

<b>Department</b>	All Departments	<b>Risk Assessment Leader</b>	Tina Bailey – Head of Estates and Facilities	Reference number
<b>Activity</b>	Safety and wellbeing of staff, contractors, and visitors to the Centres	<b>Risk Assessment member 2</b>	Stephen Phillips – Health and Safety Advisor Covid Secure Working Group for each Centre.	COV/RA/001
<b>Date produced</b>	28 May 2020	<b>Approved by</b>	Peter Laurie – Interim Chief Executive	
<b>Last reviewed</b>	19 March 2021	<b>Signature of approver</b>		
<b>Next review</b>	June 2021	<b>Date</b>	19 <sup>th</sup> March 2021	

**Purpose:**

The aim of this risk assessment is to identify hazards associated with coronavirus (Covid 19) transmission for all users of and visitors to Battersea’s three centres. It is intended to establish sensible measures to control the risks for Battersea employees and visitors. The measures outlined within this risk assessment are in addition to the general on-site guidance and precautions within the working and public areas. In addition to ensuring that they are familiar with this risk assessment, staff **must** refer to the specialist risk assessments/guidance/Standard Operating Procedures for the function/ area.

**Type of work:**

The safe use of the facilities, across Battersea’s three centres including those for caring and rehoming of dogs and cats, clinical care of the animals, welfare facilities for staff and visitors, administrative spaces, and car parking spaces,

**Note:**

Staff representatives were consulted on this risk assessment and in the continued development of Health and Safety risk assessments and policies. Considering changing government advice, there will be at least a quarterly review of the risk assessment by the BCP group to ensure it is up to date and is amended as appropriate.

What are the hazards	Who might be harmed?	Existing Control Measures	Actioned By
<b>Safe entry to sites.</b>	Staff Volunteers Security Contractors Dog Wardens Visitors	<ul style="list-style-type: none"> <li>All staff and visitors to centres to use hand sanitiser upon entry to site reception/entrances.</li> <li>Number of staff on site reduced/kept to minimum operational levels.</li> <li>Visitors to site by appointment only and where in the interests of animal welfare only.</li> <li>All new staff to have induction on COVID Secure procedures.</li> <li>Hand sanitiser stations provided, walking routes clearly marked, COVID Secure information signage provided.</li> <li>Facemasks to worn on entry to buildings.</li> <li>Track and trace forms to be completed upon entry by visitors.</li> </ul>	<ul style="list-style-type: none"> <li>Facilities</li> <li>Security</li> <li>Departmental /Centre Management</li> <li>All Staff</li> <li>Human Resources</li> <li>Internal Comms</li> <li>Design</li> </ul>
<b>Use of car parks and cycle racks</b>	Staff Contractors Volunteers Visitors	<ul style="list-style-type: none"> <li>Designated parking bays for visitors, Staff and contractors, parking Back-to-back where possible or leaving parking space between cars.</li> <li>Pre-booking of parking spaces before arrival.</li> <li>Visitors for rehoming and clinic by appointment only.</li> <li>Security to oversee parking at London centre.</li> </ul>	<ul style="list-style-type: none"> <li>Security</li> <li>Facilities</li> <li>Dept/Centre Manager</li> <li>Clinic</li> <li>Team Leaders</li> <li>Rehomers</li> </ul>
<b>Visitor interactions in meeting and waiting areas</b>	Staff Volunteers Visitors Contractors	<ul style="list-style-type: none"> <li>Sanitiser stations at site entrance, reception and waiting areas.</li> <li>Clear social distance markers on floors and at reception desks.</li> <li>Signage advising people of the need for social distancing, hand sanitisation, face masks.</li> <li>Perspex screens at reception desks to minimise face to face contact.</li> <li>Reduced/rearranged seating in waiting areas.</li> <li>Reduced number of customers allowed to wait in reception areas.</li> <li>Contactless payment methods by customers where possible.</li> <li>Visitors required to wear facial coverings in indoor/ enclosed spaces (provided as appropriate).</li> <li>Appointment systems for visitors in use.</li> <li>Reduced staff numbers in areas.</li> <li>Clear one-way entry and exit routes systems for staff and visitors.</li> </ul>	<ul style="list-style-type: none"> <li>Facilities</li> <li>Internal Comms</li> <li>Design</li> <li>Cleaning Contractor</li> <li>Reception Staff</li> <li>Team Leaders</li> <li>Centre Managers</li> </ul>

