

Coronavirus Risk Assessment Office Environment – Hereford Office (Open Monday and Wednesday pm.)

What1 are the hazards?	Who might be harmed & how?	What are you doing about it?	Do you need to do anything else to manage the risk?	Action by who?	Action by when?	Completed Yes/No
Virus Transmission	Employees who hold meetings with others or work with colleagues may be infected with the virus. Contractors.	Face to face meetings suspended.	<ul style="list-style-type: none"> Employees will not engage with service users that show symptoms of the virus or have been confirmed as having the virus. COVID Induction/guidance to be carried out prior to any staff returning to the Hereford Office. 	OMs	Ongoing	Yes
		Telephone conferences only.		Managers	13.07.20 and ongoing.	No
		Phones used to contact colleagues rather than going to their desks for a face to face discussions.	<ul style="list-style-type: none"> Line Managers to monitor employees' compliance to internal and Government Guidelines regarding COVID-19. 	OMs	Ongoing	Yes
			<ul style="list-style-type: none"> Any member of staff who develops symptoms of Covid-19, are to be sent home following Government guidance. 	Senior/ Line Managers	Ongoing	Yes
		20-second hand washing posters in place in all CRC toilet areas and kitchens.	<ul style="list-style-type: none"> If UPW staff need to come into the building out of these hours to pick up work items, hands must be washed/ sanitised before and after entering/ leaving the building. 	AG	23.6.20	Yes
				UPW Staff	13.07.20 and ongoing.	No
		Cigarette breaks taken off site.		All	Ongoing	Yes

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		Anti-bacterial cleaning spray and wipes supplied for cleaning CRC workstations and other equipment.		AG	23.6.20	Yes
			<ul style="list-style-type: none"> Use elbows to push open doors. Use sleeve/tissue when pulling doors open. 	All Staff	13.07.20 and ongoing.	No
			<ul style="list-style-type: none"> Staff to avoid using lift, unless absolutely necessary. Wash hands after use. 	All Staff	13.07.20 and ongoing.	No
		<p>Reduction of the number of people in the workplace at any one time.</p> <p>Signage displayed on monitors not to be used.</p> <p>AG meeting with NPS to ensure cleaners are prioritising areas of heavy use eg door handles, door plates, kitchens and toilets etc.</p>	<p>HEREFORD OFFICE:</p> <p>Floor 1 CRC office area: staff rota in place with maximum number of 4 CRC staff on each working day. No Partners.</p> <ul style="list-style-type: none"> Rotas displayed in 1st floor office to inform exactly who should be in on any one day. If other staff who are not rot'd to come into the office wish to attend, permission is to be sought by their Line Manager. Line Manager to manage staff who are not rota'd to attend. No lone working – adhere to the CRC Lone Working Policy. 	<p>DJ</p> <p>DJ</p> <p>All staff</p> <p>AG</p> <p>AG</p>	<p>13.07.20</p> <p>Ongoing</p> <p>At all times.</p> <p>23.6.20</p> <p>23.6.20</p>	<p>No</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

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		Cleaning taking place out of staff working hours, to protect cleaners and employees.				
	First Aiders	First Aiders on site.	<ul style="list-style-type: none"> In an emergency e.g. an accident or fire, people do not have to stay 2m apart, if it were to be unsafe. People involved in the provision of assistance to others would pay particular attention to sanitisation measures immediately afterwards, including washing hands. 	First Aiders	Ongoing	No
	Contractors	Contractors only at site by prior appointment. Statutory/ planned maintenance in place and managed by NPS. All Alarm Testing in place and managed by NPS.	<ul style="list-style-type: none"> CRC Contractors attending site kept to minimum e.g. 1 at a time. CRC Contractor to be met on site by designated staff member and given sight of the COVID Compliance Contractors Information Sheet. Reception to sign the contractor in/out of the premises. Designated person to escort the contractor off the premises when work completed. 	DJ/AG DJ/AG NPS Reception. DJ/AG	Ongoing Ongoing Ongoing Ongoing	Yes Yes Yes Yes
			<ul style="list-style-type: none"> CRC Staff to store coats and bags by their own desk space. 	All	13.07.20	No
		Floor markings put in place to inform 2m social distancing of CRC staff on first floor by copier.		AG	23.6.20	Yes
		Printers only used by one person at any given time sign in place by		AG	23.6.20	Yes

