

# COVID-19 Risk Assessment – Full return to Office July 2021

Company name: Stewardship

Assessment carried out by: People, Culture & Place Manager

Date of next review: February 2022

Date assessment was carried out: November 2021

Objective	Considerations	What are the hazards?	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 is the action needed by?	Residual risk level
The return to the office on a full time basis whilst adhering to government guidelines prevailing at the time to ensure that staff work safely – either working from home or in a COVID-19 secure environment	<p>3 types of working – those who will be in the office 5 days per week, those who will still continue to work from home and a hybrid arrangement of those who attend the office on a small number of specified days per week.</p> <p>Maximum number who can be safely accommodated on site as per government guidelines prevailing at the time. This assessment is based on 1m distancing.</p>	<p>Travelling to and from the office.</p> <p>Social distancing.</p> <p>Hygiene measures.</p>	See guidance below	See guidance below	See guidance below	See guidance below	Low/medium

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	Monitoring the wellbeing of those who continue to work from home, due to medical conditions and helping them stay connected to colleagues are on-site.	Staff still working from home will feel 'out of the loop', if staff are returning to the office	Health & wellbeing advice available on The Well	Regular check-ins and communication.	Team leaders & P&C	Already in operation	Low
	Providing equipment for people to work at home safely & effectively, for example, remote access to work systems.	Incorrect seating & desk arrangements, together with incorrect IT equipment can lead to physical health issues.	All staff have completed a WFH assessment. Issues have been identified & additional equipment & advice provided.	If WFH arrangements change, staff need to inform P&C, so that remedies can be provided	Individual staff members	Whenever required	Low
To protect clinically vulnerable and clinically extremely vulnerable individuals. Particular	Staff (& members of their households) in these categories were identified in early March 2020 and were the first to work from home.	Contracting COVID-19 could potentially be very dangerous for them	Providing support for them around mental health and wellbeing	These staff are likely to be classed as disabled under the Equality Act 2010. Individual risk assessments will need to be	P&C Manager	When the staff themselves are confident to return & the risk assessment	Low

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attention should also be paid to people who live with clinically extremely vulnerable individuals.	Whilst shielding has been stopped from 1 April and these individuals can return to work in a COVID-19 secure environment, they will continue to predominantly work from home.			undertaken before they can return to the office.		has been carried out	
To make sure individuals who are advised to stay at home under existing government guidance to stop infection spreading do not physically come to work. This includes individuals who have symptoms of COVID-19, those who live in a household	Staff can work from home while self-isolating (10 days) if appropriate.  Follow current guidance for employees and <u>employers</u> relating to statutory sick pay due to COVID-19.  Follow current guidance for people	Staff may be asymptomatic carriers & may pass it on to others in the office	Hand washing facilities, tissues and hand sanitiser available  We can ask staff to self declare symptoms-we cannot insist upon it. If they do or if they test positive, we can tell other staff that	Staff will be sent straight home if they display even mild symptoms  Employees who are scheduled to come into the office will be asked to consider each day before attending, whether they have symptoms and whether they should attend work. If the	Member of P&C team  Individual employees	Whenever necessary  Every day they are due to attend the office	Low/medium  Low/medium

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with someone who has symptoms and those who are advised to self isolate as part of the government's test & trace service	who have symptoms and those who live with others who have symptoms.		someone they have come into contact with has symptoms, but not disclose identity.  All staff attending the office are advised to take a lateral flow test before travelling in	answer is no, they will inform their line manager & P&C.  If there is a localised lockdown, we will follow government guidelines	Leadership Team & HP&C	Only if it becomes necessary	Low
To use ventilation to mitigate the transmission risk of COVID-19	Increasing the existing ventilation rate by adjusting the fan speed.  Operating the ventilation system when there are people in the building and keeping doors open	Virus lingers in the building	This has been increased  The timers are set to automatically turn the system on	If staff attend the office other than on scheduled days, they will be advised to	P&C Manager	Already done.  If necessary	Low

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	Monitoring and managing filters in accordance to manufacturer instructions.		AC system is already cleaned & serviced on a 6 monthly basis as recommended by the manufacturer.	manually turn the system on.  Next service is due in December 2021			
To treat everyone in the workplace equally.	Understanding and taking into account the particular circumstances of those with different protected characteristics.  Involving & communicating	Disabled workers and new & expectant mothers may not be able to comply with the measures we put into place	None of our staff who fall into these categories will be expected to attend the office		Line managers & P&C	Already in place	Low

