

## Ascentis House: Coronavirus (COVID-19) Risk Assessment

**Function, Task or Activity:** Managing Provision of the Health, Safety & Wellbeing of all individuals entering Ascentis House premises during Covid-19 pandemic

**Date of this assessment:** 19<sup>th</sup> May 2021

**Name of Person Completing Assessment:** Bernie Gudgeon/Emma Brzezinka/Fiona Lugiano

**Assessment to be reviewed on:** In the event of any change in government rules/guidelines or any specific feedback from employees

What are the significant hazards?	Who might be harmed and how?	What is being done to control this risk now?	Can you do anything else to lower the risk further?	Action By Who?	By when?
Spread of Covid-19	<p>Employees, Non-employees, Contractors, Visitors, Workers</p> <p>Exposure from others and to others due to:-</p> <p>1. Living with someone with a confirmed case of Covid</p>	<p><b><u>Symptoms of Covid-19</u></b></p> <p>Any individual that is experiencing COVID-19 symptoms, including a new continuous cough, high temperature or loss/change of taste/smell, must stay at home and not enter the premises. They must advise their line manager of their symptoms. This process must be made clear to individuals in advance, so that they do not inadvertently attend the premises with COVID-19 symptoms.</p> <p>If anyone becomes unwell with a new continuous cough, high temperature or a loss of taste/smell in the workplace they are to advise their line manager immediately, go home and follow the stay at home guidance, as well as booking a COVID-19 test through the following website: <a href="https://www.nhs.uk/conditions/coronavirus-">https://www.nhs.uk/conditions/coronavirus-</a></p>	<p>Internal communication channels and cascading of messages through line managers to be carried out regularly to reassure and support employees in a fast changing situation</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Raise awareness of the symptoms of COVID-19 to ensure staff are fully aware of the reasons why they should not come into the office if they are displaying symptoms</p>	<p>All employees</p> <p>All managers and supervisors</p>	<p>Immediate</p> <p>Ongoing</p>

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	<p>19</p> <p>2. Have come into close contact (within 2 meters for 15 minutes or more) with a confirmed case of Covid 19</p> <p>3. Being advised by a public health agency that contact with a diagnosed case has occurred</p> <p>4. Confirmation of a positive test as a result of a test carried out by a medical professional,</p>	<p><a href="#">covid-19/</a></p> <p>Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises, this will be identified through the NHS test and trace system. However, if there is more than one case of COVID-19 associated with the workplace, the HR Team will contact the local PHE health protection team to report the suspected outbreak and assist with identifying contacts.</p> <p>All employees contact numbers and emergency contact numbers have been updated</p> <p>As employees enter the office premises, their attendance will be logged to support with any test and trace that may be required.</p> <p>All employees must follow the self-isolation rules set out by the government. This is in the event that the employee, a member of their household, or a member of their support bubble contracts any coronavirus symptoms, is tested positive for coronavirus, is told to isolate by NHS Test and Trace, or if they are awaiting coronavirus test results. The self isolation rules and lengths of time an individual must self isolate, are kept up to date here: <a href="https://www.nhs.uk/conditions/coronavirus-">https://www.nhs.uk/conditions/coronavirus-</a></p>	<p>Screens around the building can be used to remind people of key COVID-19 health and safety messages</p>		
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	<p>drive through testing center or a home test</p>	<p><a href="https://www.ascentis.com/covid-19/self-isolation-and-treatment/how-long-to-self-isolate/">covid-19/self-isolation-and-treatment/how-long-to-self-isolate/</a></p> <p>As employees enter the office premises, they are to sign in using their ID card on the sensor in the porch. This helps us to trace any individuals on site, should there be a case of COVID-19.</p>			
		<p><b><u>Hand Washing and Personal Hygiene</u></b>                  Hand washing facilities with soap and hot water in place.</p> <p>Stringent hand washing taking place.</p> <p>Where fitted, hand dryers for drying of hands – users should ensure their hands are fully dry before leaving the cubicle.</p> <p>Paper towels are provided where hand dryers are not fitted – these are to be placed immediately into bins and hands washed before and after using the bins.</p> <p>Gel sanitizer in place in any area where washing facilities are not available and also at key areas on site, including at the reception desk and throughout each floor.</p> <p>For doors with keypads that cannot be left open, individuals are to sanitize their hands on either side of the door. For the main front door, hands</p>	<p>Employees to be regularly reminded to wash their hands for 20 seconds with warm water and soap and the importance of proper drying – use of signage around office to remind employees of hand washing requirements.</p> <p>Employees to be regularly reminded to catch coughs and sneezes in tissues and to avoid touching face, eyes, nose or mouth with unclean hands – paper towels to be provided around the building (and where necessary on desks) and bins to dispose of paper towels are provided in each area of the office. (Used Tissues and Paper Towels should be disposed of immediately in the nearest bin and not stored on desks or under keyboards)</p> <p>Refresh and update screens/posters</p>	<p>All employees</p> <p>Signage - H&amp;S Committee</p> <p>Adequate stock of supplies – Estates/ Cleaning Contractors</p>	<p>Immediate On-Going</p>

