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Help For All COVID-19 Return to Work Charity Office

Risk Assessment

RA Ref No:

Assessor

Job

Assessment Date

Review Dates

A.N. Other

Office Manager

1 August 2020

Assessment Location

Somewhere House, No

Persons at Risk

Office Staff and Volunteer

le Person.

The risk assessment and controls/measures below have been completed to identify the risk to staff/volunteers/contractors and visitors in respect of the Coronavirus and to eliminate/reduce the potential for infection. The assessment has been completed in accordance with the COVID-19 Secure Notice are on display at selected parts of the Location.

ate the risk to staff/volunteers/contractors and visitors in respect of the premises, contamination of surfaces, and to maintain social distancing and contractors.

This risk assessment has been completed in accordance with the COVID-19 Secure Notice are on display at selected parts of the Location.

ance on managing the risk of COVID-19. Copies of the signed COVID-19

Factors Causing Spread of Virus

Ex

Further Measures

Contact with infected persons

All staff/volunteers/contractors must complete the COVID-19 Health Check before entering the premises.

All staff/volunteers travelling to and from the workplace must wear face covering.

each day
ation of the

The Assessor will check each staff member/volunteer/contractor/visitor has completed the Declaration before they enter the premises/location and keep records of arrivals.

support must

Proximity to other staff/volunteers

Social distancing measures must be maintained in all parts of the workplace.

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Information, signs and markings will be distributed where practical throughout the premises/location.

Contaminated and potential contaminated surfaces

The premises have been cleaned and disinfected using approved sanitisation and cleaning products.

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The premises will continue to be cleaned daily.

Specific parts of the building may need further cleaning during working hours – please see below.

Contamination and potential contamination of surfaces

Hand sanitiser will be provided in all parts of the workplace, as well as hand washing facilities.

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At intervals during the working day the availability of hand sanitiser will be checked and replenished. Staff and volunteers should report any shortage of hand sanitisers to the Assessor.

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Factors Causing Spread of Virus	Ex	Further Measures
Overcrowding	The number of staff and volunteers will be limited at any one time for the Department. Staff/volunteer rotas have been reviewed to ensure days and hours to maintain reasonable spacing between staff/volunteers on the premises.	No contractors or visitors will be permitted on the premises. This will be reviewed in 2 weeks dependent on Government guidelines and relaxation of lockdown. These rotas will be reviewed in 2 weeks following consultation with staff/volunteers and any changes to Government guidelines.

Action Required	Actioned By	Date
2 week review by xx September to manage/vary staff/volunteer rotas to ensure reasonable spacing between staff/volunteers and/or visitors to the Premises.	HR Manager and Assessor	

Workplace Premises	Further Measures
Entrance	<p>Keypad entry will be used to ensure staff/volunteers are admitted individually to the premises and will wait outside maintaining social distancing at the entrance.</p> <p>Staff/volunteers should be screened for symptoms immediately with no waiting time.</p> <p>The Assessor will control entry whilst checking staff/volunteers have completed the COVID-19 Health Check Declaration.</p> <p>For the purposes of the NHS Test and Trace Service, all staff and volunteers' attendance records will be kept for 21 days. If any contractors attend the location then their attendance records will also be kept for 21 days for the purposes of the NHS Test and Trace Service.</p> <p>Hand sanitisers are available by the entrance.</p>
Staircase	<p>Users should remain 2m apart.</p> <p>n/a</p>
Lift	<p>Maximum of two persons allowed in the lift at one time.</p> <p>Do not use bare skin/hands to press buttons.</p> <p>Face covering should be worn by both persons if 2 are in the lift.</p>
Open Office	<p>Desks/workstations have been rearranged to ensure social distancing, and where possible, desks that are face-to-face.</p> <p>Staggered work rotas will help to ensure reasonable spacing is maintained while staff/volunteers are at their desks/workstations.</p> <p>Staff/volunteers should not congregate around any desks.</p>

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Workplace Premises	Further Measures
	<p>ensure social distancing</p> <p>If a staff member/volunteer (vulnerable) a rear screen to protect that person from passers-by</p>
Manager's Office	<p>No more than 3 people at any one time as this is the size of the office and 2m social distancing.</p> <p>Seating to be arranged to ensure 2m social distancing.</p> <p>Desk and table surfaces to be cleaned following any meeting in this office.</p>
Kitchen	<p>A maximum of only two people at any one time to maintain social distancing.</p> <p>Kitchen surfaces to be cleaned regularly. A rota system to ensure doors are left open at all times.</p> <p>Tea/coffee and lunch breaks will be staggered to avoid possible overcrowding.</p> <p>Staff/volunteers should wash and clear away all utensils they use when they have finished with these.</p> <p>Kettle handle and top, fridge and cupboard handles will be wiped clean immediately after use.</p>
Toilets	<p>No more than one person at any one time.</p> <p>Anyone waiting should stand outside.</p> <p>Toilet facilities surfaces to be cleaned regularly.</p> <p>All staff/volunteers must maintain hygiene standards per government guidelines in hand washing.</p> <p>Hand dryers or disposable hand towels to be available, as well as hand sanitisers.</p>
Meeting Room	<p>A maximum of 4 people at any one time. Chairs will be arranged to ensure 2m social distancing.</p> <p>A one-way system will be applied on a clockwise basis and participants should enter the room in the correct order to ensure no crossing over.</p> <p>Immediately after use the meeting table, arms to the meeting chairs and any meeting equipment will be wiped clean.</p>

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Action Required		Actioned By	Date

Workplace Tasks			Further Measures
Deliveries to Office	Deliveries will not be signed for (to ensure continuity) and will only be delivered to a designated person. 2m social distancing should be maintained.	For legal reasons, the signor should use their own pen and wear gloves when handling the signature sheet. Gloves are available for handling deliveries if requested by staff. If more than one member of staff/volunteers is required to move the delivery, gloves & face covering must be used by both staff/volunteers.	
Receipt/Handling of fundraising cash proceeds	Only one staff member should handle cash into the premises, have sanitised exterior of the container until they are sanitised, for at least 24 hours or at least [xx] days.	Do not collect or accept further fundraising in the form of cash, and instead accept fundraising only by contactless credit/debit card or online payment.	
No other tasks which involve necessary sharing and proximity have been identified	Staff are requested to be assessed for such tasks they consider a risk assessment.		

Action Required		Actioned By	Date

Assessor's Signature			
Approved by			
Approver's Signature:			