		<ul style="list-style-type: none"> <li>• Staff to wear reusable face coverings in indoor/ enclosed spaces / where there is reduced opportunity for social distancing interactions with customers.</li> <li>• Customers required to complete paperwork over the phone/online before visiting centres.</li> <li>• Water dispensers to be regularly wiped with sanitiser.</li> <li>• Vending machines for staff use only, hands to be washed before use, and keypad and door to be wiped with sanitiser after use.</li> </ul>	
<p><b>Meeting clients with animals e.g., Clinic visits, outpatients, intake, or rehoming visits, etc</b></p>	<p>Staff Volunteers Visitors Clients to clinic &amp; Rehoming</p>	<ul style="list-style-type: none"> <li>• Check if any visitors have symptoms of Coronavirus before attending site and rearrange meeting if necessary.                         <ul style="list-style-type: none"> <li>○ a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>○ a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</li> <li>○ a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal</li> </ul> </li> <li>• Social distancing floor markings, signage, information posters and hand sanitiser stations available in area.</li> <li>• Signage reminding about need for regular handwashing.</li> <li>• Restrict number of visitors and staff to each area to enable social distancing to be maintained.</li> <li>• Where possible, the handing of dogs &amp; cats back to owners should be done in a way to maintain social distancing. If this cannot be achieved, then face coverings are to be worn by staff and the client. Time undertaking this process should be kept to a minimum.</li> <li>• Introductions to dogs to be undertaken outside where possible, and if needed to be conducted inside face coverings should be worn.</li> <li>• Animal examinations to be undertaken away from customers.</li> <li>• PPE is available for staff to wear as required in the Standard Operating Procedure for the activity undertaken.</li> <li>• Visitors required to wear face coverings in enclosed spaces and where handling items to be touched/held by others gloves if appropriate.</li> <li>• Where practicable all documents to be prepared in advance via email/phone.</li> </ul> <p><b><u>Clinic specific:</u></b></p> <ul style="list-style-type: none"> <li>• Animals to be brought to clinic by appointment only.</li> </ul>	<ul style="list-style-type: none"> <li>• Facilities</li> <li>• Cleaning contractors</li> <li>• Clinic Staff</li> <li>• Centre Managers</li> <li>• Team Leaders</li> <li>• Rehoming staff</li> <li>• Internal Comms</li> <li>• Design</li> <li>• Clinic</li> </ul>

		<ul style="list-style-type: none"> <li>• One member of staff should bring the animal to Clinic unless by prior arrangement with Veterinary staff.</li> <li>• All Visitors to clinic <b>MUST</b> wear a face covering (unless exempt for medical reasons), if face covering not present a face covering will be offered.</li> <li>• Visits to clinic by non-clinic staff should be pre-arranged and by appointment only. Refer to the clinic risk assessment and SOP.</li> <li>• No other teams to be in clinic except by prior agreement with Veterinary Staff.</li> </ul>	
<b>Moving around sites</b>	<p>Staff</p> <p>Volunteers</p> <p>Visitors</p> <p>Contractors</p>	<ul style="list-style-type: none"> <li>• Instructional signage in place e.g., handwashing, social distancing, number of people allowed in area, etc.</li> <li>• Social distance markings and reminders in place.</li> <li>• Regular handwashing reminders/sanitisation stations in reception areas, sanitisation points around site.</li> <li>• Staff, visitors, volunteers etc are to wear face coverings when in corridors, stairwells and when moving between levels in buildings and as appropriate.</li> <li>• Number of staff in each area to be limited to essential workers only.</li> <li>• One-way direction arrows for entry and exit.</li> <li>• Narrow doorways without one-way system: person approaching door to ‘give way’ and maintain 2m distance where possible. from door to allow person to exit before proceeding.</li> <li>• Door handles/door plates, swipe card access plates, lift buttons, etc to be regularly wiped with sanitising solution.</li> <li>• Designated bins in place to support disposal of used tissues/PPE items, etc. Cleaning of all public circulation areas (not kennel or cattery related) regularly throughout the day Walking routes sprayed with disinfectant throughout the day</li> </ul>	<ul style="list-style-type: none"> <li>• Facilities</li> <li>• Heads of Dept</li> <li>• Centre Managers</li> <li>• All Staff</li> <li>• Internal Comms</li> <li>• Design</li> </ul>
<b>Use of dog paddock areas</b>	<p>Staff</p> <p>Volunteers</p> <p>Visitors</p>	<ul style="list-style-type: none"> <li>• Staff to wipe paddock gate handles before &amp; after use of paddock.</li> <li>• Cleaning contractor to clean paddock gates and locks Regularly throughout the day with sanitiser</li> <li>• Staff to use occupied signs to alert others that area is in use, ensuring they are cleaned after each use.</li> <li>• Maintain social distancing when in paddock with other staff or members of the public.</li> <li>• Astroturf paddock areas sprayed with disinfectant daily and spot cleans throughout the day.</li> </ul>	<ul style="list-style-type: none"> <li>• Dog Operations Teams</li> <li>• Cleaning Contractor</li> </ul>

