

The HALO Trust - COVID-19 Return to office work Risk Assessment												
SITE / INSTALLATION: The HALO Trust UK based offices		ASSESSMENT TEAM LEADER: Callum Peebles			ASSESSMENT Ref. No:			HALO COVID 19 Return to Work				
ACTIVITY DESCRIPTION: Return of employees to HALO's Carronfoot and Wilton Offices		ASSESSMENT TEAM MEMBERS: Curtiss Wilson			DATE OF ASSESSMENT:			21-Jul-20				
					TIME OF ASSESSMENT:			N/A				
Ser	Activity/Situation	HAZARD		INITIAL RISK		CONTROLS			RESIDUAL RISK		Ref Doc	Responsibility for Implementation / Monitoring
		Potential Hazard Description	Effects (Consequences)	S	L	Risk Rating	Controls & Recovery Measures Required	S	L	Risk Rating		
Area Movement/Completing Tasks												
1	Return of HALO's UK employees to office work	Spread of COVID-19 Coronavirus to peers or wider community	Related ill health and potential threat to life through extended illness. Symptoms include a fever, cough, shortness of breath, breathing difficulties, Muscle Pain and Tiredness.	5	3	15	<p>All staff are to familiarise themselves with the guidance document 'Using HALO Offices Under COVID Restrictions_21072020', wherein specific details are included about the expectations for social distancing withing HALO offices. This guidance may be modified at any time.</p> <p>If possible, all employees are to receive guidance and training before returning to work. If this is not possible, each individual must receive social distanced instruction on the day they first arrive back at the office. Under no circumstances should employees start their daily work routine until they have received the above.</p> <p>All staff are to follow the details as laid down by The HALO Trust on the guidance notes, posters and instructions displayed throughout the office premises.</p> <p>Staff are 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 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.</p> <p>Hand gel will be available at the entrance to each building and at various locations throughout each office. This should be used as per the instruction provided. Staff are encouraged to report any issues they feel they may have with the use of any of the products provided. Staff are also encouraged to report low stock. Gloves will be made available wherever requested.</p> <p>If individuals require to touch areas of regular high use such as door handles, stair railings etc, and are not wearing gloves, they must wash their hands as soon as possible, or use the hand gel that has been provided.</p> <p>Staff are reminded of the Government social distancing rules and must adhere to these as much as possible throughout the workplace.</p> <p>Kitchen facilities – Staff are advised to exercise additional caution when using kitchen facilities. Only one person should use the kitchen facilities at a time. Surfaces should be wiped down before leaving the kitchen. Water stations should not be used. Staff should either eat at their desks or make use of outdoor space but continue social distancing.</p> <p>If any individual becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance, (to receive a test and self-isolate). Line managers will maintain regular contact with staff members during this time. If an outbreak is suspected, staff HALO will follow the process of emergency assessment, as set out in the guidance documentation.</p> <p>Travelling for work – Where possible staff should avoid using public transport to limit exposure. If required to do so, staff must follow the government guidelines on this. Staff should not share vehicles with anyone outside their household travelling to and from the office.</p> <p>Use of HALO fleet vehicles - All staff using work vans or fleet cars are to wipe down the steering wheel, door handles, gearstick, keys etc. before and after use. Staff should use gloves at fuel stations if they require to refuel vehicles.</p> <p>Manual handling – staff should be careful if having to carry out shared lifts or movement of items. If possible, all loads should be broken down into one person manageable loads, thus limiting spread of infection.</p> <p>Staff should avoid sharing equipment wherever possible – including stationery, notepads, IT equipment, desk phones etc. If equipment like printers must be shared, staff should wipe equipment down after use.</p> <p>Cleaning arrangements - Office areas to be thoroughly cleaned daily with a deep clean being conducted weekly. Cleaners are to comply with government guidance and will receive additional resources as necessary when required.</p> <p>Visitors - All visitors should be met by their hosts and given a briefing on HALO COVID-19 exposure measures in place. All visitors are to follow the guidance received and hosts to enforce this.</p> <p>In the event of a fire, all staff are to react as previously trained during fire drills. Staff should continue social distancing as much as possible when exiting the building and continue social distancing measures when attending the fire assembly point. Heads of Departments should ensure all visitors receive a brief beforehand and what actions should be taken.</p>	5	1	5	Using HALO Offices Under COVID Restrictions_21072020	HALO UK Lead and Wilton Lead: Callum Peebles Carronfoot Lead: Curtiss Wilson General enquiries and associated responsibilities: HALO Senior Management and HR team.
ASSESSMENT TEAM LEADER: Callum Peebles		JOB TITLE: Chief of Staff			APPROVED BY: James Cowan			JOB TITLE: CEO				
SIGN:		DATE:			SIGN:			DATE:				