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		<p>must be sanitized immediately after entering the door.</p> <p>To avoid any allergic reaction, the contents of the hand sanitizers to be communicated electronically to all staff in the Ascentis handbook.</p> <p>If staff choose to bring in their own hand sanitizer, they should use one that contains at least 60% alcohol and not share this with others.</p> <p>Those handling papers, should minimise the passing of papers to other individuals. However, before and after handling any paperwork, individuals must sanitise or wash their hands in case any paper sharing is required.</p> <p>Regular checks of the stock of sanitizer and soap to ensure we always have an adequate supply.</p>	<p>with advisory signage regularly so it doesn't become 'wallpaper' or illegible if it is located outside</p> <p>Moisturizer to be provided in bathrooms.</p> <p>Regularly check that the hand sanitizer ingredients have not changed.</p> <p>Employees to be provided with their own personal hand sanitizer to keep with their belongings and at their desk.</p>		
		<p><b>Cleaning</b></p> <p>Procedures are in place for the Cleaning Contractor to frequently clean and disinfect objects and surfaces that are touched regularly particularly in areas of high use such as key pads, stairs and door handles, light switches, water cooler, zip taps, coffee machine, vending machines, bins, scanners/printers/photocopiers, reception area, desks and office equipment (including phone handsets) etc. using appropriate</p>	<p>Cleaning spray and paper towels are provided throughout the building, at the tea points. Cleaning spray can be found underneath the sinks and in cupboards in meeting rooms. Individuals should use cleaning sprays throughout the day as and when necessary on frequently touched surfaces, i.e. the photocopier.</p>	<p>All employees</p> <p>Cleaning Contractor</p>	<p>Immediate On-Going</p>

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		<p>cleaning products and methods.</p> <p>Bins are to be emptied once a day, unless they become full sooner than this – this will be kept under review.</p> <p>The cleaning service provider has a business continuity plan in place to cover their own unplanned sickness and absence.</p> <p>Cleaners are using appropriate certificated materials for daily preventative cleaning with clear usage methodology.</p>	<p>Where blinds are being used or when the air conditioning units are being operated, individuals are to wash or sanitize their hands before and after operating them.</p> <p>Clear desk policy to keep surfaces clear, so that cleaning can be carried out more effectively. Employees can have their own personal box of their belongings (HotBox), to be removed from the desk they are using at the end of the day and placed into their personal locker.</p> <p>When employees are bringing equipment into the workplace from their home (e.g. returning an office chair or their laptop), this should be cleaned by the employee using the sanitizing equipment.</p>		
		<p><b><u>Ventilation</u></b></p> <p>The issue of fresh air throughout the building has been considered in full.</p> <p>There are no opening windows within the building, however the air conditioning at Ascentis House is a mechanical ventilation system, continuously replacing used air from the inside with fresh air from outside.</p> <p>Any areas in the building that have a different means of ventilation have been marked as out of bounds, or have various restrictions on use – signage indicates this.</p>	<p>If employees need fresh air at any point, they should exit the building. Employees are to be encouraged to go outside on their break for fresh air.</p>	<p>All employees Key Holders</p>	<p>Immediate Ongoing</p>

