

### Covid-19 Risk Assessment for The Mix office

When considering coming into the office, please consider the below questions:

1. **Is it essential?** There is no pressure to come into the office, please only come in if you have discussed it with your manager and feel comfortable and confident you can in a way which keeps you and your household safe.
2. **Is it safe?** have you taken all the precautions and followed the gov travel guidelines? Are you and is everyone you have had recent contact with healthy and well? Please **DO NOT** come in if you have been in contact with anyone who has any covid-19 symptoms.

The office will be open from the 17<sup>th</sup> September 2020.

Risk	Activity	Who might be Affected	Minimum controls required	Additional controls and comments
<b>Spread of Covid-19</b>	Entrances and exits	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors</li> <li>• Post and Couriers</li> <li>• Contractors</li> <li>• Cleaners</li> <li>• Vulnerable groups i.e. elderly, pregnant, staff with underlying health conditions</li> </ul>	To help reduce the spread of coronavirus (COVID-19) signage must be displayed on all main entrance doors reminding everyone of the public health advice. A sanitising station must be made available inside entrances to include hand gel sanitisers, a supply of disposable masks and gloves and a clinical waste bin for the disposal of disposable masks and gloves upon entry/exit.	<p>All door handles and light switches should be cleaned regularly.</p> <p>Staff and visitors will be asked to wear a mask throughout their visit.</p>
<b>Spread of Covid-19</b>	Communal areas	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors</li> <li>• Post and Couriers</li> <li>• Contractors</li> <li>• Cleaners</li> </ul>	Access routes must be reconfigured to enable social distancing in accordance with the public health advice: Operate One-way systems where building layouts support this.	Communicate social distancing protocol to staff. Discuss at introduction to the new office in a skillshare session

		<ul style="list-style-type: none"> <li>Vulnerable groups i.e. elderly, pregnant, staff with underlying health conditions</li> </ul>	<p>In confined access spaces such as narrow corridors/ stairs restrict footfall by operating reduced footfall measures such as safe waiting areas defined by floor markings</p> <p>Install barriers, signage and markings on walls and floors to enforce social distancing. Where there is a safe fixing mechanism such as fire guard or magnets, internal doors should be kept open. Kitchens, break out spaces and meeting spaces should be limited to minimal people using floor marking and signage to enforce distance control.</p> <p>Toilets must be restricted to single person use by ensuring entrances doors have locks and safe distancing markings.</p>	<p>Antibacterial wipes will be placed around the office for use in communal areas as well as desk spaces.</p>
<b>Spread of Covid-19</b>	Post	<ul style="list-style-type: none"> <li>Staff</li> <li>Visitors</li> <li>Post and Couriers</li> <li>Contractors</li> <li>Cleaners</li> <li>Vulnerable groups i.e. elderly, pregnant, staff with</li> </ul>	<p>The handling of all incoming post and packages should be carefully managed to ensure that 2m social distancing is complied with. Disposable gloves must be worn and disposed of after use when handling any items delivered.</p>	<p>Packages that are not deemed urgent should be stored for 72 hours before passing onto the recipient.</p>

		underlying health conditions		
<b>Spread of Covid-19</b>	Occupied office area	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors</li> <li>• Post and Couriers</li> <li>• Contractors</li> <li>• Cleaners</li> <li>• Vulnerable groups i.e. elderly, pregnant, staff with underlying health conditions</li> </ul>	<p>All workspace and practices must be adapted to facilitate Social distance measures: The occupation of work spaces should be assessed and reduced to incorporate 2m social distancing between desks. Floor markings and or barriers should be clearly displayed to enforce measures. Work schedules and attendance hours should be adjusted to prevent over occupation of spaces during core hours. F2F meetings/drop in should be discouraged. Mechanical cooling systems that do not distribute air to more than one room are safe to use however during average temperatures please limit use.</p>	<p>Managers should monitor social distancing and other measures are being complied with.</p> <p>A booking system for desking and meeting spaces will be introduced.</p>

