



**COVID-19 Office Risk Assessment – ARCHBISHOP’S HOUSE**

<p><b>Background:</b>          COVID-19 is a viral illness from the Coronavirus Family.          Most cases are mild but the virus can lead to pneumonia of which the outcome can be one of fatality.          Symptoms are classed as flu-like but more predominantly persistent cough, fever, breathing difficulties and loss or change to taste or smell.          Viral transmission can happen in one of three ways:</p> <ul style="list-style-type: none"> <li>• <b>Droplet transmission</b> – droplets generated by coughing, sneezing or even talking;</li> <li>• <b>Direct contact transmission</b> – occurring during skin to skin or oral transmission;</li> <li>• <b>Indirect contact transmission</b> – occurs when a susceptible person has contact with a contaminated object, such as bedding, furniture, toilets, hand basins, crockery etc. from the environment of an infected person.</li> <li>• <b>Faecal-oral transmission</b> – as a result of poor hand hygiene, pathogens pass from one person to the mouth of another.</li> </ul>	<p><b>People at Risk</b></p> <ul style="list-style-type: none"> <li>• Bishop’s, Vicars and Vicar General</li> <li>• Employees</li> <li>• Visitors</li> </ul>	<p><b>Areas at Risk</b></p> <ul style="list-style-type: none"> <li>• All areas.</li> </ul>
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**Aim of Risk Assessment:** to identify strategies we can put in place to control the spread of COVID-19 based on PHE, NHS and WHO advice and guidance.

Low Risk – 1 to 4	Medium Risk – 5 to 6	High Risk – 8 to 12	Very High – 15 to 25
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Hazard	Risk	Uncontrolled Risk			Control Measures	Controlled Risk		
		L	S	R		L	S	R
Personal Hygiene	Infection/ transmission of COVID-19	3	6	18	<ul style="list-style-type: none"> <li>• One of the main defenses against the spread of COVID-19 is effective hand washing. This involves washing hands with soap and hot running water for a minimum of 20 seconds, regularly throughout the day and especially key points such as:               <ul style="list-style-type: none"> <li>○ On arrival to site;</li> <li>○ After contact with others;</li> <li>○ After coughing / sneezing;</li> <li>○ After touching your face;</li> <li>○ Touching/handling money / paper including forms etc.</li> <li>○ Before and after eating or drinking;</li> <li>○ Before and after using communal office equipment</li> </ul> </li> <li>• Sanitiser will be available through the office environment especially in communal areas such as entry points, by communal office equipment, kitchen and WCs</li> <li>• Toilets and independent hand wash sinks will have adequate supply of soap.</li> <li>• Paper hand towels or hand driers will be available for hand drying.</li> <li>• Avoid touching face, nose and eyes. Wash hands if you do so.</li> </ul>	2	3	6