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		copier detailing instructions.				
			<ul style="list-style-type: none"> Discussion with other tenants to ensure consistency across site and shared areas. 	AG	23.6.20 and ongoing.	Yes
			<ul style="list-style-type: none"> Hand- sanitiser and anti- bacterial products will be provided in all interview rooms being used and in public areas. CRC staff are to sanitise the desk, chairs computer etc after each and every interview. 	NPS/OMs	13.07.20	No
		Guidance for CRC staff displayed refer precautions to take if they choose to wear their own face mask/ covering (poster.)		AG	23.6.20	Yes
		Screens in Reception separating staff and visitors.		All	Fixed and Current	Yes
			<ul style="list-style-type: none"> All CRC staff will sign in on a table, sited on the ground floor, located by the rear staff entrance. 	All	13.07.20	No
			<ul style="list-style-type: none"> Individual office to be used wherever possible accommodating one member of staff. 	Open to all staff.	Ongoing	Yes
		Meeting rooms not used at present. Toilets only accommodate one person at any given time.	<ul style="list-style-type: none"> First/ Ground Floor Kitchens: Notices displayed outside kitchens “Only one person in first floor kitchen and two persons in second floor kitchen at any given time.” There is a one way system to be put in place in public areas including staircases. CRC staff are asked to comply with this control measure. CRC staff will be allocated their own set of cutlery to keep in their desk (All cutlery will be removed from public areas.) 	NPS NPS	13.07.20 13.07.20	No No

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Equality and Diversity	Some staff may have pre-existing medical conditions which render them more vulnerable to the dangers of coronavirus infection	Review of staff circumstances undertaken and equality considerations and protected characteristics as defined under the Equality Act 2010, e.g. Disabled staff, BAME have been considered.	<ul style="list-style-type: none"> Managers, HR are aware of staff who fall into extremely vulnerable and vulnerable categories so that they are given adequate protection. An individual risk assessment will be carried out on staff, based on Protective Characteristic's prior to their return to work. No member of staff in the extremely vulnerable 'high risk' category should be expected to come to work during the pandemic crisis or during recovery from the lockdown – these staff should be advised to follow Government medical advice. New or expectant mothers will not be allowed to work on site. 	Managers Managers Managers Managers	Ongoing Ongoing Ongoing Ongoing	Yes Yes Yes Yes
Virus Transmission during business travel	Employees who are required to use public transport to attend company business may be infected with the virus	Instruction issued by the company is that if business travel cannot be avoided for those essential areas of the business then only private vehicles are to be used.	<ul style="list-style-type: none"> Line Manager to check that vehicle of the employee being used on company business is an approved vehicle register on the Grey Fleet database. 	Staff + Line Manager oversight.	Ongoing	Yes.
Home Working and wellbeing	Employees who work from home may become isolated and feel excluded	Guidance issued by HMPPS on Care Mitigation is made available to employees working at home.	<ul style="list-style-type: none"> Home workers to remain at home. Line managers to make regular contact with all employees, whether they are at home or in the office. Director of Justice holds weekly conference calls with teams 	Home Workers Line Managers DV	Ongoing Ongoing Ongoing	Yes Yes Yes