			<p>All staff to wear masks at all times whilst in the office to reduce risk.</p> <p>The introduction of fresh air into occupied areas should be encouraged by opening windows or where mechanical fresh air systems are installed these should be switched on during occupied hours.</p> <p>All desks and tech equipment will need to be cleaned with antibacterial wipes before and after use.</p>	
<b>Spread of Covid-19</b>	Visitors	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors</li> </ul>	<p>Visitors to our premises should be discouraged during this time. Where visits are necessary such as for the purposes of statutory or emergency maintenance etc these visits should be pre booked and supervised by a member of staff:</p> <ul style="list-style-type: none"> <li>• Preparation should be carried out prior to the visit to ensure that social distancing can be complied with.</li> </ul>	

			<ul style="list-style-type: none"> <li>• Staff Visitors should be confined to one of our meeting spaces which has been prepared for social distancing.</li> <li>• Restrict access to occupied areas</li> <li>• Instruct the visitor on hygiene, PPE and social distancing protocol</li> <li>• Provide gloves and masks upon entry.</li> <li>• Only visitors that are expected (pre-booked) should be permitted entry.</li> </ul>	
<b>Spread of Covid-19</b>	Meeting spaces	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors</li> <li>• Post and Couriers</li> <li>• Contractors</li> <li>• Cleaners</li> <li>• Vulnerable groups i.e. elderly, pregnant, staff with underlying health conditions</li> </ul>	F2F Meetings should be discouraged in preference of conference calls/ teams. Where meeting rooms offer space to maintain social distancing furniture should be configured/removed to enable meetings to take place for a small number of occupants.	A booking system for meeting rooms will be organised to manage space and numbers of occupants.

<p><b>Spread of Covid-19</b></p>	<p>Cleaning</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors</li> <li>• Post and Couriers</li> <li>• Contractors</li> <li>• Cleaners</li> <li>• Vulnerable groups i.e. elderly, pregnant, staff with underlying health conditions</li> </ul>	<p>Cleaning and disinfecting objects and surfaces, including but not excluded to desks, tech, cups, cutlery, that are touched before and after use and by an external cleaner daily particularly in areas of high footfall using appropriate cleaning products and methods. door handles, entry pads and light switches workstations and equipment, including chairs. Where possible cleaning services should be scheduled to work outside core working hours. A deep clean of all occupied areas should be completed regularly – weekly or monthly dependent on transfer risk. Cleaning materials should be provided in occupied areas to enable staff to sanitize their work space.</p>	
<p><b>Spread of Covid-19</b></p>	<p>Hand washing</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors</li> <li>• Post and Couriers</li> <li>• Contractors</li> <li>• Cleaners</li> <li>• Vulnerable groups i.e. elderly, pregnant, staff with underlying health conditions</li> </ul>	<p>To encourage the regular washing of hands, -Toilets and kitchens should have the standard NHS signage advising on the correct hand washing protocol.</p>	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in</p>

			<ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place.</li> <li>• Stringent hand washing taking place.</li> <li>• Drying of hands with disposable paper towels.</li> <li>• Gel sanitisers in any area where washing facilities not readily available</li> </ul>	tissues – Follow Catch it, Bin it, kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.
<b>Spread of Covid-19</b>	Symptoms of Covid-19	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Vulnerable groups, i.e elderly, pregnant, staff with underlying health conditions</li> </ul>	<p>If anyone in the office or within a person's social/family bubble becomes unwell with a new continuous cough or a high temperature, they must not attend work or if symptoms arise during work time, they should stop work, leave the workplace (if working on site) and notify their line manager.</p> <p>In the event of a member of staff reporting being unwell and isolating, managers must identify if any other staff may have been exposed and make contact with those individuals to instruct them to follow government advice and isolate.</p>	

<b>Spread of Covid-19</b>	Mental Health	<ul style="list-style-type: none"> <li>• Staff</li> </ul>	<p>Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Regular communication of mental health information and open-door policy for those who need additional support.</p>	<p>Reminder that we have an EAP system, which all staff have access to 24/7</p>
<b>Spread of Covid-19</b>	First Aid and Fire Evacuation process	<ul style="list-style-type: none"> <li>• Any users of the office</li> </ul>	<p>In the event of a fire or emergency evacuation, all staff are to follow previous procedures but social distancing measures should be practised once at the fire assembly point.</p> <p>A nominated person will be on site to lead on an evacuation situation (this will be Jammy, Cara, Chris Martin or Zoe).</p>	<p>As we are in a new office, everyone will be shown the fire evacuation route on their first visit.</p>