

**Returning to the office after lockdown and identification of protective measures required.**

<b>IN THE OFFICE</b>				
<b>Hazard</b>	<b>Who is at risk</b>	<b>What is the type of risk</b>	<b>Additional controls</b>	<b>Monitored by:</b>
Risk of infection as work resumes in the office following lockdown	All staff All visitors Delivery drivers Cleaning staff	Risk of infection with Covid 19 by contact, ingestion, inhalation	Government advice remains to work from home where possible.  Staff should not return to the office until advised otherwise.  Numbers to be planned and restricted to ensure social distancing is maintained.  Staff to work in “bubbles” with other assigned to the same date.  Staff to comply with any and all restrictions within the building.	<b>Contingency Group</b>
			Reinforce key Government public health messages to all staff: <ul style="list-style-type: none"> <li>cover the mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing (Catch it — Bin it — Kill it) put used tissues in a sealed bag in a bin straight away</li> <li>wash hands regularly with soap and water for at least 20 seconds (use hand sanitiser gel if soap and water are not available)</li> <li>use the hand sanitiser placed at points throughout the building</li> <li>avoid close contact with people who are unwell</li> <li>any staff who are unwell must go home</li> <li>clean and disinfect frequently touched objects and surfaces</li> </ul> Staff should: <ul style="list-style-type: none"> <li>clean their own workstations at the start and end of each day</li> </ul>	<b>Contingency Group and line managers</b>

			<ul style="list-style-type: none"> <li>• clean their door pass and office keys regularly</li> <li>• use door openers if they have them</li> <li>• not touch their face, eyes, nose or mouth if hands are not clean</li> </ul>	
Working with other people	All staff All visitors	Lack of social distancing leading to increased infection	<p>Staff are required to practice effective social distancing while in and around the workplace, while involved in work activities and when travelling to and from work, whenever possible, by:</p> <ul style="list-style-type: none"> <li>• Avoiding nonessential contact with others</li> <li>• Keeping a safe distance of at least 2 metres (about 3 or 4 steps) from others at all times or whenever possible</li> <li>• Avoiding physical contact (e.g. hugs, handshakes, etc.)</li> </ul> <p>Adaptations to the premises to support social distancing include:</p> <ul style="list-style-type: none"> <li>• A review of all work premises to identify suitable adaptations which will support social distancing</li> <li>• Offices and work-spaces to be set up to support social distancing, e.g. layout changes, appropriate signage, stickers and floor markings to denote safe distances, etc.</li> <li>• Workstations and desks to be arranged with recommended distance between them – where necessary screens will be fitted</li> <li>• Establishing maximum occupancy limits for offices and work areas</li> <li>• Reducing the need for staff to move around within the workplace</li> </ul> <p>Adaptations to work processes to support social distancing will include:</p> <ul style="list-style-type: none"> <li>• Cancelling nonessential meetings or holding them online</li> <li>• Holding essential meetings in well ventilated rooms with appropriate social distancing in place – limit numbers to essential members only and use phone/video conferencing, etc</li> </ul>	<b>Contingency Group and line managers</b>

			<ul style="list-style-type: none"> <li>• Replacing face-to-face meetings wherever possible with video conferencing, phone conferencing, phone calls etc</li> <li>• Holding meetings outdoors</li> <li>• Providing hand sanitiser at meetings</li> <li>• Cancelling nonessential training unless held online and all face-to-face training/recruitment practices</li> <li>• Carrying out any essential training/recruitment by using email/online e-learning wherever possible rather than bringing people together face to face</li> </ul> <p>The Board will display notices in all premises reminding staff of the key infection prevention requirements, including the need to maintain safe distancing.</p> <p>Where such activities need to continue appropriate mitigation methods should be put into place, such as:</p> <ul style="list-style-type: none"> <li>• Increased hand washing</li> <li>• Increased environmental cleaning</li> <li>• Keeping the activity time involved as short as possible</li> <li>• Reducing the number of people each person has contact with by using “fixed teams or partnering” (so each person works with only a few others)</li> <li>• Meeting outdoors</li> <li>• Limiting the number of people involved in the activity</li> <li>• Following additional protocols for meetings that are put in place</li> </ul>	
<p>Infecting others in busy areas of the office (reception,</p>	<p>All staff All visitors Cleaning staff</p>	<p>Risk of infection with Covid 19 by contact</p>	<ul style="list-style-type: none"> <li>• Increased general cleaning</li> <li>• Hand sanitiser Gel dispensers to be placed throughout the building for hands free application including at entrances and exits and outside toilets</li> <li>• Chapel closed to staff</li> </ul>	<p><b>Contingency Group</b></p>