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		<p>The office is mainly open plan and a large area, which helps to lower the risk as there is more air to dilute any COVID-19 virus, and takes longer for aerosols to build up. Employees are encouraged to use the larger, open plan spaces for working than the smaller, enclosed spaces.</p> <p>Desk fans are not to be used in any poorly ventilated areas.</p> <p>Fire doors are not to be propped open for fresh air.</p> <p>Where employees are using work vehicles, ventilation systems should be set to draw in fresh air and not recirculate it. Employees are also encouraged to leave vehicle windows open. If it's cold they can leave the heating on to keep the vehicle comfortable.</p>			
		<p><b><u>Take Care with Use of Shared Facilities</u></b></p> <p>Employees are to use their own personal mug, glass, utensils and any other crockery. Employees are provided with their own cups with lids, for them to use around the building. No used crockery or utensils are left in the kitchen – they must be cleared away immediately after use and put away with the employees' personal belongings.</p>	<p>Ensure no sharing of crockery or utensils takes place.</p> <p>Should hospitality (e.g. lunch) be required, then visitors will need to be taken off site.</p> <p>Regular checks to be carried out to ensure furniture has not been moved and that social distancing is adhered to.</p>	<p>All employees</p>	<p>Immediately Ongoing</p>

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	<p>Individuals should make their own drinks and not make them for others.</p> <p>In the event of external visitors and hospitality requirements, food will not normally be offered on site. In exceptional cases where food is offered on site then hand hygiene and social distancing must be maintained at all times. Visitors' crockery are to be washed in the dishwasher before and after use. Guests are to make their own drinks or if more appropriate given a fresh, clean glass of water.</p> <p>Staff room – chairs and tables can be sprayed with a disinfectant before sitting. Cups without lids or food items that are unwrapped are not to be carried through the building.</p> <p>Shared kitchen facilities e.g. toaster, zip taps, microwave, fridge – individuals are to wash or sanitize their hands before and after use.</p> <p>No stationery should be shared – e.g. Pens should not be taken from someone else's desk.</p> <p>Where individuals use lockers, they are assigned their own locker.</p> <p>Individuals are to keep hold of their own personal belongings (e.g coats and bags) i.e. storing them under their desk or on the back their chair (as long as this does not cause a trip</p>	<p>Individuals are encouraged to use the stairs, rather than the lift. If individuals need to use the lift then it should be occupied by one person at any one time. The lift is generally only recommended for use for deliveries and for people with disabilities or reduced mobility.</p>		
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		<p>hazard or any DSE issues). Coat cupboards cannot currently be used.</p> <p>Where employees are storing belongings in the changing room e.g. towels or wet coats, these are not to touch other employees' belongings.</p> <p>Showers – where employees use the showers, the users must clean it and the shower curtain after use, using bathroom sanitizer spray.</p> <p>Individuals using shared reading materials (e.g. shared books) must keep these on the office premises and must wash their hands before and after use.</p> <p>Wash your hands before and after using shared facilities, including:</p> <ul style="list-style-type: none"> <li>• Xbox</li> <li>• Pool table</li> <li>• Harry Potter room and various Harry Potter items</li> <li>• Celebration station – wheel of fortune</li> <li>• Herb garden</li> <li>• Remote control for various screens, blinds, air conditioning system</li> <li>• Write-on-walls, pens and magnets etc.</li> <li>• Printers/scanners/franking machine</li> <li>• Screens</li> <li>• Hair straighteners and hair dryer</li> <li>• Cushions</li> </ul>			
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		<p><b><u>Social Distancing</u></b> As far as reasonably practical, measures have been implemented to ensure the number of persons in any work area comply with the 2 metre rule as instructed by the UK Government.</p> <p>These various measures are documented below:</p> <p>Processes have been redesigned to ensure social distancing is in place – signage at the point of arrival and on screens throughout the building to remind of 2 metre spacing required.</p> <p>At finish times, employees are to ensure they maintain social distance in the corridors and at doors, delaying exit where required.</p> <p>Some employees will continue to work from home to reduce number of workers on site at any one time.