



Risk Assessment – Covid19 The Foyer

Risk assessment											
	Activity	Hazard	Who might be harmed and how?	Existing controls	Risk rating with existing controls			Further controls	Risk rating with further controls		
					L	S	RR		L	S	RR
To be read in conjunction with the Paradigm risk assessment, available on our website											
Essential Visits to the Office											
1	Staff who are authorised to attend the office	Close contact with others Contact with infected surfaces Aerosol/Droplet transmission	<ul style="list-style-type: none"> All Staff Residents Members of the Public Contractors Security Staff 	<ul style="list-style-type: none"> Avoid all non-essential visits in line with Government advice e.g. avoid social contact and stay at home where work can be completed at home to prevent spread. Avoiding all close contact where possible in line with social distancing guidance. Staff home working wherever possible. Managers maintain regular contact with teams. Wellbeing support offered via mental health first aiders and employee assistance programme. Maximum of 2 staff to attend on a rota basis ensuring social distancing within the office areas and to minimise spread during lockdown whilst providing site presence. <u>Any staff visitors to the site are strictly by appointment only</u> – Contact Nancy Watson 	2	3	6	Reduced staffing to minimum levels with support from security to maintain site presence	1	3	3
2	Staff who are home working	Poor working environment Use of work equipment for extended periods of time	<ul style="list-style-type: none"> Remote working staff 	<ul style="list-style-type: none"> Laptops and associated equipment provided to staff. Encouraged to take regular breaks. Maintain regular communications with team and colleagues. Avoid distractions whilst working. 	1	3	3				



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		Staff being isolated / poor mental health Exposure to COVID19		<ul style="list-style-type: none"> · Ensure there is suitable lighting, ventilation and heating whilst working. · Ensure seating is adequate. Guidance is available on PING. · Access Mental health first aider list on PING if required. · Employee Assistance Programme available. · Utilising Microsoft Teams and telephone to maintain contact. · Wash hands regularly. · Raise any issues or concerns with line manager. 							
Authorised Working - The Foyer Office Areas											
3	Staff working within the office area	Close contact with others Contact with infected surfaces Aerosol/Droplet transmission	· Staff	<ul style="list-style-type: none"> · There are 3 separate offices. All offices have opening windows for ventilation. · Staff have their own laptops and headsets · Minimise contact where possible using online/video/phone. · One member of staff to work with each of the three office spaces. · Staff to use individual rubbish bins, tie and seal bag before leaving the office for removal by cleaning staff. · Appropriate desk and other office equipment cleaning products to be provided in each location. · Maintain 2m distance between staff wherever possible. · Any authorised visitor attending the office should wear a mask or recommended face covering. · No unauthorised visitors (including visiting staff) to office area. · Staff to confirm they or their households have no symptoms and are not self-isolating before attending. 	2	3	6	<p>Only essential staff to attend office to maintain site presence and rota signed off by Head of Service</p> <p>Extend face coverings to include any situation where prolonged interaction e.g. when talking to someone whilst sat at their desk</p>	1	3	3



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				<ul style="list-style-type: none">· If symptoms develop they are to self-isolate and inform line manager immediately.· Cleaning regime in place to ensure surfaces and touch points cleaned regularly.· Clear communication is required to ensure 2m distancing in the main corridor.· Avoid direct face to face contact where possible.· Rota in place and fixed teams to avoid spread where possible.· Wash hands regularly with soap/water.								
4	Use of Staff Toilets	Close contact with others Contact with infected surfaces Aerosol/Droplet transmission	<ul style="list-style-type: none">· Staff	<ul style="list-style-type: none">· Toilet and handwashing facilities within one contained area.· Alcohol based/Dettol wipes/spray provided and signage advising wipe down of surfaces/touch points after use.· Wash hands after use with soap/water where possible.	1	3	3					
5	Use of Main Reception Office including: <ul style="list-style-type: none">- Dealing with visitors, staff, contractors and staff- Answering telephones- Operation of door entry- Issuing of parking permits- Collection of post- Staff Sharing equipment	Close contact with others Contact with infected surfaces Aerosol/Droplet transmission	<ul style="list-style-type: none">· Staff· Security	<ul style="list-style-type: none">· Glass screen between reception counter and reception area· Window to provide ventilation· Alcohol based/Dettol wipes/spray for touch points/telephone/Keypads/Door release etc· Disposable gloves available for handing out keys etc· Alcohol based sanitiser provided· 1 Staff member to cover reception at any one time with lunch cover only provided.· 1 person in this office at any one time.· Cover staff to utilise their own laptop and sanitize all touch points/equipment at shift change.	1	3	3					



