

Bristol Spaceworks Covid-19 Risk Assessment – Updated Nov 2021

What are the hazards?	Who might be harmed?	Controls Required	Additional Controls	Action by who?	Action by when?	Done
<p>Spread of Covid-19 Coronavirus</p>	<ul style="list-style-type: none"> • Staff • Visitors • Cleaners • Contractors • Drivers • Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions • Anyone else who physically comes in contact with you in relation to your business 	<p>Hand Washing</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place. • See hand washing guidance. • Drying of hands with disposable paper towels. • Staff encouraged to protect the skin by applying emollient cream regularly • Gel sanitisers in any areas where washing facilities not readily available <p>https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</p>	<p>Employees to be reminded to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Encourage staff to report any problems</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of current Public Health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>Posters, leaflets and other materials are available for display. Update posters to reflect changes in law in July, i.e. remove explicit references to social distancing</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p>	<p>Matt</p>		

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Low staffing hazards due to high rates of staff sickness or staff having to self-isolate themselves at home or remain at home because they are “shielded”		<p><u>Staff Health and Staffing Levels</u></p> <p>Staff to follow self-isolation guidance per updated govt information.</p>	<p>The following safety arrangements should apply to Staff health or Staffing levels:</p> <p>Staff who are sick or self-isolating should phone immediately and inform their line manager – on no account should they attend for work</p> <p>No member of staff should come to work if they are self-isolating or if they have COVID-19 symptoms or if they feel unwell</p>			
		<p><u>Cleaning</u></p> <p>Twice daily 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>Rigorous checks will be carried out by Line Managers to ensure that the necessary procedures are being followed</p> <p>Reception Door handles and surfaces, taps and soap dispenser, public copier and PCs (not screens), lift controls</p> <p>Daily rota of deep cleaning at Redbrick House.</p> <p>Each team member to be responsible for their own workstation and phone</p> <p>Disinfectant and cloths made available to wipe down van after each journey.</p> <p>Review buildings in line with usage and level of cleaning required in common areas. Updated schedule kept by Light and Airey and forwarded to MJ and Accounts staff.</p> <p>Light and Airey cleaning use medical-grade disinfectant that is used in the hospital to clean wards its Kills 99.999% of bacteria and is tested to BS EN 1276 quality standard</p> <p>End of day clean high contact surfaces in the Reception area.</p>	<p>BSW staff</p> <p>L&A</p>	<p>Daily</p> <p>3 x Week x 2 Day</p> <p>Daily</p>	

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		<p><u>Ventilation and Safe Working Environment</u></p>	<p>Keep rooms well ventilated.</p> <p>Management checks to ensure this is adhered to.</p> <p>Install a HEPA air purifier in the main staff office at reception - Dec/21</p> <p>Screens on the back desks in the EBC staff area</p> <p>Redbrick House specific measures: Encourage use of masks in the co-working area and common spaces. Once seated, masks can be removed All visitors to the building to be pre-booked and ask them to use the hand sanitizer when they enter the building. Encourage people to wear masks in common areas if they are new to the building.</p>			Done
		<p><u>Wearing of PPE</u></p> <p>Where Risk Assessment identifies wearing of masks and gloves as a requirement of the job, an adequate supply of these will be provided.</p>	<p>If more than 1 person in the works van, then both should wear masks and keep windows open.</p> <p>Staff can decide to wear a mask or not when they are around one another.</p> <p>Email sent to customers informing them we prefer people to wear masks in reception. If exceptions have been granted seek out alternatives to masks and wear the lanyard and sunflower necklace</p> <p>BSW Staff encouraged to wear masks when interacting with customers.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Encourage use of masks in the co-working area of RBH and common spaces. Once seated, masks can be removed</p> <p>PPE bins provided in EBC and RBH for BSW staff.</p>		Ongoing	
		<p><u>Symptoms of Covid-19</u></p>				

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		<p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.</p> <p>Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team will inform customers of the date the person was on-site and the areas of the building they were located.</p>	<p>Extra cleaning organised for the areas of the building where people with the virus were located.</p> <p>Licensees must deep clean their own workspace.</p>			
		<p><u>Drivers</u></p> <p>If Persons share vehicles or company van, where suitable distancing cannot be achieved, wear a Mask and wind down windows.</p> <p>Van to be treated with disinfectant wipes on high contact areas in the cabin area.</p>				
		<p><u>Mental Health</u></p>	<p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p>			

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		<p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference -</p> <p>https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p> <p>www.hseni.gov.uk/stress</p>	<p>Communication of mental health information and open-door policy for those who need additional support.</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Bi-weekly 1 to 1's organised with staff.</p> <p>Team member is now a qualified mental health first aider.</p>			
		<p><u>Meetings</u></p> <p>1 meeting room at EBC and 1 at RBH</p>	<p>Excess furniture and chairs removed which would allow more space.</p> <p>Hand sanitiser provided in rooms without running water and hand soap in the one which does.</p> <p>Promote outdoor area for meeting rooms – more chairs needed.</p> <p>When visitors come on-site, visitors are encouraged to wear a mask and take it off in the room. If they need to leave the room they should wear the mask again.</p> <p>Review in line with infection rates.</p>			Done
		<p><u>Providing and explaining available guidance</u></p>	<p>Email updates when appropriate to customers about upcoming changes and most relevant points of additional changes.</p> <p>Updates from Reception on changes to opening and post times.</p> <p>Appropriate guidance for Reception visitors.</p> <p>All communications about changes in operations / updated must be reviewed by Matt.</p>			

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		<p><u>Homeworking, Hot-desking and Equipment Sharing</u></p>	<p>Govt guidance from 13/12 - Office workers who can work from home should do so from Monday 13 December. Anyone who cannot work from home should continue to go into work - for example, to access equipment necessary for their role or where their role must be completed in person. In-person working will be necessary in some cases to continue the effective and accessible delivery of some public services and private industries. If you need to continue to go into work, consider taking lateral flow tests regularly to manage your own risk and the risk to others.</p> <p>Employers should consider whether home working is appropriate for workers facing mental or physical health difficulties, or those with a particularly challenging home working environment.</p> <p>For those who attend their workplace, the Government will continue to provide up-to-date Working Safely guidance on how employers can reduce the risks in their workplace. Businesses should consider this guidance when preparing their health and safety risk assessments, and put in place suitable mitigations.</p> <p>Organise a staff rota for the remaining period of December. Await further updates.</p> <p>Homeworking policies to be reviewed to ensure that sufficient support is provided to homeworkers</p> <p>Managers should monitor the wellbeing of people who are working from home and put in place measures to support their mental and physical health and personal security</p> <p>Enhanced IT support to be provided to homeworkers to ensure the effectiveness of working arrangements and the security of information and data, for example, remote access to work systems</p> <p>Arrangements should help homeworkers to stay connected to the rest of the workforce as appropriate</p>			

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			RBH member desks to be disinfected thoroughly after each user leaves for the day. Cleaning equipment to be left in prominent place for all RBH members to be able to wipe down their surfaces. Equipment should not be shared between staff – limit use of high-touch equipment in the workplace, eg whiteboards, pens, etc			
	Staff working together in workplace premises inevitably raises the risk of virus transmission. Hot desking and the sharing of equipment present hazards that raise the risk of virus transmission further		EBC Reception hours have been adjusted to 08:30 – 17:30. RBH working pattern changed to include some home working.			
		<u>Vaccination</u>	Bristol Spaceworks has encouraged staff and customers to get vaccinated to help reduce the infection rate. Online messages used via social media from authoritative sources e.g. NHS, and external medical professionals to educate staff			