</p> <p>Signage marks out where individuals can sit in all shared areas.</p> <p>Toilets on all floors: Only one person should use the ladies’ and men’s toilets at any one time. To check if someone is in the toilet, individuals should knock on the door and shout as entering, to check if anyone is in there.</p> <p>2m distance between desks, to ensure</p>	<p>Staff to be reminded on a regular basis of the requirement of social distancing both in the workplace and outside of it in accordance with the UK government instructions</p> <p>Regular Management checks to ensure all social distancing measures are being adhered to including entry/exit, offices, meeting rooms, locker rooms, staff room and smoking area</p> <p>Discourage hand shaking and general close personal greetings.</p> <p>Remind staff who do not live in the same household not to car share. Encourage staff, where possible, to walk or cycle to work and if possible to avoid public transport.</p> <p>Remind staff that if they have any concerns with regards to social distancing, they should raise them with their Line Manager in the first instance. The concerns will be reviewed and relevant action will be taken, where necessary, to rectify the concerns.</p> <p>Where possible, reduce the number of</p>	<p>All Managers</p> <p>All Supervisors</p> <p>All Employed staff</p> <p>All Agency staff</p> <p>All Contractors /visitors</p>	<p>Immediate On-Going</p>
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		<p>individuals are a minimum of 2m apart. Where individuals have to pass one another to go to another part of the office, they must not stop and talk if there is not a 2m distance whilst they pass one another.</p> <p>Individuals who are sat back to back, must not turn and speak to each other. If they need to talk they must either do so via Teams or move away from the desk are to a meeting room but ensure that social distancing takes place at all times.</p> <p>Local lockdowns to be kept under constant review by HR and all employees. Any member of staff who lives in an area of local lockdown, subject to the government guidance associated with it, may be required to work from home instead of the office.</p> <p>Individuals should take care not to cross on staircases, and to shout out before going up or down stairs to make sure there is not someone else on the stairway.</p> <p>Where printers are situated behind desks that are in use, employees should use a different printer or if absolutely necessary then they should ask the individual to move away from their desk whilst the printer is used.</p>	<p>people each person has contact with by using 'fixed teams' or bubbles (so each person works with only a few others)</p> <p>Reduce movement around site by discouraging non- essential trips within the buildings. Encourage use of internal telephones/Teams</p> <p>Where practical, avoid the use of hot desks and personnel sharing equipment. Where this is not possible, ensure workstations are regularly cleaned after each user.</p> <p>If staff leave the premises on their lunch break, they should maintain social distancing and should not car share.</p> <p>Where necessary, a staff room rota is to be drawn up to ensure the maximum numbers are not exceeded and to allow teams enough time to eat their food/use the various facilities during breaks.</p> <p>Screens around the building reminds all to maintain 2m social distance.</p> <p>Break times may be staggered where</p>		
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			necessary, to ensure adequate use of facilities whilst social distancing.		
		<p><b><u>Meeting Restrictions</u></b> Unless they cannot be avoided, all meetings should take place via MS Teams.</p> <p>If meetings cannot be avoided there should be no more than the numbers allowed in each meeting room used. The meeting room should be of adequate size so that the 2 meter social distancing should be adhered to. Signage indicates seating arrangements.</p>	<p>Monitor meeting rooms and check empty offices on site to ensure compliance</p> <p>If any non-compliance is observed it must be challenged.</p> <p>Use hand sanitizer provided in meeting rooms</p>	<p>All Managers</p> <p>All Supervisors</p>	<p>Immediate On-Going</p>
		<p><b><u>Employees Working from Home Where They Can</u></b></p> <p>We continue to follow government rules regarding employees working from home if they can, to reduce the number of individuals on office premises.</p> <p>Office workers who can work from home should do so. Anyone else who cannot work from home should go to the office. In considering those who cannot work from home, this includes assessing how home working could affect mental or physical health difficulties, or those with a particularly challenging home working environment.</p>		<p>All employees</p>	<p>Immediate Ongoing</p>

