

We have a duty to reduce workplace risk to the lowest reasonably practicable level by taking preventative measures. In the context of COVID-19 it is important that we look at ways to minimise the risk of transmission within the JRH Support office.

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SYMPTOM CHECKING

Assessed Risk

- A person entering the office with COVID-19 symptoms could infect other people with the virus.

Ways to Reduce Risk

- There is a sign on the office entrance door that asks visitors not to enter if they have COVID-19 symptoms.
- Visitors should be asked if they have any COVID-19 symptoms when they are welcomed by the person receiving them. If the visitor does have symptoms, they should be asked to leave immediately. The main symptoms are a high temperature, a new continuous cough or a loss or change to the sense of smell or taste.
- All people entering the office are asked to take their temperature using the thermometer gun. A high temperature is usually considered to be 38C or above.
- People should then apply hand sanitiser
- If at any point throughout the day someone at the office develops symptoms, they should leave immediately, self-isolate and follow testing guidelines.
- Office staff who are able to work effectively from home are doing so.

ENTRANCE TO AND EXIT FROM THE BUILDING

Assessed Risk

- We have two doors that lead from the office to the stairwell and one entrance/exit connecting the office to the car park. If people enter and exit at the same time there is a risk of breaking the required social distancing and coming into close contact with each other (within 2 metres).

Ways to Reduce Risk

- The door connecting the office with the car park is made of clear glass. Before entering or exiting, ensure you check if someone is on the other side of the door. If they are, then you should verbally negotiate at a safe distance (at least 2 metres) to ensure you can pass each other safely.
- The two doors at the top of the stairs have a clear glass window. Before entering or exiting, ensure you check if someone is on the other side of the

door. If they are, then you should verbally negotiate at a safe distance (at least 2 metres) to ensure you can pass each other safely.

- A one-way system is in place that should be adhered to when the exit through the Training Room is possible. If it is not possible to exit through the Training Room as it is being used, extra caution **MUST** be taken when exiting.
- Signs are in place throughout the office identifying the one way system and identifying entrance and exit.
- Staff and visitors should **NOT** sign in as this is a possible infection transmission risk.

HAND WASHING AND HAND SANITISING

Assessed Risk

- COVID-19 can easily infect someone by transferring from their hands to the mouth, nose or eyes.

Ways to Reduce Risk

- Handwashing remains a very reliable way to prevent the spread of COVID-19. However, it must be done properly and with soap and water. The next best option is to use an alcohol-based hand sanitiser.
- There is a male and a female toilet at the office. Both have a sink with soap and water and pictorial instructions for correct handwashing. Paper towels are also available for use in each toilet.
- Hand washing should be done for at least 20 seconds.
- Follow the pictorial instructions on the wall.
- Hands should be washed regularly throughout the day.
- Hand santiser is available for use as you enter/exit the office upstairs, in the kitchen and at various other points in the office.
- All hand sanitiser contains at least 60% alcohol.

SURFACE CLEANING

Assessed Risk

- COVID-19 can survive on surfaces for up to 72 hours and subsequently transfer to people if they have physical contact with the surface.

Ways to Reduce Risk

- All office staff have their own desk, chair and computer equipment and must thoroughly clean them with disinfectant or anti-bacterial surface cleaner daily.
- All door handles and other surfaces that are regularly touched must be cleaned daily with disinfectant or anti-bacterial surface cleaner. In particular, surfaces in communal areas such as the kitchen and toilets must be cleaned daily.
- A signed cleaning record should be maintained. People should use their own pen to sign the sheet and not use a communal pen.

SOCIAL DISTANCING

Assessed Risk

- COVID-19 is a respiratory virus which spreads primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose. Being within 2 metres of an infected person can greatly increase the chances of transmission.

Ways to Reduce Risk

- Maintain a distance of at least 2 metres between other people and yourself at all times.
- Follow the yellow line on the office floor to ensure social distancing is maintained.
- If whilst going up or down the stairs you become aware of someone coming the other way, stop immediately and identify with the other person a way to pass each other at a safe distance. This will mean one of you returning to a safe area.
- If you discover that you are within 2 metres of someone else, move to a safe place immediately.
- If you notice other people in the office have strayed within 2 metres of each other, inform them immediately and ask them to maintain social distancing.

VENTILATION

Assessed Risk

- An unventilated room will enable COVID-19 particles to settle more easily on surfaces.

Ways to Reduce Risk

- Open the office windows whenever possible to allow good air flow.
- Keep meeting room doors open when they are not being used.

VISITORS

Assessed Risk

- Visitors to the office might cause overcrowding which could make social distancing difficult.

Ways to Reduce Risk

- Encourage visits via remote connection where this is an option.
- Where scheduled office visits are required, they should be limited to a specific time window if possible and a meeting room should be booked on Outlook calendar
- There is a sign on the office entrance door that asks visitors not to enter if they have COVID-19 symptoms, reminds them to sanitise their hands on

entry and regularly wash their hands during their visit, and to be mindful of social distancing and follow the yellow floor markings.

- On entry, visitors should be prompted to sanitise their hands.
- If visitors have not been to the office before, they should be shown where the toilet/handwashing facilities are situated and reminded to maintain social distancing and walk on the yellow line whenever possible.
- If visitors need to wait, they should wait on the office sofa so they are at a safe distance from other people.
- Do not make visitors a drink, but instead show them where the water dispenser is and invite them to help themselves.