

**BusinessSafe Online**

**Cynthia Spencer Hospice – Pondwood House, Pondwood Close, Moulton Park, Northampton. NN3 6RT**

<b>Title :</b> Coronavirus (Covid-19) - Office Environments	<b>Date of Assessment :</b> 25/5/200	<b>Risk Assessor :</b> Charlotte Jones
<b>Risk Assessment Reference :</b> CSHCV19-1	<b>People involved in making this assessment :</b> Charlotte Jones & John Helm	
<b>Task/ Process :</b> Office based support activities and use of the Cynthia Spencer Pondwood House	<b>People at Risk :</b> Office Based Employees, Field Based Employees, Tennants Employees , Contractors, Visitors	
<b>Hazard : Passenger Lifts</b> The enclosed space within the lift with passengers pose a risk of potential contamination through coughing and sneezing.		
<b>Control Measures:</b>		
1. The passenger lifts are subject to regular routine cleaning by contracted cleaning staff.		
2. Employees are encouraged to use the staircase to access their individual work areas.		
3. Avoid using passenger lifts when a large amount of users are present.		
4. Avoid using the tip of your finger when pressing buttons, use the back of the knuckle to select the appropriate floor, hands should be washed as soon as possible.		
5. When using the passenger lift, face away from other users.		
<b>Hazard : Communal Food &amp; Drink Preparation Areas</b> Potential risk or transfer of pathogens through cross contamination.		
<b>Control Measures:</b>		
1. When food or drinks are being prepared ensure that good hygiene standards are maintained.		
2. Where spills of food or liquids occur, users must ensure that the work surfaces are left in a clean and sanitised condition.		
3. Employees are required to use thier own drinking mugs/glasses to prevent cross contamination.		
4. Employees must not place their hands directly into food/waste bins or receptacles as there may be contaminated products, food or tissues inside.		
5. Users of the preparation areas are required to wash their hands thoroughly before using these facilities.		
6. Clean tea towels should be replaced on a daily basis to ensure ongoing hygiene. Paper (blue steel) tissue is also made available.		
7. Half eaten food products are required to be placed in a sealed wrapper, bag or container, if being stored in the communal refrigerator.		
8. The microwave oven should be left in a clean condition and wiped out afer use.		
9. Fruit products provided for employees, must be washed before being consumed.		

10. Cultery must be thoroughly washed after each use and not left on the work surface.

11. A dishwashers is available downstairs and must be used to thoroughly clean crockery and cutlery.

**Hazard : Waste Materials** Potential risk or transfer of pathogens through cross contamination as a reult of contact with waste.

**Control Measures:**

1. Waste bins are provided at employee desk areas and within food/drink preparation areas.

2. Employees must not place their hands directly into food/waste bins or receptacles as their may be contaminated products, food or tissues inside.

3. Disposable tissues, should be used when coughing and or sneezing then put the tissue in a bag or pocket then throw the tissue in the bin.

4. All waste bins and receptacles should be emptied on a dailly basis.

5. Employees are required to have consideration for contracted cleaning staff with regards to discarded tissues, food, etc in order to prevent cleaning staff being accidently contaminated.

**Hazard : Meeting Rooms** Potential risk or transfer of pathogens close contact to other persons.

**Control Measures:**

1. Communications/meetings in enclosed spaces such as conference room/meeting rooms should only be undertaken for essential busineess needs and kept as short as possible.

2. Employees in attendance in Conference/meeting rooms must ensure that they sit a suficcet distance way from each other.

3. Where meetings are required to be undertaken with external clients/visitors an appropriate distance (2 meters) should be maintained.

4. Physical contact with clients/visitors, such as handshakes, hugs, etc are not to be undertaken, though a polite explanation will be required.

**Hazard : Smoking Shelters** Inhalation of second hand tobacco smoke and or vapours from e-cigarettes may result in adverse coronavirus health effects.

**Control Measures:**

~~1. Employees must avoid inhaling second hand tobacco smoke and vapour emitted from e-cigarettes from other persons whilst visiting clients sites. Although there is no evidence of transmission, this should be deemed as a precautionary measure.~~

~~2. Smoking tobacco or e-cigarettes is confined to a dedicated smoking shelter external to floor -4.~~

**Hazard : IT Equipment** Direct contact with potentially cross contaminated IT equipment may cause adverse coronavirus health effects.

**Control Measures:**

1. Employees are required to ensure that all IT equipment, such as keyboards, screens are cleaned/disinfected on a regular basis throughout the working day with suitable wipes/cleaning methods that does not damage equipment.
2. Employees should refrain from using each others IT equipment, in order to prevent accidental cross contamination.

