

Coronavirus Risk Assessment Office Environment – Nuneaton 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
Virus Transmission	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"> Employees will not engage with service users that show symptoms of the virus or have been confirmed as having the virus. 	OMs	Ongoing	Yes
			<ul style="list-style-type: none"> COVID Induction/guidance to be carried out prior to any staff returning/working at Nuneaton Justice Centre. 	OMs	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"> Line Managers to monitor employees' compliance to internal and Government Guidelines regarding COVID-19. 	Managers	Ongoing	Yes
			<ul style="list-style-type: none"> Any member of staff that tests positive for Covid must inform their manager and Karen Simmonds immediately. They must isolate for 10 days. Any member of staff that is symptomatic and has had a test, must isolate for 10 days. All staff to refer to guidance issued on 23/9/20 titled "Latest Government Announcements." 	Line Managers/Staff	Ongoing	Yes
		20-second hand washing posters in place in all toilet areas staff rooms and kitchens.		DA	22.05.20	Yes

Coronavirus Risk Assessment Office Environment – Nuneaton Justice Centre.

			<ul style="list-style-type: none"> Cigarette breaks taken in smoking shelter in Police Car Park. Staff to adhere to 2m social distancing rule. 2m Poster to go up in this area 	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"> Staff use elbows to push open doors. Use sleeve/tissue when pulling doors open. 	All Staff	Ongoing	Yes
			<ul style="list-style-type: none"> Staff to avoid using lift, unless absolutely necessary. Wash hands after use. 	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>Contact made with NJC facilities Management to ensure areas of priority are being identified by the cleaners eg door handles, door plates, kitchens and areas of heavy traffic.</p>	<p>Nuneaton Justice Centre: Floor 1 CRC office area: staff rota in place with maximum number of 10 CRC specified on each working day. Contact SPOC Dave Adams to request access. Interview Rooms which are not suitable have been taken out of use. Nuneaton Office has 2 Meeting Rooms which are sufficient in size to accommodate 2 SUs + 1 Tutor- maximum 3 persons.</p> <ul style="list-style-type: none"> Rotas displayed on CRC floor 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 the SPOC. No lone working – adhere to the CRC Lone Working Policy. 	<p>Managers</p> <p>DA</p> <p>Managers</p> <p>DA</p> <p>All</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>At all times</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

Coronavirus Risk Assessment Office Environment – Nuneaton Justice Centre.

	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. Further Covid guidance/advice has been issued to all First Aiders, following a change in Government Guidance. 	First Aiders	Ongoing	Yes
	Contractors	Contractors at site by prior appointment with CRC.	<ul style="list-style-type: none"> Contractors attending site kept to minimum e.g. 1 at a time. Contractor met on site by designated person. Designated person escorts the Contractor off the premises when work completed. Facilities Management Company/ Regime in place. 	Bellrock	Ongoing	Yes
			<ul style="list-style-type: none"> Staff store coats and bags by their own desk space. 	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"> Printers only used by one person at any given time. Flipchart in place by copier detailing instructions. 	DA	Ongoing	Yes
			<ul style="list-style-type: none"> Discussion with other Partners to ensure consistency across site and shared areas. 	DA	Ongoing	Yes
		Guidance for staff displayed refer precautions to take if they choose to wear	<ul style="list-style-type: none"> Fluid Resistant Surgical Facemasks have been made available for all staff to use, should they choose. Staff to refer to “Face Mask Guidance” 	DA	02.11.20	Yes

Coronavirus Risk Assessment Office Environment – Nuneaton Justice Centre.

		their own face mask/ covering (poster.)	sent out to all staff on 2/11/20 for guidance of the issue, usage and disposal of facemasks.			
			<ul style="list-style-type: none"> Individual office to be used wherever possible accommodating one member of staff. 	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>		DA	22.05.20	Yes
				DA	22.05.20	Yes
				DA	22.05.20	Yes
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"> All staff that are categorised as Clinically Extremely Vulnerable must work from home. 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. Staff to complete the COVID questionnaire on Cascade and ensure we are kept informed of any changes. New or Expectant Mothers can work on site providing an Individuals COVID Risk Assessment and 	Managers	06.11.20	Yes
				Managers	06.11.20	Yes
				Staff	Ongoing	Yes
				Managers	Ongoing	Yes

Coronavirus Risk Assessment Office Environment – Nuneaton Justice Centre.

			a CRC New/Expectant Mothers Risk Assessment, complying with Government Covid Guidelines is completed .			
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	<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. 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</p>	<ul style="list-style-type: none"> 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. Line managers to make regular contact with all employees, whether they are at home or in the office. 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>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>

Coronavirus Risk Assessment Office Environment – Nuneaton Justice Centre.

