p>	<p>All members of staff could be affected.</p>	<p>We recognise that some staff need to be office based whilst for other staff a blend of office and home working is the preferred option. In order to facilitate home working when required:</p> <ul style="list-style-type: none"> • Homeworking policies have been reviewed to ensure enough support is provided to those working from home. • IT support is provided to those working from home to ensure the effectiveness of working arrangements and the security of information and data, for example, remote access to work systems. 	<p>Line managers to talk to all staff and agree a pattern of home and or office-based working on an individual basis.</p> <p>Managers to monitor the wellbeing of people who are working from home and put in place measures to support their mental and physical health and personal security which may include some office-based working.</p>	<p>Line managers</p> <p>Line managers</p>		