

Call Assist Coronavirus Risk Assessment

Assessment carried out by: Gemma Colling



Date Completed: 16<sup>th</sup> June 2020

Next review date: 15<sup>th</sup> June 2021

What are the hazards?	Who is at risk?	What controls are in place?	What further controls are required?	Who actions?	By when?
<p><b>Transmission/contracting of virus –</b></p> <p><b>Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Further information is available at</b></p> <p><b>Symptoms include</b></p> <p><b>High temperature</b>  <b>New, continuous cough</b>  <b>Loss of, or change to sense of smell or taste</b></p> <p><b>Symptoms can be mild, moderate, severe or fatal.</b></p> <p><a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p>	<p>All Staff</p>	<p>All staff are working from home where possible.</p>	<p>Regular welfare meetings/calls to be established via MS Teams or other similar system.</p> <p>Board emails have details of who staff can contact should they need any additional support.</p>	<p>Linda Baker/Richard Baker</p>	<p>Ongoing</p>

<p><b>Transmission/contracting virus – Office General.</b></p>	<p>Staff attending the office</p>	<p>Social distancing and hand washing procedures in place for those staff working in the office.</p> <p>Masks to be worn in the office.</p> <p>Gloves are available for staff to use if they wish a bin has been placed outside for the disposal of them.</p> <p>Government guidelines suggest staff do not wear the same clothing to the office two days running, we have asked staff follow this where possible.</p> <p>Office windows should be opened during office hours to ensure building is well ventilated.</p> <p>Promote good hand and respiratory hygiene</p> <p>All door handles and light switches etc are to be cleaned regularly throughout the day.</p>	<p>Social distancing posters are displayed both inside and outside the building.</p> <p>Catch it, bin it, Kill it posters are displayed around the building.</p>	<p>Cleaning team regularly check levels of soap/sanitizer.</p> <p>Monitored by Gemma Colling</p>	<p>Ongoing</p>
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		<p>All staff are reminded to wash their hands regularly and use hand sanitizer.</p> <p>Staff to check temperature before attending work shouldn't attend the office if above 37.8. Thermometer available if required.</p> <p>If anyone becomes unwell with a new or continuous cough or a high temperature in the office they will be sent home and advised to follow the stay at home guidance.</p> <p>Staff are encouraged to limit the number of departments they visit</p> <p>Perspex screens being installed throughout the buildings.</p>	<p>Hand sanitizer is available for use throughout the buildings</p> <p>Anywhere the affected staff member has spent any time will be thoroughly cleaned.</p> <p>Staff should be using email or telephone to avoid face to face contact with colleagues</p> <p>Cleaned daily by the cleaning team.</p>		
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<p><b>Transmission/contracting of virus – Opening and closing the office</b></p>	<p>Staff attending the office</p>	<p>Staggered arrival and departure times. One way system in place with 2 metres markings/posters both inside and outside of building</p> <p>Tanda machine placed on reception</p> <p>Staff to sanitize hands immediately upon arrival at the office.</p> <p>Staff to reverse into car parking spaces.</p>	<p>Hand sanitizer is available for use throughout the building</p>	<p>Monitored by Gemma Colling</p>	<p>Ongoing</p>
<p><b>Transmission/contracting of virus – Workstations</b></p>	<p>Staff attending the office</p>	<p>Seating plan in place to avoid hot desking and ensure social distancing.</p> <p>Staff are only to use their own workstation (including computer and telephone) and are to wipe these down at the beginning and end of each day.</p> <p>All staff are reminded to wash their hands regularly.</p> <p>Extra cleaning of desks by cleaning team</p>	<p>Hand sanitizer is available for use throughout the building</p> <p>Wipes located at head desk on both top/middle floor</p>	<p>Head desk contact Gemma Colling when wipes/sanitizer are required.</p>	<p>Ongoing</p>

<p><b>Transmission/contracting of virus – Incoming Post</b></p>	<p>Staff attending the office.</p>	<p>Staff opening/handling the post are to ensure that they wash their hands immediately once they have finished.</p> <p>Staff are not to sign for any post.</p> <p>Deliveries are left outside the building, moved and then left for 72 hours.</p>	<p>Hand sanitizer is available for use.</p>	<p>Reception staff</p>	<p>Ongoing</p>
<p><b>Transmission/contracting of virus – Outgoing Post</b></p>	<p>Staff attending the office.</p> <p>Royal Mail.</p>	<p>Staff preparing renewal invites and other outgoing post are to ensure that they wash their hands before starting this task and again once completed.</p>	<p>Hand sanitizer is available for use.</p>	<p>Reception Staff</p>	<p>Ongoing</p>

<p><b>Transmission/contracting of virus – Kitchen/Staff room</b></p>	<p>Staff attending the office.</p>	<p>Only four members of staff allowed in the kitchen at a time.</p> <p>Kitchen surfaces (including hot/cold water machines, taps, door handles, fridges ,vending machine, TV Remote, light switches, air con control, bin, cupboards)</p> <p>Kitchens are cleaned at the beginning and end of the day with a cleaning log on wall.</p> <p>All staff are to wash their hands prior to using anything in the kitchen (including opening cupboards etc). They are to wash their hands immediately once they have finished in the kitchen.</p> <p>Sofas limited to one person only. Tables are placed 2metres apart with only one chair at each table (excess chairs have been removed).</p>	<p>Hand sanitizer is available for use.</p>	<p>Cleaning team regularly check levels of soap/sanitizer.</p>	<p>Ongoing</p>
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<p><b>Transmission/contracting of virus – Pool Car</b></p>	<p>Staff using Pool Car</p>	<p>Only one person in car at a time.</p> <p>Staff must wipe steering wheel/gear stick and key before and after using car.</p>	<p>Hand sanitizer and wipe are in car</p>	<p>Staff member using car</p>	<p>Ongoing</p>
<p><b>Transmission/contracting of virus – Toilets</b></p>	<p>Staff attending the office.</p>	<p>Max of two people at any one time (two cubicles blocked off and middle sink not in use). All surfaces (including door handles, taps, sink etc are regularly cleaned with cleaning log on wall</p> <p>All staff reminded to wash their hands after using the toilet and then frequently throughout the day.</p>	<p>Soap/sanitizer available in all toilets</p>	<p>Cleaning team regularly check levels of soap/sanitizer.</p>	<p>Ongoing</p>