<p><b>Animal introductions /collections – staff and public interactions</b></p>	<p>Staff Volunteers Visitors</p>	<ul style="list-style-type: none"> <li>• Animal collections only to take place on sites where in the best interests of the welfare of the animal.</li> <li>• Customers requested to complete all paperwork before arrival on site. Failure may result in the need to re arrange meeting.</li> <li>• Cats to be collected in carriers and owners advised to maintain 2m distance in accordance with Rehoming SOP.</li> <li>• Dogs being rehomed to be delivered to customer’s vehicle or outside place, in accordance with Rehoming SOP.</li> <li>• Staff to wear face coverings when meeting with delivery personnel.</li> </ul>	<ul style="list-style-type: none"> <li>• Rehomers</li> <li>• Reception</li> </ul>
<p><b>Retail units at Centres</b></p>	<p>Visitors Staff Volunteers</p>	<ul style="list-style-type: none"> <li>• Retail units to close to visitors with immediate effect and move to online ordering only.</li> <li>• Use of hand sanitiser at entry to retail unit &amp; at regular intervals.</li> <li>• One-way system in retail units to guide staff packing orders.</li> <li>• Wearing of face coverings in retail areas compulsory</li> <li>• Staff visiting shop/collection of purchases at times agreed with retail team/management.</li> <li>• Staff working with stocks maintain social distance, wear appropriate PPE when need to work together.</li> <li>• Regular cleaning of office and storage spaces used by retail.</li> <li>• Rehoming Visitors by appointment only. Rehoming staff are to help members of public.</li> </ul>	<ul style="list-style-type: none"> <li>• Retail Staff</li> <li>• Cleaning contractor</li> </ul>
<p><b>Delivery and post areas</b></p>	<p>Staff Security staff</p>	<ul style="list-style-type: none"> <li>• Ensure social distance of 2m on receipt of all deliveries &amp; when deliveries are being taken to areas across sites.</li> <li>• Arrange for staggered delivery times where possible to prevent possible transmission.</li> <li>• If delivery company offers electronic signing for delivery, ensure that hands are washed, or sanitiser used following signature, and maintain social distancing during process.</li> <li>• Restrict delivery items being moved around site by delivery personnel unless this avoids risks of manual handling, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Security</li> <li>• Facilities</li> <li>• Supporter Services Team</li> <li>• All Staff</li> </ul>