		<p>periodically contacts employee, and to also notify Karen Simmonds.</p> <p>Staff to work from home where-ever 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> <p>Advice is available from the company Head of H&S as well as the company Head of Health and Wellbeing.</p>				
Advice and Guidance	<p>Employees may need to be supplied with on-going advice and Guidance</p>	<p>Keep Safe document has been provided to all staff.</p> <p>HMPPS advice and guidance documents regarding COVID-19 have been provided to all staff.</p>		<p>DV</p> <p>DV</p>	<p>April 2020</p> <p>April 2020</p>	<p>Yes</p> <p>Yes</p>

Coronavirus Risk Assessment Office Environment – Nuneaton Justice Centre.

		<p>Promotion of Government guidance.</p> <p>PeoplePlus/CRC internal communications on COVID-19</p>	<ul style="list-style-type: none"> • Coronavirus Office Risk Assessment will be provided to all staff/partners. • Coronavirus Office Risk Assessment will be published on the website. • NJC Management to provide their Risk Assessment to the CRC. 	<p>DA</p> <p>DV</p> <p>DA/NJC</p>	<p>13.07.20</p> <p>04.06.20</p> <p>20.07.20</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>
<p>Face to face supervision with service users.</p>	<p>Employees who hold face to face meetings with service users.</p>	<p>Government guidance signage on entrance doors and in waiting rooms.</p>	<ul style="list-style-type: none"> • A Service User Risk Assessment will be undertaken for all service users undertaking face to face interviews/ attending interventions, completed by their offender manager. • 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/Programmes Tutor. • SU will be sent H&S/COVID Guidance to follow whilst on CRC premises • Service users will be admitted to the office one at a time. • 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. • Arrangements made to stagger all prison release appointments to avoid more than one SU attending the CRC office 	<p>OMs</p> <p>RM/OMs/Senior Managers/ Staff.</p> <p>OMs</p> <p>OMs</p> <p>Progs Tutor</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>

Coronavirus Risk Assessment Office Environment – Nuneaton Justice Centre.

			<ul style="list-style-type: none"> • If Service Users are late or do not have an appointment they will be turned away. • Service users will be directed to wash/sanitise hands on arrival and departure. • 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. • Only interview rooms with ventilation will be used, and a sign on the doors will inform whether they are in use or not, with maximum room capacities. • 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. • 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. • No physical contact – handshaking – with SU. • OMs/Programmes tutors to wash their hands before and after each offender supervision. • Any visitor accompanying a service user will be told to wait outside. • Sanitising stations will be available for staff to wipe down Meeting Room desks, handles etc before and after use. 	OMs OMs OMs OMs OMs OMs OMs OMs OMs DA	Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing 01.09.20	Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes
--	--	--	---	---	---	--

Coronavirus Risk Assessment Office Environment – Nuneaton Justice Centre.

			<ul style="list-style-type: none"> Floor will be taped showing 2m social distances between seats and tutors. Panic Alarm to be used by all staff (during core hours only) No Refreshments to be offered. Service Users asked to bring their own. Toilet/hand wash breaks – one person at a time. Cigarette breaks – 2 allowed at one time offsite-adhering to 2m socially distance rule. <p><u>Out of hours H&S Controls (from 5pm)</u></p> <ul style="list-style-type: none"> 2 tutors per session. Use of Skyguard. Use of mobile phone to alert emergency services following an accident/incident. <ul style="list-style-type: none"> All staff must have received and read a copy of COVID Nuneaton Risk Assessment and Induction Pack, prior to working out of the Nuneaton Office. 	DA	22.05.20	Yes
				Progs	Ongoing	Yes
				Progs	Ongoing	Yes
				Progs	Ongoing	Yes
				Progs	Ongoing	Yes
				Progs Staff	Ongoing	Yes
				Progs Mgr	16.10.20	Yes
Location:		Nuneaton Justice Centre				
Assessment completed by:		Amanda Gittins				
Position in organisation of Assessor:		Resource Manager				
Date of Assessment:		16/07/20				
Review Date:		Reviewed weekly				
Senior Manager responsible for monitoring risk:		George Branch				

Coronavirus Risk Assessment Office Environment – Nuneaton Justice Centre.

Head of Health, Safety & Environment:

Richard Johns

10 AG 16/07/20 V5
Version 6 – 21/07/20
Version 7 – 20/08/20
Version 9 – 03/09/20
Version 10 – 16/10/20
Version 11 – 20/11/20