**Covid-19-secure Risk Assessment - actions required by all staff *amendments are in italics***

The Risk Assessments (RAs) for our organisation being Covid-secure have been updated again as of *May 2021*. The changes take into account the *next steps in the* Government Roadmap for coming out of lockdown.We will *continue to* move forward with caution and, if the national roadmap is delayed, this will be reflected in our plans. *As the national threat level has been reduced to 3, and there has been a very good uptake of the vaccination programme, we will be moving towards more people coming back into the offices* but, *in order for this to happen,* **we must continue to stick to the measures required to keep ourselves, and others, safe, particularly keeping air circulating in the offices.**

**Please remind yourself of these measures and of your personal responsibility to comply with them. For staff, your compliance a requirement in law.**

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| **The measures are:** |
| Adhere to current Government guidance on Covid-19 at all times. This includes hands – face – space – fresh air. We are now also doing lateral flow and PCR testing of staff and volunteers as appropriate. |
| Comply with all arrangements made for and with you re working from home |
| Cooperate with your line manager to create and adhere to the rota system for staff coming in to the office.  |
| *Meetings will continue take place over Zoom or Teams as much as possible*. *However*, f*rom 17 May meetings of up to 6 people may be held in the seminar room or Eagle 1 or Eagle 2, with the window and door open and 1m+ social distancing. Attendees need to wear masks. For Eagle 1&2 combined the maximum is 15, with the same measures as above in place. Staff may attend these meetings if they are not rota’d to be in the office that day but must only access the meeting and not be in the office outside of those times.* |
| Do not come into the office if you have symptoms which may be related to Covid-19 |
| Comply with social distancing at all times – 2m distance still applies wherever possible and 1m+ in all other circumstances |
| Wear a **mask (with or without a visor but always a mask)** in communal areas eg corridors, kitchens, reception **and in all offices*/meeting rooms* where there is more than one person present**. (Receptionist does not need one while behind the screen, only when moving away from the desk) **Masks will be provided by facilities. Additional visors/face shields are only required for patient/client facing roles and where the service risk assessment requires it** |
| Adhere to the notice and ‘keep well back’ from the reception desk in the main building when standing by or walking past it |
| Wash and sanitise your hands at regular intervals while you are in the office |
| Cloths and sprays are available for you to sanitise other areas of your office/workstation as needed (eg finance staff after opening post or counting cash) |
| Only reception staff behind the reception deskDeliveries are not to be signed for. Only Facilities staff to move deliveries.Receptionist sanitises work area, phones and pens regularly |
| Communicate with colleagues by phone or email as much as possible – avoid moving around the building unnecessarily. Wear a face covering when moving around the building.  |
| Do not congregate in communal areas – move quickly to your destination |
| Only one person to use kitchen facilities at any one time and do not make drinks for others. Sanitise the area before you leave |
| Do not enter an office/workspace unless it is where you are working, this applies to all offices/work spaces but is imperative when spaces are being used for service delivery. |
| Take your breaks at your workstation or outside – maintain social distancing outside. The staff room is currently not in use for breaks. |
| First aiders will encourage self-care wherever possiblePPE has been issued to First aiders, which they will use if they need to work in close proximity to an injured personMouth to mouth ‘rescue breaths’ will not be given (chest compressions and defibrillation will be carried out if needed)  |
| Open windows and doors as much as possible to facilitate the airflow through the building. *This is still very important whatever the weather conditions.* |
| Comply with all signage in your workplace in order to maintain our Covid-secure buildings |
| Look after your mental health by keeping in touch with your manager regarding home working and workload. Practice self-care, taking annual leave and using the wellbeing advice as needed |
| Only facilities staff handle deliveries |
| Maintain social distancing as much as possible if the building/s need to be evacuated |
| Keep your desk as free of paper as possible in case of the need for fog cleaning at short notice. |

Measures Treetops has taken towards being Covid-secure:

* Services will be suspended or reinstated depending on the national and local guidance and up to date risk assessments.
* All services have updated their service risk assessments in light of Covid-19 guidance and review them regularly
* Enabled staff to work from home as much as possible, particularly shielded and vulnerable staff. This will continue and be reviewed on an individual basis and specific measures put in place for any clinically shielded or vulnerable staff who are required to return to work.
* Using a rota for on-site working
* Communal high-contact areas are cleaned regularly on the main campus: on unlocking, mid-morning, mid-afternoon, by the cleaners in the evening. *This will be increased when needed for high-use of the meeting rooms.*
* Encouraging staff to practice self-care and take annual leave
* Volunteer services staff are keeping in touch with volunteers
* Staff or volunteers identified as vulnerable have been referred to the Wellbeing service for extra support
* Deliveries are being left outside the main building
* Designated toilet for visitors which will be sanitised after use by the receptionists.
* Procuring and providing extra PPE and hand wash facilities/resources as required
* Removed signing in book from the main building, and reception stock to eliminate hazards presented by multiple handling of pens/stock
* Making use of vacant offices/rooms in order to adhere to Government guidance on staff working conditions
* Ensuring no workstation sharing and, exceptionally, making sure workstations are sanitised by staff if used by more than one person on different days.
* Purchased Zoom licences to support remote workers and service delivery and encouraged staff to develop Teams skill, with training and support as needed.
* Moved the photocopier and shredder into an empty office to relieve congestion in the top corridor of the main building
* Made provision for meetings to take place by video.
* Have put in place Wellbeing measures to support staff and volunteers.