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		<p>All employees have been consulted with regarding their working environment whilst the 'work from home if you can' rule is in place.</p> <p>We are monitoring the wellbeing of people who are working from home and helping them stay connected to the rest of the team, particularly where the majority of their team are working in the office.</p> <p>All employees working from home have regular check ins with their line manager to ensure their working arrangements are adequate. This includes discussing welfare, mental and physical health and personal security.</p> <p>We have provided equipment for people to work at home safely and effectively, (including remote access to work systems) accounting for different types of needs, including the needs of people with disabilities.</p>	<p>Ongoing training and HR support to be provided to line managers regarding discussing welfare, mental and physical health and personal security.</p>	<p style="text-align: center;">HR</p>	<p style="text-align: center;">Ongoing</p>
		<p><b><u>Identification of any clinically vulnerable individuals who are required to work at our premises &amp; Equality of Opportunity/Measures</u></b></p> <p>Any individual concerns about the working environment, any health vulnerabilities and any caring responsibilities that may impede an employee's ability to attend work premises or</p>	<p>Where an employee identifies a health condition or disability and they are required/desire to enter the office, the line manager will reassure them of the control measures in place and discuss</p>	<p>Line managers &amp; HR</p>	<p style="text-align: center;">Immediate Ongoing</p>

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		<p>work from home effectively, are considered and discussed prior to re-entry to the office.</p> <p>Where an employee is identified as clinically extremely vulnerable to COVID-19, in most cases they will continue to work from home wherever possible whilst Coronavirus is still considered to be a risk, unless there is an urgent business need that must be carried out in the office (in which case, all of the COVID-19 health and safety measures outlined in this risk assessment must be followed at all times).</p> <p>Where individuals have a protected characteristic, ensure they are communicated with to best understand the degree of risk they are exposed to. Consider whether there are any adjustments or measures to put in place to avoid putting those individuals at a disadvantage. This may involve carrying out an individual risk assessment for those individuals, or adapting an existing individual risk assessment (e.g for pregnant employees).</p>	<p>any necessary, reasonable adjustments to health and safety measures in place.</p>		
		<p><b><u>Workplace Testing for COVID-19</u></b></p> <p>The issue of workplace testing for COVID-19 has been considered in full.</p> <p>As we have limited numbers of individuals at office premises, with social distancing clearly maintainable throughout the building, stringent hygiene measures in place and clear rules around</p>	<p>Remind all employees that even if they have recently received a negative test result through a test they have taken at home, this does not make them exempt from any of the COVID-19 health and safety measures in place such as social distancing and hygiene controls.</p>	<p>All employees</p>	<p>Immediate</p>

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		<p>not attending office premises with any symptoms of COVID-19, regular workplace testing is not deemed necessary.</p> <p>Anyone with coronavirus symptoms can <a href="#">get a free NHS test</a>.</p> <p>The use of COVID-19 workplace testing will be reviewed should the numbers of individuals in the office environment increase and the risk of COVID-19 still deemed high by the UK government.</p>			
		<p><b><u>COVID-19 Vaccinations</u></b></p> <p>Individuals being vaccinated COVID-19 vaccinations should reduce the risk of COVID-19 transmission significantly.</p> <p>All employees have been encouraged to accept COVID-19 vaccinations and are given paid time off during working hours, where necessary, to attend vaccination appointments.</p> <p>It is important to note that the vaccination protects the individual to a certain level, but not transmission of the virus to those around them. Some employees may not be able to have the COVID-19 vaccination due to health reasons or personal reasons.</p> <p>Asking employees to declare whether they have</p>	<p>Remind all employees that even if they have received their vaccine, this does not make them exempt from any of the COVID-19 health and safety measures in place such as social distancing and hygiene controls.</p> <p>Where necessary, consider paid time off for any employees that have side effects post COVID-19 vaccine, so that the risk of unpaid time off does not deter vaccination uptake.</p>	<p>All managers and supervisors, and HR</p> <p>HR and Leadership Team</p>	<p>Immediate</p> <p>Immediate</p>

