

Coronavirus Risk Assessment Office Environment - Whitechapel House

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.	Face to face meetings 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. COVID Induction/guidance to be carried out prior to any staff returning to the Whitechapel Office. 	OMs	Ongoing	Yes
	Contractors. Partnerships.	Telephone conferences only. UPW and Accredited Programmes suspended.		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"> Line Managers to monitor employees' 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.		AG	26.05.20	Yes
		Cigarette breaks taken off site. Staff to adhere to 2m social distancing rule.		All	Ongoing	Yes
		Anti-bacterial cleaning spray and wipes supplied		AG	26.05.20	Yes

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		for cleaning workstations and other equipment.				
		Use elbows to push open doors. Use sleeve/tissue when pulling doors open.		All Staff	Ongoing	Yes
		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.	<p>WHITECHAPEL HOUSE OFFICE:</p> <p>Ground Floor: 2 Interview Rooms will be in use with suitable ventilation. Rooms which are not suitable will have specific signage 'Out of Use.'</p> <p>Floor 1 CRC office area: Staff rota to be in place with maximum number of 6 CRC FF /1 Receptionist GF 1 Ixion/ 3 YSS staff specified on each working day.</p> <ul style="list-style-type: none"> • 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. • No lone working – adhere to the CRC Lone Working Policy. 	DV to communicate to staff.	06.07.20	No
		Signage displayed on monitors not to be used.		AG	Ongoing	Yes
		Office cleaning communicated/discussed with cleaners to ensure areas of priority are being identified eg door handles, door plates,		All staff	Ongoing	Yes
				AG	26.05.20	Yes
				AG	01.06.20	Yes

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		<p>kitchens and areas of heavy traffic.)</p> <p>Office cleaning is before staff start work, protecting employees.</p>	<ul style="list-style-type: none"> • Staff and service users to wash/ sanitise their hands before and after each appointment. • Interview desks will be cleaned by the OM after the supervision session. 	<p>All staff</p> <p>OM</p>	<p>20.07.20</p> <p>20.07.20</p>	<p>No</p> <p>No</p>
	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. 	First Aiders	Ongoing	Yes
	Contractors	Contractors only at site by prior appointment.	<ul style="list-style-type: none"> • Statutory/ planned maintenance to be recommenced with essential works being completed before site re-opens. • Contractors attending site kept to minimum e.g. 1 at a time. • Contractor to be met on site by designated staff member and given a COVID Compliance Contractors Information Sheet to sign. • AG to sign the contractor in/out of the premises. • Designated person to escort the contractor off the premises when work completed. • All Alarm Testing to be recommenced. 	<p>AG</p> <p>AG</p> <p>AG</p> <p>AG</p> <p>AG</p> <p>AG</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>

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		Staff to store coats and bags by their own desk space.		All	Ongoing	Yes
		Floor markings in place to inform 2m social distancing of staff, in relevant areas on both floors.		DV/AG	26.05.20	Yes
		FF Printer only used by one person at any given time. Flipchart in place by copier detailing instructions. GF Printer in Reception only used if colour copying essential.		AG	26.05.20	Yes
			<ul style="list-style-type: none"> Weekly discussions with other tenants to ensure consistency across site and shared areas. 	AG	Ongoing	Yes
		Guidance for staff displayed refer precautions to take if they choose to wear their own face mask/ covering (poster.)		AG	26.05.20	Yes
		Screens in reception separating staff and visitors.			Fixed and current.	Yes
		Individual office to be used wherever possible accommodating one member of staff.		Open to all Staff.	Ongoing	Yes

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		Meeting rooms <u>not</u> used at present.		AG	26.05.20	Yes
		Kitchen: Notice displayed outside kitchen “Only two people at any given time.”		AG	26.5.20	Yes
		Toilets: Notice displayed outside toilet areas “Only one person at a time.”				
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"> Managers, HR are aware of staff who fall into extremely 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	Ongoing	Yes
				Managers	Ongoing	Yes
				Managers	Ongoing	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 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.

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<p>Home Working and wellbeing</p>	<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-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>	<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 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>DV</p> <p>Line Managers</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Yes Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
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		<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	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"> • Coronavirus Office Risk Assessment will be provided to all staff/partners. 	AG	26.05.20	Yes
		PeoplePlus/CRC internal communications on COVID-19	<ul style="list-style-type: none"> • Coronavirus Office Risk Assessment will be published on the website. 	DV	04.06.20	Yes
			<ul style="list-style-type: none"> • STARs/Ixion/YSS to provide their Risk Assessment and Recovery Plan (STARs has provided.) 	Stars/Ixion/YSS	20.07.20	No
Face to face supervision of Service Users.	Employees who hold face to face	Government guidance signage on entrance doors and in waiting room.	<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 	RM/OM/Senior Managers/Staff	Ongoing	No

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	meetings with service users	All programmes group delivery is suspended.	<p>not own a face covering, we will issue one to them upon request from their OM.</p> <ul style="list-style-type: none"> • 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 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. • 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 	<p>OMs</p> <p>Reception/OMs</p> <p>OMs</p> <p>OMs</p> <p>Receptionist</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>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p> <p>No</p>
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			responsibility for signing in service users and distributing travel expenses. <ul style="list-style-type: none"> • No physical contact – handshaking – with SU. • OMs to wash their hands before and after each offender supervision. • Any visitor accompanying a service user will be told to wait outside. 			
Location:		WHITECHAPEL HOUSE				
Assessment completed by:		Amanda Gittins				
Position in organisation of Assessor:		Resource Manager				
Date of Assessment:		01.07.20				
Review Date:		Reviewed weekly				
Senior Manager responsible for monitoring risk:		George Branch				
Head of Health, Safety & Environment:		Richard Johns				