					<ul style="list-style-type: none"> <li>• Cover nose and mouth with a tissue when coughing or sneezing and discard tissue in bin immediately afterwards. Wash hands immediately.</li> <li>• Do not share any personal items including desk resources, hygiene products, cutlery and crockery.</li> </ul>			
Lack of infection control	Spread of COVID-19 virus	4	6	24	<ul style="list-style-type: none"> <li>• 14-day isolation for anyone who has returned from abroad or other known affected areas.</li> <li>• Initial 7-day isolation period for anyone who has not travelled, not knowingly been in contact with someone who has travelled but is presenting with COVID-19 symptoms.</li> <li>• In either situation if symptoms worsen contact 111 and follow their advice.</li> <li>• Ensure regular contact with Line Manager.</li> </ul>	2	3	6
Site cleanliness to prevent survival of virus	Spread of COVID-19.	3	4	12	<p>As the virus can remain on surfaces for up to 72 hours, effective cleaning is another way to prevent its transmission through cross-contamination. The following measures have been implemented:</p> <ul style="list-style-type: none"> <li>• Thorough clean of whole environment daily prior to opening.</li> <li>• Effective and regular cleaning of frequently touched surfaces throughout the day to include: <ul style="list-style-type: none"> <li>○ Door handles &amp; push plates;</li> <li>○ Access keypads;</li> <li>○ Hand rails and banisters;</li> <li>○ Lift buttons –internal and external;</li> <li>○ Surfaces such as receptions counter, desks, dining tables, chair backs;</li> <li>○ Communal office equipment such as photocopiers, filing cabinets and access points to archives;</li> <li>○ haring of keyboards, touch screen tablets and telephones must be avoided;</li> </ul> </li> <li>• Cleaning throughout the day of communal areas such as WCs, kitchens and meeting rooms.</li> <li>• Bins should be emptied regularly. Ensure PPE is used.</li> </ul>	2	2	4
Enhanced environmental cleaning	Transmission of COVID-19 virus	3	3	9	<p>The following guidance should be followed when dealing with bodily fluids which include blood, faeces, urine and vomiting. The same guidance should also be followed when dealing with laundry and bedding.</p> <ul style="list-style-type: none"> <li>• Bio-hazard kits will be readily available to assist with cleaning of bodily fluids;</li> <li>• All staff involved with cleaning of bodily fluids and/or cleaning of areas used by others must have access to relevant PPE (gloves, plastic apron, goggles and mask);</li> <li>• Under no circumstances should PPE be shared between staff;</li> <li>• Suitable cleaning and sanitising products must be used to sanitise the area after the bodily fluids have been cleaned away.</li> </ul>	2	3	6
Administering First Aid	Transmission of COVID-19 virus				<p>It is recognised that First Aid remains a crucial skill even during the COVID-19 pandemic. While you are advised to have no physical interaction with people outside your family, there may be a situation where you are required to assist in a medical emergency. You should only administer First Aid if you are trained to do so. The First Aid Kit should be easily accessible.</p>			

				<ul style="list-style-type: none"> <li>• <b>Cross-Contamination.</b> <ul style="list-style-type: none"> <li>○ Be aware of the risks of cross contamination to yourself and others. You will need to be within 2m of a casualty when administering First Aid.</li> <li>○ Follow normal protocol for assessing the casualty.</li> </ul> </li> <li>• <b>Keep yourself safe.</b> <ul style="list-style-type: none"> <li>○ Wash or sanitise hands before and after treating a casualty.</li> <li>○ Do not cough or sneeze over the casualty.</li> <li>○ Ensure any cuts or grazes on your hands are covered with waterproof dressing.</li> <li>○ Where possible, wear protective equipment i.e. gloves and face covering, especially if dealing with open wounds.</li> <li>○ Do not touch an open wound on a casualty with your bare hand.</li> <li>○ Dispose of all waste safely.</li> </ul> </li> <li>• <b>CPR</b> <ul style="list-style-type: none"> <li>○ Look for the absence of signs of life and absence of normal breathing.</li> <li>○ <b>DO NOT</b> listen or feel for breathing by placing ear and cheek close to the casualty's mouth.</li> <li>○ Ensure emergency services have been called.</li> <li>○ It is advised to attempt compression only CPR until emergency services arrive.</li> <li>○ If there is a perceived risk of COVID-19 place a damp cloth/towel over the casualty's mouth and nose before commencing compression CPR.</li> <li>○ Use of a defibrillator will significantly increase survival if available.</li> <li>○ After performing CPR, you must thoroughly wash hands as advised and seek advice from NHS 111.</li> <li>○ It is strongly recommended to have a personal decontamination clean as soon as reasonably practicable.</li> </ul> </li> </ul>			
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<b>Management of COVID-19</b>		
Suspected illness	Spread of COVID-19 virus	<p>NHS 111 has an Online Coronavirus Service where they will advise if medical help is required. Contact 111 if:</p> <ul style="list-style-type: none"> <li>• You have a new persistent cough, fever (temperature) and/or shortness of breath;</li> <li>• You are experiencing a loss or change to your sense of taste or smell</li> <li>• You have returned from a high risk area;</li> <li>• You have been in close contact with someone known to have coronavirus.</li> </ul> <p><b>DO NOT ATTEND GP OR A &amp; E UNLESS YOU ARE STRUGGLING TO BREATH or have been advised to do so by 111.</b></p>
Covid-19 First Aid	Spread of COVID-19 virus	<ul style="list-style-type: none"> <li>• Ensure there is sufficient and clear signage about hand hygiene and respiratory hygiene throughout site;</li> <li>• Ensure there is adequate provision to facilitate effective hand hygiene and respiratory hygiene;</li> </ul>

