

## COVID-19 Head Office Risk Assessment

**Who might be harmed and how?** Employees, visitors, cleaners and vulnerable groups (including those with existing or underlying health conditions) may become infected with COVID-19, which could seriously affect their wellbeing.

Controls Required	Additional Controls	To be actioned by	Date to be actioned	Date Actioned
<b>Self-Isolation</b>				
Self-isolation	<p><b>Self-isolation</b> You no longer <b>legally</b> need to self-isolate if you test positive for Covid-19. However, the Government and Ableworld strongly encourage you to follow safe behaviours, stay at home for 5 full days and avoid contact with other people. After 5 days you may choose to take a LFT followed by another the next day – if both are negative and you do not have a temperature you can return to your normal routine. You should also avoid contact with anyone in the ‘at risk’ group</p> <p><b>If you get symptoms of coronavirus</b> You are advised to get a test as soon as possible if you get any symptoms of coronavirus (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste – symptoms differ for the Omicron variant – headache, aches and pains and scratchy throat) and report the result to HR human.resources@ableworld.co.uk</p>	All staff	24/02/2022	
<b>Workplace</b>				
	<p>Staff who wish to continue to follow social distancing guidelines (one to two metres) may do so.</p> <p>To mitigate immediate risks to safety, in the event of an emergency or fire, social distancing rules will not apply.</p> <p>Desk arrangements should allow for social distancing and encourage employees to be back to back and side to side, rather than working face to face. Desks must also be an appropriate distance away from office walkways.</p>	All staff and visitors		

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	<p>Hot-desking is not permitted at this time.</p> <p>All office-based employees will be provided with a designated workspace area. It is preferable that a workspace is only used by the designated person.</p> <p>Partitions between desks and walkways will remain in place.</p> <p>Communal sharing of stationery should continue to be avoided.</p> <p>All waste bins must be lined to ensure that they can be emptied without touching the contents.</p> <p>Workplace space, including communal areas, kitchen and printer areas should be managed to ensure that social distancing rules are observed by those who wish to maintain the one to two metre distance.</p> <p>Employees are encouraged to bring packed lunches to work rather than preparing meals within the communal kitchen.</p> <p>Face-to-face meetings are only to be held if absolutely necessary and with the minimum number of people required. Where face-to-face meetings are arranged, these will be kept as brief as possible and social distancing rules will apply especially in areas without natural ventilation. Maximum numbers have been introduced for meeting rooms. Please check with HR if you are unsure.</p> <p>Where shared meeting space is used, the area should be wiped down with suitable sanitiser immediately after the meeting has ended.</p> <p>Conference calls, Skype, Zoom and other media will continue to be adopted accordingly. If arranging an onsite meeting, visitors must be provided with the updated version of 'Visitors to Ableworld' document.</p> <p>Employees, visitors and contractors within the office will be carefully managed to ensure that infection prevention controls can be applied safely. All visitors MUST sign the visitor book.</p>	As above		

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	<p>Consideration is to be given on entering and leaving the workplace. For example, ensuring that people entering/leaving are staggered and using stairs, mobility permitting. Where lifts are used, there should be no more than one person in the lift at any one time.</p> <p>Employees are discouraged to share cars when travelling to, from or during work. Non-essential travel should be minimised, with remote options considered where appropriate.</p> <p>Unless absolutely necessary, employees should avoid using public transport when travelling to, from and during work. It is no longer mandatory that you wear a face mask or face covering if you travel by public transport but it is advisable to do so. You should also consider carrying a personal alcohol hand gel (sanitiser).</p> <p>Where deliveries are accepted into the office, after receiving the delivery and handling any items, the person should ensure that they follow appropriate hand washing/sanitising guidelines. Gloves are provided for this task if you wish to use them.</p>			
<b>Hand Washing</b>				
<p>Hand washing facilities should be available with liquid soap and water in place.</p> <p>Hand sanitising stations present in the main entrance and throughout the office</p> <p>Stringent hand washing should be in place in accordance with Public Health England guidelines.</p> <p>Hand washing guidance is available at <a href="http://www.nhs.uk/live-">www.nhs.uk/live-</a></p>	<p>Employees and all visitors to the office will sanitise their hands upon entering the office and have access to all other designated sanitising stations.</p> <p>Employees will continue to be reminded on a regular basis to wash their hands for at least 20 seconds with soap and water, and be reminded of the importance of proper drying, preferably with paper towels. Notices are displayed on doors and in washrooms. Paper towels will be made available throughout the workplace.</p> <p>To reduce the spread of germs when coughing or sneezing, employees should continue to cover their mouths and nose with a tissue or their sleeve (not their hands) if they don't have a tissue, and discard the tissue in the bin immediately. Employees will then wash their hands immediately or use a hand sanitising gel.</p>	As above		





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	<p>virus in the workplace. Employee confidentiality will be maintained where possible.</p> <p>Employees who have been exposed to a colleague with confirmed COVID-19 should follow government policy and guidance.</p>	<p>Management team and All staff</p>		
Vaccination Status	All staff entering a CQC Registered Care Home will need to be fully vaccinated and produce an NHS passport to the care home's 'registered person'. This is the person registered with the CQC as the care home's manager or service provider.	HR has compiled and will maintain a staff database to show their vaccination status.		

Health and Wellbeing				
<p>Management will continue to promote and prioritise the wellbeing of all employees during this time.</p>	<p>Management will continue to engage with employees to help monitor and understand any unforeseen effects of the changing working environment. This will be actioned through the weekly bulletin.</p> <p>HR is the designated peer support department and will be available to listen to any concerns or anxieties as well as issues that may affect them as a result of the government changes. This support does not replace the normal line management functions and responsibilities. You should still talk to your line manager in the first instance.</p> <p>Employees are able to access the tools and advice detailed within the 'working safely during Covid -19 – offices and contact centres' guidelines which is available at <a href="http://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres">www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres</a>.</p> <p>Management will check in regularly with employees. This may include wellbeing calls from Operations and meetings.</p> <p>Management will ensure regular communication of mental health information via the bulletin and continue to operate an open-door policy for those employees who feel they may need additional support.</p>	<p>Management team</p> <p>All staff</p> <p>Management team</p> <p>Management team and all staff</p>		