

COVID-19 SASH Office Risk Assessment

What are the Hazards?	Who might be harmed?	Controls Required	Additional Controls	Action by who?	When	Complete
Spread of COVID-19 Coronavirus	Employees Visitors Cleaners Delivery drivers	<p><u>Hygiene, handwashing, sanitation facilities and toilets</u></p> <p>Hand washing facilities with soap and hot water in place.</p> <p>Stringent handwashing taking place. See hand washing guidance https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Drying of hands with disposable paper towels.</p> <p>Hand sanitiser gels to be provided where no washing facilities are available</p>	<p>Employees must be reminded on a regular basis:</p> <p>Wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p> <p>Catch coughs and sneezes in tissues Follow <i>Catch it, Bin it, Kill it</i> and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Tissues will be made available throughout the workplace.</p> <p>Help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>18.05.2021 - these control measures are still applicable.</p> <p>28.09.2021 - these control measures are still applicable</p>	All All	Daily Daily	Ongoing Ongoing

			<p>09.12.2021 – these control measures are still applicable</p> <p>26.01.2022 – these control measures are still applicable</p>			
<p>Spread of COVID-19 Coronavirus</p>	<p>Employees</p> <p>Visitors</p> <p>Cleaners</p> <p>Delivery drivers</p>	<p>Cleaning</p> <p>Enhanced cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, entrance area using appropriate cleaning products and methods.</p> <p>Desks, Printers, shredders, telephones should be wiped down with sanitiser at the start and end of the day.</p>	<p>Guidelines have been issued to all staff.</p> <p>Sanitation stations have been set up around the office. These include anti bac, wipes, spray and blue roll.</p> <p>Staff members working from the Scarborough Office must follow any guidance set by the Building Managers particularly in regards to the communal areas including the kitchen and toilet facilities.</p> <p>18.05.2021 – these control measures are still applicable.</p> <p>28.09.2021 – these control measures are still applicable</p> <p>09.12.2021 – these control measures are still applicable</p> <p>26.01.2022 – these control measures are still applicable</p>	<p>All</p> <p>All</p>	<p>Daily</p> <p>Daily</p>	<p>✓</p>
<p>Spread of COVID-19 Coronavirus</p>	<p>Employees</p> <p>Visitors</p> <p>Cleaners</p> <p>Delivery drivers</p>	<p>Social Distancing</p> <p>Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency</p> <p>https://www.publichealth.hscni.net/news/covid-19-coronavirus</p>	<p>Arrowed markers have been placed throughout the office.</p> <p>Visitors are not permitted to visit the office unless authorised by SMT/Operational Management. Update 28.09.2021 – visitors are permitted to visit the office spaces as</p>	<p>All</p>	<p>Daily</p>	<p>✓</p>

		https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people	<p>required. Currently this is mainly young people and contractors</p> <p>Young People visits to the office are currently under review. Update – face to face visits with young people are now permitted within the guidelines issued on 30.03.2021.</p> <p>One person to be in the kitchen at any one time.</p> <p>When it is not possible to maintain a two-meter distance, face masks should be worn by both parties to reduce the risk.</p> <p>09.12.2021 – maximum office numbers have been updated in response to the Omicron variant.</p> <p>26.01.2022 – maximum office numbers have been updated in response to the removal of the ‘Plan B’ guidance by the Government on 27.01.2022</p>			
Spread of COVID-19 Coronavirus	<p>Employees</p> <p>Visitors</p> <p>Cleaners</p> <p>Delivery drivers</p>	<p><u>Revising Work Schedules</u></p> <p>There will be a mix of home and office working for all staff members except where there are exceptional circumstances which require all office working.</p> <p>Taking steps to review work schedules, reducing the number of people a person has in contact with by using ‘fixed teams’ or partnering including start & finish times/shift patterns, rotas working from home etc. to reduce number of workers</p>	<p><u>Update 26.01.2022</u></p> <p><u>Max numbers for York Office – 6</u></p> <p><u>Max numbers for Scarborough Office – 3</u></p> <p><u>All staff to take a lateral flow test prior to attending office and log results as per procedural guidance issued on 09.12.2021 and 26.01.2022</u></p> <p><u>Update 09.12.2021</u></p>	All	Monthly	✓

