

Risk assessment for Trinity House

Company name: Scripture Union

Assessment carried out by: Grace Inwood & Stephen Vis

Date of next review: 31/03/2022

Date assessment updated on: 28/02/2022

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?
Spread of COVID-19 as a result of walking or standing too close to other site users.	<p>Who: Staff or visitors to the office.</p> <p>How: By breathing in the virus.</p>	<p>Signs in place across the office encouraging members of staff and visitors to:</p> <ul style="list-style-type: none"> open windows to enhance ventilation keep a suitable distance (more than one meter) and regularly clean desks, equipment and door handles & light switches. Hand sanitiser and cleaning materials are provided throughout the building. <p>CO2 monitors are now also in place on each floor to monitor air quality (400-800 is good, over 1500 requires improved ventilation)</p>	GI updated 30/07/2021	<p>Staff to open windows when in the office to ensure good ventilation (please shut before leaving the building).</p> <p>All staff to report if soap or hand sanitiser or cleaning containers become empty.</p> <p>Staff to note the CO2 levels and open windows if the CO2 levels exceed 1500</p>	Everyone in the office	Continuous
Spread of COVID-19 by touching furniture / surfaces which could have virus	<p>Who: Everyone using the office.</p> <p>How: By touching something with the virus on.</p>	<p>Cleaning equipment is provided so staff can all clean their own desks, tables or other surfaces before and after use.</p> <p>Meeting rooms have a notice on the door showing their latest updated capacity, reminding everyone to:</p> <ul style="list-style-type: none"> open windows to enhance ventilation keep a suitable distance (more than one meter) and clean the tables, chairs, door handles and light switches before and after use. <p>Our contract cleaners (Glenn) team have special focus on clearing desks, tables and contact surfaces as part of their daily routine.</p>	GI updated 30/07/2021	<p>Everyone to clean their desks, laptops, screen and phones at least daily.</p> <p>Meeting Room users to clean tables, chairs, door handles and light switches before and after use.</p> <p>All staff to report if soap or hand sanitiser or cleaning containers become empty.</p>	Everyone in the office	Continuous

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Spread of COVID-19 via touching items in the Reception.	Who: Everyone using the office. How: By touching something with the virus on.	Automated check in for all staff and visitors required, and NHS QR Code on display at reception for those who choose to use it. Hand sanitiser is provided by the signing in console.	GI updated 30/07/2021	Extra in-day cleaning now stopped – given updates to Government guidance - but sanitiser still provided at reception		
Spread of COVID-19 via touching items in the Staff Room and Kitchenette.	Who: Everyone using the office. How: By touching something with the virus on	Signs in place reminding everyone to: <ul style="list-style-type: none"> open windows to enhance ventilation (where possible) keep a suitable distance (more than one meter) and clean the tables, chairs, door handles and light switches before and after use. Hand sanitiser and cleaning equipment is provided at cleaning points on all floors.	GI updated 30/07/2021	Extra in-day cleaning now stopped – given updates to Government guidance - but sanitiser and cleaning materials remain in place for use by staff and visitors as they wish.		
Spread of COVID-19 via touching items in the Toilets Shower Room and floor entrance doors	Who: Everyone using the office. How: By touching something with the virus on.	Cleaning equipment is provided and all staff reminded to clean before and after use.	GI updated 30/07/2021	Extra in-day cleaning now stopped – given updates to Government guidance - but sanitiser and cleaning materials remain in place for use by staff and visitors as they wish.		

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Commuting to/from Trinity House, and business travel	<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>When commuting to TH, staff are encouraged to use the safest mode of travel available to them, following the government guidance, including use of face coverings.</p> <p>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.</p> <p>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. See https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#private-cars-and-other-vehicles</p>	CAT (Coronavirus Action Team) reminder 24/07/21	Any concerns over the need to commute, or undertake business travel, should be discussed with the individual's line manager.	All staff	As situations arise that generate concern.
Local and National Lockdowns or restrictions	<p>It is the SU policy that we will take into account the guidance and requirements of any local or national restrictions, as and when they come into force and impact the Trinity House office.</p> <p>From September 2021, ground floor staff with a desk or office downstairs can attend as required, with 15 staff in the flexi-desk area upstairs. Use of meeting rooms is only available to people in the building. We will continue to monitor attendance and the situation will be reviewed regularly in line with detailed Government guidance.</p> <p>From December 2021 Government update to "Work from home if you can", staff should check with their Manager or Director if they want to attend the office (so that the reason is clear and verified), but otherwise continue to book desks etc as outlined above.</p> <p>From January 2022: Now that the Work from Home instruction from the Government is withdrawn, staff can attend Trinity House as outlined above for Sept 2021, and we will continue to monitor usage in line with latest Government guidance.</p> <p>From 25th February 2022, all restrictions now lifted by the Government, and so we will move to return to business as usual, however we will continue to provide cleaning equipment and hand sanitiser, and after 1st April 2022, we will allow staff to reclaim for purchasing CoVID tests via their expenses.</p>					

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.