

Review date: 9th October 2020

What are the hazards?	Who might be harmed and how?	Controls	What further action do you need to consider, to control the risks?	Who needs to carry out the action?	When is the action needed by?
<p>Getting or spreading coronavirus by not washing hands or not washing them adequately</p>	<ul style="list-style-type: none"> ▪ Staff members ▪ Contractors ▪ Visitors 	<ul style="list-style-type: none"> ▪ Staff guidance on cleaning, hygiene and regular hand washing and use of hand sanitiser ▪ Provision of soap, paper towels and hand sanitisers throughout the office ▪ Provision of specific hand sanitiser for staff with skin conditions ▪ Posters and signs to remind staff to wash their hands 	<ul style="list-style-type: none"> ▪ Ensuring staff follow the processes and procedures put in place ▪ Ensuring the replenishment of hand sanitiser units ▪ Near-miss reporting to help identify where controls cannot be followed or people are not doing what they should 	<ul style="list-style-type: none"> ▪ All staff ▪ HR Administrator ▪ Staff asked to notify the HR Administrator if units need replenishing ▪ Reports to be made to the HR Administrator 	<p>On-going</p> <p>Weekly checks of the hand sanitiser units</p> <p>On-going</p>

<p>Getting or spreading coronavirus in common use high traffic areas such as kitchen, corridors, toilet facilities, entry/exit points and other communal areas</p>	<ul style="list-style-type: none"> ▪ Staff members ▪ Customers ▪ Contractors ▪ Visitors 	<p>Follow staff guidance on communal areas</p> <ul style="list-style-type: none"> ▪ Temperature checks as people enter the office. ▪ Hand sanitiser provided for use in cars after touching the barrier code ▪ Hand sanitiser available at the entrance for use after using the key code ▪ Stairway – staff instructed to give way to those coming up the stairs ▪ Kitchen – closed for use. Coffee/tea station to be set up by a designated member of staff. Provision of wipes to use when touching flasks/milk pot ▪ Shared equipment (printers, franking machine, water cooler etc) – wipes and hand sanitiser provided. All staff encouraged to minimise use of the printers. ▪ All staff encouraged not to use the walkway at the same time as others or to maintain a social distance. Social distancing markers on the walkway ▪ Staff encouraged not to go to people’s desks to speak to them but to email and phone instead. 	<ul style="list-style-type: none"> ▪ Ensuring the replenishment of hand sanitiser units & replacement of anti-bacterial wipes 	<ul style="list-style-type: none"> ▪ HR Administrator ▪ Staff asked to notify the HR Administrator if units need replenishing 	
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Getting or spreading coronavirus through staff travelling on public transport or travelling together	Staff members	<ul style="list-style-type: none"> ▪ Staff are asked to travel outside of peak commuter hours to minimise their risk of contact with other people. Staff will be provided with the appropriate PPE. ▪ Attendance at external meetings by more than one member of the team is discouraged. If more than one person has to attend, the team members cannot travel together to the meeting. 			

<p>Getting or spreading coronavirus by not cleaning surfaces, equipment, and workstations</p>	<ul style="list-style-type: none"> ▪ Staff members ▪ Visitors ▪ Contractors 	<p>Staff guidance on cleaning and hygiene</p> <ul style="list-style-type: none"> ▪ Staff asked to clean their workstation with anti-bacterial wipes, before and after work. ▪ Clear desk policy to make cleaning of surfaces easier and reduce the likelihood of contaminating objects. ▪ Cleaning schedule of high traffic areas – signed off by the cleaner every evening. ▪ Staff guidance on the use of PPE. ▪ No hot desking permitted. ▪ Hand sanitiser and wipes provided near all shared equipment. ▪ Contractors issued with H&S guidelines and procedures to follow when they are on site. 			<p>Staff guide updated 20/8/2020</p>
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Mental health and wellbeing affected through isolation or anxiety about coronavirus	Staff members	<ul style="list-style-type: none"> ▪ Line managers have regular keep in touch meetings/calls with people working at home to talk about any work issues. ▪ Line managers will also discuss personal issues and try to ensure that there is a “social” element to the call ▪ Weekly HR clinics to discuss any issues ▪ Regular surveys to get feedback from staff ▪ Promotion of the counselling services and the access to the Mental Health Champion. ▪ Staff given flexibility with hours – i.e. patchworking to fit around childcare commitments. Break in the morning and afternoon is scheduled into their diaries 	<ul style="list-style-type: none"> ▪ Share information and advice with workers about mental health and wellbeing 	<ul style="list-style-type: none"> ▪ HR Administrator/Mental Health Champion 	On-going
Contracting or spreading the virus by not social distancing	<ul style="list-style-type: none"> ▪ Staff members ▪ Customers ▪ Contractors ▪ Visitors 	<p>Follow staff guidance on social distancing</p> <ul style="list-style-type: none"> ▪ Phase 1 of return to work – staff returning in two bubbles to reduce the risk of cross-infection and also to comply with social distancing rules. ▪ Floor markers on the walkway and the kitchen. ▪ Staggered start and finish times. ▪ Give way to staff coming up the stairs. ▪ Limited internal meetings. 	<ul style="list-style-type: none"> ▪ Ensuring staff follow the processes and procedures put in place ▪ Car park – consideration of car parking spaces and whether staff coming in are likely to be next to each other 	<ul style="list-style-type: none"> ▪ All Staff ▪ HR Administrator 	<p>On-going</p> <p>On-going</p>

