

Coronavirus Risk Assessment Office Environment - Whitechapel House

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.	Telephone conferences only.	<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.			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
			<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.		AG	26.05.20	Yes
			<ul style="list-style-type: none"> Cigarette breaks taken off site. Staff to adhere to 2m social distancing rule. 	All	Ongoing	Yes

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		Anti-bacterial cleaning spray and wipes supplied for cleaning workstations /interview rooms and other equipment.		AG	26.05.20	Yes
			<ul style="list-style-type: none"> 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
	All staff	<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>WHITECHAPEL HOUSE</p> <p>Ground Floor: 3 Interview Rooms suitable for 2 maximum, plus 2 meeting rooms (Ironbridge and IT Suite) suitable for 3 persons maximum, will be used for interviewing with suitable ventilation. Rooms which are not suitable will have specific signage 'Out of Use.' Café Office suitable 2 persons used for working only, by Ixion. 2 Meeting rooms (Darwin and Wrekin) are sufficient in size to accommodate maximum 3. Severn meeting room is sufficient to accommodate up to 6 SUs + 2 tutors, maximum 8. Vocational Room can accommodate up to 8 SUs + 2 tutors. (NB this could be more but set up as 8+2 at present.) All rooms have good ventilation</p> <p>Floor 1 CRC office area: Staff rota to be in place with maximum number of 13 CRC FF /1 Receptionist GF 1 Ixion GF/ 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 	<p>DV to communicate to staff.</p> <p>Managers</p> <p>Managers</p>	<p>13.07.20</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>

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			<p>is to be sought by their Line Manager. Office SPOC identified to manage staff not rota'd to attend.</p> <ul style="list-style-type: none"> No lone working – adhere to the CRC Lone Working Policy. 	All staff	At all times	Yes
	Cleaners	<p>Office cleaning communicated/discussed with cleaners to ensure areas of priority are being identified eg door handles, door plates, kitchens and areas of heavy traffic.)</p> <p>Office cleaning is before staff start work, protecting employees.</p>		AG	Ongoing	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

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	Contractors	Contractors only at site by prior appointment.	<ul style="list-style-type: none"> • Statutory/ planned maintenance to be recommended 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. • 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 recommended. 	AG	Ongoing	Yes
				AG	Ongoing	Yes
				AG	Ongoing	Yes
				AG	Ongoing	Yes
				AG	Ongoing	Yes
				AG	26.05.20	Yes
		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

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			<ul style="list-style-type: none"> Weekly discussions with other tenants to ensure consistency across site and shared areas. 	AG	Ongoing	Yes
		Guidance for CRC staff displayed refer precautions to take if they choose to wear their own face mask/covering (poster in First floor/UPW CRC office.)	<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" sent out to all staff on 2/11/20 for guidance of the issue, usage and disposal of facemasks. 	All Staff	02.11.20 and ongoing	Yes
			<ul style="list-style-type: none"> Screens in reception separating staff and visitors. 		Fixed and current.	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
		Kitchen: Notice displayed outside kitchen "Only two people at any given time." Toilets: Notice displayed outside toilet areas "Only one person at a time."		AG	26.05.20	Yes
				AG	26.05.20	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 	Managers	06.11.20	Yes
				Managers	06.11.20	Yes

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			<p>this should be covered within their Individual Risk Assessment.</p> <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	<p>Employees who are required to use public transport to attend company business may be infected with the virus</p>	<p>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.</p>	<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. 	<p>Staff + Line Manager oversight.</p>	<p>Ongoing</p>	<p>Yes.</p>
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.</p> <p>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. • Director of Justice weekly communications are emailed or sent out to all staff. • Managers to have discussions with staff refer any reasonable adjustments that 	<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>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>need to be made either at home/ in the office.</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>	<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. 	<p>DV</p> <p>DV</p>	<p>April 2020</p> <p>April 2020</p>	<p>Yes</p> <p>Yes</p>

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		<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"> STARS/Ixion/YSS to provide their Risk Assessment and Recovery Plan (STARS has provided/YSS/IXION on-boarding onto CRC.) 	Stars/Ixion/YSS	26.05.20	Yes
Face to face supervision of Service Users.	Employees who hold face to face meetings/programmes delivery with service users	Government guidance signage on entrance doors and in waiting room.	<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 	OMs	30.11.20	Yes
		All rooms have good ventilation.		RM/OM/Senior Managers/Staff	Ongoing	Yes
		All rooms have CCTV facility		OMs	Ongoing	Yes
				Reception/OMs	Ongoing	Yes
			Progs Tutors	Ongoing	Yes	

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			<p>arrive, to avoid groups waiting in the reception area.</p> <ul style="list-style-type: none"> • 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/programmes 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. 	OMs	Ongoing	Yes
				OMs	Ongoing	Yes
				Receptionist	Ongoing	Yes
				OMs	Ongoing	Yes
				OMs	Ongoing	Yes
				OMs	Ongoing	Yes
				OMs	Ongoing	Yes

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		<ul style="list-style-type: none"> No physical contact – handshaking – with SU. OMs to wash their hands before and after each offender supervision. Interview desks will be cleaned by the OM after the supervision session. Any visitor accompanying a service user will be told to wait outside. Toilet/hand wash breaks one person at a time. Cigarette breaks – 2 allowed at one time off site – adhering to 2m socially distance rule. No refreshments to be offered – SUs asked to bring their own. Water machines out of use. <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. <p>All staff must have received and read a copy of COVID Whitechapel Risk Assessment and Induction Pack prior to working out of the site.</p>	<p>OMs</p> <p>OMs</p> <p>OMs</p> <p>OMs</p> <p>OMs</p> <p>OMs</p> <p>OMs</p> <p>Progs Tutors</p> <p>All Managers</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>
Location:		WHITECHAPEL HOUSE			
Assessment completed by:		Amanda Gittins			
Position in organisation of Assessor:		Resource Manager			
Date of Assessment:		16.07.20			

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Review Date:	Reviewed weekly
Senior Manager responsible for monitoring risk:	George Branch
Head of Health, Safety & Environment:	Richard Johns

Version 1 AG 16/07/20

Version 2 - 21/07/20

Version 3- 06/08/20

Version 4- 21/08/20

Version 5—03/09/20

Version 6—09/10/20

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Version 8—13/11/20