**Hazard : Telephone Equipment** Direct contact with potentially cross contaminated telephone equipment that may cause adverse coronavirus health effects.

**Control Measures:**

1. Telephone equipment is cleaned at the end of each working day.
2. Employees are advised against sharing their work phone, head sets and personal mobile phones with other employees, in order to prevent accidental cross contamination.
3. Employees are required to ensure that all workphones and head sets phones are cleaned/disinfected on a regular basis throughout the working day, with suitable wipes/cleaning methods that does not damage equipment.

**Hazard : Working Environment** Employees working within the office environments may be at risk of exposure to infected persons, surfaces and equipment, which has the potential of contracting and or passing on the coronavirus.

**Control Measures:**

1. Employees must avoid close face-to-face contact or touching other employees, visitors, etc.
2. Physical contact with employees, such as handshakes, hugs, pat on the back, etc. is to be avoided.
3. Employees are required to be environmentally aware and sit out of the direction of portable fan heaters, cooling fans and or ventilation are blowing across each other.

**Hazard : Welfare Facilities** Cross contamination from contaminated surfaces from bodily fluids may have a detrimental effect on health.

**Control Measures:**

1. Where welfare facilities are required to be used during the working day, an awareness of surfaces (toilets, sinks, door handles, bar soap, and liquid soap dispensers, etc) and objects which are visibly contaminated with body fluids must be observed and staff to clean down facilities after use and then thoroughly wash their hands.
2. Contract cleaning services has increased and such facilities are cleaned on a more frequent basis and soap dispensers maintained.
3. Employees are required to ensure that the toilet seat is in the close position before flushing, in order to prevent flushing aerosols becoming airborne and contaminating the facility, ~~air hand dryer with potential pathogens.~~
4. Where bodily fluid contamination is seen or suspected, employees are required to report this to the Management team.
5. Employees are to clean their hands after using the toilet, by washing their hands with soap and water for at least 20 seconds.

**Hazard : Coat Cupboards** Cross contamination from contact with items of clothing may have a detrimental effect on health.

**Control Measures:**

1. Employees are required to ensure that coats, scarfs and other outdoor items are stored separately within the coat cupboard avoiding contact with other personal items.

**Hazard : Vulnerable Employees** Vulnerable employees with existing health conditions are at a higher risk of contracting Covid-19, which may have a significant increased adverse affect on their health and wellbeing.

**Control Measures:**

1. Where employees have a family members who is immunosupressed they must inform their management team.

2. Physical contact with other employees, such as handshakes, hugs, etc are not to be undertaken.

3. A list of vulnerable employees within each team has been collated and where required, restrictions/advice has been provided or working from home has been put in place.

4. Vulnerable employees to clean their hands frequently, using an alcohol-based hand sanitiser that contains at least 60-95% alcohol, or to wash their hands with soap and water for at least 20 seconds.

5. Vulnerable employees must not touch their eyes, nose or mouth, if their hands are not clean

6. Vulnerable employees must ensure that a safe distance (2 meters) is maintained from other employees for the duration of the working day.

**Hazard : Cleaning & Hygiene** Inadequate cleaning & hygiene standards pose a risk of contracting the infection and cross contaminating and surfaces.

**Control Measures:**

1. Contracted cleaning staff of welfare areas have been increased in line with the increased cleaning regimes.

2. Cleaning regimes have significantly increased and the frequency of cleaning of hard surfaces (floors, handrails, door handles, building equipment buttons, switches, etc).

3. Suitable disinfectant cleaning products are used by the contracted cleaning staff.

4. A colour coded cleaning system is adopted by contracted cleaning staff, to prevent cross contamination of surfaces.

5. Sufficient water, liquid soap and hand sanitiser dispensers are provided throughout the building.

6. Employees are required to report anything contaminated/spilt that requires cleaning.

**Hazard : Personal Hygiene** Inadequate personal hygiene standards pose a risk of contracting the infection and cross contaminating and surfaces.

**Control Measures:**

1. Employees must not touch your eyes, nose or mouth, if their hands are not clean

2. Any potentially contaminated clothing should be removed and placed in a suitable plastic bag/container.

3. A disposable tissue, should be used when coughing and or sneezing then put the tissue in a bag or pocket then throw the tissue in the bin. If a tissue is not available for employees, they should cough and sneeze into the crook of their elbow.

4. Employees are to clean their hands frequently, using an alcohol-based hand sanitiser that contains at least 60-95% alcohol, or to wash their hands with soap and water for at least 20 seconds.

**Documents Associated with this Risk Assessment:**

**Review Date :**

**Reviewer :**