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				<ul style="list-style-type: none"> Office door to remain closed so that staff requiring access to printer and stationery do not have to enter reception office. Access to paperwork in reception to involve minimum contact. Reception staff to complete signing in/out paperwork to avoid multiple use of pens/passing of folders/sheets etc. Parking permits to be left in a container accessible to visitors to complete themselves. Staff to initial and enter time post is collected. 						
6	Use of Photocopier	<p>Close contact with others</p> <p>Contact with infected surfaces</p> <p>Aerosol/Droplet transmission</p>	<ul style="list-style-type: none"> Staff Security 	<ul style="list-style-type: none"> Alcohol based/Dettol wipes located next to printer with signage to sanitize keypad before use. Staff to minimise visits to printer/ photocopier where possible to avoid frequent trips. Printing visits to be consolidated – all work to be saved and completed as one job. Don't print unless absolutely necessary where task cannot be done by electronic means. 	1	3	3			
7	Use of Staff Kitchen	<p>Close contact with others</p> <p>Contact with infected surfaces</p> <p>Aerosol/Droplet transmission</p>	<ul style="list-style-type: none"> Staff Security 	<ul style="list-style-type: none"> Alcohol based/Dettol wipes/spray to sanitize surfaces. Disposable paper towels for hand drying/ drying crockery etc. 1 member of staff to use at a time. No making of drinks for other staff/team members, or food preparation. Staff to bring own packed lunches to avoid food prep. Staff to retain cutlery, crockery etc for personal use and return to their desk once cleaned. 	1	3	3			



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				<ul style="list-style-type: none"> No items left in the sink or on the draining board at any time. Items kept in fridge to be kept in sealed/labelled containers. Wash hands before and after use of any shared containers e.g. making a drink. Staff and security staff only to have access to kitchen. Security staff to follow above controls. 						
Residents										
8	Educating residents on controls measures in place	<p>Close contact with others</p> <p>Contact with infected surfaces</p> <p>Aerosol/Droplet transmission</p>	<ul style="list-style-type: none"> All Staff Residents Visitors Contractors Members of the Public 	<ul style="list-style-type: none"> Signage around the building promoting hand washing and social distancing. Leaflets on reception available to residents. Advice given by SHO's during support calls. Individual communication to residents both in writing and verbally regarding social distancing and any policy changes. Provide updated code of conduct to each resident. AQA session to be provided for each resident to undertake and sign off. 	1	3	3			
9	Support bubble for those that are vulnerable and/or isolated	<p>Close contact with others</p> <p>Contact with infected surfaces</p> <p>Aerosol/Droplet transmission</p>	<ul style="list-style-type: none"> Staff Residents Contractors Visitors 	<ul style="list-style-type: none"> Follow government guidance on visiting other households Support bubble e.g. one dwelling/household with one adult can visit one other household. Resident request permission for a visitor, confirming the full name of the person in their support bubble visiting. Visit to be authorised by on site management team and RHOM for support bubble(s). Maintain log of authorised visits. No visits where either party is self-isolating, shielding or has COVID 19 symptoms. 	1	3	3			



