

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.

Task	Action Required	Action by Whom?	Action by When?	Completion
Staff with symptoms of Covid	<ul style="list-style-type: none"> - 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 - 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	<ul style="list-style-type: none"> - Staff to blend their work between Office and home in line with Public Health England best practice. - Ara have LFD tests at Kings Court, if coming into the Office we strongly suggest you are tested. - If you test positive please immediately return home and inform Chloe Diamond to ensure you area is deep cleaned. - Staff to follow general hygiene advice: <ul style="list-style-type: none"> • 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 appropriate social distancing and use PPE where appropriate 	All staff	Ongoing	Ongoing

	<ul style="list-style-type: none"> - All cups, utensils etc must be placed in the dishwasher after use, please ensure hands are sanitised before emptying the dishwasher - Number of staff working in offices should not exceed the number of desks - Staff working at Hurstwood to wear masks due to difficulty distancing 			
Visitors to Ara offices	<ul style="list-style-type: none"> - Visitors and guests are able to visit Kings Court. Visits must be planned and in your Outlook calendar. It is the hosts responsibility to ensure Covid 19 best practices are undertaken - 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, it can be collected from the meeting room on the housing floor and masks on the top floor of KC 	All staff	Oct 22	Ongoing
Cleaning	<ul style="list-style-type: none"> - 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	Oct 22	Ongoing
Travelling to work/while working	<ul style="list-style-type: none"> - Staff to drive, cycle or walk to Kings Court wherever possible 	All staff	Oct 22	Ongoing

	- If needing to travel on public transport follow government guidelines			
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Completed by: Chloe Diamond and Robbie Thornhill

Date: May 2021

Updated Aug 22

Review due: Oct 222