**COVID-19 Risk Assessment – Ara Offices**

It is not possible to cover every scenario in this guidance, and dynamic risk assessment will be needed at all times; please discuss any concerns with your Manager.

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| --- | --- | --- | --- | --- |
| **Task** | **Action Required** | **Action by Whom?** | **Action by When?** | **Completion**  |
| Staff with symptoms of Covid | * Staff to follow government guidance if they show symptoms of Covid or have been in contact with someone with a positive Covid test and:
* Inform your manager straight away, they will need to know whether you have been in contact with any staff or clients in the previous 48 hours or at any work locations
* Do not leave your house unless it is to be tested
* Staff to inform their line manager asap if travelling abroad and needing to quarantine on return so working arrangements can be discussed
* Manager to complete “Ara Staff Covid 19 Details” form saved in Staff Handbook and send to Chloe
 | All staff | Ongoing  | Ongoing |
| Ara staff working in offices | * Staff to work from home where possible
* Staff to follow general hygiene advice:
* Regular handwashing
* Catch coughs & sneezes in tissues
* Avoid touching face, eyes, nose or mouth with unclean hands
* Hand sanitisers provided throughout Ara main offices
* Staff to keep desks clear and wipe down computers/work stations/equipment/other areas (e.g. kitchen) before and after each use with anti-bac wipes/spray provided
* Staff to keep calendars up to date to assist with track and trace
* **Staff to maintain a distance of 2 metres from each other at all times, if not possible ensure PPE is worn**
* All cups, utensils etc must be placed in the dishwasher after use, please ensure hands are sanitised before emptying the dishwasher
* Please do not make your colleagues or any essential visitors drinks, please make your own drinks so we are not touching each other’s cups
* Number of staff working in offices should not exceed the number of desks
* Staff working at Hurstwood to wear masks due to difficulty distancing
* Staff must not swap objects and chairs from other people’s desks. If you need replacements, contact Chloe, do not use other staff members belongings
 | All staff | Ongoing | Ongoing |
| Visitors to Ara offices | * Avoid visitors where possible, zoom meetings can be held where appropriate
* Please consider opening windows and/or wear a mask if you go into an office / room with another member of staff
* Staff are responsible for their visitors (including clients)
* All visitors to be signed into the visitors book in reception and recorded in your calendar to assist with track and trace
* Meetings with visitors should be held in rooms big enough to allow for social distancing
* PPE can be worn if felt necessary
* Drinks can be provided to visitors provided cups are placed in the dishwasher after use
* PPE can be collected from room 5 and masks on the top floor, PPE is also supplied in the houses and small stocks can be kept at home or in a staff member’s car to avoid coming into the Office on a regular basis
 | All staff | March 2021 | Ongoing |
| Cleaning | * Ara offices will be cleaned on a regular basis
* If a member of staff or visitor has tested positive to Covid all work areas that they have visited within the previous 48 hours will be closed until deep cleans have been carried out
* Staff to ensure that desks are kept tidy and clear from clutter, empty cups etc
* All waste that may be contaminated with coronavirus to be double bagged, disposed of in outside bins and left for 72 hours
 | All staff | March 2021 | Ongoing |
| Travelling to work/while working | * Staff to drive, cycle or walk wherever possible
* If needing to travel on public transport follow government guidelines e.g. wearing a face covering
 | All staff | March 2021 | Ongoing |

**Completed by: Chloe Diamond and Sally Meyrick**

**Date: Jan 2021**

**Review due: March 2021**