<p>Musculoskeletal disorders as a result of using DSE at home for a long period of time</p>	<p>Staff members</p>	<ul style="list-style-type: none"> ▪ Reduced capacity in the meeting rooms. ▪ Single occupancy in the toilets. ▪ Signs reminding staff to socially distance. ▪ Provision of PPE and instruction on how to use it. ▪ Contractors issued with H&S guidelines and procedures to follow when they are on site. <p>Health and safety assessments carried out for all staff working from home.</p> <ul style="list-style-type: none"> ▪ Staff have collected office equipment to use at home. ▪ Chair supports have been provided. ▪ Laptop stands have been provided. 	<ul style="list-style-type: none"> ▪ Appropriate health and safety assessments if home-working becomes long term. ▪ Resolve any outstanding issues from health and safety risk assessments 	<ul style="list-style-type: none"> ▪ HR Administrator ▪ All outstanding H&S issues now resolved 	
<p>Poor workplace ventilation leading to risks of coronavirus spreading</p>	<ul style="list-style-type: none"> ▪ Staff members ▪ Contractors ▪ Visitors 	<ul style="list-style-type: none"> ▪ The buildings air conditioning system is serviced and maintained by the landlords. The system draws in fresh air rather than recirculating the air. 			

Increased risk of infection and complications for vulnerable/BAME staff	<ul style="list-style-type: none"> ▪ Staff members 	<ul style="list-style-type: none"> ▪ Vulnerable/BAME staff members will not be required to come into the office – office working will be voluntary. 	<ul style="list-style-type: none"> ▪ Put systems in place so that staff know when to notify us that they fall into one of these categories, e.g. they start chemotherapy or are pregnant ▪ All appropriate health and safety procedures in place with regard to social distancing and hand hygiene. This category of staff will be encouraged to be extra vigilant. 		Staff guide updated 20/8/20
Increased risk of spread of infection – staff returning from holidays abroad	<ul style="list-style-type: none"> ▪ Staff members 	<ul style="list-style-type: none"> ▪ Staff advised to notify the Society of their travel plans and will be advised accordingly of the self- isolation rules 			
Increased risk of spread – staff coming into contact with someone who tests positive for Covid-19/is symptomatic or feels ill whilst at work	<ul style="list-style-type: none"> ▪ Staff members ▪ Contractors ▪ Visitors 	<ul style="list-style-type: none"> ▪ Staff advised not come to work if they have been in contact with someone who tests positive for Covid-19. Encouraged to get tested asap. ▪ If staff member feels unwell at work or is contacted by Track and Trace service, they are advised to go home straight away. All other staff members in the office will be asked to go home as well. 			
Incorrect use of PPE may lead to the spread of infection	<ul style="list-style-type: none"> ▪ Staff members ▪ Contractors ▪ Visitors 	<ul style="list-style-type: none"> ▪ Staff given guidance on the use of PPE. Gloves to be disposed of after one use. If wearing a mask, maintain social distancing, maintain regular hand washing or sanitisation. Avoid touching your face and pulling the mask up and down off your face. 			