**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 operate blended working (i.e. split between Office and Home) as necessary, and in line with [Public Health England best practice](https://www.gov.uk/government/publications/how-to-stop-the-spread-of-coronavirus-covid-19/how-to-stop-the-spread-of-coronavirus-covid-19).
* Ara have COVID-19 Lateral Flow testing available (LFD) at Kings Court. If you are regularly working from the office we strongly advise you to self-test at least fortnightly. If you test positive for COVID-19, immediately return home and book a PCR test, and inform Chloe Diamond to ensure that your work area is deep cleaned.
* Staff to follow general [hygiene advice](https://www.gov.uk/government/publications/how-to-stop-the-spread-of-coronavirus-covid-19/how-to-stop-the-spread-of-coronavirus-covid-19):
* Regular handwashing
* Catch coughs & sneezes in tissues
* Avoid touching face, eyes, nose or mouth with unclean hands
* Hand sanitisers are provided throughout Ara main offices and should be used regularly
* 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 appropriate social distancing and use PPE where appropriate
* All cups, utensils etc. must be placed in the kitchen dishwashers after use. Please ensure hands are sanitised before emptying the dishwasher
* The number of staff working in offices should not exceed the number of desks
* Staff working at Hurstwood to wear masks due to difficulty distancing
 | All staff | Ongoing | Ongoing |
| Visitors to Ara offices | * Visitors and guests are able to visit Kings Court. Visits must be planned in advance and entered in your Outlook calendar. It is the responsibility of the host to ensure [COVID-19 best practice](https://www.gov.uk/government/publications/how-to-stop-the-spread-of-coronavirus-covid-19/how-to-stop-the-spread-of-coronavirus-covid-19) is followed for the duration of the visit.
* All visitors to be signed into the visitors book in reception
* Meetings with visitors should be in a ventilated room and social distancing to be observed
* Drinks can be provided to visitors provided cups are placed in the dishwasher after use
* PPE is available to staff and visitors and is to be used where appropriate; this can be collected from the meeting room on the housing floor and masks on the top floor of KC
* 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 | Aug 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 | Aug 2021 | Ongoing |
| Travelling to work/while working | * Staff to drive, cycle or walk to Kings Court wherever possible
* If needing to travel on public transport follow government guidelines e.g. wearing a face covering
 | All staff | Aug 2021 | Ongoing |

**Completed by: Chloe Diamond and Robbie Thornhill**

**Date: May 2021**

**Review due: Aug 2021**