<p><b>Use of shared facilities i.e., welfare areas, laundries, tools, and gardening equipment site buggies, etc facilities, toilet areas, etc</b></p>	<p>Staff Volunteers Visitors</p>	<ul style="list-style-type: none"> <li>• Signage reminding staff of need for social distancing and handwashing and spaced usage of wash hand basins.</li> <li>• Consumables to be regularly checked and replenished and areas cleaned in accordance with agreed checklist.</li> <li>• Avoid the use of shared tools where practicable and tools to be wiped with disinfectant between use.</li> <li>• Wipe steering wheel and key for buggy with sanitiser wipe before and after use.</li> <li>• Wipe washing machine/tumble dryer door handles and controls before and after use.</li> </ul>	<ul style="list-style-type: none"> <li>• Facilities</li> <li>• Cleaning Contractor</li> <li>• Laundry staff</li> <li>• Animal care staff</li> <li>• Maintenance</li> </ul>
<p><b>Shower Facilities</b></p>	<p>Staff Volunteers</p>	<p><b>London:</b></p> <ul style="list-style-type: none"> <li>• Staff not to queue in shower lobby areas and only shower when essential.</li> <li>• Staff to wear a face covering in shower lobby area.</li> <li>• Member of cleaning team to be based in shower area for an agreed time each morning, to clean showers between use, and advise staff when shower is ready for use.</li> <li>• Showers to be locked out of use after agreed time.</li> <li>• Staff with lockers to use face coverings in locker room and to wipe locker door with sanitising wipe before use.</li> <li>• Communal towel drying area to be locked off by Facilities.</li> </ul> <p><b>Brands Hatch and Old Windsor</b></p> <ul style="list-style-type: none"> <li>• Sanitiser and cloths to be placed in shower areas for staff to use to clean area after showering.</li> <li>• Staff only to shower when essential.</li> <li>• Staff with lockers to use face coverings in locker room and to wipe locker door with sanitising wipe before use.</li> </ul>	<ul style="list-style-type: none"> <li>• All Staff</li> <li>• Facilities/Security</li> <li>• Cleaning Team</li> </ul>
<p><b>Food, drink, and rest areas on site</b></p>	<p>Staff Volunteers Visitors</p>	<p><b>Cafes/Eat &amp; Meet/Rest Areas</b></p> <ul style="list-style-type: none"> <li>• All on site cafés closed with immediate effect.</li> <li>• Social distancing markers and signage in place.</li> <li>• One-way entry and exit routes through areas where practicable.</li> <li>• Reduction of seats and tables in communal areas.</li> <li>• Restriction on number of staff in areas (follow signage in kitchens).</li> <li>• Staggered break times where possible.</li> <li>• In communal staff areas, staff to use own crockery and cutlery, etc.</li> <li>• Signage to remind staff not to leave mugs/crockery unattended.</li> </ul>	<ul style="list-style-type: none"> <li>• Catering Contractor</li> <li>• Cleaning contractor</li> <li>• Facilities</li> <li>• All Staff</li> </ul>

		<ul style="list-style-type: none"> <li>• Disposable glasses, cups, etc available from Facilities where required.</li> <li>• Tea, coffee, sugar, sachets to be provided in kitchen areas.</li> <li>• Tables to be wiped after each use by staff.</li> <li>• Sanitiser in area.</li> <li>• Restrict number of staff allowed in staff kitchen areas at any one time (poster displayed).</li> <li>• Staff using kitchen equipment to wear face coverings whilst preparing food/drink/using communal kitchen facilities.</li> <li>• Staff to wash hands prior to use of all kitchen equipment.</li> <li>• External surfaces of kitchen equipment (e.g., kettle, microwave) to be wiped with sanitiser after each use.</li> <li>• Staff keeping food in communal fridges to keep this in sealed boxes which are to be wiped with sanitiser wipe before placing in fridge.</li> <li>• Staff to wash hands before using shared milk products.</li> </ul>	
<b>Shared workstations and equipment e.g., workstations, radios, alarms, mobile phones.</b>	Staff Volunteers	<ul style="list-style-type: none"> <li>• Social distancing markers and signage in all work areas, designated walking routes, etc.</li> <li>• Furniture removed where practicable to restrict staff numbers in areas.</li> <li>• Staff numbers reduced to minimum operational level where possible.</li> <li>• same team workgroups rota'd together where practicable.</li> <li>• Staff to maintain 2m between work positions where possible. If not possible 1m or, stagger seating at desks to avoid face to face working. Use Perspex screens where appropriate, work side by side rather than face to face, wear face coverings and regularly wash/sanitise hands.</li> <li>• Clear desk policy to be maintained.</li> <li>• Staff to disinfect their own alarm/radio, etc with sanitising wipes throughout the day.</li> <li>• Regularly wipe tables/worksurfaces with sanitising solution throughout day.</li> <li>• Keyboard, mice, and arms of chairs to be wiped with sanitising wipe before and after use.</li> <li>• Printer keypads and surfaces to be wiped with sanitising wipes before and after use.</li> <li>• Where possible pens should not be shared, if they are shared, they should be wiped with a sanitising wipe before and after use.</li> <li>• Regular cleaning of area by staff and cleaning team.</li> </ul>	<ul style="list-style-type: none"> <li>• Facilities</li> <li>• Cleaning Contractor</li> <li>• Team Leaders/Managers</li> <li>• All Staff</li> </ul>
<b>Meeting Rooms/Training Rooms,</b>	Staff	<ul style="list-style-type: none"> <li>• Signage on doors advising the appropriate number of attendees per room to retain social distancing.</li> </ul>	<ul style="list-style-type: none"> <li>• Facilities</li> <li>• Cleaning Contractor</li> </ul>