kitchen, water fountains and toilets)			<ul style="list-style-type: none"> <li>• Small meeting room closed to staff</li> <li>• Kitchens closed to staff</li> <li>• Water fountains closed to staff</li> <li>• Staff asked to bring in own food and drink</li> <li>• Staff to stagger leave, start and lunchtimes</li> <li>• Staff to follow entrance and exit requirements</li> <li>• Staff told not to gather in communal areas</li> <li>• Staff reminded to wash their hands regularly and in accordance with government advice</li> <li>• Reception closed to visitors</li> <li>• Deliveries of private items to staff at the office prohibited to reduce traffic and interaction</li> <li>• Reception staff to be provided with PPE as necessary</li> <li>• Staff to be provided with door openers</li> <li>• Office cleaning regime increased to ensure all hard contact surfaces are cleaned daily</li> </ul>	
Staff unaware of new office protocols and requirements	All staff All visitors	Lack of awareness could increase risk of infecting others	<p>Staff provided with this risk assessment and return to office protocol document.</p> <p>Posters to be placed throughout the building to remind staff of their responsibilities</p>	<p><b>Contingency Group</b></p> <p><b>AK</b></p>
Passing on infection at desks	All staff	Shared or close use of desks could increase the risk of infection	<p>Shared use of desks and chairs to be stopped</p> <p>Staff told to observe a clean desk policy and leave as little as possible on their desk when they leave the office</p> <p>Staff to wipe down their keyboard, telephone and mouse at the start of every day.</p> <p>Increased cleaning of the office will be taking place</p>	<p><b>Contingency group</b></p>

Proximity of desks	All staff	Risk of infection if desks are too close together	Staff in shared rooms to work on different days to each other	
Use of toilets	All staff All visitors Cleaning staff	Risk of infection with Covid 19 by contact	<ul style="list-style-type: none"> <li>• Toilets on ground and first floors to be limited to one person at a time</li> <li>• Signage to be improved to show vacant/not vacant</li> <li>• Posters to remind staff to close toilet lids before flushing</li> <li>• Paper towels to replace roller towel</li> <li>• Increased cleaning of office</li> <li>• Posters reminding staff to wash their hands to be placed in each toilet</li> <li>• Hand sanitizer points placed outside each toilet</li> </ul>	<b>Contingency Group</b>
Use of the entrance key pads and keys	All staff Cleaning staff	Risk of contact with multiple users but essential to maintain use for security of building	<ul style="list-style-type: none"> <li>• Staff to use the staff entrance door to enter and leave the building</li> <li>• Staff encouraged to disinfect their key pass and keys after use</li> <li>• Staff to wash their hands whenever they enter the building</li> <li>• Staff to enter the building alone and not hold doors open for colleagues</li> <li>• If a member of staff sees a colleague entering/leaving the building they should wait until that person is sufficiently away from the entrance/exit before doing so themselves</li> </ul>	<b>Contingency Group</b>
Crowding in the office at the main entrance	All staff	Risk of overcrowding if colleagues arrive simultaneously	<p>Staff should move on from the reception area without delay</p> <p>Staff must observe the new layout in the reception area</p>	<b>Contingency Group</b>
Insufficient fire marshals and/or first aiders	All staff All visitors	Lack of clear evacuation procedures and first aid cover	Fire marshals and first aiders to be identified within plan to ensure sufficient cover in emergencies	<b>Contingency Group</b>

Overcrowding in circulation routes	All staff Cleaning staff	Risk of reduction in social distancing on stairs and in corridors	If staff see a colleague in a corridor or on the stairs they should retreat to a safe distance and allow the staff member to proceed before proceeding themselves	<b>Contingency Group</b>
Use of photocopiers	All staff	Risk of infection if multiple users are queuing at the copier and increased foot traffic around office	Local printers to be used where possible  Reception staff to re-fill photocopiers at regular intervals – other staff should not  Staff should wipe the photocopier after use	<b>GS NK</b>
Use of Holywell Lodge by others	All staff All visitors Cleaning staff	Risk of infection if there are multiple users in the building	Meetings must not be held in the offices unless absolutely essential and agreed by the Diocesan Secretary at least 48 hours in advance.  No visitors will be allowed onto the premises	<b>Contingency Group</b>
Use of meeting rooms	All staff Cleaning staff	Risk of infection with Covid 19 by contact, ingestion, inhalation	If the meeting rooms need to be used all windows and doors should be opened  Meetings should be as short as possible with a minimum number of people in attendance  Unless it is absolutely necessary tables and chairs should not be used - If tables and chairs have had to be used they must be cleaned by the user immediately following the end of the meeting  The person who opened the windows should close them at the end of the day and clean the locks with wipes	<b>Contingency Group</b>

