

## **Stonewall Risk Assessment – Covid 19**

Coronavirus (COVID-19) is a highly contagious disease. The virus is likely to pass from person to person in communal areas and where it is not possible to maintain safe distances between persons. If a person is infected it can be passed on to work colleagues and to families and other contacts. You can spread the virus even if you do not have symptoms. During the COVID-19 pandemic, it is essential that the workforce is protected to minimise the risk of the infection spreading. This risk assessment is intended to be used to ensure compliance with current guidance on protecting Stonewall employees on site during the COVID-19 pandemic. We will prioritise the health and safety and wellbeing of our colleagues and contractors who work in our offices in any decisions that we take. This includes considering how they travel to the office, as well as the mental and emotional impact both of remote working and returning to work after a pandemic. This also includes considering those who may be at greater risk of contracting COVID-19 or face a greater impact.

The coronavirus causes respiratory illness in humans, usually resulting in mild symptoms including runny nose, sore throat, cough, and fever. Some individuals experience more severe symptoms and it can lead to pneumonia, breathing difficulties and in rare cases a more severe outcome.

Being a respiratory virus, it is transmitted through respiratory droplets, with person-to-person contact appearing to be the main method of transmission. The virus can also survive on contaminated surfaces, possibly for up to several days.

There are no vaccines available yet.

### **About this Risk Assessment**

This risk assessment has been prepared with consideration of the principles for reopening Stonewall's offices following covid-19 closure.

We recognise the risk posed by Coronavirus (COVID-19) to our employees, volunteers, their families, those who use our services, contractors, and cleaners.

Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.

We will take reasonable steps to protect the Health, Safety and Wellbeing of our Employees, Contractors and Cleaning Operatives

We will share this Risk Assessment with employees and on our website.

We will continue to comply with all relevant Health and Safety Legislation.

We will not force anyone to return to the office– this will be a flexible approach and continuously reviewed

We believe this is the absolute safest option for our workplace in these current times.

What are the Hazards and Risks?	Who might be harmed?	Control Measures
Spread of Covid-19 Coronavirus	<p>Staff</p> <p>Visitors to your premises</p> <p>Cleaners</p> <p>Contractors</p> <p>All vulnerable groups</p> <p>Anyone else who physically enters the office</p>	<p><b>IMPLEMENTING WORKPLACE CONTROLS</b></p> <p>Every individual will consider their own circumstances and will make their own decision on whether their preference is to work from home or to come to the office subject to sufficient safe space being available to accommodate the number of people whose preference is to be in the office.</p> <p>Line managers will discuss working arrangements with each team member to ensure that everyone is supported wherever they choose to work.</p> <p>Individual risk assessments for those who are more vulnerable can be arranged with your Line Manager</p> <p>For those who choose to work from the office must receive an interactive return to work briefing from the Facilities Manager prior to attending the office for work.</p> <p>A maximum of 30 employees will be permitted to be in the building at any one time. This number will be kept under review.</p> <p>External visitors and volunteers will not be permitted entry. This will be kept under review.</p> <p>Colleagues are asked to avoid having personal parcels delivered to the office to minimise the risk of contamination from external sources. These will not be accepted.</p> <p>Desks will be marked with signage enabling a 24-hour period in between each usage. This will also ensure adequate social distancing and adherence to the 2-meter rule. We will introduce intermittent desk use for example one bank of desks could be used Mondays, Wednesdays, and Fridays.</p> <p>Where 2m distancing cannot be followed in relation to a task, managers / business must consider if the task needs to happen.</p> <p>Nominated desks for those with accessibility needs will be available only for those nominated desk “owners”.</p> <p>Meeting rooms will operate strict capacity limits and signs will be placed on each door specifying the maximum number of people that may enter each room. Meeting room doors should be left open whenever possible to increase</p>

