

Coronavirus Risk Assessment Office Environment - REDDITCH OFFICE

What 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. Telephone conferences only. UPW and Accredited Programmes suspended.	<ul style="list-style-type: none"> Employees will not engage with Service Users that show symptoms of the virus or been confirm as having the virus. Induction and guidance to be carried out prior to staff attending the Worcester office. 	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 . 	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
			<ul style="list-style-type: none"> 20 second hand washing posters in place in Staff Room. The toilets are the responsibility of the Kingfisher Centre, who are in the process of displaying relevant COVID notices regarding handwashing and social distancing which specifies 2 people at any one time in the toilet areas. 	JL Kingfisher Centre	04/06/20 15/06/20	Yes No
		2m distancing when taking cigarette break	<ul style="list-style-type: none"> Shared smoking area in basement area of Kingfisher Centre who have displayed 2m social distancing poster. 	All staff	15/06/20	Yes
		Anti-bacterial cleaning agents supplied for cleaning		JL	15/06/20	Yes

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		workstations and other equipment.				
		Use elbows to push doors open. Use sleeve/tissue when pulling doors open.		All staff	15/06/20	Yes
		Staff to avoid using lifts unless absolutely necessary. Wash hands after use.		All staff	15/06/20	Yes
	Cleaners	Reduce the number of people in the workplace at any one time.	REDDITCH OFFICE <ul style="list-style-type: none"> • Open office area: 8 staff total • Rota in place with specific staff on each working day. • Rota displayed to inform exactly who should be in on any one day. • If other staff who are not rota'd to come into the office wish to attend, permission is to be sought by their Line Manager. Office SPOC, Jane Lewis, to manage staff not rota'd to attend. • Signage displayed on individual monitors which are not to be used. • No lone working – adhere to the CRC Lone Working Policy • Reinstate Cleaner in advance of staff working in office. • Office cleaning: discussion with cleaner/cleaning supervisor to ensure areas of priority are identified, eg door handles, door plates, kitchen, areas of heavy traffic. • Cleaning staff times of attendance have been adjusted to protect cleaners and employees. • Staff and service users to wash/sanitise their hands before and after each appointment. 	<p>SPO</p> <p>DV has communicated to staff.</p> <p>JL</p> <p>All staff</p> <p>JL</p> <p>All</p>	<p>13/07/20</p> <p>22/05/20</p> <p>4/6/20</p> <p>At all times</p> <p>28/06/20</p> <p>At all times</p>	<p>No</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

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			<ul style="list-style-type: none"> Interview desks will be cleaned by the OM after the supervision session. 	OMs	13/07/20	Ongoing
Staff and Service Users	The smaller interview rooms will not be suitable for one-to-one meetings with service users unless screens are fitted.	INTERVIEW ROOMS	<ul style="list-style-type: none"> Fit screens in smaller rooms if they are required to be used for one-to-one meetings with service users. Display notices on each of the interview room doors showing how many people can use each room. Interview rooms that are too small to use for one-to-one meetings with service users can be used by officers working on their laptops. 	DV	15/06/20	No
				JL	04/06/20	Yes
				OMs	15/06/20	Ongoing
First Aiders and Buddies			<ul style="list-style-type: none"> In an emergency, eg an accident or fire, people do not have to stay 2m apart if it would be unsafe. People involved in the provision of assistance to others to pay particular attention to sanitation measures immediately afterwards, including washing hands. 	First Aiders and 'Buddy' staff	Ongoing	Yes
Contractors	<ul style="list-style-type: none"> Contractors only at site by prior appointment 		<ul style="list-style-type: none"> Statutory planned maintenance will be recommended with any essential work that may have lapsed completed before site re-opens. Contractors attending site kept to a minimum number, eg one at a time. Contractors will be met on site by designated staff member and given the Contractors COVID Compliance Sheet to sign. Reception/JL to sign the contractor both in and out of the premises. Designated person to stay on site with Contractor whilst working on site. All alarm testing to be recommenced. 	JL	15/06/20	Yes
				JL	15/06/20	Yes
				JL	15/06/20	Yes
				Reception /JL	15/06/20	Yes
				JL	15/06/20	Yes
				Kingfisher /JL	15/06/20	Yes
			<ul style="list-style-type: none"> Floor markings to inform 2m social distancing in all areas. 	JL	13/07/20	No
				JL	Ongoing	No