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	<p>appropriately with workers whose protected characteristics might either expose them to a different degree of risk, or might make any steps you are thinking about inappropriate or challenging for them.</p> <p>Considering whether to put in place any particular measures or adjustments under equalities legislation</p>	<p>Current research indicates that BAME employees, together with men over 50 or who are clinically obese may be at greater risk of contracting COVID-19</p>	<p>They will be individually consulted to ensure that they agree to a proposed return to the office date</p> <p>These staff have the opportunity to work from home for the majority of the time</p>	<p>Encourage them and all to have the vaccine and boosters when offered.</p> <p>Stewardship will pay for the flu vaccine for those who are not eligible to receive it on the NHS</p>	<p>Line managers &amp; P&amp;C</p>	<p>Already in place</p>	<p>Low</p>

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<p>Ensuring workers maintain social distancing guidelines wherever possible, including while arriving at and departing from work and while in work</p>	<p>You must maintain social distancing in the workplace, wherever possible.</p> <p>Where the social distancing guidelines cannot be followed in full in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.</p>	<p>Virus transmission</p>	<p>Many staff will continue to work from home on a regular basis.</p> <p>No activities need to take place in the office at a distance of less than 1m</p>	<p>One way system is in place in kitchen and corridors.</p> <p>To ensure social distancing is maintained, desks not to be used are appropriately marked</p> <p>Queuing system for the toilets and kitchen area.</p> <p>No face to face meetings.</p> <p>Procedure for entry/exit already in place.</p>	<p>P&amp;C Manager</p>	<p>Already in place</p>	<p>Low</p>

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To maintain social distancing wherever possible, on arrival & departure & to ensure handwashing upon arrival	Staggering arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics.	Virus transmission	Advising staff to avoid the busy periods on public transport where possible		P&C Manager	Already in place	Low
	Providing additional facilities such as bike racks to help people walk, run, or cycle to work where possible.	Avoiding public transport	Secure bike racks are available	Unlikely that all the cyclists will be in at the same time, so there will be enough space in store	P&C Manager	Already in place	Low
	Providing handwashing facilities, or hand sanitiser where not possible, at entry/exit points and not using touch-based security devices such as keypads.	Virus transmission	Cleansing station already established at the front door	Hand sanitiser on every desk and at key points around office	P&C Manager	Already in place	Low

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	Maintaining use of security access devices, such as passes, and adjusting processes at entry/exit points to reduce risk of transmission. For example, cleaning pass readers regularly and asking staff to hold their passes next to pass readers rather than touching them.	Virus transmission	No keypads in use. Entry fobs can be held close to the reader without touching it	Regular cleaning of the reader for added protection	Organised by P&C Manager	Already in place	Low
To maintain social distancing wherever possible while people travel through the workplace.	Introducing more one-way flow through buildings.  Reducing maximum occupancy for lifts, providing hand sanitiser for the operation of lifts and encouraging use of stairs wherever possible. (15BR)	Virus transmission	Already in place for Phase 1  Agree procedure with other tenants of 15BR	Ensure that staff adhere to the system	All staff	Throughout Phase 2	Low

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	Managing use of high traffic areas including corridors to maintain social distancing.						
To maintain social distancing between individuals when they are at their workstations.	<p>Review layouts and processes to allow people to work further apart from each other.</p> <p>Using floor tape or paint to mark areas to help workers keep to a 1m distance.</p> <p>Only where it is not possible to move workstations further apart, arranging people to work side by side or facing a way from each other rather than face-to-face.</p> <p>Only where it is not possible to move workstations further apart, using screens to</p>	Virus transmission	<p>Layout reviewed to ensure correct social distancing between those desks which will be used.</p> <p>Screens are not being considered at this time, as we can</p>	<p>Signage to be installed.</p> <p>Staff are empowered to tell other staff if they are too close to them.</p> <p>Staff will not be working face to face.</p>	P&C Manger	Already in place	Low

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	<p>separate people from each other.</p> <p>Managing occupancy levels to enable social distancing.</p> <p>Avoiding use of hot desks and spaces and, where not possible, cleaning workstations between different occupants, including shared equipment.</p>		<p>separate staff sufficiently.</p> <p>Limiting numbers of staff in office at any one time to enable social distancing.</p> <p>Only certain desks will be allowed to be used and these will be thoroughly cleaned between uses.</p>				
To reduce transmission due to face-to-face meetings and maintain social distancing in meetings	<p>Using remote working tools to avoid in-person meetings.</p> <p>Only absolutely necessary participants</p>	Virus transmission	Face to face meetings to be avoided wherever possible.	Small meeting rooms will not be available, only the Conference Room, where social distancing can be	P&C Manager	Already in place	Low

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	<p>should attend meetings and should maintain 1m separation throughout.</p> <p>Providing hand sanitiser in meeting rooms.</p> <p>Holding meetings outdoors or in well-ventilated rooms whenever possible.</p>		<p>They should be held via Zoom, unless absolutely necessary.</p> <p>Hand sanitiser is already available</p>	<p>maintained. Exception is Narnia &amp; numbers are limited to 3 maximum</p> <p>Face-to-face 15 minutes or less</p>			