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				<ul style="list-style-type: none"> Checks to be in place to check both resident and visitor are not self-isolating, shielding and are symptom free. One designated/identified visitor to a cluster flat only where both tenants agree. Where cluster flat tenant, wants to attend a single adult household they can do so outside of the Foyer, but will be required to self-isolate if the single adult household has any symptoms. If a resident wants to change the support bubble, they must wait 10 days between households as per government guidance 						
The Foyer – Communal Areas										
10	Front Entrance and Main Reception Lobby	<p>Close contact with others</p> <p>Contact with infected surfaces</p> <p>Aerosol/Droplet transmission</p>	<ul style="list-style-type: none"> Staff Visitors Contractors Security Staff Residents Delivery Personnel Members of the Public 	<ul style="list-style-type: none"> Floor signage marking out area round reception. Windows open to allow ventilation. Signage to raise awareness of social distancing. Feet Floor stickers/posters. Limit on number of people in reception area with "Please wait here" posters on entrance/exit doors. Installation of sanitizer units by front door and lift lobby doors. All persons attending any communal areas should wear a mask or recommended face covering. Increased signage indicating maximum of 2 people waiting within lift lobby area including wall posters and floor stickers. Hand sanitizer unit placed in each lift lobby. 	1	3	3			



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11	Lift Lobby and use of lifts	<p>Close contact with others</p> <p>Contact with infected surfaces</p> <p>Aerosol/Droplet transmission</p>	<ul style="list-style-type: none"> · Staff · Visitors · Contractors · Security Staff · Residents 	<ul style="list-style-type: none"> · Increased signage indicating maximum of 2 people waiting within lift lobby area including wall posters and floor stickers. · Hand sanitizer unit placed in each lift lobby. · Clear signage – 1 person only in the lift. · Sanitiser stations installed in all lift lobbies. 	1	3	3				
12	Use of stairwells	<p>Close contact with others</p> <p>Contact with infected surfaces</p> <p>Aerosol/Droplet transmission</p>	<ul style="list-style-type: none"> · Staff · Visitors · Contractors · Security Staff · Residents 	<ul style="list-style-type: none"> · Daily sanitisation of handrail and door touch points. · Additional clear signage promoting social distancing. · Providing residents with information. 	1	3	3				
13	Authorised use of Communal Rooms	<p>Close contact with others</p> <p>Contact with infected surfaces</p> <p>Aerosol/Droplet transmission</p>	<ul style="list-style-type: none"> · Staff · Residents 	<p><u>Currently the below rooms are only accessible when authorised by a senior manager.</u></p> <p><u>IT Suite/AQA</u></p> <ul style="list-style-type: none"> · Maximum of 3 people at any one time. · Booking system in place. · Limit access to 3 PC's ensuring 2m social distancing. · SHO to attend and provide information to resident including sanitising the PC before use. · Wash hands regularly. · Maintain 2m social distancing. · All persons attending the communal rooms should wear a mask or recommended face covering. 	2	3	6	<ul style="list-style-type: none"> · Keep communal rooms closed and only authorised for essential purposes and only authorised by the Head of Service 	1	3	3



