



Covid-19 Risk assessment

Company name: Angels Support Group

Assessment carried out by: Caroline Upcraft

Date of next review: 23rd Sept 2021

Date assessment was carried out: 23rd Sept 2020

Or as Government Guidelines Change

What are the hazards?	Who might be harmed and how?	Controls	Who needs to carry out the action?	When is the action needed by?	Done
Getting or spreading coronavirus by not washing hands or not washing them adequately	Staff Visitors Members Contractors	Provide washing facilities with running water, soap, paper towels/hand driers and additional sanitiser	Bizspace	23 rd Sept 2020	Done
		Provide additional hand sanitising 'stations' in office.	KB	23 rd Sept 2020	Done
		Provide signage showing information on how to wash hands properly.	Bizspace	23 rd Sept 2020	Done
		Put in place monitoring and supervision to ensure controls are followed.	All	23 rd Sept 2020	Done
		Put up signs to remind people to wash their hands.	Bizspace	23 rd Sept 2020	Done
		Consider if additional handwashing facilities are required and where they should be located.	Bizspace	23 rd Sept 2020	Done

What are the hazards?	Who might be harmed and how?	Controls	Who needs to carry out the action?	When is the action needed by?	Done
<p>Getting or spreading coronavirus within the Angels office by not cleaning surfaces, equipment and workstations.</p>	<p>Staff Visitors Members Contractors</p>	<p>Tea and Coffee making facilities – One person to use at a time and wipe down areas between use. Wipes provided</p>	<p>All</p>	<p>23rd Sept 2020</p>	<p>Done</p>
		<p>Identify areas which are difficult to clean and are frequently touched and specify how regularly they should be cleaned and by whom. (phone – clean between use – Last user to do) (Keyboards – clean between use - last user to do)</p>	<p>All</p>	<p>23rd Sept 2020</p>	<p>Done</p>
		<p>Provide advice on safe use of face coverings to reduce transmission to shared surfaces.</p>	<p>CU</p>	<p>23rd Sept 2020</p>	<p>Done</p>
		<p>Limit movement around office to reduce potential spread of contamination. (only one person moving at a time)</p>	<p>All</p>	<p>23rd Sept 2020</p>	<p>Done</p>
		<p>Limit/avoid sharing equipment and clean and shared equipment between each user. (hole punch and stapler, and increase amount)</p>	<p>All/RS</p>	<p>23rd Sept 2020</p>	<p>Done</p>
		<p>Identify cleaning products required and provide advice on where and how these should be used.</p>	<p>All</p>	<p>23rd Sept 2020</p>	<p>Done</p>
		<p>Keep surfaces clear to facilitate ease of cleaning.</p>	<p>All</p>	<p>23rd Sept 2020</p>	<p>Done</p>
		<p>Regular cleaning of surfaces, furniture and equipment within the office, focussing on areas of more frequent contact.</p> <p>Provide signage to remind staff and visitors to clean hands often.</p>	<p>All</p> <p>CU</p>	<p>23rd Sept 2020</p> <p>23rd Sept 2020</p>	<p>Ongoing</p> <p>Done</p>

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		<p>Put in place procedures for cleaning should someone develops coronavirus symptoms at work. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>Reduce need to touch things for example leaving doors (not fire-doors) open as much as possible, use electronic documents, reduce use of paper work.</p> <p>Provide and use gloves to clean and empty bins</p> <p>Allocate desks and provide space here to store personal items.</p> <p>Shared resources, such as text books to be wiped down after use. Staff to sanitise hands before use.</p>	<p>CU</p> <p>ALL</p> <p>CU</p> <p>All</p> <p>All</p>	<p>23rd Sept 2020</p> <p>23rd Sept 2020</p> <p>23rd Sept 2020</p> <p>23rd Sept 2020</p> <p>23rd Sept 2020</p>	<p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p>
<p>Contracting or spreading coronavirus within the Angels Office by not socially distancing</p>	<p>Staff Visitors Members Contractors</p>	<p>Consider how many people can be in the office safely at any one time. (5 Max)</p> <p>Reduce face to face meetings using virtual options.</p> <p>Use allocated slots for visitors/members to office.</p> <p>Stagger shifts/arrival times of staff using the office.</p>	<p>All</p> <p>All</p> <p>All</p> <p>All</p>	<p>23rd Sept 2020</p> <p>23rd Sept 2020</p> <p>23rd Sept 2020</p> <p>23rd Sept 2020</p>	<p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p>