	<p>Visitors</p> <p>Volunteers</p>	<ul style="list-style-type: none"> <li>For larger groups video conferencing to be used.</li> <li>Furniture to be arranged (and removed where necessary) to support social distancing.</li> <li>Furniture not to be moved between rooms.</li> <li>Run air conditioning or open windows where possible to maximise ventilation.</li> <li>Rooms to be cleaned between use (tables and chairs wiped, etc.)</li> <li>Sanitiser spray and cloths available for use.</li> <li>Hand sanitiser in room.</li> </ul>	<ul style="list-style-type: none"> <li>Maintenance Team</li> <li>Human Resources</li> <li>All Staff</li> </ul>
<b>Contractor visits</b>	<p>Staff</p> <p>Volunteers</p> <p>Contractors</p> <p>Visitors</p>	<ul style="list-style-type: none"> <li>Non-emergency contractor visits to be arranged in advance.</li> <li>Contractors to provide and wear face coverings (provided where required) and maintain 2 m social distance where possible.</li> <li>All contractors to sign in with Facilities to confirm compliance with COVID Secure working practices.</li> <li>Follow regular hand washing procedure or hand sanitisers before the commencement of work and after.</li> <li>Where possible, work arranged to be undertaken at a time that limits exposure to staff and visitors.</li> </ul>	<ul style="list-style-type: none"> <li>Facilities</li> <li>IT Department</li> <li>Internal Comms</li> </ul>
<b>Visitors – VIP, high profile, Academy delegates, including tours of Centre and Media visits.</b>	<p>Visitors</p> <p>Volunteers</p> <p>Staff</p>	<ul style="list-style-type: none"> <li>Coordinate appointments with respective department to minimise numbers on site.</li> <li>Ensure visitors are aware of coronavirus protocols.</li> <li>Limited destination visits</li> <li>Visit organiser completes Risk Assessment appropriate for event, including Covid-19 precautions.</li> <li>For Academy delegates, please refer to Academy Risk Assessment</li> </ul>	<ul style="list-style-type: none"> <li>Chief Executive’s office</li> <li>Fundraising</li> <li>Legacies</li> <li>Security</li> <li>Academy administrator</li> <li>Centre Management</li> <li>Facilities</li> <li>Media</li> </ul>
<b>Emergency evacuation points in fire alarms</b>	<p>Staff</p> <p>Volunteers</p> <p>Visitors</p> <p>Contractors</p>	<ul style="list-style-type: none"> <li>On reaching the fire assembly point ensure that social distancing is maintained whilst awaiting further instructions.</li> <li>Managers are to ensure that where possible fire wardens are not in the same staff teams (VHCE floors), and advise of the need for additional wardens if required – in advance of requirement</li> </ul>	<ul style="list-style-type: none"> <li>Security</li> <li>Facilities</li> <li>Centre Management</li> <li>All Staff</li> </ul>
<b>First aid treatment and rooms</b>	<p>Staff</p> <p>Volunteers</p>	<ul style="list-style-type: none"> <li>Hands to be washed/sanitised before attending to injured person.</li> <li>Ensure face masks/coverings are used by first aider and as appropriate the casualty before treatment and disposed of appropriately after use.</li> <li>First aiders to wear gloves.</li> </ul>	<ul style="list-style-type: none"> <li>First Aiders</li> <li>Facilities and Safety Officer</li> <li>Facilities</li> <li>Cleaning Contractor</li> </ul>