		<p>ventilation. Staff have the responsibility of cleaning down the meeting rooms before and after use using the Antibacterial wipes and sanitizer provided</p> <p>A rota will be put in place to limit the number of people in the office, but also to enable teams to plan days where more members of a team may want to work together.</p> <p>The rota will also introduce quadrants within the office for bubbles to reduce the risk of cross contamination. Those bubbles are required to remain working in the same area with same group of individuals</p> <p>Staff will be able to choose the days they wish to work in the Office. This needs to be a fair process so we will limit the amount of days per person to 2 days per week. This will be reviewed. This rule will include SLT and OMT as well.</p> <p>Floor markings will be placed around the office to keep everyone 2 meters apart.</p> <p>There will be quadrants within the office for example if you wish to work in Red Ground, the stairwell near the Bleachers will be the stairs that you would use. This will be explained in training.</p> <p>Frequent cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, kitchen utilities, toilets, meeting rooms and the reception area using appropriate cleaning products and methods such as antibacterial wipes. These will be in all high touch areas of the Office including desks, kitchen, toilets and communal areas. Staff members should wipe down frequent touch points during the day as an extra precaution. This will be in addition to our contract cleaners.</p> <p>Single occupancy of lifts, reserved for those with mobility issues – Signage will be in place and hand sanitizer available</p> <p>Remove or reduce the need to move around the building</p> <p>Remove or reduce the need to meet with others in the same physical space – use of technology such as Teams</p> <p>Consider use of communal areas and maintain social distancing when in these areas</p>
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Wellbeing impacts – Returning to the office - impacting welfare, mental and physical health	All Staff	<p>Mental Health and Wellbeing Network Group and Accessibility Group. – Access to all</p> <p>Signposting of relevant support including useful resources and the Employee Assistance Programme.</p> <p>On Going 1:1s in place to ensure Line Managers are supporting their line reports. If reports cannot speak to their Line Managers, then please speak to HR for support</p> <p>Colleagues supporting other colleagues.</p>
Toilets - Ability to maintain 2m distancing and avoid spread of virus	All Staff	<p>The toilets will be deep cleaned prior to staff returning and frequently during the day, but during the day will be staff's responsibility to keep these clean</p> <p>Only one person can use the toilet blocks at any one time. There will be a sign system in place and 2 meter social distancing in place.</p> <p>Signage will be placed on the doors showing 'Occupied – Wait' and 'Unoccupied – Please Use'. Staff should turn the sign accordingly when they are completed in the toilet. There will be a hand sanitizer for use outside the toilet</p> <p>The Accessible Toilet will have floor markings outside and signage to show it is occupied</p> <p>Staff are responsible for wiping down the cubicle area they have used before and after use</p>
Meeting rooms - Multiple users in an area spreading virus	All Staff	

		<p>If it is necessary to hold a face-to-face meeting, then only Marsha can be used. Marsha will have a notice on the door stating how many the room can safely hold with 2m social distancing enforced. This will have a booking system in place using outlook.</p> <p>Hand Sanitizers will be in the rooms</p> <p>When finished the room needs to be cleaned using antibacterial wipes provided. The duration of the meeting should be as short as possible</p> <p>Stormé can be used as a one-person quiet working room. There will be a booking system in place for this using outlook. This will be kept under review.</p> <p>There will be an ongoing review alongside with government guidance on the use of meeting rooms</p> <p>Rainbow Laces can be used as a one-person quiet working room. This will have a booking system in place using outlook. This will be kept under review.</p>
Communal areas - Multiple users in area spreading virus	All Staff	<p>Initially the two seated areas with tables will have a maximum number of 1 staff member at any one time. There will be markings on the Bleachers to show social distancing. This will be kept under review on numbers over time.</p> <p>Staff should use outside areas such as the Park or their desks, to eat at and initially are encouraged to bring their own food and not order deliveries of food to the building.</p> <p>Kitchen will be marked up with 2m social distancing signage along with hand sanitizer and antibacterial wipes next to all high touch areas</p>
Workplace and workstations - Ability to maintain 2m between colleagues	All Staff	<p>Where possible we will assign a desk to individuals.</p> <p>If this is not possible, a dedicated alternative desk will be allocated for that staff member to use until lockdown restrictions ease.</p> <p>Changes to office layouts must consider any impact on fire safety and ergonomics (i.e. DSE assessments) with the appropriate assessments being undertaken and control measures implemented.</p> <p>Shared hot desks will not be allowed for the foreseeable. There will be an intermittent desk system in place on each desk. There will be self-explanatory signage and discussion during the training sessions. This is for your own safety and health.</p>

