

Blossom Healthcare Solutions COVID-19 Return to Work Office Risk Assessment

| Assessor | Job Title | Assessment Date | Review Dates | |
|----------------------------|---------------------------------------------------------------|-----------------|--------------|-------------|
| Patience Maisiri | Registered Manager | 28 May 2020 | 29 June 2020 | 6 July 2020 |
| Assessment Location | Unit D Warwick House – Perry Road – Harlow – Essex – CM18 7NF | | | |
| Persons at Risk | Office Staff (including Vulnerable Persons) | | | |

The risk assessment and controls/measures below have been put in place to evaluate the risk to staff/contractors and visitors in respect of the Coronavirus and to eliminate/reduce the potential for infected persons entering the premises, contamination of surfaces, and to maintain social distancing practices according to both Organisation Policy and Government Guidelines.

| Factors Causing Spread of Virus | Existing Controls | Further Measures |
|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Contact with infected persons | <p>All Staff, Contractors and Visitors must provide their confirmation of the COVID-19 Health Check Declaration each day before entering the premises to the allocated Assessor.</p> <p>All Staff, Contractors who present with COVID-19 symptoms must inform employer immediately, follow public health advise and stay at home. If symptoms present whilst working, Staff, Contractors should go home immediately.</p> <p>Employees who are identified as extremely vulnerable and subject to shielding are always strongly advised to stay at home following Government guidelines. These measures will usually be in place for 12 weeks from the day they are informed by the NHS or their GP that they fall into this category.</p> | <p>The Assessor will check that all staff members, contractors and visitors have completed the COVID-19 Health Check Declaration before they enter the premises and keep records of arrivals.</p> <p>Where possible an 'isolation room' will be designated if employee cannot leave immediately – this will be cleaned thoroughly afterwards in line with public health advice.</p> <p>The organisation will provide all necessary tools for the individual to work from home where this is possible and offer support to them on a regular basis. Face to face contact should be avoided and a risk assessment performed on their return following the shielding period.</p> |
| Proximity to other staff | Social distancing measures of 2metres should be maintained in all parts of the workplace wherever possible. | Information, signs and markings will be laid out where practical throughout the premises/location. |
| Contaminated and potential contaminated surfaces | The premises have been deep cleaned on 09 May 2020 applying approved sanitisation and disinfectant products. | <p>The premises will continue to be cleaned daily using appropriate products to maintain high infection control standards.</p> <p>Specific parts of the building may need further cleaning during working hours. This will be the responsibility of staff working on that day – please see below.</p> <p>At intervals during the day employees are recommended to</p> |

| Factors Causing Spread of Virus | Existing Controls | Further Measures | |
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| | | <p>practice Hand Washing for 20 seconds using provided facilities and products (water, soap and or hand sanitiser & paper towels). These should be disposed of in the appropriate manner to avoid contamination.</p> <p>Employees advised to wash their hands when they get home or into work and while at work, after blowing their nose, sneezing, coughing, eating or handling food and deliveries.</p> | |
| Contaminated and potential contaminated surfaces | <p>All staff have a responsibility of ensuring that all hard surfaces are cleaned using appropriate cleaning products at the start and end of every working day.</p> <p>Hand sanitiser will be placed at various suitable locations in the workplace, as well as at the entrance.</p> | <p>All staff are required to complete the cleaning log daily for clear auditing processes.</p> <p>All staff should ensure hand sanitiser, wipes are sufficient for daily use. This should be checked at regular intervals, replenished and any shortages should be reported to the allocated Assessor.</p> | |
| Overcrowding | <p>The number of staff on the premises will be limited at any given time to a maximum of 3 for each Department & 2 visitors at a time.</p> <p>Staff rotas (Cleaning, lunch breaks, smoking breaks) have been put in place to allow working hours to be staggered during working hours to maintain and promote social distancing guidelines.</p> | <p>No contractors or visitors will be permitted on the premises without prior approval, temperature check and a completed COVID-19 Health check Declaration.</p> <p>This will be reviewed on a 2 weekly basis dependent on Government guidelines and relaxation of lockdown.</p> | |
| Movement | <p>Only essential travel recommended by government guidelines will be permitted.</p> <p>Where practical one-way systems will be introduced throughout the building.</p> | <p>Where travel cannot be avoided staff should travel alone. Arrangements should be made for those staff that use one vehicle for essential work travel to travel with the same person, preferably with one in front and one at the back of the vehicle in line with the 2 metre distancing guidelines and to ensure adequate ventilation.</p> <p>This will be observed through a one in one out system to ensure permissible numbers are in the building at all times.</p> | |
| Action Required | | Actioned By | Date |
| 2-week review by 18 June 2020 to manage/vary staff rotas and the possibility of admitting contractors to the Premises. | | HR Manager and Assessor | 17/06/2020 |