	<p>Visitors</p> <p>Contractors</p>	<ul style="list-style-type: none"> <li>• First aid responder’s rota to be put in place.</li> <li>• First aid rooms to be cleaned after each use.</li> <li>• Departmental managers are to review numbers of first aiders in rota groups and advise facilities team if more first aiders needed.</li> </ul>	
<b>Provision and use of Personal Protective Equipment (PPE)</b>	<p>Staff</p> <p>Volunteers</p> <p>Visitors</p>	<ul style="list-style-type: none"> <li>• Stocks levels of PPE and cleaning products to be regularly checked across the 3 centres.</li> <li>• Review of Government Guidelines to ensure appropriate PPE is in place.</li> <li>• Operations Management team to ensure that all Standard Operating Procedures include details on what PPE to wear and when this should be worn.</li> <li>• All staff to ensure they are fully familiar with Risk assessments and PPE for the tasks being undertaken – including COVID Secure Requirements and adhere to the guidance.</li> </ul>	<ul style="list-style-type: none"> <li>• Facilities</li> <li>• Centre Administrators</li> <li>• Head of Operations</li> <li>• Operational Management Teams</li> <li>• Departmental Heads</li> <li>• All Staff</li> </ul>
<b>Vulnerable staff/expectant mothers</b>	<p>Staff</p> <p>Volunteers</p>	<ul style="list-style-type: none"> <li>• Managers to complete appropriate risk assessment and management guidance with vulnerable employees (including those previously shielding in the Clinically Vulnerable/Extremely Vulnerable groups, including pregnant women)</li> <li>• Staff to inform their Line Manager immediately if there is a change in their personal circumstances which may affect their ability to work safely e.g., pregnancy.</li> <li>• Pregnant workers of 28+ weeks gestation to follow government guidelines with regards to working from home if possible</li> <li>• Extremely vulnerable staff to work from home where possible, where this is not possible, managers to look at changing their work duties to accommodate this and possible furloughing.</li> <li>• Line managers to inform Health and safety department where they need support with risk for vulnerable staff during pandemic</li> </ul>	<ul style="list-style-type: none"> <li>• Department Managers</li> <li>• Staff</li> <li>• Human Resources</li> <li>• Line Managers</li> </ul>
<b>Safe use of vehicles</b>	<p>Staff</p> <p>Volunteers</p>	<ul style="list-style-type: none"> <li>• 1 staff member per vehicle where possible, if not face masks must be used and windows must be open.</li> <li>• Open windows to ventilate the vehicle to maintain good air flow.</li> <li>• Staff to wear gloves and disinfect vans after use with disinfectant solution ensuring attention to the steering wheel, door handles, gear stick, etc.</li> <li>• Maintain a supply of gloves and hand sanitiser in vehicle for regular use.</li> </ul>	<ul style="list-style-type: none"> <li>• Team Leaders</li> <li>• Drivers</li> <li>• Staff driving vehicles</li> </ul>
<b>Travelling to sites on public transport</b>	<p>Staff</p> <p>Volunteers</p>	<ul style="list-style-type: none"> <li>• Staff not to travel on public transport wearing uniforms.</li> <li>• Staff to wear face coverings when travelling on public transport.</li> <li>• Staff to regularly wash uniform and face coverings.</li> <li>• Staff advised to travel outside of peak times to reduce risk of transmission.</li> </ul>	<ul style="list-style-type: none"> <li>• All Staff</li> </ul>

