

## 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.	Telephone conferences only.	<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> </ul>	OMs	Ongoing	Yes
			<ul style="list-style-type: none"> <li>COVID Induction/guidance to be carried out prior to any staff returning/working at Leamington Justice Centre.</li> </ul>	Managers	Ongoing	Yes
		Phones used to contact colleagues rather than going to their desks for a face to face discussions.	<ul style="list-style-type: none"> <li>Line Managers to monitor employees' compliance to internal and Government Guidelines regarding COVID-19.</li> </ul>	Managers	Ongoing	Yes
			<ul style="list-style-type: none"> <li>Any member of staff that tests positive for Covid must inform their manager and Karen Simmonds immediately. They must isolate for 10 days.</li> <li>Any member of staff that is symptomatic and has had a test, must isolate for 10 days.</li> <li>All staff to refer to guidance issued on 23/9/20 titled "Latest Government Announcements."</li> </ul>	Line Managers/ Staff	Ongoing	Yes
		20-second hand washing posters in place in all toilet areas staff rooms and kitchens.		DA	25.05.20	Yes

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			<ul style="list-style-type: none"> <li>Cigarette breaks taken in smoking shelter in Police Car Park Staff to adhere to 2m social distancing rule. 2m Poster up in this area.</li> </ul>	DA	Ongoing	Yes
		Anti-bacterial cleaning spray and wipes supplied for cleaning workstations and other equipment.		DA	08.04.20	Yes
			<ul style="list-style-type: none"> <li>Use of elbows to push open doors. Use sleeve/tissue when pulling doors open.</li> </ul>	All Staff	Ongoing	Yes
			<ul style="list-style-type: none"> <li>Staff avoid using lift, unless absolutely necessary. Wash hands after use.</li> </ul>	All Staff	Ongoing	Yes
		<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>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><b>Leamington Justice Centre:</b></p> <p><b>Floor 1 CRC office area:</b> staff rota in place with maximum number of 6 CRC specified on each working day.</p> <p>Floor 2 maximum of 4 staff on each work- day, staff to contact SPOC Dave Adams to request access.</p> <p>Only Ground Floor Interview Rooms to be used adhering to 2m rule.</p> <p>Leamington Office has 1 meeting room maximum capacity up to 5 people suitable for one-to-one or programmes delivery.</p> <ul style="list-style-type: none"> <li>Rotas displayed on CRC floor to inform exactly which members of staff 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 Line Manager. Office SPOC identified to manage staff not rota'd to attend.</li> <li>No Lone Working - adhere to CRC Lone Working Policy.</li> </ul>	<p>DV to communicate to staff.</p> <p>Managers</p> <p>DA</p> <p>All Staff</p>	<p>20.07.20</p> <p>Ongoing</p> <p>Ongoing</p> <p>At all times.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

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	First Aiders	First Aiders on site.	<ul style="list-style-type: none"> <li>In an emergency e.g. an accident or fire, people do not have to stay 2m apart, if it were to be unsafe.</li> <li>People involved in the provision of assistance to others would pay particular attention to sanitisation measures immediately afterwards, including washing hands.</li> <li>Further Covid guidance/advice has been issued to all First Aiders, following a change in Government Guidance.</li> </ul>	First Aiders	Ongoing	Yes
	Contractors	Contractors at site by prior appointment with CRC.	<ul style="list-style-type: none"> <li>Contractors attending site kept to minimum e.g. 1 at a time.</li> <li>Contractor met on site by designated person.</li> <li>Designated person to escort the contractor off the premises when work completed.</li> <li>Facilities Management Company/ Regime in place.</li> </ul>	Bellrock	Ongoing	Yes
			<ul style="list-style-type: none"> <li>Staff store coats and bags by their own desk space.</li> </ul>	All	Ongoing	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	Ongoing	Yes
			<ul style="list-style-type: none"> <li>Discussion with other Partners to ensure consistency across site and shared areas.</li> </ul>	DA	Ongoing	Yes
		Guidance for staff displayed refer precautions to take if they choose to wear	<ul style="list-style-type: none"> <li>Fluid Resistant Surgical Facemasks have been made available for all staff to use, should they choose. Staff to refer to “Face Mask Guidance” sent out to</li> </ul>	Staff	02.11.20	Yes

