

Coronavirus Risk Assessment Office Environment - ELGAR 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. 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 all toilet areas and staff rooms/kitchens. 	JL	20/05/20	Yes
		2m distancing when taking cigarette break	<ul style="list-style-type: none"> Poster displayed at smoking areas. 	JL	20/05/20	Yes
		Anti-bacterial cleaning agents supplied for cleaning workstations and other equipment.		JL	23/03/20	Yes

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		Use elbows to push doors open. Use sleeve/tissue when pulling doors open.		All staff	23/03/20	Yes
		Staff to avoid using lifts unless absolutely necessary. Wash hands after use.		All staff	23/03/20	Yes
		<p>Reduce the number of people in the workplace at any one time.</p> <ul style="list-style-type: none"> Office cleaning: daily discussion with cleaners to ensure areas of priority are being 	<p>ELGAR HOUSE OFFICE AREAS</p> <p>Floor 1: 3 single occupancy offices</p> <p>Floor 2 office area: staff rota in place with maximum number of staff specified on each working day + single occupancy office.</p> <p>Floor 3 office area: Rota in place with specific staff specified on each working day + single occupancy offices.</p> <ul style="list-style-type: none"> **Rotas displayed on 2nd and 3rd floors 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 to be identified 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 	<p>JL</p> <p>DV to communicate to staff.</p> <p>JL</p> <p>All staff</p> <p>JL</p>	<p>20/05/20</p> <p>22/05/20</p> <p>19/05/20</p> <p>At all times</p> <p>23/03/20</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

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		identified, eg door handles, door plates, kitchens, areas of heavy traffic. <ul style="list-style-type: none"> • Cleaning staff times of attendance have been adjusted to protect cleaners and employees. 				
	First Aiders	First Aiders on site	<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 would pay particular attention to sanitation measures immediately afterwards, including washing hands. 	First Aiders	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 recommenced 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 JL AG Receptio/ JL JL Concierge /JL	01/06/20 01/06/20 01/06/20 01/06/20 01/06/20	Yes Yes Yes Yes Yes
			<ul style="list-style-type: none"> • Lockers will be offered to staff as extra storage for personal belongings. 	JL	22/05/20	Yes
			<ul style="list-style-type: none"> • Mark 2nd and 3rd floor landing doors with IN and OUT signage to assist with social distancing. 	JL	Ongoing	Yes

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			<ul style="list-style-type: none"> • Floor markings to inform 2m social distancing in all areas. • Staff will be given a site induction to explain COVID-19 related office arrangements. 	JL	20/05/20	Yes
				JL	Ongoing	Yes
			<ul style="list-style-type: none"> • Printers moved to adhere to social distancing of staff, or floor markings around printers where it is not possible to move them. • Printer on floor 1 by tea point has been put out of action to assist with social distancing. 	IT	15/05/20	Yes
				JL	20/05/20	Yes
			<ul style="list-style-type: none"> • Hand sanitisers will be provided in meeting rooms. 	JL	15/05/20	Yes
			<ul style="list-style-type: none"> • Discussion with landlord and other tenants to ensure consistency across shared receptions and staircases. 	JL to email Landlord FM	21/5/20 information received from Landlord.	Ongoing
			<ul style="list-style-type: none"> • Guidance will be issued to staff detailing precautions to take if they choose to wear their own face covering (Poster displayed) 	JL	01/06/20	Yes
		Screens in reception separating staff and visitors.			Fixed and current	Yes
		Individual offices will be used wherever possible accommodating one member of staff.		Open to all staff	Ongoing	Yes
		Meeting rooms: only 1 person per meeting room, or if absolutely necessary a maximum of 3 people in a large		All staff	Ongoing	Yes

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		<p>meeting room, so long as 2m rule can be applied.</p> <p>Kitchens: 2 staff at any one time in large kitchen; Floor 2 tea point: one staff member at any one time.</p> <p>Toilets: Notice displayed outside toilet areas 'Only one person at a time'.</p>				
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 vulnerable and extremely vulnerable categories so that they are given adequate protection. An individual risk assessment will be carried out on staff, based on Protected Characteristics prior to their return to work. No member of staff in the extremely vulnerable 'high risk' category should be expected to come to work during the pandemic crisis or during recovery from the lockdown – these staff should be advised to follow Government medical advice. New or expectant mothers will not be allowed to work on site. 	Managers	Ongoing	Yes
				Managers	Ongoing	No
				Managers	Ongoing	Yes
				Managers	Ongoing	Yes
Virus Transmission during business travel	Employees who are required to use public transport to attend company	Instruction issued by the company is that if business travel cannot be avoided for those essential areas of the business then only private	<ul style="list-style-type: none"> Line Manager will 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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	business may be infected with the virus	vehicles are to be used.				
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>	<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 feel they need professional interaction • 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 	<ul style="list-style-type: none"> • Home workers to remain at home. • 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. • Managers to have discussions with staff regarding any reasonable adjustments that need to be made at home or 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</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

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		<p>wherever possible.</p> <ul style="list-style-type: none"> • 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. • 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. 		DV	April 2020	Yes
				DV	April 2020	Yes

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		<ul style="list-style-type: none"> Promotion of Government guidance PeoplePlus/CRC internal communications on COVID-19 	<ul style="list-style-type: none"> Coronavirus Office Risk Assessment is provided to all staff who are on site. Coronavirus Office Risk Assessment is published on the website. 	JL	26/05/20	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. They will be sent a checklist with their appointment letter with instructions for their attendance. 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 arrive unexpectedly or late, they can use the buzzer located outside the CRC doors to announce themselves to the Receptionist. The Receptionist will contact the Duty Officer who will come down and manage the unlocking of the doors adhering to the 2m social distancing advice. Upon arrival and departure service users will be directed to use hand sanitizers, or directed to cloakroom facility for hand washing prior to their appointment. OMs will telephone SUs prior to their appointment to ask if they are well, not just if they are showing any of the 	RM / OMs / Senior Managers / Staff		
				JL	01/06/20	Yes
				OMs	Ongoing	Yes
				Reception & OMs	Ongoing	Yes
				OMs	Ongoing	Yes
				Reception	Ongoing	Yes
				Reception & OMs	Ongoing	Yes
OMs	Ongoing	Yes				

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			<p>recognised symptoms of COVID-19, and if in doubt they will be told not to attend their appointment.</p> <ul style="list-style-type: none"> • 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 SU. • OMs to wash their hands after each offender supervision 	OMs	Ongoing	Yes
				OMs	Ongoing	Yes
				OMs	Ongoing	Yes
Location:			ELGAR HOUSE			
Assessment completed by:			Jane Lewis			
Position in organisation of Assessor:			Resource Manager			
Date of Assessment:			20/4/20			
Review Date:			Reviewed weekly			
Head of Health, Safety & Environment:			Richard Johns			
			Version 2 – 20/4/20 Version 3 – 22/4/20 Version 4 – 14/5/20 Version 5 – 18/5/20 Version 6 – 21/05/20		Version 7 – 11/06/20 Version 8 – 6/7/20	