

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 |

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| | | | <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 |
| | | Reduction of the number of people in the workplace at any one time. Signage displayed on monitors not to be used. | <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 Staff member-maximum 3 persons.</p> <p>All Programmes Rooms (2m+ Social Distancing.)</p> <p>All Covid compliant Programmes room to be set up to accommodate 1:2 Interviews only.</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. | Managers DA | Ongoing Ongoing | Yes Yes |
| | | | | Progs Tutors | 12.04.21 | Yes |
| | | | | Managers | Ongoing | Yes |
| | | | | DA | Ongoing | Yes |

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| | | | <ul style="list-style-type: none"> No lone working – adhere to the CRC Lone Working Policy. | All | At all times | Yes |
| | Cleaners | <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>Office cleaning is after staff have left work, protecting employees.</p> | <ul style="list-style-type: none"> Cleaners asked to wear face masks whilst in CRC areas (discretionary from 12.04.21.) | DA | 12.04.21 | Yes |
| | 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. | Bellrock | Ongoing | Yes |

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| | | | <ul style="list-style-type: none"> Designated person escorts the Contractor off the premises when work completed. Facilities Management Company/ Regime in place. | | | |
| | | | <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. | <ul style="list-style-type: none"> Floor markings to be put in place to inform 2m+ social distancing of staff in Programmes Rooms. | DA Prog Tutors | 29.05.20 12.04.21 | Yes 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 CRC staff displayed refer precautions to take when they wear their face mask/ covering (Doffing and Donning Posters .) | <ul style="list-style-type: none"> Fluid Resistant Surgical Facemasks have been made available for all staff to use on a discretionary basis in CRC areas. However, in areas where 2m Social Distancing cannot be maintained, facemasks should be worn by both the Service User and the Staff Member. | All staff | 12.04.21 | Yes |
| | | | <ul style="list-style-type: none"> Individual office to be used wherever possible accommodating one member of staff. | Open to all staff. | Ongoing | Yes |
| | | Meetings rooms arranged to support social distancing | | DA | 22.05.20 | Yes |

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| | | <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 |
| 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"> COVID Clinically Vulnerable staff and service users. Review risk assessment on receipt of 1st vaccination and subsequent three-week period elapsed. Reinstated to office rota and Service Users instructed COVID Extremely Clinically Vulnerable (ECV) Staff or residing with or part of support bubble for ECV continued option to work from home. Review of risk assessment on receipt of 2nd vaccination and subsequent three-week period elapsed. Reinstated to office rota and Service Users instructed. (Subject to review in response to Government guidance) An individual risk assessment will be carried out on staff, based on Protected Characteristics prior to their return to work. | Managers | 12.04.21 | Yes |
| | | | | Staff | Ongoing | Yes |

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| | | | <ul style="list-style-type: none"> • 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 a CRC New/Expectant Mothers Risk Assessment, complying with Government Covid Guidelines is completed. | <p>Staff</p> <p>Managers</p> | <p>Ongoing</p> <p>Ongoing</p> | <p>Yes</p> <p>Yes</p> |
| 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</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</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. • 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>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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| | <p>designed office arrangements.</p> | <p>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 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> | | | | |
| <p>Advice and Guidance</p> | <p>Employees may need to be supplied with on-going</p> | <p>Keep Safe document has been provided to all staff.</p> | | <p>DV</p> | <p>April 2020</p> | <p>Yes</p> |

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| | advice and Guidance | <p>HMPPS advice and guidance documents 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"> • 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>DV</p> <p>DA</p> <p>DV</p> <p>DA/NJC</p> | <p>April 2020</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>Yes</p> |
| Face to face supervision with service users. | Employees who hold face to face meetings with service users | <ul style="list-style-type: none"> • CRC monitoring Covid Infection Rates per area daily. • Regular liaison with Trade Unions at Regional Level (including Weekly National Union Steer) | <ul style="list-style-type: none"> • If daily local Covid Infection Rates rise above the 700:100,000 threshold, face to face meeting/ programmes will be stood down. • If daily local Covid Infection Rates decline below the 700:100,000 threshold for a period of 5 consecutive days, face to face meetings/ programmes can be resumed. • As per Government guidance on 22/2/21 all staff will work in line with Trade Unions at Regional Level (including Weekly National Union Steer), on returning to offices and within dates issued by the Government. | <p>Staff/SUs</p> <p>Staff</p> | <p>04.02.21</p> <p>22.02.21</p> | <p>Yes</p> <p>Yes</p> |
| Face to face supervision with service users. | 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"> • A Service User Risk Assessment will be undertaken for all service users undertaking face to face interviews/ attending interventions, completed by their offender manager. | OMs | <p>30.11.20 and ongoing</p> <p>Ongoing</p> | <p>Yes</p> <p>Yes</p> |

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| | | | <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, 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. • Arrangements made to stagger all prison release appointments to avoid more than one SU attending the CRC office • 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. | <p>RM/OMs/Senior Managers/ Staff.</p> <p>OMs</p> <p>OMs</p> <p>OMs</p> <p>OMs</p> <p>OMs</p> <p>OMs</p> <p>OMs</p> <p>OMs</p> <p>OMs</p> <p>OMs</p> | <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</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> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> |
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| | | | <ul style="list-style-type: none"> • 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. • Interview Room floors will be taped showing 2m social distances between seats and OMs. • 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. | OMs OMs OMs DA DA Progs Progs Progs Progs Progs Staff Progs Mgr | Ongoing Ongoing Ongoing 01.09.20 22.05.20 Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing | Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes |
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| 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 | | | | | |
| Head of Health, Safety & Environment: | Richard Johns | | | | | |

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 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
 Version 12 – 11/12/20
 Version 13 - 11/01/21
 Version 14 – 04/02/21
 Version 15 – 09/03/21
 Version 16 – 14/04/21
 Version 17 - 26/04/21
 Version 18 – 14/05/21