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			<ul style="list-style-type: none"> Staff will be given a site induction to explain COVID-19 related office arrangements. 			
			<ul style="list-style-type: none"> Printer 1 moved to adhere to social distancing of staff, or floor markings around printers where it is not possible to move them. Printer 2 will be put out of action to assist with social distancing. 	IT	02/07/20	Yes
			<ul style="list-style-type: none"> Printer 2 will be put out of action to assist with social distancing. 	JL	02/07/20	Yes
			<ul style="list-style-type: none"> Hand sanitisers will be provided in all areas. Sanitizer and paper towel will be provided in all areas. 	JL	02/07/20	Yes
			<ul style="list-style-type: none"> Discussion with landlord and other tenants to ensure consistency across shared receptions and staircases. 	JL	01/07/20	Yes
			<ul style="list-style-type: none"> Guidance will be displayed detailing precautions to take if staff choose to wear their own face covering. 	JL	01/06/20	Yes
		Screens in reception separating staff and visitors.	<ul style="list-style-type: none"> 		Fixed and current	Yes
		Meeting rooms: only 1 person per meeting room, or if absolutely necessary a maximum of 3 people in the large meeting room, so long as 2m rule can be applied. Staff Room: 2 staff at any one time in staff room, adhering to 2m social distancing;	<ul style="list-style-type: none"> Kingfisher shared toilets: Kingfisher Centre are in the process of displaying handwashing notice, and instructions regarding maximum of 2 personnel inside toilets at any one time. If there are 2 using the facilities, staff to wait outside until such time as one vacates. There are hand sanitising stations throughout the Kingfisher Centre including Cannon Newton House and toilet areas. 	JL/Kingfisher Centre	02/07/20	Yes
				Kingfisher Centre	02/07/20	Yes

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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, eg disabled Staff, BAME have been considered.	<ul style="list-style-type: none"> Managers, HR are aware of staff who fall into extremely clinically vulnerable and vulnerable categories so that they are adequately assessed. An individual risk assessment will be carried out on staff, based on Protected Characteristics prior to their return to work. Staff to complete the COVID questionnaire on Cascade and ensure we are kept informed of any changes. New or expectant mothers will not be allowed to work on site. 	Managers Managers Managers	Ongoing Ongoing Ongoing	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 will check that the 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 from day to day activities. Employees who work	<ul style="list-style-type: none"> Guidance issued by HMPPS on Care Mitigation is made available to employees working at home. Employees' Assistance Programme/Medicash available to employees who 	<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 holds weekly conference calls with teams Director of Justice weekly communications to be emailed or posted out to all staff. 	Home Workers Line Managers DV DV Line Managers	Ongoing Ongoing Ongoing Ongoing Ongoing	Yes Yes Yes Yes Yes

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	<p>from home may not have purpose designed office arrangements.</p>	<p>feel they need professional interaction</p> <ul style="list-style-type: none"> • Employees who self-isolate or are instructed by a medical professional to self-isolate are to notify the HSE who keeps a log and periodically contacts employee, and to also notify Karen Simmonds. • Staff to work from home wherever possible. • Equipment provided for staff to work at home safely and effectively. • Completion of a DSE e-learning module • Completion of a home working self-assessment form. 	<ul style="list-style-type: none"> • Managers to have discussions with staff regarding any reasonable adjustments that need to be made at home or in the office. 	<p>Line Managers</p>	<p>Ongoing</p>	<p>Yes</p>
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		<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Keep Safe document has been provided to all staff. HMPPS advice and guidance documents regarding COVID-19 have been provided to all staff. Promotion of Government guidance PeoplePlus/CRC internal communications on COVID-19 	<ul style="list-style-type: none"> Coronavirus Office Risk Assessment will be provided to all staff on their return to work. Coronavirus Office Risk Assessment to be published on the website. 	JL	Ongoing	No
				DV	June 2020	Yes
				DV	01/06/20	Yes
				LM	Ongoing	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, we will issue one to them upon request from their OM. SU will be sent H&S/Covid Guidance to follow whilst on CRC premises. 	RM / OMs / Senior Managers / Staff	15/06/20 Ongoing	

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			<ul style="list-style-type: none"> • 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 will telephone SUs on the day before of 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. • 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 SUs. • OMs to wash their hands before and after each offender supervision. • Any visitor accompanying a service user will be told to wait outside. 	<p style="text-align: center;">OMs</p> <p style="text-align: center;">Reception & OMs</p> <p style="text-align: center;">OMs</p>	<p style="text-align: center;">Ongoing</p> <p style="text-align: center;">Ongoing</p> <p style="text-align: center;">Ongoing</p>	
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Location:	ELGAR HOUSE
Assessment completed by:	Jane Lewis
Position in organisation of Assessor:	Resource Manager
Date of Assessment:	4/06/20
Review Date:	Reviewed weekly
Head of Health, Safety & Environment:	Richard Johns

Version 1 – 04/06/20

Version 2 – 04/06/20

Version 3 – 25/06/20

Version 4 – 02/07/20