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			<p><u>Training Kitchen</u></p> <ul style="list-style-type: none">· Maximum of 2 people (1 resident and 1 staff member) for 1:1 cookery sessions.· Booking system in place.· Where possible sessions to be carried out via video link.· Antibacterial spray and adequate cleaning materials to be available.· All persons attending the training kitchen should wear a mask or recommended face covering.· Where necessary and staff need to be present, social distancing followed.· Windows open to allow ventilation.· Type 2R surgical mask, sanitiser, waste bags provided, where PPE is required.· Provide an PPE that might normally be required for the task being completed.· Wash hands regularly.· Maintain 2m social distancing. <p><u>Common Room</u></p> <ul style="list-style-type: none">· Wash hands regularly.· All persons attending the common room should wear a mask or recommended face covering.· Maintain 2m social distancing.· To remain closed for gatherings.· Use only for support meetings.· Maximum 4 people.· Signage to promote social distancing· Hand sanitizer unit installed as no access to handwashing.· Booking by appointment only.· Daily cleaning of all touch points.· Ventilate the room.						
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				<p>2nd Floor Meeting Room</p> <ul style="list-style-type: none"> · Wash hands regularly. · All persons attending the meeting room should wear a mask or recommended face covering. · Maintain 2m social distancing. · To remain closed for gatherings. · Use only for support meetings. · Maximum 2 people. · Signage to promote social distancing. · Hand sanitizer unit installed as no access to handwashing. · Booking by appointment only. · Daily cleaning of all touch points. · Ventilate the room . 								
Inspecting properties and completing repairs												
14	Inspecting or managing properties e.g. safety checks or voids	<p>Close contact with others</p> <p>Contact with infected surfaces</p> <p>Aerosol/Droplet transmission</p>	<ul style="list-style-type: none"> · Staff · Contractors 	<ul style="list-style-type: none"> · Flagging process on frameworks for residents displaying symptoms or self-isolating. · Where possible video inspection of property carried out by resident. · If staff to attend, then follow controls visiting a resident on the PHG C19 Corporate Risk Assessment. · Visit by appointment only. · Resident to remain outside property to allow for social distancing. 	2	3	6	<ul style="list-style-type: none"> · Review frequency of inspections e.g. duration and number of visits to reduce risk 	1	3	3	
15	Completing repairs e.g. voids/flats/communal areas	<p>Close contact with others</p> <p>Contact with infected surfaces</p> <p>Aerosol/Droplet transmission</p>	<ul style="list-style-type: none"> · Staff · Contractors 	<ul style="list-style-type: none"> · Follow PHG C19 Risk assessment for inspecting properties/completing repairs including communal areas. · All staff on site to be issued with PHG guidance/risk assessment for contractors visiting site. · Contractors and technicians to sign as part of signing in process that they have read and 	3	3	9	<ul style="list-style-type: none"> · Only carry out essential / reprioritised repair work as per corporate risk assessment 	1	3	3	



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			<ul style="list-style-type: none">· Before they are due to attend the appointment then 24 hours prior to the appointment check the applicant is still symptom free.· On the day of the appointment check when they arrive in reception that they are symptom free.· All persons attending these interviews should wear a mask or recommended face covering.· Appointments are to be booked allowing 30 minutes between each appointment and the interview room is to allow thorough cleaning before the next appointment.· Viewings to be completed by sharing photos/video of the room and communal areas. No physical viewings to be undertaken unless risk assessed and authorised by a senior manager and the H&S Team.· If application successful, applicant goes onto waiting list. <p>Sign ups</p> <ul style="list-style-type: none">· Signing of documents to be done via DocuSign where possible.· Applicants asked to confirm they have no COVID symptoms and have not had any covid symptoms in the last ten days and are not isolating when making the appointment. If symptoms reported then stop sign up and add back to the waiting list. Record date and await 2 weeks.· Before they are due to attend the appointment then 24 hours prior to the appointment check the applicant is still symptom free.· On the day of the appointment check when they arrive in reception that they are symptom free.						
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				<ul style="list-style-type: none"> Pass keys through window via reception. All persons attending these sign ups should wear a mask or recommended face covering. Maintain safe distancing (2m) apart. Wash hands with soap and water regularly. 								
				<p>Where remote signups are NOT possible:</p> <ul style="list-style-type: none"> Applicants asked to confirm they have no COVID symptoms and have not had any COVID symptoms in the last ten days and are not isolating when making the appointment. If symptoms reported then stop sign up and add back to the waiting list. Record date and await 2 weeks. Before they are due to attend the appointment then 24 hours prior to the appointment check the applicant is still symptom free. On the day of the appointment check when they arrive in reception that they are symptom free. HO will pre-sign and date the documents Appointments are to be booked allowing 30 minutes between each appointment to allow through cleaning before the next appointment where they are booked on the same day. Arrangements will be made to meet the resident in the common room. All persons attending these sign-ups should wear a mask or recommended face covering. Before the meeting the HO will put the pre-signed documents onto the desk/table Resident will sign the paperwork then leave the common room. HO will then pick up the paperwork with gloves, place into an envelope and store in 	2	3	6	Minimise face to face signups to essential only and where authorised by a senior RHOM / Head of Service	1	3	3	

