

## COVID – 19 Risk Assessment – Marle House

Covid-19 is a new illness that can affect lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. This is a Risk Assessment for dealing with the current Covid-19 situation in the workplace (Marle House). Future Directions is a Key Worker Organisation and staff are needed to remain in work to support the pandemic, keeping vulnerable people safe.

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors</li> <li>• Vulnerable groups –</li> <li>• Anyone else who physically comes in contact with Future Directions at Marle House.</li> </ul>	<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place.</li> <li>• Stringent hand washing taking place.</li> <li>• Sanitizer when entering &amp; leaving the building</li> <li>• Drying of hands with disposable paper towels.</li> <li>• Staff encouraged to protect the skin by applying hand cream regularly</li> <li>• Gel sanitisers in areas to support washing facilities</li> </ul>	<p>Employees have a personal responsibility to achieve the required standards of personal hygiene.</p> <p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, and Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice.</p>	Office Manager	Weekly

		<p><u>Cleaning</u> Frequently cleaning and disinfecting objects and surfaces that are touched regularly. Staff are advised to use anti-bacterial wipes on desks and equipment before and after use.</p> <p>Areas are cleaned by cleaning services on a daily basis. Including the disinfecting of communal areas, photocopier and access and egress areas. All Kitchen equipment and areas..</p> <p>Door handles and surfaces are cleaned several times during the day, using appropriate cleaning products and methods.</p> <p><u>Social Distancing</u> Social Distancing – Home working has been supported reducing the number of persons in Marle House to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency.</p> <p>As a Key worker organisation Home working cannot be facilitated 100% of the time so a</p>	<p>This is emailed to all staff and available on the following website <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Staff have a responsibility to wipe down their desk, chair arms, phone and computer equipment with anti-bacterial wipes at the start and end of the day and as required.</p> <p>Staff are reminded regularly of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.</p> <p>Staff should be reminded about Social distancing in all communal areas</p>	<p>Office / HR/ Finance Manager</p> <p>Office Manager</p>	<p>Weekly</p> <p>Weekly</p>
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		<p>booking in system is running at Marle house to ensure Social Distancing can be adhered to. All staff will be required to attend work for part of the week to support the reallocation of priority work that arises during the pandemic. Staff may be required to undertake work outside of their job description as required by the organisation and in line with training requirements.</p> <p>Processes have been redesigned to ensure social distancing in place. No staff are to wait in the reception area. Walkways have been parked up, only 1 person in the kitchen at one time, staff attending for meeting should go straight to the meeting room and then leave as soon as the meeting is finished.</p> <p>Meeting rooms have been designed to achieve Social distancing.</p> <p>Staff are required to wash hands before and after the meeting.</p>	<p>including when passing each other and in corridor areas.</p>	<p>Office/ HR/ Finance Manager</p>	<p>As Required</p>
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		<p>Meeting work surfaces are cleaned before and after meetings.</p> <p>Staff are to make their own drinks in kitchen areas not everyone in the office area.</p> <p>People supported and operational staff are not visiting Marle House.</p> <p>Conference calls, SKYPE, Team and Zoom are being used instead of face to face meetings, where possible.</p> <p>F2F meeting sizes have been reduced to ensure adherence to Social Distancing guidelines.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to in kitchen area and smoking area.</p> <p><u>Wearing of Gloves</u> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed</p>	<p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p>	<p>Office Manager</p>	<p>Weekly</p>
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		<p>on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p><u>Symptoms of Covid-19</u> If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.</p> <p>BAME heritage staff who have any concerns related to COVID-19 should contact HR or their line manager to Risk Assess individual concerns and agree a support plan.</p> <p>Thermometers are available on site to take temperatures should staff have any concerns.</p> <p>Line managers will also arrange to have the staff tested. Staff will also be advised to self-isolate.</p> <p><u>Mental Health</u> Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>	<p>Line Manager</p>	<p>Through Supervisions/ Team Meetings</p>
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		<p>offer whatever support they can to help. Employees will be referred to Occupational Health for support.</p> <p>Staff may become isolated if homeworking so following guidance should attend the workplace for part of their working week and as required by the organisation. Social distancing should apply.</p>	<p>Regular communication of mental health information and open door policy for those who need additional support.</p>		
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