

## Coronavirus Risk Assessment Office Environment – Leamington Justice Centre.

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
<b>Virus Transmission</b>	Employees who hold meetings with others or work with colleagues may be infected with the virus.  Contractors.  Partnerships.	Face to face meetings suspended.	<ul style="list-style-type: none"> <li>Employees will not engage with Service Users that show symptoms of the virus or been confirmed as having the virus.</li> <li>COVID Induction/guidance to be carried out prior to any staff returning/working at Leamington Justice Centre.</li> </ul>	OMs	06.07.20	No
		Telephone conferences only.		Managers	04/06/20	No
		Phones used to contact colleagues rather than going to their desks for a face to face discussions.	Line Managers to monitor employee's compliance to internal and Government Guidelines regarding COVID-19.	Managers	Ongoing	Yes
			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 toilet areas staff rooms and kitchens.		DA	25.05.20	Yes
		Cigarette breaks taken in smoking shelter in		DA	08.04.20	Yes

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		Police Car Park Staff to adhere to 2m social distancing rule. 2m Poster up in this area.				
		Anti-bacterial cleaning spray and wipes supplied for cleaning workstations and other equipment.		DA	08.04.20	Yes
		Use of elbows to push open doors. Use sleeve/tissue when pulling doors open.		All Staff	08.04.20	Yes
		Staff avoid using lift, unless absolutely necessary. Wash hands after use.		All Staff	08.04.20	Yes
		Reduction of the number of people in the workplace at any one time.	Leamington Justice Centre: <b>Floor 1 CRC office area:</b> staff rota in place with maximum number of 6 CRC specified on each working day. Floor 2 maximum of 4 staff on each work-day, staff to contact SPOC Dave Adams to request access. Only Ground Floor Interview Rooms to be used.	DV to communicate to staff.	20.07.20	No
		Signage displayed on monitors not to be used.	<ul style="list-style-type: none"> <li>• Rotas displayed on CRC floor to inform exactly who should be in on any one day.</li> <li>• If other staff who are not rot'd to come into the office wish to attend, permission is to be sought by their</li> </ul>	Managers	20.06.20	No
				Managers	20.06.20	No
				DA	20.06.20	Yes
				All Staff		

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		<p>Cleaning regime in place: LJC Facilities Management ensure areas of priority are cleaned every hour eg door handles, door plates, kitchens and areas of heavy traffic.</p>	<p>Line Manager. Office SPOC identified to manage staff not rota'd to attend.</p> <ul style="list-style-type: none"> <li>No Lone Working- adhere to CRC Lone Working Policy.</li> <li>Staff and service users to wash/ sanitise their hands before and after each appointment.</li> <li>Interview desks will be cleaned by the OM / Belrock after the supervision session.</li> </ul>	<p>All</p> <p>OM</p>	<p>At all times.</p> <p>20.07.20</p> <p>20.07.20</p>	<p>Yes</p> <p>No</p> <p>No</p>
	First Aiders	<p>First Aiders on site.</p> <p>In an emergency e.g. an accident or fire, people do not have to stay 2m apart, if it were to be unsafe.</p> <p>People involved in the provision of assistance to others would pay particular attention to</p>		First Aiders	Ongoing	Yes

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		sanitisation measures immediately afterwards, including washing hands.				
	Contractors	Contractors at site by prior appointment with CRC.  Contractors attending site kept to minimum e.g. 1 at a time.  Contractor met on site by designated person.  Designated person to escort the contractor off the premises when work completed.  Facilities Management Company/ Regime in place.		Bellrock	08.04.20	Yes
		Staff store coats and bags by their own desk space.		All	08.04.20	Yes
		Floor markings put in place to inform 2m social distancing of Staff on CRC floor.		DA	29.05.20	Yes
			<ul style="list-style-type: none"> <li>Printers only used by one person at any given time. Flipchart in place by copier detailing instructions.</li> </ul>	DA	20.07.20	No

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		Discussion with other Partners to ensure consistency across site and shared areas.		DA	Ongoing	Yes
			<ul style="list-style-type: none"> <li>Guidance for staff to be displayed refer precautions to take if they choose to wear their own face mask/ covering (poster.)</li> </ul>	DA	20.07.20	No
		Individual office to be used wherever possible accommodating one member of staff.		Open to all staff.	Ongoing	Yes
		<p>Meeting rooms not used at present.</p> <p>Meetings rooms arranged to support social distancing</p> <p>Kitchen: Notice displayed in kitchen "Only one person in kitchen area at any given time."</p> <p>Toilets: Notice displayed outside toilet areas "Only one person at a time."</p>		<p>All Staff.</p> <p>DA</p> <p>DA</p>	<p>Ongoing</p> <p>22/05/20</p> <p>22/05/20</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>
<b>Equality and Diversity</b>	Some staff may	Review of staff circumstances	<ul style="list-style-type: none"> <li>Managers, HR are aware of staff who fall into</li> </ul>	Managers	Ongoing	Yes