| Workplace Premises | Controls | Further Measures |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Entrance | <p>Staff will be admitted individually via intercom into the Premises by the allocated Assessor. Staff will be advised to wait outside maintaining 2m social distancing until permitted to enter following the one in one out process.</p> <p>All Staff should proceed to their Workstation immediately with no waiting in the reception area.</p> | <p>The Assessor will control entry whilst checking staff have completed the COVID-19 Health Check Declaration and temperature checks will also be done at point of entry.</p> <p>Staff should constantly observe 2metres social distancing as per organisation policy sand government guidelines. Hand sanitisers are available by the entrance.</p> |
| Staircase | All staff, contractors and visitors should remain 2m apart, observing the one in one out process and avoid using the handrails. | Handrails will be cleaned using appropriate cleaning products following strict COVID-19 infection control procedures throughout the working day. |
| Manager's Office | No more than 3 people can occupy the manager's office at any given time. | Seating to be arranged to ensure 2m social distancing. Desks, table surfaces and all other equipment to be cleaned following any meeting in any of the offices. |
| Open Office | Desks/workstations have been arranged to maintain 2m social distancing. | <p>Staggered work rotas (tea, smoking & lunch breaks) will help to provide reasonable spacing while staff are at their desks, workstations or smoking bay.</p> <p>Staff should not congregate around any desks or smoking bay.</p> <p>There will be no sharing of desks/workstations, equipment or phones.</p> <p>Communal equipment such as copiers will be cleaned immediately after use by the user.</p> |
| Kitchen | <p>A maximum of only two people can use the kitchen at any given time to maintain social distancing. However, it is preferable for the kitchen space to be used only by one member of staff at any given time.</p> <p>Kitchen surfaces to be cleaned regularly during before and after use. A rota will be agreed to ensure this procedure is carried out and signing log put in place. Access to kitchen should always be left open to aid adequate ventilation.</p> | <p>Staff should wash and clear away all utensils they use when they have finished with these. Staff will be advised on using individual utensils and cutlery and no sharing of these will be permitted within the work premises.</p> <p>All kitchen appliance i.e. Kettle handle, base and top, fridge and cupboard handles will be wiped clean immediately after use using soap and water.</p> |
| Toilets | <p>No more than one person can use each of the toilet facilities at any given time.</p> <p>Anyone waiting should stay 2m from the toilet facilities.</p> | All staff must maintain hygiene standards per government guidelines in hand washing using soap and water and observing the 20 second rule. |



| Workplace Premises | Controls | Further Measures |
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| | Toilet facilities surfaces including doors and flush handles to be cleaned using disinfectant wipes after every use. | Disposable hand towels must be used to dry hands and disposed of in the appropriate pedal bin available in all toilets. |
| Meeting Room | A maximum of 3 people can use the meeting room at any given time. Chairs will be arranged to maintain 2m social distancing. | A one-way system will be applied on a clockwise basis and participants should enter the room in the correct order to ensure no crossing over. Immediately after use the meeting room, table, chairs and any other equipment will be wiped clean using appropriate cleaning products in line with infection control procedures. Otherwise all meetings that cannot accommodate 3 or less people will be conducted via ConCall . |
| Action Required | | Actioned By |
| Hand sanitizers, disinfectant, Pedal Bins and Paper Towels are due to be delivered on 05 June 2020 | | Date |
| | | The Assessor and Deputy Manager Operations |
| | | 05/06/2020 |

| Workplace Tasks | Controls | Further Measures |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Deliveries to Office | Deliveries will not be signed for (unless required for legal reasons) and will only be delivered to the Entrance Foyer. 2m social distancing should be maintained as far as practical | If delivery must be signed for the signor should use their own pen and wear gloves & mask when handling the signature sheet. Gloves are available for handing deliveries if requested by staff. If more than one member of staff is required to move the delivery, gloves & masks must be used by both staff members |
| Admin Desk Area | In facilitating social distancing our current admin desk has been designated as the focal point to allow implementation of strict measures for drop off and pick up of PPE and carer stationery requirements. | It is the responsibility of the allocated assessor to ensure the desk is cleaned after every use, using appropriate cleaning products. |
| Cleaning | To ensure regular cleaning of touch points e.g. door handles, hand rails, intercom buttons, kettle, microwave, office printer, office handsets, laptops, computer screens, fridge handles and selves and work top surfaces using cleaning methods and products in line with the manufacturers guidance. | Cleaning frequency should reflect how often touch points are used. This should be recorded on cleaning logs. Stocks of handwashing/sanitiser and cleaning products should be checked regularly and replenished where these are running low. Where it is impossible not to share tools or equipment, regular |

| Workplace Tasks | Controls | Further Measures | |
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| | | cleaning before and after use will be emphasised between each user. A daily cleaning rota to be drawn up amongst the office staff to maintain high office hygiene standards. | |
| No other tasks which involve necessary sharing and proximity have been identified. | No other tasks which involve necessary sharing and proximity have been identified. | | |
| Action Required | | Actioned By | Date |
| | | | |

WHAT TO DO WHEN CONCERNS ARISE:

All staff are encouraged to raise any concerns they may have with their line manager and these should be escalated to the Managing Director/Registered Manager. This will initiate constructive dialogue and consultation which we hope will help us resolve concerns raised.
 All Staff have the right to work in an environment free from serious or imminent danger or harm.

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| Assessor's Signature |  | Date | 28/05/2020 |
| Approved by | Patience Maisiri | Approver's Job Title | Registered Manager |
| Approver's Signature: |  | Date: | 28/05/2020 |