

Risk assessment for Trinity House

Company name: Scripture Union

Assessment carried out by: Grace Inwood & Stephen Vis

Date of next review: 15/03/2021

Date assessment updated on: 15/02/2021

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	Done	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?
<p>Spread of COVID-19 as a result of walking or standing too close to other site users.</p>	<p>Who: Staff or visitors to the office.</p> <p>How: By breathing in the virus.</p>	<p>2 metres boundaries are marked for desks <i>in use</i> to help maintain social distances.</p> <p>Signs have been put up for a one way system on both floors.</p> <p>Signs in place across the office encouraging members of staff and visitors to wash hands frequently and use the hand sanitisers provided</p>	<p>GI completed 25/5/2020</p>	<p>All staff on site encouraged to remind each other, and visitors, on social distancing, and the one way system.</p>	<p>Everyone in the office</p>	<p>Continuous.</p>
		<p>Update 15/8/2020 - extra markings now in place on 1st Floor to help show 2m from end of row desks.</p>	<p>GI completed 25/5/2020</p>	<p>All staff to report if soap or hand sanitiser containers become empty.</p>	<p>Everyone in the office</p>	<p>Continuous</p>
		<p>Update 15/8/2020 - extra markings now in place on 1st Floor to help show 2m from end of row desks.</p>	<p>GI completed 25/5/2020</p>	<p>All staff to ensure social distancing is maintained, if you need to access cupboards within 2 metres of someone else, please ask that they move so that you can complete the task safely.</p>	<p>Everyone in the office</p>	<p>Continuous</p>
		<p>Update 15/11/2020 –, we have been advised our system re-circulates air within a room, and so staff are encouraged to open windows to ensure we have good ventilation.</p>	<p>GI completed 11/08/2020</p>	<p>Staff to open windows when in the office to ensure good ventilation (please shut before leaving the building)</p>	<p>Everyone when in the office</p>	<p>Continuous</p>
			<p>Notified by all staff announcement on 5/11/ 2020</p>			

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Spread of COVID-19 by touching desk area which could have virus	Who: Everyone using the office.	<p>All staff notified that they need to apply for access to the building if they are not part of the skeleton team.</p> <p>Skeleton staff – and any others who are agreed to be on site - have allocated desks – or side room - (more than 2 metres apart) which are not used by others.</p> <p>Cleaning equipment is provided so staff can all clean their own desks</p> <p>Update 15/8/2020 Desks are cleaned by our cleaners team at the end of each day.</p> <p>Posters now in place across the building reminding everyone to clear desks.</p> <p>Meeting rooms now have a notice on the door limiting capacity, reminding everyone to social distance and reminding users to clean the tables, chairs, door handles and light switches before and after use.</p> <p>Update 15./12/2020 Feedback that the wipes within the rooms can on occasions dry out, and so an extra task allocated to GH to check once a week and replace and replenish items as needed</p>	<p>MM completed 6/4/2020,</p> <p>GI completed 25/5/2020</p> <p>GI completed 25/5/2020</p> <p>GI completed 03/8/2020</p> <p>GI completed 11/08/2020</p> <p>GI completed 13/08/2020</p> <p>GI completed 11/12/20</p>	<p>Everyone to clean their desks, laptops, screen and phones at least daily.</p> <p>Everyone to clear their Desks at the end of the day.</p> <p>Meeting Room users to clean tables, chairs, door handles and light switches before and after use</p> <p>Perform weekly checks</p>	<p>Everyone in the office</p> <p>Everyone in the office</p> <p>Everyone in the office</p> <p>GI</p>	<p>Daily</p> <p>Daily</p> <p>Before and after each use.</p> <p>Weekly</p>

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Spread of COVID-19 via touching items in the Reception Area, and upstairs hallway and floor entrance doors.	Who: Everyone using the office. How: By touching something with the virus on	2 metres markers have been put down in reception, on the stairs and just outside the front door, and first floor door to help maintain social distances. Hand sanitiser is provided by the signing in console, together with appropriate wipes to wipe down the monitor screen and telephone (downstairs only). Extra cleaning several times a day in place (sheets to evidence to be kept for 30 days)	GI completed 25/5/2020	The most senior person on each floor is responsible to ensure the extra cleaning is happening as scheduled	Update 15/09/2020 Cleaning sheets will be reviewed regularly by Stephen Vis & Grace Inwood	Daily when site is in use
Spread of COVID-19 via touching items in the Kitchen/kitchenette areas	Who: Everyone using the office. How: By touching something with the virus on	2 metres markers have been put down in this area to help maintain social distances. Hand sanitiser and cleaning equipment is been provided at cleaning points on all floors. Extra cleaning several times a day in place (sheets to evidence to be kept for 30 days)	GI completed 25/5/2020	The most senior person on each floor is responsible to ensure the extra cleaning is happening as scheduled	Update 15/09/2020 Cleaning sheets will be reviewed regularly by Stephen Vis & Grace Inwood.	Daily when site is in use
Spread of COVID-19 via touching items in the Toilets	Who: Everyone using the office. How: By touching something with the virus on	Extra cleaning several times a day in place (sheets to evidence to be kept for 30 days). Update 15/10/2020: We have assessed the risk of hand dryers and concluded that - as hands would be clean at the point of use - the risk is minimal and there is no need to change out these dryers for other arrangements.	GI completed 25/5/2020	The most senior person on each floor is responsible to ensure the extra cleaning is happening as scheduled	Update 15/09/2020 Cleaning sheets will be reviewed regularly by Stephen Vis & Grace Inwood	Daily when site is in use