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		<p>had the vaccine does not at this stage assist in us controlling the risk of COVID-19, as all of the other control measures are in place and those who have been vaccinated are not exempt from any of the other control measures. Declaration of vaccinations may be reviewed in the future, if other control measures are removed such as social distancing, but we will follow government advice regarding this.</p>			
		<p><b><u>Personal Protective Equipment</u></b></p> <p><u>Wearing of Face Coverings</u> Where individuals that might be harmed are to come into contact with another person, less than 2m away (but this is not required in the office), they must wear a face covering over their nose and mouth. In other circumstances, it is not necessary to wear a face covering as the additional protection is provides in non-clinical settings is extremely limited - this is in line with government/HSE guidance.</p> <p>If individuals choose to wear a face covering, to minimise the risk of transmission of COVID-19, they should follow this guidance:</p> <ul style="list-style-type: none"> <li>• Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and before and after removing it.</li> <li>• When wearing a face covering, avoid touching your face or face covering, as you</li> </ul>	<p>In the rare case where two or more employees are required to work between less than 2m away from each other (to carry out a specific task), they should use a face covering. In this event, the employer will provide disposable face coverings to employees.</p> <p>Where face coverings are used, make appropriate adjustments to the types of face coverings when communicating with any individuals who rely on lip reading, facial expressions and clear sound.</p>		

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		<p>could contaminate them with germs from your hands.</p> <ul style="list-style-type: none"> <li>• Change your face covering if it becomes damp or if you've touched it.</li> <li>• Continue to wash your hands regularly.</li> <li>• Change and wash your face covering daily.</li> <li>• If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.</li> <li>• Practice social distancing of at least 1m. Please be mindful that the wearing of a face covering may inhibit communication with people who rely on lip reading, facial expressions and clear sound.</li> </ul> <p>Face coverings are not a replacement for the other control measures in this risk assessment.</p> <p><u>Gloves</u> The use of gloves is not required unless otherwise specified in this risk assessment. If individuals wish to wear gloves voluntarily, they must be disposable and disposed of immediately after use (if you are touching more than one item, a separate, new pair of disposable gloves must be worn).</p>			
		<p><b><u>Travel to Work Guidance</u></b> Where workers are using their own transport to travel to work, they are to follow social distancing and hand sanitising guidelines at all times.</p>	<p>If a worker has no alternative but to use public transport methods to get to work and cannot source a face covering themselves, the employer will provide the</p>		



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		<p>Workers travelling to work using public transport are to wear a face covering.</p> <p>It is advised that car sharing between employees should not take place unless they are from the same household.</p>	<p>worker with an adequate supply of face coverings, in order to facilitate the travel to work.</p> <p>Line managers to discuss timing of public transport and alter working patterns of employees accordingly, to further minimize the risk of an employee coming into contact with others (e.g. where necessary, using public transport outside of peak times).</p>		
		<p><b><u>Business Travel Restrictions</u></b>            Business related travel will only be required for exceptional reasons. A separate risk assessment will be undertaken for any required business travel.</p> <p>Should a staff member need to travel on urgent company business staff should not share vehicles or cabs, where suitable distancing cannot be achieved.</p> <p>Car sharing between employees for business travel should not take place unless they are from the same household.</p>	<p>Drivers must ensure they have adequate breaks and that they must stick to the social distance rules.</p>	<p style="text-align: center;">All Managers</p> <p style="text-align: center;">All Supervisors</p>	<p style="text-align: center;">Immediate On-Going</p>
		<p><b><u>Personal Travel Quarantine</u></b>            Employees are aware of the government guidance on quarantine, following return from any foreign country requiring a period of quarantine on re-entry to the UK.</p> <p>Employees are aware of the requirement to</p>	<p>Employees are encouraged to carefully consider the quarantine rules before travelling abroad.</p>		

