

## COVID-19 Risk Assessment

Company name: International Alert

Assessment carried out by: Property and Compliance Manager

Document reviewed: 01/09/2021

Date assessment was carried out: 01/09/2021

What are the hazards?	Who might be harmed and how?	Controls required	Additional controls	Who needs to carry out the action?	When is the action needed by?	Done
<b>Spread of COVID-19</b>	Staff, visitors, cleaners, delivery drivers, vulnerable individuals, anyone who comes into contact with the organisation	<p><b>Symptoms of COVID-19</b> Staff are obliged to monitor their health and must obtain a COVID-19 test if they show any of the identified symptoms. Any person who tests positive must self-isolate at home for 14 days minimum.</p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be required to go home and advised to follow the stay at home guidance. Line managers (and HR as appropriate) will maintain regular contact with staff members during this time. If advised that a member of staff or public has developed COVID-19 and were recently on our premises, the Facilities</p>	<p>Temperature checks will be in place upon arrival at reception and people with a fever will not be permitted to enter the office.</p> <p>Line managers (and HR as appropriate) will offer support to staff who are affected by COVID-19 or have a family member affected.</p>	<p>Reception</p> <p>Line managers and HR</p>	<p>Daily</p> <p>As required</p>	

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		team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.				
		<p><b>Social distancing</b>  Redesign of the office to comply with 1m+ distancing, including: rearranged seating plan, use of plastic screens between desks, meeting rooms out of use, restricted use of common areas, 'give way' system in place where possible, tape on the floor to designate a safe distance, and clear and simple signage throughout the office to remind staff to maintain distance.</p> <p>A 1m 'safe zone' will be enforced around desk chairs.</p> <p>Touching and shaking hands is prohibited. Paperwork must not be passed between people. Instead, staff can use</p>	<p>Staff to be reminded on a daily basis to maintain social distancing in the office and outside.</p> <p>Staff should reduce the number of contact points by maintaining a 'social bubble' with their team and limiting interactions with other colleagues.</p> <p>Staff should prioritise using telephone and email to communicate, to minimise interactions.</p> <p>Shouting and raising your voice will not be permitted in the office, as this can spread germs.</p>	<p>Reception</p> <p>All staff</p> <p>All staff</p> <p>All staff</p>	<p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p>	

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		<p>pigeonholes in the Old Technology room to drop off items for colleagues.</p> <p>Operating hours have been designed to reduce staff exposure to rush hour crowds. The office will initially open 2 days a week from 11am–3pm.</p> <p>The maximum capacity of each room and lift to be clearly displayed and strictly observed.</p> <p>Staff are not required to return to the office if they do not feel comfortable doing so and alternative arrangements will be made with managers.</p>				
		<p><b>Face masks and PPE</b></p> <p>Alert will provide masks for staff use. These are mandatory when moving around the office, but are not required when sitting at your desk. Masks are also mandatory in shops, on public transport and in many enclosed public spaces.</p>	<p>If you choose to wear a face mask, it is important to use it properly and wash your hands thoroughly before putting it on and before and after taking it off. Avoid touching your face or face mask. Change your face mask if it becomes damp or if you have touched it. Change and</p>	All staff	Daily	

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		<p>Facilities, IT and finance staff must wear PPE (face shield) due to regular face-to-face interaction with staff.</p> <p>A bin will be placed under the stairwell for disposable masks and PPE and these will be disposed of in a timely manner.</p>	wash your face mask daily.			
		<p><b>Hand washing</b> Hand sanitising stations will be available at access points (entrances, landings, boardroom) and hand sanitiser and antibacterial wipes distributed throughout the workplace.</p> <p>Wet hands should be dried with disposable paper towels.</p> <p>Signage to encourage stringent hand washing and Catch it, Bin it, Kill it advice.</p> <p>Signage to limit use of high-touch items and equipment such as</p>	<p>All staff and visitors are required to sanitise their hands when entering the office.</p> <p>Staff must wash their hands regularly, follow Catch it, Bin it, Kill it advice and avoid touching their face, eyes, nose or mouth with unclean hands.</p>	All staff and visitors	Daily	

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		printers, whiteboards and lift buttons.				
		<b>Cleaning</b> Cleaning staff will thoroughly clean and disinfect objects and surfaces that are touched regularly, particularly in areas of high use, such as door handles, light switches, printers, staircase railings and the reception area, using appropriate cleaning products and methods.  Disinfectant wipes to be provided on every floor.	Staff encouraged to disinfect their desk and personal equipment at the start and end of the day.  Workspaces to be cleared and waste removed from the work area at the end of a shift.  Line managers to ensure that necessary cleaning procedures are being followed.	Staff, line managers, cleaning staff	Daily	
		<b>Contact tracing</b> Contact details of staff and visitors in the office, including arrival/departure times, will be kept on record for 21 days in compliance with the NHS Test and Trace regulations.	Details to be recorded by reception to minimise use of communal pens.	Reception	Daily	
		<b>Air ventilation</b> Air sterilisation units will be operational on every floor to maximise circulation of sterile air.		Facilities Manager	Completed	

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		Doors to remain open when possible, to aid ventilation and minimise contact with surfaces.				
		<b>Commuting to work</b> Staff should walk or cycle where possible. When not possible, you can use public transport or drive. You must wear a face covering when using public transport.  All staff and visitors must report to reception upon arrival and should exit via the back door.		Staff		
		<b>Visitors/Deliveries</b> Visitors are prohibited from entering the building. Remotely meeting visitors is strongly recommended.  No personal deliveries to the office will be permitted. Essential deliveries ordered by Facilities will be reduced by ordering larger quantities less often.	Contractors and essential service visits will be rescheduled to reduce interactions and overlap with staff.	Facilities  Reception	Weekly  Daily	
		<b>Meetings</b> Meetings are to be held virtually. All meeting				

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		rooms will be closed for the foreseeable future.				
		<b>Breaks</b> Capacity of the Rec room to be capped at 10 (8 seated, 2 in the kitchen) and social distancing measures to be strictly enforced. Seating will be reconfigured to maintain distancing and reduce face-to-face contact. Staff should remain on-site during breaks if possible and maintain social distancing if leaving the premises.	Staff should attempt to stagger their break times to avoid overcrowding in the Rec room and places to eat.  Staff must clean up their cutlery and crockery after use.  It is recommended to bring food from home to avoid shopping for food at lunchtime.	All staff and line managers	Daily	
		<b>Mental health</b> Line managers (and HR as appropriate) will monitor the wellbeing of staff working from home, including their welfare, mental and physical health and security.  Staff will be provided with telephone counselling support via the Employee Assistance Programme.	Regular communication of mental health information and open-door policy for those who need additional support.	Line managers and HR	Regularly	

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		<p><b>Accessibility</b> Hand sanitiser stations will be at an accessible height for all.</p> <p>Lift capacity will be capped at one person.</p> <p>Staff are not required to return to the office if they do not feel comfortable doing so and alternative arrangements will be made with managers.</p>				
		<p><b>Communicating changes and procedures</b> The COVID-19 staff protocol and office risk assessment documents will be developed and shared with staff prior to their return to office.</p> <p>Ongoing engagement with staff will ensure that COVID-19 procedures are practical and minimise disruption.</p>	<p>A staff survey will assess the impacts of COVID-19 procedures on working effectively in the office.</p>	<p>Facilities/HR</p> <p>HR</p>	Ongoing	