		<ul style="list-style-type: none"> <li>• Staff advised to travel in own transport and park on site where possible to avoid used of public transport.</li> </ul>	
<b>Inter-Centre visits</b>	<p>Staff</p> <p>Contractors</p>	<ul style="list-style-type: none"> <li>• Visits to several centres in one day should be restricted to essential activities only.</li> <li>• Staff should aim to remain at one centre each working day.</li> <li>• Bookings for inter-site visits are to be made with Ops Administrators and to be signed off by Centre/Duty Manager.</li> </ul>	<ul style="list-style-type: none"> <li>• All Staff</li> </ul>
<b>Cleaning of animal enclosures/pens/common walkways</b>	Staff	<ul style="list-style-type: none"> <li>• All surfaces to be disinfected daily to prevent transmission of Covid</li> </ul>	<ul style="list-style-type: none"> <li>• Staff</li> </ul>
<b>Covid-19 transmission</b>	<p>Staff</p> <p>Contractors</p> <p>Visitors</p> <p>Volunteers</p>	<ul style="list-style-type: none"> <li>• Hand sanitiser provided @ 60% minimum alcohol content for use when hand washing facilities are not.</li> <li>• Signs used to show 2m distancing and remind staff of need to socially distance.</li> <li>• Signs used to remind staff of washing hands, Wearing masks.</li> <li>• Staff told to self-isolate if they show signs of Covid 19.                         <ul style="list-style-type: none"> <li>○ a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>○ a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</li> <li>○ a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.</li> </ul> </li> <li>• Staff to wear face covering/masks in all communal areas, where working at less than 1m distance from others</li> <li>• Staggered start times to be used where possible to avoid the gathering of staff at entrance points.</li> <li>• Staff levels reduced to minimum operational level where possible.</li> <li>• Staff advised to work from home where possible to reduce number of employees on site.</li> <li>• Hot desking/sharing of equipment discouraged during pandemic and where things are shared, they should be sanitised before and after each use.</li> <li>• Staff advised to wash/sanitise hands after sneezing/coughing and bin tissue used.</li> <li>• Staff advised to keep windows open where possible to ensure adequate ventilation in offices and other areas.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff</li> </ul>

		<ul style="list-style-type: none"> <li>• Staff advised if room occupancy is at high level based on signage on entrance, do not enter and to return at a quieter time.</li> <li>• Staff advised to contact department managers if showing symptoms of Covid 19 and not attend work until a test has been shown to be negative and feeling well.             <ul style="list-style-type: none"> <li>○ a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>○ a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</li> <li>○ a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.</li> </ul> </li> <li>• Employees advised of mental health first aiders and support available if feeling anxious or depressed.</li> <li>• Paper face coverings/masks are to be changed after sustained use to prevent the increase of possible transmission.</li> <li>• Where staff member is contacted by NHS track and Trace, they are to self-isolate as per guidance received and not attend any sites until isolation is finished.</li> <li>• Where staff/volunteers are identified to be living in an area of surge testing they are not to attend site until they have had a negative covid-19 test</li> </ul>	
<p><b>Suspected case of Covid 19 on sites</b></p>	<p>Staff Visitors Contractors Volunteers</p>	<ul style="list-style-type: none"> <li>• Staff advised not to attend sites if they have symptoms of Covid 19.             <ul style="list-style-type: none"> <li>○ a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>○ a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</li> <li>○ a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.</li> </ul> </li> <li>• Where staff develop symptoms on site, areas worked in to be disinfected immediately, staff member to leave site immediately and go home where a test should be booked.</li> <li>• Close contacts are advised of contact with suspected case of Covid 19 and where required to self-isolate to prevent further contact across sites</li> </ul>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Cleaners</li> </ul>

Version History				
Version Number	Sections	Changes Made	Reason for change	Approved by
7	Covid-19 transmission  Suspected case of Covid 19 on sites	Added wording detailing common symptoms: <ul style="list-style-type: none"> <li>• Cough</li> <li>• Temperature</li> <li>• Taste/smell</li> </ul> Wording added x3	Better clarification for all reading risk assessment	
7	All sections	Added Volunteers back into who might be harmed	HSE Guidance on ensuring differences between Paid employees and Volunteers	
7	Covid-19 transmission	Added new control measure in regards of to show all staff in surge testing areas will be restricted from accessing site until negative test obtained.	Control measure agreed by BCP and already in use across site when new area identified by government	