		Where possible we will ensure staff work side-by-side not facing their colleagues.
IT Equipment – Safe Handling	All Staff	<p>IT support team will undertake dealing with IT requests remotely in the first instance.</p> <p>There will only be a limited onsite presence of IT support colleagues initially.</p> <p>Where the handling of equipment is required, there will be a designated area for the drop-off and collection of equipment with appropriate distancing and hygiene measures in place, which will be in the Post Room. Hand sanitizers and antibacterial wipes will be available</p> <p>Staff must clean down desk area and equipment before leaving. Antibacterial Wipes will be provided</p>
Accidents and emergencies – Fire Control	All Staff	<p>In event of a fire evacuation whilst in the office, staff will evacuate and try to keep at least 1-2m apart along the meeting point on Agdon Road.</p> <p>There will be a nominated Fire Marshall who will solely be responsible for knowing what to do in case of a fire.</p> <p>The Office will only be opened from 8am to 5pm initially. This will be under constant review and we will also need to review current key holders.</p>
Accidents and Emergencies - First aid	All Staff	As a minimum, there will be an appointed person who will know where the First Aid boxes are in the office, the Accident, and Incident Report Book and who to call in an emergency. There will be more information during the training sessions on this area.
Cleaning of workplace – controlling the spread of Covid 19	All Staff Cleaners	<p>The Office will be deep cleaned prior to the return of staff to the office. This will include visible desk areas, chairs, floors, windows, and toilets. Deep cleans will continue monthly.</p> <p>The ventilation system will have maintenance work completed before anybody comes back into the Office. The air conditioning will be locked and only controlled by the Facilities Manager. What will be different about this service compared to a normal maintenance check? Adcock to advise.</p> <p>Legionella Tests will be carried out on all Taps – what is Legionella Disease? Legionnaires' disease, also known as legionellosis, is a form of atypical pneumonia caused by any type of Legionella bacteria. Signs and symptoms include</p>

		<p>cough, shortness of breath, high fever, muscle pains, and headaches. Nausea, vomiting, and diarrhoea may also occur. This often begins 2–10 days after exposure</p> <p>Cleaners will be on-site when the office is closed to thoroughly clean the office</p> <p>Waste management will remain as before the outbreak and be dealt with by the Cleaners. Extra Bins will be provided in all areas of the office</p> <p>Staff are encouraged to use the hand sanitizer units and frequently wash their hands to control the spread of the Virus.</p> <p>Stonewall will continue to use signage to build awareness of the benefits of good hygiene.</p>
Showers – Reduce the spread of Covid 19	All Staff	<p>The showers will be deep cleaned before returning to the Office</p> <p>It is the responsibility of the staff who use these showers to clean before and after each use</p> <p>In the short term, the Accessibility toilet will be the shower toilet. This will be kept under review.</p>
Lack of PPE – possible spread of Covid 19 to colleagues	All Staff	<p>Disposable facemasks will be provided if required</p> <p>Wearing of a facemask is optional and not required by law. Stonewall will monitor following government guidance</p> <p>If staff do wear a single use face mask (rather than a face covering) they are encouraged to:  Wash hands with soap for 20 seconds before putting it on and after removing it.  Avoid touching their face or the covering as they could contaminate it.</p>
Handling of deliveries – transmission via packages	All Staff	<p>Personal deliveries (Amazon etc) will not be accepted into Stonewall for a short-term basis. This will only be acceptable if the package is work related. This will be kept under review.</p> <p>Deliveries such as post or stationary will be placed inside the Airlock rather than handing it directly to Reception – There will be a box here for this. This will reduce the number of outside contractors to come into the office and reduce the risk of the spread of Covid -19</p>

<p>Work related travel – transmission or contracting Covid 19</p>	<p>All Staff</p>	<p>Avoid all non-essential travel. Utilize Teams where possible.</p> <p>Minimise the number of staff travelling together.</p> <p>Single use masks or face coverings are a legal requirement on all public transport. Single use masks should be used according to directions and disposed of in a double bag at your destination. A new single use mask to be used for the return journey.</p> <p>Bikes or walking should be taken advantage of where possible – Extra Bike Racks will be installed inside the office after initial discussions during the training sessions. Staff should utilize the Cycle to Work Scheme.</p>
<p>Communications and training - Staff unaware of the rules or risk assessment and becoming a danger to themselves and others</p>	<p>All Staff</p>	<p>Stonewall will provide regular clear and consistent information to staff through wall posts, posters, and email communication</p> <p>The Facilities Manager will inform staff of the rules and risks prior to them entering Stonewall</p> <p>The Facilities Manager will keep staff informed of any changes to this risk assessment.</p> <p>Posters will be displayed around the Office on Covid 19</p> <p>All staff and people who enter the office take personal accountability for their actions and will follow these rules and measures to reduce or avoid risk for the safety of themselves and others on site.</p> <p>This risk assessment will be shared with our suppliers and shared on the website</p>