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<p>Spread of COVID-19 via touching items in the Staff Room</p>	<p>Who: Everyone using the office.</p> <p>How: By touching something with the virus on</p>	<p>Hand sanitiser has been provided together with cleaning materials provided for those accessing the 1st floor to collect items.</p> <p>Update 15/8/2020. This area has been re-opened and cleaned. Some tables and chairs have been taken out of use in the Staff Room to ensure everyone can maintain social distancing.</p> <p>Posters are in place asking all staff to clean tables before and after their use</p> <p>Cleaning equipment is provided for staff to clean before and after their use</p> <p>Posters have been put on the door limiting capacity of the Staff Room, reminding everyone to social distance and reminding users to clean the tables, taps, microwaves, fridge and cupboard handles before and after use.</p> <p>Cleaners are scheduled to clean these areas.</p> <p>Update 15/11/2020 – cleaners are in daily other than Wednesday (when the office is closed)</p>	<p>GI completed 25/5/2020</p> <p>GI completed 11/8/2020</p> <p>GI completed 13/8/2020</p>	<p>All staff to clean tables, taps, microwaves and fridge and cupboard handles used in the staff room before and after their use.</p>	<p>Everyone in the office.</p>	<p>Before and after each use.</p>

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<p>Commuting to/from Trinity House, and business travel</p>	<p>Who: All members of staff travelling to the office, or travelling on work business.</p> <p>How: By touching something with the virus on, or by breathing in the virus</p>	<p>Update 15/9/2020. We announced we will work within the government guidance on safe travel during the coronavirus outbreak. When commuting to TH, staff are encouraged to use the safest mode of travel available to them, following the government guidance. When engaged in necessary business travel, staff should also use the safest mode of travel available to them, following the government guidance. If necessary, this can include the use of public transport (including 'hire or reward' minibus) or cars. If public transport is the only practical alternative for business travel, then staff can (but are not required) to car share. When doing so they must follow the specific government guidance on car sharing here. In addition, SU requires that no more than 2 staff should share a car at any one time while on business travel and use face coverings. In line with government guidance, staff should also use face coverings when travelling by public transport.</p>	<p>CAT (Coronavirus Action Team) announcement 8/09/2020</p> <p>CAT announcement 14/09/2020</p>	<p>Any concerns over the need to commute, or undertake business travel, should be discussed with the individual's line manager.</p>	<p>All staff</p>	<p>As part of their return to work planning, and as subsequent situations arise that generate concern.</p>

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Spread of COVID-19 via touching items in Shower Room	Who: Everyone using the office. How: By touching something with the virus on	Update 15/8/2020. These areas have been re-opened and cleaned. Cleaning equipment is in place for staff to clean before and after their use, and the cleaners will clean these areas at the end of each day the office is open.	GI completed 13/8/2020	All staff to clean shower before and after their use	Everyone using the shower room	On every use of the shower room
Spread of COVID-19 via touching items/getting too close during the process of Opening Post	Who: Everyone involved How: By touching something with the virus on, or by breathing in the virus.	Posters in place across the office to encourage everyone to wash hands frequently. Masks have been given to all staff involved in the process for their use if they wish Update 15/10/2020: We have reverted to using the Operations room for post. Hand sanitiser and cleaning products provided in the Operations room. .	GI completed 25/05/2020 GI completed 15/10/2020	Staff encouraged to remind each other on social distancing during the activity	Everyone involved with the post activity.	Continuous

Other decisions and actions

Local and National lockdowns	It is the SU policy that we will take into account the guidance and requirements of any local or national lockdowns, as and when they come into force and impact the Trinity House office. This includes steps to limit numbers attending the office according to the locally assessed CoVID Tier system, or National Lockdown. This ranges from 31 staff able to attend in Tier 1, down to just 6 staff able to attend the office in Tier 4 or Lockdown.
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More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

Format as Published by the Health and Safety Executive 10/19, used by Scripture Union for our implementation of the Risk Assessment