

## **Working Safely During COVID 19**

### **Risk Assessment**

#### **Sanford House**

**Risk assessment carried out by: Pam Webb/James Moss**

**Date: 29/05/2020**

**Government risk level: Medium and staged return**

This risk assessment covers VAS staff, staff of tenants, volunteers and visitors to the shared areas of Sanford House and needs to be considered alongside tenant's specific risk assessments for their own offices and the shared Social Distancing Policy for the building.

This document follows HM Government 'Working safely during COVID – 19 in offices and contact centres Guidance for employers, employees and the self-employed' 11<sup>th</sup> May 2020.

This document will be reviewed regularly in line with updates to government guidelines and in consultation with staff and tenants.

#### **Current Considerations**

- **Returning to work whilst adhering to social distancing policy.**
- Sanford House re-opens to tenants **but not to** the public
- Each tenant has shared the agreed Sanford House Social Distancing Policy for Sanford House with employees.
- Each tenant has shared the agreed Code of Conduct for staff in the building
- Clear signage around the building confirms social distancing protocols to visitors.

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When by? (Date)	Date complete
<p>Risk of contamination from surfaces in shared areas:</p> <p>Kitchen Washrooms Handles Staircase Hallways, landing</p>	<p>Staff may contract virus and/or spread to others.</p> <p>Staff at high risk of touching common areas e.g. shared kettles and door handles</p>	<p>Individual tenants to implement social distancing policies which will limit the number of staff in the building at any one time.</p> <p>Notice clearly displayed in hallway reminding staff about frequency of handwashing.</p> <p>All washrooms restricted to one person at a time and only one cubicle is available in shared washrooms.</p> <p>Antibac wipes to be supplied in cubicles and sinks with request for people to wipe surfaces they have touched after use</p> <p>Hand dryers are out of action and paper towels to be used.</p> <p>All shared meetings rooms set out to comply with 1 metre plus social distancing.</p> <p>A half hour mandatory gap between shared meeting room booking to enable common areas to be wiped with antibacterial wipes</p> <p>Shared kitchen areas limited to one person at a time and each person required to wipe common areas used after use with antibacterial wipes.</p> <p>Individuals to make their own drinks using designated cup.</p>	<p>Deep disinfectant clean of building and all surface areas before more people return</p>	<p>Cleaners</p>	<p>TBA</p>	

		<p>Shared seating areas remain out of action at the present time.</p> <p>Cleaning three times a week including the wiping down of desks and door handles</p> <p>Daily additional cleaning of door handles, doors, handrails and, switches during the day as well as shared meeting rooms between use</p>				
VAS and tenant staff not maintaining social distance in common areas.	Risk of airborne infection spread and staff contracting or spreading virus	<p>An updated social distancing policy has been put in place and agreed with tenants and disseminated to staff using the building which:</p> <p>Agrees a one direction route up and down stairs cases to avoid cross over. Only one person using the lift at any one time. Only one person using the washrooms at any one time Agreed protocols for use of shared kitchen areas and meetings rooms.</p>				
Risk of contamination through visitors touching shared spaces and/or not maintaining social distancing	Staff may contract virus and/or spread to others	Building is not re-opened to the public and any contractors and suppliers are be pre- arrangement and must sign up to the updated Social Distance Policy				
Outbreak of or suspected case of COVID-19 in building	Staff and volunteers within the building. Members of the public if any in the building	<p>Reintroduce isolation room to isolate anyone who is suspected of having COVID-19. Meeting Room 1 to be used and cleaned afterwards.</p>				