



COVID-19 WORKPLACE RISK ASSESSMENT

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WHO SHOULD GO TO WORK?

OBJECTIVES	CONTROLS
<ol style="list-style-type: none"> 1. To make sure individuals who are advised to stay at home under existing government guidance do not physically come to work. This includes individuals who have symptoms of Covid-19, who need to quarantine as well as those who live in a household with someone who has symptoms 2. To monitor and manage the number and who is on site 3. To treat everyone in our workplace equally 	<ul style="list-style-type: none"> • Enablement of colleagues to work from home where appropriate • Provision of equipment for people to work at home safely and effectively, for example, remote access to work systems • Ensure that those working on site are known and recorded as being on site so that in the event of anyone testing positive, we can assess whether there is a need for anyone else to isolate in accordance with the latest Government guidance. • As we move to a phased return to the office, we will monitor the numbers of people onsite and work with teams to ensure maximum numbers who can be safely onsite are not exceeded • Monitoring of the wellbeing of people who are working from home and will help them stay connected to the rest of the workforce • Keeping in touch with off-site colleagues on their working arrangements including their welfare, mental and physical health and personal security • Giving consideration to establishing any particular measures or adjustments to take account of our duties under the equalities legislation • Making reasonable adjustments to avoid disabled colleagues being put at a disadvantage and assessing the health and safety risks for new or expectant mothers • Ensuring that the steps taken do not have an unjustifiable negative impact on some groups compared to others, for example, those with caring responsibilities or those with religious commitments

- Providing clear guidance to all colleagues including running mandatory training/re-introduction to the office training to ensure that they understand what is required
 - We will work with extremely vulnerable and clinically vulnerable individuals to ensure that where possible they only return to work when community infection rates are low
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SOCIAL DISTANCING

OBJECTIVES

1. Whilst Government guidance on social distancing has changed, we will continue to maintain some controls to reduce the risk of infection.

CONTROLS

- As the volume of colleagues that need to operate from the office increases, we will, where possible, continue to operate at every other desk to reduce the risk of spread of infection.
- Use back-to-back or side-to-side working (rather than face to-face) whenever possible.
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CLEANING

OBJECTIVES	CONTROLS
<ol style="list-style-type: none"> 1. To keep the workplace clean and prevent transmission by touching contaminated surfaces 2. To help everyone keep good hygiene through the working day 3. To reduce transmission through contact with objects that come into the workplace 	<ul style="list-style-type: none"> • Fixed hand sanitizer stations installed at all main entrance points throughout Huntswood space • Frequent cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods • Signage introduced to encourage good hygiene practices in common areas • Hand washing facilities with soap and water in place and advice on stringent hand washing • Drying of hands with disposable paper towels • Gel sanitisers in any area where washing facilities not readily available • Standard cleaning out of hours (desk wipe, vacuuming of all areas, kitchen clean (surfaces wiped, floors cleaned) with enhanced cleaning of desk equipment (wipe down of keyboard, mouse and chair rests) • Enhanced cleaning during working hours - frequent cleaning of areas touched regularly by more than one individual • Where possible a desk is to only be used by an allocated individual over the course of a day to reduce the risk of transmission of the virus • Where a desk may need to be used by more than one person during the course of a day more detailed cleaning will be undertaken between individual use and cleaning materials will be made available for individuals to wipe down keyboards, chair arms etc. • When IT equipment is returned by a leaver this will be cleaned thoroughly before being passed to another individual for use

- Huntswood representatives to be reminded through posters to:
 - Wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels
 - Catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace
 - Wash their hands. when they get home or into work, and while at work after blowing their nose sneezing or coughing, eating or handling food
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CUSTOMERS, VISITORS & CONTRACTORS

OBJECTIVES	CONTROLS
<ol style="list-style-type: none">1. To minimise the number of unnecessary visits to offices2. To make sure people understand what they need to do to maintain safety	<ul style="list-style-type: none">• Meetings are encouraged via remote connection/working where this is an option• Avoiding transmission during meetings, for example, avoiding sharing pens, documents and other objects.• Hand sanitiser shall be provided in all meeting rooms• Visitor times may need to be restricted to a specific time window and this will be monitored on an ongoing basis• A record of all visitors shall be maintained in line with our Access Control policy•

