

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

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

1. 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.

<b>Risk</b>	<b>Activity</b>	<b>Who might be Affected</b>	<b>Minimum controls required</b>	<b>Additional controls and comments</b>
<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>Staff are required to take a Lateral Flow test before coming to office.</p> <p>Visitors will be asked to wear a mask throughout their visit unless they have taken a recent test.</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> <li>• Vulnerable groups i.e. elderly, pregnant, staff with</li> </ul>	<p>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.</p> <p>In confined access spaces such as narrow corridors/ stairs restrict footfall by</p>	<p>Communicate social distancing protocol to staff. Discuss at introduction to the office in a skillshare session.</p> <p>Antibacterial wipes will be placed around the office for use in communal areas as well as desk spaces.</p>

		<p>underlying health conditions</p>	<p>operating reduced footfall measures such as safe waiting areas defined by floor markings  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.  Toilets must be restricted to single person use by ensuring entrances doors have locks and safe distancing markings.</p>	
<p><b>Spread of Covid-19</b></p>	<p>Post</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>The handling of all incoming post and packages should be carefully managed to ensure that social distancing is complied with.</p>	

<p><b>Spread of Covid-19</b></p>	<p>Occupied office area</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>All workspace and practices must be adapted to facilitate Social distance measures: The occupation of work spaces should be assessed and reduced to incorporate social distancing between desks. Work schedules and attendance hours should be adjusted to prevent over occupation of spaces during core hours. The introduction of fresh air into occupied areas is being encouraged by opening windows or where mechanical fresh air systems are installed these should be switched on during occupied hours.</p>	<p>Managers should monitor social distancing and other measures are being complied with.</p> <p>A booking system for desking and meeting spaces has been introduced and will be shared at the skillshare.</p>
<p><b>Spread of Covid-19</b></p>	<p>Visitors</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors</li> </ul>	<p>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 social distancing protocol</li> <li>• All visitors are asked to check in via NHS Covid-19 app.</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>	<p>A booking system for meeting rooms has been organised to manage space and numbers of occupants.</p> <p>We will identify cafes and additional spaces that we will recommend to staff for F2F meetings.</p>	
<b>Spread of Covid-19</b>	Cleaning	<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 particularly in areas of high footfall using appropriate cleaning products and methods.</p>	

			<p>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 quarterly. Cleaning materials should be provided in occupied areas to enable staff to sanitize their workspace.</p>	
<b>Spread of Covid-19</b>	Hand washing	<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> <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>	

<p><b>Spread of Covid-19</b></p>	<p>Symptoms of Covid-19</p>	<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>	<p>There is a Covid-19 Walk - through Testing Site at Vibast Community Centre, In the corner of Old Street and Bath Street,</p>
<p><b>Spread of Covid-19</b></p>	<p>Mental Health</p>	<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> <p>We are training Mental Health First Aiders who will be available to all staff.</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>	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. Fire marshalls will be on site to lead on an evacuation situation.	Everyone will be shown the fire evacuation route on their first visit.
---------------------------	---------------------------------------	---	---	--