

Risk assessment – Office Social Distancing and Covid-19

Company name: Cycling UK

Assessment carried out by: M Yeoman & D Shingadia

Date of next review: September 2021

Date assessment was carried out: 1 May 2021

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Working within the office during the Covid-19 outbreak	All staff and visitors	<ul style="list-style-type: none"> Reduction of the number of staff Introducing a one way system to the office 2m “bubble” around all desks and work areas Daily cleaning of working areas Workstations not shared 	<ul style="list-style-type: none"> Daily clean Weekly deep clean of all working areas 			Complete
Movement around the office	All staff and visitors	<ul style="list-style-type: none"> One-way system around the building 	<ul style="list-style-type: none"> Signage up around office 			Complete

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		<ul style="list-style-type: none"> Asking staff to let others know when they are moving around the office 	<ul style="list-style-type: none"> Hand sanitising stations to be installed at all entrance and exits points to the building and on all floors 			
Use of kitchen	All staff and visitors	<ul style="list-style-type: none"> Reduction of the number of staff Rota for lunch breaks Rubbish removed regularly 	<ul style="list-style-type: none"> Daily clean Weekly deep clean 			Complete
Risk of transmission in changing rooms and showers	Limited staff	<ul style="list-style-type: none"> To follow government guidelines in opening the shared facilities. Capacity currently limited to maintain social distancing and under review on continual basis. 				Complete

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		<ul style="list-style-type: none"> • Showers currently not in use. 				
<p>Spread of virus from co-worker</p>	<p>All staff and visitors</p>	<ul style="list-style-type: none"> • Number of staff in the workplace reduced through homeworking / staggered shifts / reduced office open days to Tue – Thu • Good ventilation of all workspace • Floor markings / signage highlighting 2m distance • Adhere to 2m bubble • Staff instructed to stay at home for a period of 7 days from the onset of symptoms / 14 days from the onset of symptoms in a 	<ul style="list-style-type: none"> • Pre screening checklist • Centralised tracking / recoding system for SMT to access • Storage of PPE supplies in the office 			<p>Complete</p>

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		<p>member of their households</p> <ul style="list-style-type: none"> • Staff and visitors instructed to use hand sanitiser or wash hand immediately on entering the building • Visitors prohibited from site if there are symptoms from staff in the office • Visitors must have prior agreement to attend the office • Teams meetings to be used as an alternative to face to face meetings. Where face to face discussions are required, social distancing guidance to 				

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		<p>be maintained in the King Room.</p> <ul style="list-style-type: none"> • Local infection rates to be monitored by SMT • Staff identified as extremely vulnerable will be required to work from home • Staff who have family members with underlying health conditions will be identified to discuss their potential support needs • Workers must not travel to work on public transport unless they have no other means to travel • Tracking /recording system to monitor 				

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		<p>suspected cases, confirmed cases, isolation period and when staff can return in line with guidance</p> <ul style="list-style-type: none"> • PPE stock to be stored in the office • First aiders identified in the workplace/ location of first aid box (kitchen and a secondary kit to be confirmed) 				
<p>Psychological well-being: staff anxiety, stress and/or concerns about the future</p>	<p>All staff</p>	<ul style="list-style-type: none"> • Regular communication with all staff via line managers • Staff to speak with line managers / union representative if they have concerns at any time 	<ul style="list-style-type: none"> • Return to work survey 			<p>Complete</p>

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		<ul style="list-style-type: none"> • Workload to be monitored by line managers • Staff updated on CUK developments from SMT via staff meeting 				