WORKFORCE MANAGEMENT

OBJECTIVES	CONTROLS
<ol style="list-style-type: none"> 1. To make sure all colleagues understand Covid-19 related safety procedures 2. To make sure all colleagues are kept up to date with how safety measures are being implemented or updated 	<ul style="list-style-type: none"> • • Clear, consistent and regular communication will be provided to colleagues to improve understanding and consistency of ways of working • Colleagues shall be engaged through existing communication routes and the staff forum to explain and agree any changes in working arrangements and to monitor and understand any unforeseen impacts of changes to working environments • We will maintain records of those attending site and use the access control system to cross reference this information to enable us to assist the Test and Trace service and assist NHS Test and Trace with requests for that data if needed. This could help contain clusters or outbreaks

COVID-19 SYMPTOMS

OBJECTIVES	CONTROLS
<p>To be clear on managing incidents of Covid-19 in the workforce</p> <p>To make sure individuals who are advised to stay at home under government guidance to stop infection spreading do not physically come to work. This includes:</p> <ul style="list-style-type: none"> • individuals who have symptoms of COVID-19 • those returning from holiday in countries where the Government advise that individuals should self-isolate when they return home • those who live in a household with someone who has symptoms 	<ul style="list-style-type: none"> • Anyone that becomes unwell with any symptoms of Covid-19 in the workplace will be sent home and advised to arrange for testing and follow Government guidance • Line managers will maintain regular contact with colleague's during this time • If advised that a colleague or member of the public has developed Covid-19 Huntswood will provide support to the Government's Test and Trace Policy in locating individuals that have been in contact with the infected colleague •

- those who are advised to self-isolate as part of the government's test and trace service.
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VENTILATION

OBJECTIVES

To use ventilation to mitigate the transmission risk of COVID-19.

Ventilation into the building should be optimised to ensure a fresh air supply is provided to all areas of the facility and increased wherever possible.

Ventilation systems should provide an adequate supply of fresh air

CONTROLS

We will work with building managers for buildings that Huntswood occupies to:

- Increase the existing ventilation rate by adjusting the fan speed.
- Operating the ventilation system when there are people in the building.
- Monitoring and managing filters in accordance to manufacturer instructions.
- Keep doors and windows open if possible.
- Use desk fans where possible= to improve air circulation, provided there is good ventilation.

ACCIDENT, SECURITY AND OTHER INCIDENTS

OBJECTIVES

To prioritise safety during incidents

CONTROLS

- People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands
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MENTAL HEALTH

