# Risk Assessment – 24 August 2021 – In anticipation of more general return 1 September 2021

**Version Control**

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| Issue Date  | Version Number  | Issued by  |
| July 2021 | 1 | George Colville |
| August 2021 | 2 | George Colville |
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Offices have been legally permitted to open for those who need to work in the office. This risk assessment looks at provision post 16 August and takes account of the guidance provided by the UK Government [Offices, factories and labs - Working safely during coronavirus (COVID-19): guidance from Step 4 - Guidance - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/working-safely-during-covid-19/offices-factories-and-labs)

**Who is currently working from Church House**

In practice there have been low numbers in Church House each day 5-10. With a core of around 8 regular people and others working occasionally from Church House. All others have been working from home. There has been a limited gradual return consistent with Government guidance over the Summer and additional people have taken the opportunity to return for occasional visits to Church House.

**What is now proposed?**

There is an expectation that staff will start to return to Church House from 1 September and people are being offered an opportunity to transition back to working at Church House. We anticipate that the rest of this year will be a transitional period of time.

There will be a consultation on future ways of working in the Autumn.

This document has been written to assist being amended as the process of bringing more members of staff back to the office takes place over the coming months.

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| **Property: Church House. 5500 Daresbury Park, Daresbury, Warrington. WA4 4GE** | **Assessor’s name: George Colville (assisted by Nigel Strange)** | **Date completed: 24 August 2021** | **Review date: October and ongoing.** |