		<p>on site at any one time. Take into account those with protected characteristics, such as pregnant or screening.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Young people - Meeting with hosts and young people should take place in an open space maintaining social distancing. Visits to hosts and young people should not take place in the household. Young people should not be transported in staff vehicles. Guidance about the resumption of face to face contact with YP and Hosts are in development by the Operational Management team.</p> <p>Visitors – encourage visits via remote connection where possible. Where site visits are required e.g. repairs, site guidance on social distancing and hygiene should be explained before and during the visit. Site visitors should be limited.</p>	<p><u>Max numbers for York Office – 4</u></p> <p><u>Max numbers for Scarborough Office – 2</u></p> <p><u>All staff to take a lateral flow test prior to attending office and log results as per procedural guidance issued on 09.12.2021</u></p> <p>A maximum of 6 people are allowed into the office at any one time.</p> <p>Desks have been taken out of action, social distancing arrows and Perspex screens are in place.</p> <p>Specific activities such as counting cash donations and visiting the bank have attached guidelines and PPE provided. For example, disposal gloves must be used to count cash donations and whilst attending the bank to deposit money. A face mask must also be worn to visit the bank.</p> <p>Home working – all staff have access to appropriate IT equipment to complete their job and have DSE work station assessments in place.</p> <p>31.03.2021 – numbers in the office was reduced during Lockdown 2.0 and 3.0 to two or face masks to be worn if three people in the office. All communicated to staff at the time and this will remain with the exception of resuming face to face appointments with young people within the office spaces (also able to meet outdoors and in the Host homes if appropriate). All</p>			
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			<p>visits have to be risk assessed and social distancing maintained.</p> <p>18.05.2021 – numbers in the York Office will return to six at a time as of 1st June 2021 but social distancing still applies. Will seek to ‘re-open’ the office on a Tuesday and Thursday but staff will still be able to access the office at other times. YP/Hosts can attend the office space and utilise the meeting room to do so.</p> <p>Scarborough office is being used to facilitate meetings with YP.</p> <p>28.09.2021 – staff continue to hybrid work between the office and home, policy is being reviewed and introduced. Office rota is used.</p> <p>Restrictions removed in England in July 2021. Numbers in the office are still restricted to 6 at a time during a general workday but Trustee Meetings will be held at the York Office every 6-8 weeks Up to 10 attendees – to sit in the larger office space and to ventilate the space as possible.</p> <p>Scarborough Office – staff to spread across the three rooms available and open windows and doors to ventilate spaces.</p> <p>Whilst facemasks are now optional, SASH strongly encourage the use in indoor spaces where social distancing and proper ventilation is not possible.</p> <p>All staff members are asked to take lateral flow tests twice a week when attending the</p>			
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			<p>office/host meetings/yp meetings and other work meetings. Any positive tests must be reported to their line manager and arrange for a PCR test to take place. The employee must stay at home and isolate as per the gov't guidelines.</p> <p>Individual risk assessments for visits with young people/hosts/home visits are still in place and authorised by line manager.</p> <p>Anyone feeling unwell should stay at home and report to their line manager in the first instance.</p> <p>Individual home DSE work assessment are to be repeated by all staff members and to be asked to identify any risks around home working.</p>			
Spread of COVID-19 Coronavirus	<p>Employees</p> <p>Visitors</p> <p>Cleaners</p> <p>Delivery drivers</p>	<p>Office workstations</p> <p>Redesign office workspace to enable social distancing.</p>	<p>Desks and IT equipment has been removed and taped off. The desks that are not available are clearly marked 'Desk not in use.'</p> <p>SASH now operates a clear desk policy to enable hot-desking.</p> <p>Desks and IT equipment to be sanitised prior to and after use.</p> <p>18.05.2021 - these control measures are still applicable.</p> <p>28.09.2021 - these control measures are still applicable.</p> <p>09.12.2021 - these control measures are still applicable</p>	Office Manager		✓

			26.01.2022 – these control measures are still applicable			
Spread of COVID-19 Coronavirus	Employees Visitors Cleaners Delivery drivers	<u>Use of the Kitchen/Toilet/Shared Facilities</u> Breaks and use of ‘facilities’ should be staggered and ‘good hygiene’ protocol practised at all times	Staff advised to bring their own crockery and cutlery in should they require it. Toilets use has been allocated to each side of the office. 18.05.2021 – these control measures are still applicable. 28.09.2021 – these control measures are still applicable. 09.12.2021 – masks to be worn when moving around the office space. 26.01.2022 – mask mandate removed from 27.01.2022 but staff members to take a cautious approach and wear a mask where appropriate	All		✓
Spread of COVID-19 Coronavirus	Employees Visitors Cleaners Delivery drivers	<u>Symptoms of Covid-19</u> If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance. Managers 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 (including where a member of staff has visited other workplace premises such as domestic premises), the management team of the	All staff/visitors temperature will be taken upon arrival to the office. Sign on front door asking anyone displaying COVID-19 symptoms of a high temperature, new, continuous cough and/or a loss of sense of taste or smell to not enter the premises and arrange a COVID-19 test. 18.05.2021 – these control measures are still applicable. 28.09.2021 – these control measures are still applicable	All	Daily	