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		their own face mask/ covering (poster.)	all staff on 2/11/20 for guidance of the issue, usage and disposal of facemasks.			
			<ul style="list-style-type: none"> <li>Individual office to be used wherever possible accommodating one member of staff.</li> </ul>	Open to all staff.	Ongoing	Yes
		<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 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"> <li>All staff that are categorised as Clinically Extremely Vulnerable must work from home.</li> <li>Staff who are deemed Clinically Vulnerable, or aged 60 plus must complete a Covid Individual Risk Assessment. The staff member should be encouraged to work from home but if they elect to work within the office, then this should be covered within their Individual Risk Assessment.</li> <li>Staff to complete the COVID questionnaire on Cascade and ensure we are kept informed of any changes.</li> </ul>	<p>Managers</p> <p>Managers</p> <p>Staff</p>	<p>06.11.20</p> <p>06.11.20</p> <p>Ongoing</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>

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			<ul style="list-style-type: none"> <li>New or Expectant Mothers can work on site providing an Individuals COVID Risk Assessment and a CRC New/Expectant Mothers Risk Assessment, complying with Government Covid Guidelines is completed</li> </ul>	Managers	Ongoing	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>	<p>Employees who work from home may become isolated and feel excluded from day to day activities.</p> <p>Employees who work from home may not have purpose designed office arrangements.</p>	<p>Guidance issued by HMPPS on Care Mitigation is made available to employees working at home.</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-</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> <li>Line managers to make regular contact with all employees, whether they are at home or in the office.</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>Home Workers</p> <p>Line Managers</p> <p>DV</p> <p>Line Managers</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

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		<p>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> <p>Advice is available from the company Head of H&amp;S as well as the company Head of Health and Wellbeing.</p>				
<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		DV	April 2020	Yes

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		<p>regarding COVID-19 have been provided to all staff.</p> <p>Promotion of Government guidance.</p> <p>PeoplePlus/CRC internal communications on COVID-19</p>	<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> <li>• LJC Management to provide their Risk Assessment to the CRC.</li> </ul>	<p>DA</p> <p>DV</p> <p>DA/LJC</p>	<p>20.07.20</p> <p>04.06.20</p> <p>20.07.20</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>
<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.	<ul style="list-style-type: none"> <li>• A Service User Risk Assessment will be undertaken for all service users undertaking face to face interviews/ attending interventions, completed by their offender manager.</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> <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>• Service users who are part of a group will be instructed to attend at staggered times, 5 minutes apart, and will be collected by Programmes Tutors as they arrive, to avoid groups waiting in the reception area.</li> <li>• Arrangements made to stagger all prison release appointments to avoid more than one SU attending the CRC office</li> </ul>	<p>OMs</p> <p>RM/OMs/Senior Managers/Staff</p> <p>OMs</p> <p>OMs</p> <p>Progs Tutors</p> <p>OMs</p>	<p>30.11.20</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

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			<ul style="list-style-type: none"> <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/Programmes Tutors 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 and the room capacities.</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 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.</li> <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> <li>• Sanitising station to be available for staff to wipe down Meeting Room desks, handles etc before and after use.</li> </ul>	OMs	Ongoing	Yes
				OMs	Ongoing	Yes
				OMs	Ongoing	Yes
				OMs	Ongoing	Yes
				OMs	Ongoing	Yes
				OMs	Ongoing	Yes
				OMs	Ongoing	Yes
				OMs	Ongoing	Yes
				OMs	Ongoing	Yes
				OMs	Ongoing	Yes
				DA	01.09.20	Yes



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			<ul style="list-style-type: none"> <li>Floor to be taped showing 2m social distances between seats and tutors.</li> <li>Panic Alarm to be used by all staff (during core hours only)</li> <li>No Refreshments to be offered. Service Users asked to bring their own.</li> <li>Toilet/hand wash breaks – one person at a time.</li> <li>Cigarette breaks – two allowed at one time offsite-adhering to 2m socially distance rule.</li> </ul> <p><u>Out of hours H&amp;S Controls (from 5pm)</u></p> <ul style="list-style-type: none"> <li>2 tutors per session.</li> <li>Use of Skyguard.</li> <li>Use of mobile phone to alert emergency services following an accident/incident.</li> </ul> <ul style="list-style-type: none"> <li>All Programmes Staff must have received and read a copy of COVID Leamington Risk Assessment and Induction Pack, prior to working out of the Leamington Office.</li> </ul>	DA	16.10.20	Yes
				Progs	Ongoing	Yes
				Progs	Ongoing	Yes
				Progs	Ongoing	Yes
				Progs	Ongoing	Yes
				Progs Staff	Ongoing	Yes
				Progs Mgr	16.10.20	Yes
<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>	16.07.20					
<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					

# Coronavirus Risk Assessment Office Environment – Leamington Justice Centre.



Version 6 – 21/07/20

Version 8—20/08/20

Version 9—03/09/20

Version 10- 16/10/20

Version 11—20/11/20