

Risk Assessment for phased, hybrid return to work in the Interim office, following the easing of Covid-19

Covid-19 is a virus that can affect your lungs and airways. Symptoms can be mild, moderate, severe, or fatal.

Full guidance & Risk Assessment to be issued to all employees before the return to work in the office

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Staff • Visitors to premises • Cleaners • Contractors • Delivery persons • Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions • Anyone else who physically comes in contact with employees in relation to your business 	<p><u>Arriving at the office</u></p> <p>For security purposes, a card reader has been installed at the entrance of the UK Bango office.</p> <p>On first visit to the office, the People team will assign all staff an access fob on the card reader system. This will ensure only Bango employees can enter the office. Visitors will be manually signed in.</p> <p>The card reader system will also ensure that in the event of a COVID-19 outbreak, the People team can check</p>	All staff must use assigned card each time they attend office. This will be monitored by the People team.	All Bango employees & visitors	On going	

		<p>who was in the office the day(s) the potential outbreak happened.</p> <p>Hand Washing</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Gel sanitisers in main office & any area where washing facilities are not readily available, inc. meeting rooms <p>Cleaning</p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-</p>	<p>Reliable is one of the Bango THIRVE values and in line with this, employees need to take responsibility for hygiene and washing hands regularly and using sanitizer provided</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice & government advice via posters and communications</p> <p>Thorough cleaning involving sanitizing all surfaces each evening by the cleaners.</p> <p>Employees to take personal responsibility for hot desks they use and wipe down before and after use.</p> <p>Employees can also wipe down kitchen equipment before and after use, using wipes readily available</p>	<p>All Bango employees & visitors</p> <p>Cleaning Contractors</p> <p>Employees to take personal responsibility in line with the Bango THIRVE values</p>	<p>On going</p> <p>On going</p>	
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		<p>in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>If a COVID-19 outbreak is associated with the office environment, then the office will be temporarily closed and a full deep clean carried out</p> <p><u>Social Distancing</u></p> <p>In line with government guidance social distancing is no longer a requirement</p> <p>The interim office does not have capacity for all Bango employees to be present at one time, therefore limiting numbers</p> <p><u>Ventilation</u></p> <p>Maintaining good ventilation throughout office and meeting rooms</p>	<p>Employee’s responsibility to maintain good handwashing and sanitizing regime & follow Bango & government guidance</p> <p>Although social distancing in doors is no longer a government requirement, via the air conditioning system there will always be good ventilation in the office, kitchen, and meeting rooms.</p> <p>Employees should use their judgement with what they are comfortable with when it comes to how many people there are in a meeting room or the kitchen area at any one time. If an employee does not feel comfortable in the office environment, it is their choice to continue work from home and this will be supported.</p> <p>Airconditioning will be on in the main office & meeting rooms at all times, to maintain good ventilation.</p>	<p>Employees to take personal responsibility as to what they feel comfortable with.</p> <p>All employees</p>	<p>On going</p> <p>On going</p>	
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		<p><u>Wearing of face masks</u></p> <p>In line with government guidance, face masks are no longer a requirement in an office environment</p>	<p>It is the choice of each individual employee or visitor if they wish to wear a face covering or not. Disposable face masks will be available for employees & visitors to use if they choose.</p> <p>Advising individuals: If they choose to wear a face covering, Bango will support them in using face coverings safely.</p> <p>Telling them to:</p> <ul style="list-style-type: none"> • wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting on face coverings. Also do this before and after removing them • avoid touching their faces or face coverings. Otherwise, they could contaminate them with germs from their hands • change their face coverings if they become damp or they've touched them • continue to wash their hands regularly • change or wash their face coverings daily • if the material is washable, to wash it in line with manufacturer's instructions. If it's not washable, to dispose of it carefully in their usual waste 	<p>All employees & visitors</p>	<p>On going</p>	
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		<p>has tested positive for COVID-19</p> <ul style="list-style-type: none">• anyone who has had any of the following types of contact with someone who has tested positive for COVID-19:<ol style="list-style-type: none">1. face-to-face contact including being coughed on or having a face-to-face conversation within one metre2. been within one metre for one minute or longer without face-to-face contact3. been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) <p>A person may also be a close contact if they have travelled in the same</p>				
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		<p>vehicle or plane as a person who has tested positive for COVID-19.</p> <p><u>Outbreak of Covid-19</u></p> <p>In the event of an outbreak in a Bango Office, Bango will:</p> <ol style="list-style-type: none"> 1. Gen Blackwell, the nominated single point of contact (SPOC), who is the lead on contacting local Public Health teams. 2. If Bango become aware of any positive cases of COVID-19 in the workplace, Bango SPOC will inform the Local Authority public health team. 3. the People team will immediately identify any close workplace contacts and ask them to self-isolate. Bango will not wait for NHS Test and Trace. This prompt action will help reduce the risk of a workplace outbreak. 4. If the local PHE health protection team declares an outbreak, Bango will: <ul style="list-style-type: none"> – record details of symptomatic staff – assist with identifying contacts 		<p>Gen Blackwell & People Team</p>	<p>Immediate on being made aware of positive test result</p>	
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		<p>All employment records are up to date.</p> <p>Encouraging people travelling together in any one vehicle to, wherever possible.</p> <ul style="list-style-type: none"> – use fixed travel partners – do not sit face-to-face – open windows <p><u>Mental Health</u></p> <p>Management will promote mental health & wellbeing awareness to employees.</p> <p>Bango will also promote Bango Employee Assistance Program (EAP) to employees through the return-to-work guidance.</p>	<p>Regular communication of mental health information (via Bupa, Healthshield and EAP line) and open-door policy for those who need additional support.</p> <p>Keeping in touch with offsite workers on their working arrangements, including their welfare, mental and physical health, and personal security.</p> <p>Continue to ensure home workers have the equipment they need to work at home effectively and safely.</p>	<p>LT, People managers, People Team & Mental Health First Aiders</p>	<p>On going</p>	
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