		workplace 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. https://www.publichealth.hscni.net/	All staff members are asked to take lateral flow tests twice a week when attending the office/host meetings/yp meetings and other work meetings. Any positive tests must be reported to their line manager and arrange for a PCR test to take place. The employee must stay at home and isolate as per the gov't guidelines. 09.12.2021 - all staff members asked to take a lateral flow test prior to attending a SASH office space and proof to be shared. 26.01.2022 - all staff members asked to take a lateral flow test prior to attending a SASH office space and proof to be shared.			
Spread of COVID-19 Coronavirus	Employees Visitors Cleaners Delivery drivers	<u>Emergencies and accidents</u> In the event of an accident or emergency e.g. fire people do not have to stay 2m apart if it would be unsafe. People involved in assisting provision to others should pay particular attention to sanitisation measures including handwashing.		All	Daily	
COVID-19 Vaccinations Added 31.03.2021	Employees	<u>COVID-19 Vaccinations</u> All frontline staff working with young people have been able to take up their vaccination due to the homeless status of the young people that we work with. Whilst this is not a mandatory requirement of the role, all of the staff	Staff able to access their vaccination during work hours if they are struggling to get an appointment outside of work hours. 28.09.2021 - all current staff members have been vaccinated with at least two doses.	All	As and when	

		<p>that were eligible have taken their vaccination.</p> <p>Will focus SASH's Roadmap out of Lockdown 3.0 on increasing face to face contact with young people - guidance issued to all staff on 30.03.2021</p>	<p>Some staff will be eligible for the booster jab in Winter 2021.</p> <p>All staff who are ineligible for a Winter Flu Jab on the NHS are able to access a voucher via work. Email sent to all staff 20.09.2021</p> <p>09.12.2021 - flu vaccination vouchers have been given to those staff members who requested.</p> <p>Boosters to be made available to whole population over the age of 18 - staff to be granted work time to attend their booster appointment if needed.</p>			
<p>Lateral Flow Tests</p> <p>Added 18.05.2021</p>	<p>Employees</p> <p>Young people</p>	<p><u>Lateral Flow Tests</u></p> <p>All employees are asked to complete a Lateral Flow Test twice a week, in line with government guidance and report the results via the COVID app. Employees must report any positive tests to their line manager and then seek a PCR test to confirm the result.</p> <p>Young people will be encouraged to access the lateral flow tests, particularly when attending face to face SASH Active sessions.</p> <p>Social distancing within the SASH work setting still applies.</p>	<p>28.09.2021 - these control measures are still applicable</p> <p>09.12.2021 - staff members asked to complete a lateral flow test prior to attending a SASH Office space and share proof of negative test.</p> <p>26.01.2022 - staff members asked to complete a lateral flow test prior to attending a SASH Office space and share proof of negative test.</p>	All	Twice weekly	

<p>Events</p> <p>Added 09.12.2021</p>	<p>Staff</p> <p>Young people</p> <p>Hosts</p>	<p><u>Planned events for staff, young people and hosts</u></p> <p>No whole, in person staff events to go ahead under the current guidance given the risk of it becoming a 'super spreader' event. A large number of staff members infected with covid at the same time has the potential to affect service delivery.</p> <p>Events for Hosts and Young People can go ahead, following current government guidance and with minimal staffing</p>	<p>Ask attendees to take a lateral flow test prior to event.</p> <p>Event risk assessment should cover COVID-19 risks and control measures</p> <p>Remind attendees to stay at home if displaying any covid symptoms</p>	<p>All</p>	<p>As and when</p>	
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Date of Risk Assessment: 28.08.2020 (by CR)

Risk Assessment Checked by: Philippa Robson, Chief Executive

Signature: 

Date for Review: 01.10.2020

Risk Assessment Checked by: Philippa Robson, Chief Executive

Signature: 

Date for Review: 31.03.2021

Risk Assessment Checked by: Philippa Robson, Chief Executive

Signature: 

Date for Review 18.05.2021

Risk Assessment Checked by: Philippa Robson

Signature: 

Date for Review 28.09.2021

Risk Assessment Checked by: Philippa Robson, Chief Executive

Signature: 

Date of Review: 09.12.2021

Risk assessment checked by: Philippa Robson, Chief Executive

Signature: 

Date for Review: 26.01.2022

Risk assessment checked by: Philippa Robson, Chief Executive

Signature: 

*signatures on PDF version