Visitors and colleagues based at other offices coming to the office	All staff Cleaning staff	Increased number of people in office over planned number	No external visitors to be invited to the office initially.  Volunteers and colleagues based at other offices to continue to work from home/other offices until numbers increased and further assessments can be made	<b>Contingency Group</b>
Staff show signs of infection	All staff Cleaning staff	Infection could spread rapidly through the office	If a member of staff becomes unwell in the workplace with coronavirus symptoms (a new, continuous cough or a high temperature) they must go home and are advised to follow government advice to self-isolate.  The following actions should be taken within the workplace: <ul style="list-style-type: none"> <li>• All surfaces that a symptomatic person has come into contact with must be cleaned and disinfected, especially objects visibly contaminated with body fluids and all potentially contaminated high contact areas such as toilets</li> <li>• Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids, can be cleaned thoroughly as normal</li> <li>• Cleaning staff should use disposable cloths or paper roll and a combined detergent disinfectant solution at a dilution of 1000 parts per million available chlorine</li> <li>• Cleaning staff must wear appropriate PPE</li> <li>• Waste from cleaning of areas where possible cases have been (including disposable cloths and tissues) should be “double-bagged” and tied off; it should be placed in a secure holding area for 72 hours before being disposed of in general waste.</li> </ul>	<b>Contingency Group</b>
Staff may get sick with coronavirus infection.	All staff Cleaning staff	People who have symptoms must “self-isolate” at	The following safety arrangements should apply to staff health: <ul style="list-style-type: none"> <li>• Staff who are considered extremely vulnerable or high-risk should not be expected to attend for work in the workplace – where possible or appropriate they will be furloughed or supported to work from home</li> </ul>	<b>Contingency Group</b>

		home for 7 days from the start of symptoms to prevent them from infecting others	<ul style="list-style-type: none"> <li>• Staff who are sick or self-isolating should phone immediately and inform Susan and/or their line-manager – on no account should they attend work</li> <li>• Staff should not come to work if they are self-isolating or if they have COVID-19 symptoms or if they feel unwell</li> </ul>	
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<b>TRAVEL TO WORK</b>				
<b>Hazard</b>	<b>Who is at risk</b>	<b>What is the type of risk</b>	<b>Additional controls</b>	<b>Monitored by:</b>
Travel to and from work may lead to greater risk of virus transmission.	All staff Cleaning staff	Public transport may be restricted to achieve social distancing on trains, buses, etc. and may also lead to increased risk of infection	Staff who normally travel to work by public transport should continue to work from home  Staff should not car share	

<b>HOME WORKING</b>				
<b>Hazard</b>	<b>Who is at risk</b>	<b>What is the type of risk</b>	<b>Additional controls</b>	<b>Monitored by:</b>
Staff working in the office	All staff Cleaning staff	Staff working together in workplace premises inevitably raises the risk	Homeworking has been adopted by the Board as the preferred method of work wherever possible during the lockdown and only staff who need to be on-site should attend workplace premises  The following working arrangements were put into place to support homeworking:	



		<p>of virus transmission</p> <p>Hot desking and the sharing of equipment present hazards that raise the risk of virus transmission further</p>	<ul style="list-style-type: none"> <li>• the minimum number of people needed on site to operate safely and effectively (to check and distribute post, bank cheques, ensure repairs are carried out and check the general health of the building)</li> <li>• Departmental and line managers reviewed all staff job roles in order to facilitate and encourage homeworking wherever appropriate</li> <li>• Monitored the wellbeing of people working from home and those who have been furloughed and put in place measures to support their mental and physical health and personal security</li> <li>• Provided enhanced IT support for homeworkers to ensure the effectiveness of working arrangements and the security of information and data, for example, remote access to work systems</li> <li>• Increased the number of all-staff events on-line to keep people connected</li> </ul> <p>As we return to a more formal work setting, staff are asked to note:</p> <ul style="list-style-type: none"> <li>• Hot-desking will not be supported at this time</li> <li>• Equipment should not be shared between staff</li> <li>• The use of high-touch equipment in the workplace, e.g. whiteboards, pens, etc. should be avoided</li> <li>• They must leave a clear desk at the end of every day they are in the office and ensure their keyboard, mouse, screen and telephone are wiped down at the start and end of every day.</li> <li>• The last person in an office must close all windows and the office door</li> <li>• Staggered start, leave and lunchtimes and allocated days in the office must be adhered to</li> <li>• Please note any changes to the office opening hours and plan your journeys accordingly</li> <li>• Bring in sufficient food and hot and cold drinks to sustain you throughout the day. (Water-coolers and kitchens must not be used.)</li> </ul>	
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