**Risk Assessment & Guidance for Oakleaf staff during Covid-19**

It has been agreed that it is essential for members of staff to return to the office in order to effectively complete their day to day work. To enable individuals return to work in the office, initially without clients, we have considered and discussed a number of factors which were aimed at mitigating any potential cross contamination risks associated with Covid-19.

* All staff are to be supplied with face masks. Whilst these do not need to be worn at your workspace they need to be worn when walking around the building where social distancing may not be possible.
* It is important that all staff understand the Governments guidance regarding the wearing of face masks, which specifically states:

*“*[*Face coverings*](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres#offices-6-1)

*PPE protects the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment, such as face masks.*

*Where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should continue to do so.*

*When managing the risk of COVID-19, additional PPE beyond what you usually wear is not beneficial. This is because COVID-19 is a different type of risk to the risks you normally face in a workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE.”*

Therefore, it should be clear that the wearing of a face mask does not guarantee the risk of infection is eliminated, likewise the potential to pass on Covid-19 to others is still possible.

* All staff are reminded about the importance and regularity of hand washing, they are informed about the signage around the building to act as an aide memoir.
* All staff will be encouraged to regularly use hand sanitizer after touching doors and these will be placed at key spots around the building. If you notice a hand sanitiser pot is running low, please email the General Office Manager. They will be placed:
* On the reception desk
* On the franking machine desk between the male and disabled toilets
* In the coffee shop.
* At least one pot in each office.
* All staff have a staggered arrival time at the office, and all are advised not to congregate in the building. It is also advised that staff stagger lunch breaks to ensure social distancing is possible in the kitchen and hallways.
* When staff members have a rest/break they must not sit together within two metres.
* When at the office all staff members must maintain social distancing, by ensuring they have a minimum of two metres between themselves and any other team member. Please observe markings on the floor that show the required two metre distance.
* Working schedules have been adjusted to ensure people are working further apart and are never on consecutive desks next to each other
* Please only use your desk and no ‘hot desking’ is allowed.
* Please bring in your own cutlery and mugs to limit transmission by not using communal utensils available in the coffee shop.
* Keep windows open wherever possible to ensure adequate ventilation.
* Prop doors open with a door stop to limit the number of times they need touching. Except fire doors.
* We will not be holding in-person meetings with external individuals until further notice. If you need to speak with anyone in the office, please maintain social distancing at all times.
* If a customer is scheduled to deliver or collect items from the organisation this must be agreed in advance with a timescale being set. Customers should deposit items where possible outside the premises with staff maintaining social distancing rules. Gloves must be worn by staff when handling such items.
* Any deliveries from suppliers should wherever practical and possible be left outside the premises, with staff maintaining social distancing rules. Gloves must be worn by staff when handling such items.
* If Upholstery work has to be collected or delivered by Oakleaf staff from a customer’s premises the staff member must ensure in advance of collection and/or delivery that social distancing can be maintained. Additionally, Oakleaf staff must use appropriate PPE as supplied and detailed previously.
* Please ensure you wipe down surfaces at the start and end of each day:
* On the day you are in, coordinate with other staff to ensure all door handles and light switches are wiped at the start and end of each workday.
* Any equipment that may be shared by other staff members e.g. a sewing machine, must be sanitised by the users, at the end of a period of work, prior to any other staff member using said equipment.

This guidance will be consistently reviewed and updated in line with government advice.