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To maintain social distancing while using common areas.	<p>Staggering break times to reduce pressure on staff places to eat and ensuring social distancing is maintained.</p> <p>Installing screens to protect staff in receptions or similar areas.</p> <p>Encouraging workers to bring their own food.</p> <p>Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions</p>	Staff not social distancing	<p>Staff numbers will be strictly controlled in the kitchen and LZ areas.</p> <p>Screens to be installed at reception.</p> <p>No communal food will be provided, e.g. bread, butter, jam, etc.</p> <p>LZ seating to be reconfigured to adhere to</p>	<p>Staggered lunch breaks and some staff may need to eat at their desks to maintain social distancing.</p> <p>Staff to be encouraged to bring their own food with them</p> <p>Staff guidelines will remind them</p>	P&C Manager & all staff	Already in place	Low

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	Encouraging staff to remain on-site and, when not possible, maintaining social distancing while off-site.		prevailing social distancing guidelines	to observe social distancing if they leave the office for food.			
To prioritise safety during incidents.	In an emergency, e.g. an accident or fire, people do not have to comply with social distancing guidelines if it would be unsafe. People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.	CV-19 restrictions may compromise other H&S and security considerations	Ensure sufficient fire wardens and first aiders present	Review H&S, fire evacuation and first aid plans	P&C Manager	Already in place	Low
To minimise the number of unnecessary visits to offices	Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival.	Unnecessary contact	No external visitors to the office.  Only necessary	Explain our guidelines to them when booking visits and upon arrival.	Relationship Officer sitting at front desk	Already in place	Low

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	<p>Determining if schedules for essential services and contractor visits can be revised Maintaining a record of all visitors</p> <p>Encouraging visitors to use hand sanitiser or handwashing facilities as they enter the premises.</p> <p>Revising visitor arrangements to ensure social distancing &amp; hygiene, for example, where someone physically signs in with the same pen in receptions.</p>		<p>deliveries or contractors</p> <p>Sanitising station at front door. Contactless acceptance of deliveries.</p>	Visits will be logged for track and trace purposes.			
To make sure people understand what they need	Providing clear guidance on social distancing and hygiene to people on arrival, for	Social distancing not maintained	Signs are in place.	All guidelines will be explained to staff before they return to the	P&C & line managers	Already in place	Low

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to do to maintain safety.	<p>example, signage or visual aids &amp; before arrival, for example, by phone, on the website or by email.</p> <p>Establishing host responsibilities relating to COVID-19 and providing any necessary training for people who act as hosts for visitors.</p>			office and on a regular basis.			
<p>To make sure that any site or location that has been closed or partially operated is clean and ready to restart, including:</p> <p>an assessment for all sites, or</p>	<p>Checking whether you need to service or adjust ventilation systems, for example, so that they do not automatically reduce ventilation levels due to</p>	<p>Transmission of virus (according to HSE, this is very low via well maintained AC systems)</p>	<p>AC system has been serviced regularly since March 2020- next service due in December 2021</p> <p>CO2 monitor in place</p>	<p>As per current policy, staff should not alter AC controls once set by P&amp;C Manager &amp; they will be reminded of this before return to office</p> <p>Liaise with landlords re</p>	All staff	Already in place	Low

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parts of sites, that have been closed, before restarting work. Carrying out cleaning procedures and providing hand sanitiser before restarting work.	lower than normal occupancy levels.			servicing of 15 BR AC before return to work			
To keep the workplace clean and prevent transmission by touching contaminated surfaces.	Frequent cleaning of work areas and equipment between uses, using your usual cleaning products.  Frequent cleaning of objects and surfaces that are touched regularly, such as door handles and keyboards, & making sure there are	Transmission of virus from contaminated surfaces	Desks can only be booked for a whole day, then thoroughly cleaned in the evenings	Relationship Officer cleans handles and buttons during the day	P&C Manager and LT	Already in place	Low

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	<p>adequate disposal arrangements.</p> <p>Clearing workspaces and removing waste &amp; belongings from the work area at the end of a shift.</p> <p>Limiting or restricting use of high-touch items &amp; equipment, for example, printers or whiteboards.</p> <p>Ensure all shared cutlery &amp; crockery is thoroughly washed.</p> <p>If you are cleaning after a known or suspected case of COVID-19 then</p>		<p>All desks are cleared to ensure thorough cleaning is carried out each evening.</p> <p>All shared items should be cleaned via the dishwashers, not hand wash</p>	<p>Cleaning company will be informed if this</p>			