		<ul style="list-style-type: none"> <li>• In the event of a member of your team/community presenting with symptoms you should isolate and seek medical advice via 111 service as soon as possible; (see guidance above).</li> <li>• Where there are groups of people a dynamic risk assessment will need to be completed to identify the level of risk. It may be necessary to stagger sessions in order to reduce group sizes to facilitate social distancing. This would include meal times as eating by its very nature will increase the risk of spread of oral droplets etc.</li> <li>• Thorough cleaning must be carried out after every mealtime in a communal area.</li> </ul>
Effective preventative measures	Spread of COVID-19	<p>We must take all reasonably practicable measures to prevent the spread of COVID-19 by taking the following steps:</p> <ul style="list-style-type: none"> <li>• Effective cleaning regime as outlined above;</li> <li>• Offices will be well ventilated;</li> <li>• Staggered working days where possible;</li> <li>• Staggered start and finish times to avoid overcrowding especially at access points and to support those who have to use public transport;</li> <li>• Health checks will be carried out daily;</li> <li>• Staff will work in teams/bubbles;</li> <li>• There will be a log of all staff and visitors to site to facilitate Test and Trace;</li> <li>• Where personal offices are not available, workstations will be set at a minimum of 2m radius distance. There will be no face to face working. There will be screens between workstations where there is a need identified;</li> <li>• Meeting should as far as reasonably practicable be carried out remotely;</li> <li>• On-site meetings must not breach social distancing rules;</li> <li>• Wherever possible there will be a one-way system in place for transition through shared office spaces and communal areas. Where this is not possible e.g. corridors, a one in- one out system will be employed to ensure there is no cross-over of staff in spaces less than 2m;</li> <li>• There will be sufficient signage posted to remind staff of the requirement to practice social distancing, effective hand hygiene and effective respiratory hygiene;</li> <li>• Staff who undertake site visits should not be office based after their visit on that day;</li> <li>• Kitchen use will be restricted to being available for the making of a hot drink and storage of milk in the fridge only;</li> <li>• Storage of personal food in the communal fridges is prohibited;</li> <li>• Use of microwave will be prohibited;</li> <li>• Sharing of crockery and cutlery will be prohibited;</li> <li>• Numbers of people in kitchen must not breach social distancing rules.</li> </ul>
Communication	Business continuity	<ul style="list-style-type: none"> <li>• Ensure all relevant contact details are up to date i.e. staff, contractors and service providers;</li> <li>• In the event of a second enforced closure of site ensure all staff are made aware as soon as reasonably possibly;</li> <li>• Ensure staff are aware of how to and have means to communicate with line manager and team;</li> <li>• Implement local business continuity plan and remote working procedures;</li> </ul>

		<ul style="list-style-type: none"> <li>• Where required (i.e. confirmed case) ensure premises are deep cleaned and decontaminated prior to resuming full business functionality.</li> </ul>
Travel	Spread of COVID-19 virus	<ul style="list-style-type: none"> <li>• Only essential travel should be undertaken at present;</li> <li>• Where international travel is necessary, be mindful of the quarantine requirements in some countries either side of your travel.</li> <li>• If possible, avoid public transport and where this is not possible avoid travelling during peak hours;</li> <li>• For staff traveling to and from work they must be mindful of the importance of good hand hygiene immediately on arrival to work.</li> </ul>
<b>Completed by:</b> <i>Louise J. Mahon</i>		<b>Date:</b> 04 <sup>th</sup> July 2020