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	have pre-existing medical conditions which render them more vulnerable to the dangers of coronavirus infection	undertaken and equality considerations and protected characteristics as defined under the Equality Act 2010, e.g. Disabled staff, BAME have been considered.	<p>Extremely vulnerable and vulnerable categories so that they are adequately assessed.</p> <ul style="list-style-type: none"> <li>• An individual risk assessment will be carried out on staff, based on Protected Characteristics prior to their return to work.</li> <li>• Staff to complete the COVID questionnaire on Cascade and ensure we are kept informed of any changes.</li> <li>• New or expectant mothers will not be allowed to work on site.</li> </ul>	Managers  Managers	Ongoing  Ongoing	Yes  Yes
<b>Virus Transmission during business travel</b>	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"> <li>• Line Manager to check that vehicle of the employee being used on company business is an approved vehicle register on the Grey Fleet database.</li> </ul>	Staff + Line Manager oversight.	Ongoing	Yes.
<b>Home Working and wellbeing</b>	Employees who work from home may become isolated and feel excluded from day to day activities.	<p>Guidance issued by HMPPS on Care Mitigation is made available to employees working at home.</p> <p>Employees' Assistance Programme/Medicash</p>	<ul style="list-style-type: none"> <li>• Home workers to remain at home unless they have face to face appointments planned. They are to stay in the building until their appointment(s) are completed, then return to home working where applicable.</li> </ul>	Home Workers  Line Managers	Ongoing Ongoing  Ongoing	Yes Yes  Yes

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	<p>Employees who work from home may not have purpose designed office arrangements.</p>	<p>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 HHSE who keeps a log and periodically contacts employee, and to also notify Karen Simmonds.</p> <p>Equipment provided for staff to work at home safely and effectively.</p> <p>Staff to work from home where-ever possible.</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"> <li>• Line managers to make regular contact with all employees, whether they are at home or in the office.</li> <li>• Director of Justice holds weekly conference calls with teams</li> <li>• Director of Justice weekly communications are emailed or sent out to all staff.</li> <li>• Managers to have discussions with staff refer any reasonable adjustments that need to be made either at home/ in the office.</li> </ul>	<p>DV</p> <p>DV</p> <p>Line Managers</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Yes</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.				
<b>Advice and Guidance</b>	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"> <li>• Coronavirus Office Risk Assessment will be provided to all staff/partners.</li> <li>• Coronavirus Office Risk Assessment will be published on the website.</li> </ul>	DA	20.07.20	No
		PeoplePlus/CRC internal communications on COVID-19	<ul style="list-style-type: none"> <li>• LJC Management to provide their Risk Assessment to the CRC.</li> </ul>	DV	04.06.20	Yes
				DA/LJC	20.07.20	No
<b>Face to face supervision of service users</b>	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"> <li>•</li> <li>• 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, we will issue one to them upon request from their OM.</li> </ul>	<ul style="list-style-type: none"> <li>• RM/OMs/Senior Managers/Staff</li> <li>• OMs</li> <li>• OMs</li> </ul>	<ul style="list-style-type: none"> <li>• 20.07.20</li> <li>• 20.07.20</li> <li>• 20.07.20</li> </ul>	<ul style="list-style-type: none"> <li>• No</li> <li>• No</li> <li>• No</li> </ul>



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			<ul style="list-style-type: none"> <li>• SU will be sent H&amp;S/Covid Guidance to follow whilst on CRC premises</li> <li>• Service users will be admitted to the office one at a time.</li> <li>• Arrangements made to stagger all prison release appointments to avoid more than one SU attending the CRC office</li> <li>• If Service Users are late or do not have an appointment they will be turned away.</li> <li>• Service users will be directed to wash/sanitise hands on arrival and departure.</li> <li>• OMs will telephone SUs on the day before or the morning of 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.</li> <li>• Only interview rooms with ventilation will be used, and a sign on the doors will inform whether they are in use or not.</li> <li>• 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</li> </ul>	<ul style="list-style-type: none"> <li>• OMs</li> <li>• OMs</li> <li>• OMs</li> <li>• OMs</li> <li>• OMs</li> <li>• OMs</li> <li>• OMs</li> <li>• OMs</li> <li>• OMs</li> </ul>	<ul style="list-style-type: none"> <li>• 20.07.20</li> <li>• 20.07.20</li> <li>• 20.07.20</li> <li>• 20.07.20</li> <li>• 20.07.20</li> <li>• 20.07.20</li> <li>• 20.07.20</li> <li>• 20.07.20</li> <li>• 20.07.20</li> </ul>	<ul style="list-style-type: none"> <li>• No</li> <li>• No</li> <li>• No</li> <li>• No</li> <li>• No</li> <li>• No</li> <li>• No</li> <li>• No</li> <li>• No</li> </ul>
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			<p>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.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• No physical contact – handshaking – with SU.</li> <li>• OMs to wash their hands before and after each offender supervision.</li> <li>• Any visitor accompanying a service user will be told to wait outside.</li> </ul>			
<b>Location:</b>		Leamington Justice Centre				
<b>Assessment completed by:</b>		Amanda Gittins				
<b>Position in organisation of Assessor:</b>		Resource Manager				
<b>Date of Assessment:</b>		01.07.20				
<b>Review Date:</b>		Reviewed weekly				
<b>Senior Manager responsible for monitoring risk:</b>		George Branch				
<b>Head of Health, Safety &amp; Environment:</b>		Richard Johns				