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		Use fixed teams or partnering to create mini bubbles. (KB and CU) (LC and RS) (PH to work from home)	All	23 rd Sept 2020	Done
		Minimise noise in the office to avoid raised voices or shouting in order to communicate.	All	23 rd Sept 2020	Done
		Desks facing the wall where possible. Where not possible desks should be side by side.	All	23 rd Sept 2020	Done
		Ensure the best possible ventilation within the office by opening windows and non-fire door doors. (first person to arrive to open windows on arrival and last person to close before leaving)	All	23 rd Sept 2020	Done
		Provide signage to remind staff to remain socially distanced.	CU	23 rd Sept 2020	Done
		Minimise contact with delivery drivers, maintenance staff and security.	Bizspace	23 rd Sept 2020	Done
		Where social distancing might not be possible –			
		Face covering to be worn where social distancing is not possible, during one to one meetings, whilst visitors are in the office or wherever any member of staff prefers to.	All	23 rd Sept 2020	Done
		Minimise amounts of time of exposure where social distancing isn't possible and wear a face covering.	All	23 rd Sept 2020	Done

What are the hazards?	Who might be harmed and how?	Controls	Who needs to carry out the action?	When is the action needed by?	Done
		Put in place arrangement to monitor and supervise staff to make sure social distancing rules are being followed.	All/LC	23 rd Sept 2020	Done
		Provide information and training so people understand what they need to do.	CU/LC	23 rd Sept 2020	Done
		Provide signage and ways to communicate to non-staff when they need to maintain social distancing.	CU	23 rd Sept 2020	Done
Getting or spreading coronavirus whilst staff are travelling together.	Staff	Staff will not car share	All	23 rd Sept 2020	Done
		Staff do not use public transport to access office currently	All	23 rd Sept 2020	Done
Mental Health and wellbeing affected through isolation or anxiety about corona virus.	Staff	Meet virtually weekly as a team to talk about work issues.	All	23 rd Sept 2020	Ongoing
		Talk openly with staff about the possibility that and provide advice on who to go to to discuss any worries.	LC	23 rd Sept 2020	Ongoing
		Involve staff in risk assessment process so they can help identify issues	CU	23 rd Sept 2020	Ongoing
		Keep staff up to date on what is happening so they feel involved and reassured.	CU/LC	23 rd Sept 2020	Ongoing
		Discuss the issue of fatigue with workers and ensure staff are taking regular breaks and not working too many hours.	CU/LC	23 rd Sept 2020	Done

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		<p>Share information and advice with staff about mental health and wellbeing.</p> <p>Where issues are identified provide advice on how to get help.</p>	<p>CU/LC</p> <p>LC</p>	<p>23rd Sept 2020</p> <p>23rd Sept 2020</p>	<p>Done</p> <p>Ongoing</p>
<p>Staff developing or worsening physical conditions by being more sedentary or increased use of DSE at home</p>	<p>Staff</p>	<p>Provide information on how to set up a workstation from home and how to maintain healthy posture.</p> <p>Encourage regular breaks, stretching exercises.</p> <p>If situation means working from home becomes less temporary follow the government guidelines on HSE website on the 'Protect homeworkers' page</p> <p>For longer term complete a DSE assessment with them.</p>	<p>CU</p> <p>CU/LC</p> <p>CU/LC</p> <p>LC</p>	<p>23rd Sept 2020</p> <p>23rd Sept 2020</p> <p>23rd Sept 2020</p> <p>23rd Sept 2020</p>	<p>Done</p> <p>Done</p> <p>Done</p> <p>Ongoing</p>
<p>Poor ventilation leading to increased risk or coronavirus spreading.</p>	<p>Staff Members Visitors Contractors</p>	<p>Identify if additional ventilation is needed to improve airflow. Note - Identified that there are adequate windows for ventilation.</p> <p>Fresh air is preferred way of ventilating so ensure all windows and doors are open (not fire doors) – Note - Windows will be open. Only door is fire door.</p>	<p>All</p> <p>All</p>	<p>23rd Sept 2020</p> <p>23rd Sept 2020</p>	<p>Done</p> <p>Done</p>