OBJECTIVES

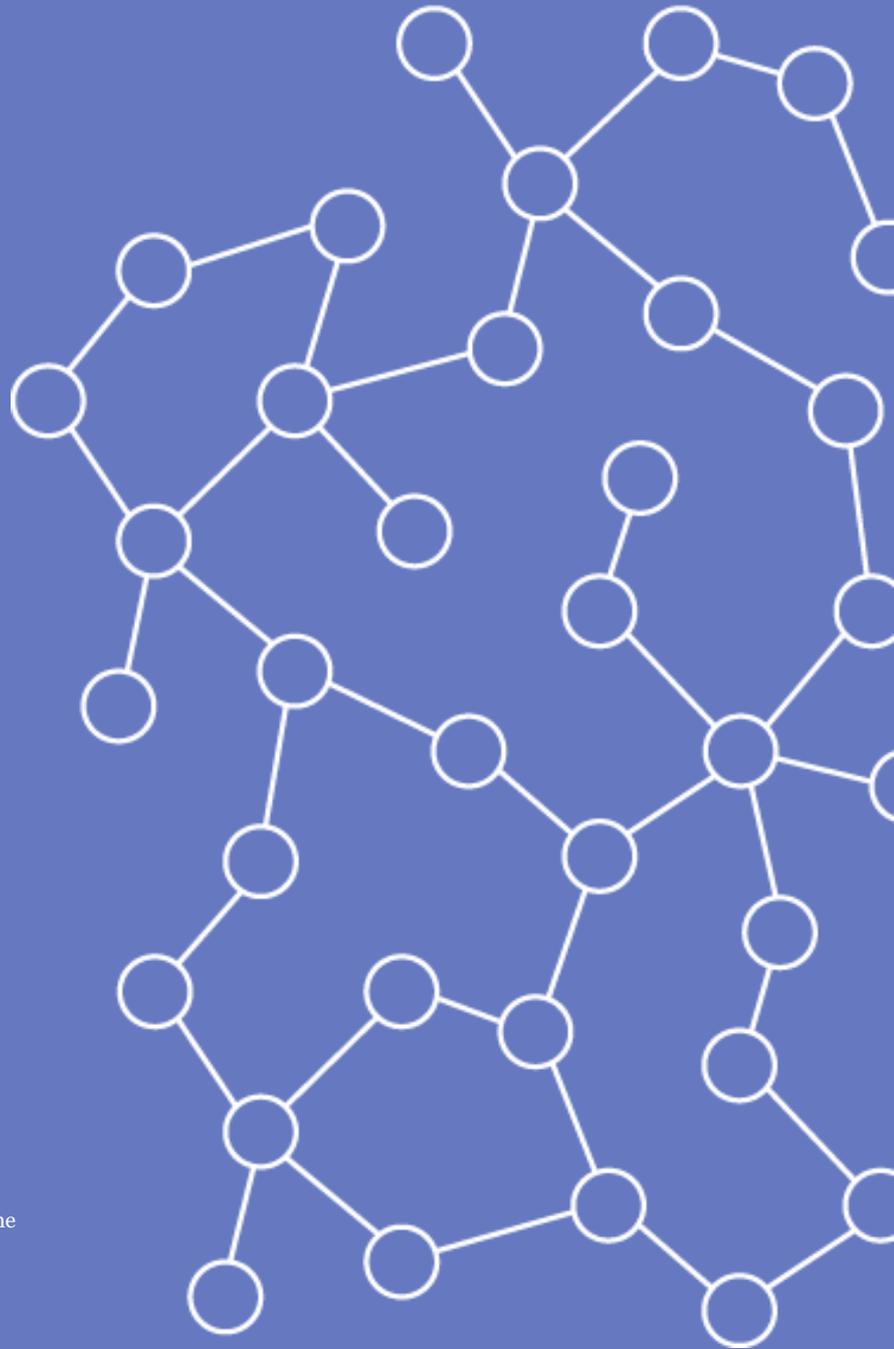
To ensure awareness and focus on the importance of mental health at times of uncertainty

CONTROLS

- Huntswood will promote mental health & wellbeing awareness to colleagues during the Coronavirus outbreak and offer whatever support they can to help
- Huntswood managers will be provided with guidance on helping identify potential mental health issues and understand the appropriate policies/procedures and support options
- Huntswood Mental Health first aiders provide additional support to Managers and individuals as and when required to both permanent and associate resource
- Regular communication of mental health information and open-door policy for those who need additional support
- Mental Health First aiders will meet regularly to share best practice
- A broad range of support processes are available and will be communicated through the usual channels as well as Managers and Mental Health first aiders

PPE

OBJECTIVES	CONTROLS
To ensure provision of PPE aligned with Government guidance	<ul style="list-style-type: none">• Public Health guidance on the use of PPE (personal protective equipment) to protect against Covid-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours• Government guidance on the wearing of facemasks should be followed. Wearing a face covering in offices is optional and is not required by law• Protective screening has been installed on both Huntswood receptions to provide an additional protection barrier



PUBLIC: The information is in the public domain or there is no impact to Huntswood if the information is released into the public domain.

PRIVATE: Information that should only be accessed and distributed within Huntswood, its partners, approved third parties and clients.

RESTRICTED: Private information, with the additional requirement to have controls on access within Huntswood e.g. Finance Only.

SECRET: Very sensitive information, with significant value, that justifies heightened protective measures (restrictions), e.g. board papers