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	<p>book enough annual leave prior to making a foreign holiday booking. In the event an employee does not have the holiday available, prior to their return to the office they can work from home.</p>			
	<p><b><u>Mental Health Support</u></b>                  Managers and HR are building mental health and wellbeing awareness across the organisation during the Coronavirus outbreak and are offering support throughout. This includes regular 1:1s and check ins, support from a 24/7 Employee Assistance Programme, regular guidance and wellbeing/mental health resources communicated by HR, line manager mental health training etc.</p> <p>We recognize that some employees may feel anxious about working in an office environment or continuing to work from home. Employees are encouraged to speak to their line manager about their concerns and to raise any suggestions about how they (or we as their employer) might be able to minimize their feelings of anxiety.</p>	<p>Ongoing regular communication of mental health information and open door policy for those who need additional support                  Refer to MIND guidance:  <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a></p> <p>All employees to be encouraged to refer to the government's guidance on mental health and wellbeing aspects of coronavirus pandemic: <a href="https://www.gov.uk/guidance/coronavirus-mental-health">Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19) - GOV.UK (www.gov.uk)</a></p>	<p>All Managers</p> <p>All Supervisors</p> <p>All employees</p>	<p>Immediate On-Going</p>
	<p><b><u>Visitors and Contractors Rules</u></b>                  Visitors and Contractors are only permitted onto the premises in cases where it cannot be avoided.</p> <p>Visitors and Contractors are confined to strictly defined areas. They are instructed to use hand sanitizer stations and to follow the</p>	<p>Avoid any unnecessary visitor movement around the site. Supervise all visitors and contractors and do not prolong the visit</p> <p>Remind visitors and contractors when entering and leaving the building to</p>	<p>All Managers</p> <p>All Supervisors</p> <p>Ops Office</p>	<p>Immediate On-Going</p>

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	<p>social distance guidelines.</p> <p>Visitors are required to sign in and out as they enter the building, so that a record of their visit can be tracked in case required for track and trace purposes.</p> <p>In the event of unplanned visitors, they are dealt with through the intercom system and where more appropriate an appointment booked to accommodate them safely. If they must enter the premises immediately, they follow social distancing and hygiene rules set out in this risk assessment and on signage displayed throughout the building.</p>	<p>use the hand sanitization points</p> <p>Monitor to ensure the number of visitor on site at any one time is limited</p> <p>Maintain the visitor and contractor signing in / out and induction system to a high standard</p>	<p>staff</p>	
	<p><b><u>Accidents and Emergencies Procedures</u></b></p> <p>In an emergency, for example an accident or a fire, staff do not have to stay 2 meters apart if it would be unsafe – but they should make every effort to maintain social distancing.</p>	<p>Remind staff who are involved with the provision of assistance to others that they should pay particular attention to sanitation measures immediately afterwards, including washing hands</p> <p>Review the contents of the First Aid kits to ensure there are masks and gloves available.</p>	<p>Managers/ Supervisors /First Aiders</p>	<p>Immediate On-Going</p>
	<p><b><u>Collection and Deliveries</u></b></p> <p>When a courier enters the premises a 2 meter distance must be adhered to at all times whilst on the premises.</p>	<p>Carry out regular checks to ensure compliance</p> <p>Ensure couriers use the hand sanitizer and hand washing facilities.</p>	<p>All Managers</p> <p>All</p>	<p>Immediate On-Going</p>

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	Desks should be wiped down after the collection/delivery has been removed.	Table to be placed by the front door for the delivery of post.  Trolley to be used for the collection of parcels/post.	Supervisors  Ops Office staff	
	<p><b><u>Communication &amp; Training</u></b></p> <p>Ensure that all workers understand the COVID-19 related safety procedures and internal policies / rules, prior to entry into the office.</p> <p>Ensure all signage is suitable for those that are colour blind.</p> <p>As and when there is any change to the health and safety control measures, or any changes to national rules governing office work (due to COVID-19), these will be communicated to all.</p> <p>Screens around the building can be used to remind people of key COVID-19 health and safety messages</p>	<p>Asking staff to complete a COVID-19 Back to Work online course through WorkRite, prior to re-entry to the office.</p> <p>Prior to reentry to the office, asking all staff to read and confirm their understanding of the control measures in place as a result of this risk assessment (in writing)</p> <p>Display the 'COVID-19 Secure in 2020' poster in the building – displayed on ground floor.</p> <p>Display a completed copy of this risk assessment electronically in a central location – Sharepoint.</p> <p>Make a copy of the completed risk assessment available on our Ascentis and IDLS website.</p>	<p>All Managers</p> <p>All Supervisors</p> <p>HR/Estates</p> <p>HR/Estates</p> <p>HR/Estates</p>	Immediate On-Going