| **Area of Focus**  | **Controls required**  | **Additional information** | **Action by whom?** | **Completed – date and name**  |
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| **Sign in** | There is no requirement to keep a record of who has accessed the building and when. We will continue to ask people to sign in (on the list in reception) however to assist with any track and trace requirements / Fire requirements.  |  | Diocesan Secretary and Head of Finance | Ongoing |
| **Working from home** | We will continue to support staff working from Home as part of transitional arrangementsEquipment is provided to enable staff to work remotely where possible to enable some work to be done. | Such equipment has been provided | Head of Finance | Equipment Completed March/ April 2020. |
|  | Arrangements made to keep in regular contact and monitor wellbeing. | MS Teams, prayers, staff social meets, line managers contacting regularlyWellbeing group established.Health assured helpline available. | Line managers/ DDHR | Ongoing, Line managers and DDHR |
| **Meetings in Church House** | From 1 September we will start reintroducing larger meetings subject to any further government guidance.  |  | Staff | Ongoing |
|  | Equipment continues to be in place to meet remotely if that is appropriate. | All staff have access to Microsoft Teams, and partial access to Zoom. | Staff | Ongoing |
| **Make your workplace COVID-secure**1. **Entrances and exits**
 | Given current small numbers of people that generally access Church House there is no need to stagger arrival and departure times so that people do not use entry and exit points at the same time.  | Glazed main entrance. Allowing easy lines of sight through main door. | Staff | Ongoing |
|  | Handwashing facilities so people can wash their hands when they get into and leave work.Toilets immediately adjacent to main entrance/exit. Hand Sanitiser also in main foyer. |  | Staff | Ongoing |
|  | Adequate car parking is in place for the numbers envisaged.  | 42 Car Parking spaces. Also bike rack.  | Staff | Ongoing |
|  | Adequate storage for bags, coats already in place  | Staff can also use area around desk as appropriate. | Staff | Ongoing |
| 1. **Social distancing**
 | 2m Social distancing will no longer be required post 16 August. A general request to consider social distancing will remain without a specified distance limit.There are few places where employees work directly face to face. The closest is diagonal and even then, it is at least 1m and partially screened with desk dividers. Many are also back-to-back or side-to-side working (rather than directly face-to-face). | Large office of over 8000 sq ft useable space. Sq Ft per employee relatively high. Clean lines of sight in all main areas of the office. Glazed panels in most doors. | Staff working on site. | Ongoing |
|  | Most staff will now be protected and exempt from isolation due to being double vaccinated. However in the transitional period provision will be made for employee to sit at an alternative desk if they or those they would be close to remain concerned. |  |  | Ongoing |
|  | The lift should only be used by one person at a time. For example, as a result of disability or moving a heavy object.  |  | Staff | Ongoing |
|  | Corridors/stairs – care to be taken by staff to avoid meeting in corridors or stairs. | Clear view to ensure this happens | Staff | Ongoing |
|  | Care whilst moving through doors if unclear where other staff in building are. Glazed panels to be used. |  | Staff | Ongoing |
|  | Toilets. Use is likely to remain light. | 5 toilet areas. 9 toilet cubicles. | Staff | Ongoing |
| 1. **Breaks and canteens**
 | Cleaning materials to be available.Fridges to be cleared out at least once a week of contents. All contents to be taken home on a Friday. Anything remaining will be disposed of. |  | Staff | Ongoing |
| 1. **Face covering and masks, and other PPE**
 | There is no government requirement for the use of face coverings. They are encouraged and recommended by the Government in Enclosed and Crowded spaces. Church House is not such a space. There will therefore be no current requirement for use of face masks in Church House as Crowed spaces are unlikely outside of large conference room meetings. Consideration should be given to encouraging face coverings if a particularly large meeting takes place. Staff and authorised contractors who want to wear a face covering may do so, but if used by staff and authorised contractors they should ensure they are aware of [the relevant guidance.](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres#offices-6-1)This to be kept under review for changes to government guidance concerning face masks.We will follow the guidance in respect of other forms of PPE*Workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19.* | We will be relying on good social distancing and ventilation. | Staff | Ongoing |
| **Protect vulnerable workers** | Any employees with particular vulnerabilities will be able to take advantage of the long transition periods to minimise their risk in returning to work from the office. |  | Director of HR | As people return |
|  | Returning staff will be consulted as to anything further that should be taken into consideration in asking them to return to work (reasonable adjustments, protected characteristics, caring responsibilities etc.) |  | Director of HR | As people return |
| **Cleaning, hygiene and hand sanitiser**1. **Handwashing**
 | Staff should regularly Handwash in accordance with the guidelines using the toilet facilities in the office. Which are near to the main entrances on both floors.Paper towels and hand dyers are available.  |  | Staff | Ongoing |
|  | Hand sanitisers to be available in key locations throughout the building (staff to be aware of their locations). Will also be placed in locations where touching of surfaces is likely. | Those returning to be told locations. | Diocesan Secretary / Head of Finance or person nominated by them in their absence. | Ongoing |
|  | Use of recommended signage on hygiene |  | GC/NS | In place 21/7/20 GC/NS Ongoing |
|  | Toilets, showers will be cleaned daily.  |  | Cleaner | In place |
| 1. **Clean equipment frequently**
 | Work areas will be cleaned daily. Use your own work area as far as possible and ensure nothing is left on your desk to aid cleaning. | Desks to be cleared fully to assist cleaning | Cleaner | Ongoing |
|  | Increased cleaning and disinfecting of objects and surfaces that are touched regularly such as Main entrance catch and keypad, door handles as numbers increase as appropriate for occupancy levels. |  | Staff | Ongoing |
| **Ventilation** | Maintaining good ventilation in the work environment. For example, opening windows and doors frequently, where possible. | Window will be opened. Staff to ensure open windows in all spaces they are working. | Staff | Ongoing |
|  | We will prop open internal doors (where they are not fire doors), to aid ventilation and minimise contact with surfaces. |  | NS | Ongoing |
|  | We have considered if there are any poorly ventilated areas. None have been identified as all areas where people work have windows that open or mechanical air extraction and are immediately adjacent to well ventilated areas with open doors.We will monitor the conference rooms if larger numbers use them in future to ensure the window ventilation is adequate.We will take account of this ventilation guidance from HSE [Identifying poorly ventilated areas and using CO2 monitors (hse.gov.uk)](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/identifying-poorly-ventilated-areas.htm) |  |  |  |
|  | Given windows may be open. Staff may dress as they think appropriate for the relevant weather conditions (eg Shorts, warm jumper etc.) |  |  |  |
| **Other matters** | Staff who feel unwell will be advised to stay at home under existing government guidance to stop infection spreading. This includes individuals who have symptoms of COVID-19, those who live in a household or are in a support bubble with someone who has symptoms and those who are advised to self-isolate as part of the government's test and trace service. If a member of staff becomes unwell whilst at the office, they should leave immediately and follow government guidance on testing. |  | Staff | Ongoing |
|  | As part of your risk assessment, you should ensure you have an up to date plan in case there is a COVID-19 outbreak. This plan should nominate a single point of contact (SPOC) where possible who should lead on contacting local Public Health teams.If there is a case of COVID-19 associated with your workplace, you should contact your local PHE health protection team to report the suspected outbreak.[Find your local PHE health protection team.](https://www.gov.uk/health-protection-team)If the local PHE health protection team declares anoutbreak, you will be asked to record details ofsymptomatic 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 management process, which will help you toimplement control measures, assist with communications to staff, and reinforce prevention messages. |  | Diocesan Secretary/ Head of Finance / Director of HR to act as SPOC depending on availability. To be clear which is nominated at all times.Director of HR | OngoingCompleted |
|  | The lone working policy should be followed if someone is in the office on their own. |  | Staff | Ongoing |
|  | Risk assessment on Website |  |  |  |