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	<p>from day to day activities.</p> <p>Employees who work from home may not have purpose designed office arrangements.</p>	<p>Employees' Assistance Programme/Medicash available to employees who feel they need professional interaction</p> <p>Employees who self-isolate or are instructed by a medical professional to self-isolate are required to notify the HSE who keeps a log and periodically contacts employee, and to also notify Karen Simmonds.</p> <p>Staff to work from home wherever possible.</p> <p>Equipment provided for staff to work at home safely and effectively.</p> <p>Completion of a DSE e-learning module.</p> <p>Completion of a home working self-assessment form.</p>	<ul style="list-style-type: none"> • Director of Justice weekly communications are emailed or sent out to all staff. • Managers to have discussions with staff refer any reasonable adjustments that need to be made either at home/ in the office. 	<p>DV</p> <p>Line Managers</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Yes</p> <p>Yes</p>
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		Advice is available from the company Head of H&S as well as the company Head of Health and Wellbeing.				
Advice and Guidance	Employees may need to be supplied with on-going advice and Guidance	Keep Safe document has been provided to all staff.		DV	April 2020	Yes
		HMPPS advice and guidance documents regarding COVID-19 have been provided to all staff.		DV	April 2020	Yes
		Promotion of Government guidance.	<ul style="list-style-type: none"> • Coronavirus Office Risk Assessment will be provided to all Staff/Partners. 	AG	13.07.20	No
		PeoplePlus/CRC internal communications on COVID-19	<ul style="list-style-type: none"> • Coronavirus Office Risk Assessment will be published on the website. • NPS to provide their Risk Assessment and Recovery Plan. 	DV NPS	13.07.20 23.6.20	No Yes
Face to face supervision of service users	Employees who hold face to face meetings with service users	Government guidance signage on entrance doors and in waiting rooms. All programmes group delivery is suspended.	<ul style="list-style-type: none"> • Service users will be sent an appointment date/time. If they travel on public transport they are required to wear a face covering. If they do not own a face covering one will be sent to them. 	RM/Oms/Senior Managers/Staff	13.07.20 and ongoing.	No
			<ul style="list-style-type: none"> • They will be sent a checklist with their appointment letter with instructions for their attendance. 	OMs	13.07.20 ongoing.	No
			<ul style="list-style-type: none"> • Service users will be admitted to the office one at a time. 	Reception	13.07.20 ongoing.	No

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			<ul style="list-style-type: none"> • Arrangements made to stagger all prison release appointments to avoid more than one SU attending the CRC office. • If service users arrive unexpectedly or late, they can use the buzzer located outside the CRC doors to announce themselves to the Receptionist. The Receptionist will contact the Duty Officer who will come down and attend to the service user adhering to the 2m social distancing advice. • Upon arrival and departure service users will be directed to use hand sanitisers, or directed to cloakroom facility for hand washing prior to their appointment. • OMs will telephone SUs prior to their appointment to ask if they are well, not just if they are showing any of the recognised symptoms of COVID-19, and if in doubt they will be told not to attend their appointment. • Only interview rooms with ventilation will be used, and a sign on the doors will inform whether they are in use or not. There will a one way system in place and CRC staff are asked to follow this process. • SUs are not to be asked to sign for receipt of travel fares. A single person on site is to take responsibility for signing in service users and distributing travel expenses. • SU's who attend a face to face appointment will be asked to sign their next appointment card which is a legal record of instruction and is required for any subsequent enforcement action. They will be offered a pen to use for their signature, and the OM will then wipe the pen as part of the cleaning process at the end of the appointment. 	OMs	13.07.20 ongoing.	No
				Reception/Duty Officer.	13.07.20 ongoing.	No
				Reception/OMs.	13.07.20 and ongoing.	No
				OMs	13.07.20 and ongoing.	No
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			<ul style="list-style-type: none"> No physical contact – handshaking – with SU. OMs to wash their hands after each offender supervision 	OMS	ongoing	No
Location:	Hereford CRC Office					
Assessment completed by:	Amanda Gittins					
Position in organisation of Assessor:	Resource Manager					
Date of Assessment:	06/07/20					
Review Date:	Reviewed weekly					
Senior Manager responsible for monitoring risk:	Glen Baynton					
Head of Health, Safety & Environment:	Richard Johns					

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