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<p>Increased risk of infection and complications for vulnerable staff.</p>	<p>Staff</p>	<p>Ensure updated information is checked regularly as guidelines change.</p>	<p>LC/CU</p>	<p>23rd Sept 2020</p>	<p>Ongoing</p>
		<p>Identify workers which fall into one of the following categories:</p>	<p>LC</p>	<p>23rd Sept 2020</p>	<p>Done</p>
		<p>Clinically vulnerable or extremely vulnerable (see https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/)</p> <p>People who are self-isolating People with coronavirus symptoms Groups at risk of poorer outcomes. (see 'disparities in the risk and outcomes of COVID-19' report)</p>			
		<p>Discuss with employees what their personal risks are and identify what you need to do for each case</p>	<p>LC</p>	<p>23rd Sept 2020</p>	<p>Done</p>
		<p>Identify how and where someone in one of these categories will work in line with current government guidance</p>	<p>LC</p>	<p>23rd Sept 2020</p>	<p>Done</p>
		<p>If they are coming into work identify how you will protect them through social distancing and hygiene procedures.</p>	<p>LC</p>	<p>23rd Sept 2020</p>	<p>Done</p>
		<p>Ensure that procedures are stringently followed to protect vulnerable staff.</p> <p>For extremely vulnerable staff members encourage working from home where possible.</p>	<p>LC</p>	<p>23rd Sept 2020</p>	<p>Done</p>

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		Consider seating most vulnerable staff in safest position, such as by an open window.	All	23 rd Sept 2020	Done
		Put systems in place so people know when to notify you that they fall into one of these categories, eg are pregnant or start chemotherapy – Note – discuss concerns with line manager	LC	23 rd Sept 2020	Done
Increase in transmission rates of covid-19 by not complying with 'Test and Trace'	Staff Visitors Members Contractors	Record arrival and departure time of all staff, visitors, members and contractors to enable compliance with test and trace. Staff to use timesheets to show time in office and include any visitors).	All/RS	23 rd Sept 2020	Done
		Ensure all staff are familiar with procedures relating to 'Test and Trace'	CU	23 rd Sept 2020	Done
		Check with all staff and visitors on arrival if they currently have covid-19 symptoms in the last 7 days or have been in contact with anyone who has corona virus symptoms or tested positive within the last 14 days.	All	23 rd Sept 2020	Done
		Text/Call/Email visitors in advance with symptoms check-list	All	23 rd Sept 2020	Done
		Advise any individuals with symptoms to immediately go home, isolate and request a test.	All	23 rd Sept 2020	Done

What are the hazards?	Who might be harmed and how?	Controls	Who needs to carry out the action?	When is the action needed by?	Done
Individuals may be discriminated against due to protected characteristics	Staff	Angels will not make decisions on who will return to the office environment based on protected characteristics.	LC	23 rd Sept 2020	Done
		Angels will discuss with individuals with protected characteristics how accommodations can be made to meet their individual needs	LC	23 rd Sept 2020	Done
		As necessary, update risk assessments to consider the disproportionate impact of corona virus on specific groups, such as ethnic minorities and disabled staff and consider how to mitigate these risks.	CU/PH/LC	23 rd Sept 2020	Ongoing
		Expand or implement flexible working to meet the needs of employees with protected characteristics. This could include individuals with parenting or caring responsibilities, or individuals with long term illnesses or mental health issues.	CU/PH/LC	23 rd Sept 2020	Done
		Angels will not assume that remote working benefits everyone and support employees with returning to the working environment if they choose to do so.	LC	23 rd Sept 2020	Done

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/