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	<p>you should refer to the specific guidance.</p> <p>Providing extra non recycling bins for workers and visitors to dispose of single use face coverings and PPE. You should refer to guidance for information on how to dispose of personal or business waste, including face coverings and PPE.</p>		<p>Already in place at the main entrance-cleaner is aware of how to properly dispose of used PPE</p>	<p>becomes necessary. There will follow specific guidance</p>			
<p>To help everyone keep good hygiene through the working day.</p>	<p>Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm</p>	<p>Virus transmission</p>	<p>Already in place</p>		<p>P&amp;C Manager</p>	<p>Already in place</p>	<p>Low</p>

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	<p>if a tissue is not available.</p> <p>Providing regular reminders and signage to maintain personal hygiene standards.</p> <p>Providing hand sanitiser in multiple locations in addition to washrooms.</p> <p>Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.</p>		<p>Already in place</p> <p>Already in place</p>	<p>Toilet lids down when flushing</p>			
To minimise the risk of transmission in	Where shower and changing facilities are required, setting	Virus transmission	All personal items have already been		Staff using shower	During Phase 2	Low

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changing rooms and showers.	<p>clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible.</p> <p>Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day.</p>		<p>cleared from the shower.</p> <p>Staff already clean it after use.</p> <p>Cleaner thoroughly cleans it in the evenings</p>				
To reduce transmission through contact with objects that come into the workplace	<p>Cleaning procedures for goods and merchandise entering the site.</p> <p>Introducing greater handwashing and handwashing facilities for workers handling goods and merchandise and</p>	Virus transmission	<p>Deliveries left in designated area at entrance for 1 hour before staff collect them</p> <p>Cleansing station at entrance</p>		All staff	Already in place	Low

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	<p>providing hand sanitiser where this is not practical.</p> <p>Restricting non-business deliveries, for example, personal deliveries to workers.</p>		No personal deliveries				
PPE & face coverings		As social distancing measures can be maintained, these will not be provided by Stewardship.	If staff wish to wear a face mask in the office, that is their choice and Stewardship will support them.				
To provide guidance in an event of a COVID-19	You should ensure you have an up to date plan in case there is a COVID-19 outbreak.	Virus transmission	Plan in place nominating P&C Manager as point of		P&C Manager	Already in place	Low

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outbreak in the workplace	<p>This plan should nominate a single point of contact (SPOC) where possible who should lead on contacting local Public Health teams. If there is more than one case of COVID-19 associated with your workplace, you should contact your local PHE health protection team to report the suspected outbreak. If the local PHE health protection team declares an outbreak, you will be asked to record details of symptomatic staff and assist with identifying contacts. You should therefore ensure all employment records are up to date. You will be provided with information about the outbreak</p>		<p>contact with relevant contact details for local PHE health protection team</p> <p>Up to date employment records held on the HR software system</p>	<p>Ensure that attendance records are kept for a minimum of 21 days</p>			



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<p>To make sure all workers understand COVID-19 related safety measures</p>	<p>Providing clear, consistent and regular communication to improve understanding and consistency of ways of working.</p> <p>Engaging with workers through existing communication routes to explain and agree any changes in working arrangements.</p> <p>Developing communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work.</p>	<p>Staff fail to follow guidelines</p>	<p>It will be vital to have a re-orientation or re-induction process for returning staff. Encourage and support every manager to have a one to one return meetings with every employee, where a key focus is on health, safety and well-being.</p>		<p>Line managers</p>	<p>Already in place</p>	<p>Low</p>

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To make sure all workers are kept up to date with how safety measures are being implemented or updated.	<p>Ongoing engagement with workers to monitor and understand any unforeseen impacts of changes to working environments.</p> <p>Awareness and focus on the importance of mental health at times of uncertainty. The government has published guidance on the mental health and wellbeing aspects of coronavirus (COVID-19).</p>	New measures are not implemented	<p>Information is currently communicated via email, team meetings &amp; Zoom chat &amp; this will continue.</p> <p>Regular communication with line managers &amp; P&amp;C, information on Wellbeing site.</p>		Line managers	During Phase 2	Low
To maintain social distancing	Revising pick-up and drop-off collection		Already in place.	Order larger quantities where	All staff ordering &	During Phase 2	Low

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and avoid surface transmission when goods enter and leave the site.	<p>points, procedures, signage and markings.</p> <p>Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.</p> <p>Enabling drivers to access welfare facilities when required, consistent with other guidance.</p>		<p>Deliveries are left to quarantine before staff collect them</p> <p>Drivers can access facilities &amp; will be asked to follow our guidelines</p>	possible to lessen number of deliveries	receiving deliveries		
Safe commute		Virus transmission	Advise staff to stagger their journey times, try to avoid touching any surfaces whilst using public transport, wear a face covering & wash hands upon arrival	Sanitising station at main entrance already in place.	All staff	During Phase 2	Low/medium

