Health and Safety Service
Surrey and Sussex Police

Risk Assessment - Office of the PCC for Surrey

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Subject of risk assessment	Covid-19 Return to Office Working Risk Assessment		
Person completing	Alison Bolton/Rachel Lupanko	Rank or Role	Chief Executive/Office Manager
Risk owner / senior manager	David Munro, PCC	Rank or Role	PCC
Date	18/03/2021	Review date	June 2021

Supporting documents and guidance e.g. APP	IMPORTANT INFORMATION
• HM Government latest advice on Covid 📄 PDF FINAL_6.6637_CO_HMG_C19_Recovery_F • Covid-19 updates on Force Intranet http://jointintranet.shdc.police.uk/OurForces/Teams/OC/Pages/Joint_2020_Covid19_DailyUpdates.aspx	• The perceptions of health and safety affect people's wellbeing which is in itself a health and safety issue and must therefore be considered carefully • There should be clear communication around the health and safety measures that we will be putting in place (and why) • We must also give consideration to whether Covid-19 infection could disproportionately affect different groups for example, BAME, those with disabilities or other protected characteristics. • We will consult with staff about measures which affect their health and safety.

HAZARDS What has the potential to cause harm?	CONSIDERATION(S)	CONTROL MEASURES What control measures are implemented to reduce and manage risk?	Risk Rating With Controls		
			S	L	Risk Rating
Determine who should go into work given that exposure to Covid-19 can result in respiratory compromise, ill health and fatality	Working from home versus working in the office	• Encourage staff to work from home where possible • We have taken reasonable steps to help people work from home with laptops and mobiles provided for all staff and requests taken for additional equipment (e.g. office chairs, headsets and screens) • Line managers are encouraged to be in regular contact with staff during periods of working at home to manage workloads, ensure welfare, mental and physical health and personal security • Team meetings held on a weekly (rather than monthly) basis to keep staff feeling connected and informed			N/A

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Returning to the Office after a prolonged period of most staff working from home	Some staff would like to return to work in the office: - it can be more conducive to effective team-working, sharing of ideas and keeping up to date - working at home can be isolating - access to equipment or facilities such as printers, better IT connections The PCC has expressed a desire to see more people in the office, if this can be done in a safe way As new staff join the team, we need to ensure they can be properly inducted in spite of remote office arrangements	• Initial risk assessment completed by CEX and Office Manager • Office space reviewed by Surrey Police Estates and Facilities in August 2020 and the number of people that can be accommodated in the building, in line with Covid-19 recommendations, has been identified and appropriate signage provided. • The office has remained open during the entire pandemic enabling regular maintenance checks to be carried and repairs and maintenance to the building to be carried out in a timely manner • All staff have been made aware that it is their personal choice if they wish to return to working in the office full time or remain working at home for all or part of their hours or a combination of the two and are encouraged to discuss the options with their line managers. • Individual risk assessments can be completed for staff with protected characteristics or upon request and adjustments made accordingly. Pregnant employees, those shielding due to underlying health issues or shielding someone they live with who has underlying health issues, are encouraged to remain working at home at all times. • Staff are aware of, and are able to access, the personal wellbeing support provided which is available via the intranet. Additional support would be considered upon request via their line manager. • Bubbles have been agreed to reflect team functions and staff are permitted into office on a week on/week off basis for each bubble. Line managers to coordinate who is in the office (and when) within their own teams. No _expectation_ at this stage for a set number of days, this has now been postponed indefinitely due to third lockdown • Those with their own offices will be outside of the bubble arrangements (PCC, CEX, and CFO) but must adhere to strict social distancing/hand washing etc. The layout of the desks in the office has not been changed to date as it was not deemed necessary but will be considered in the future if anything changes in the guidance or bubble arrangements.			N/A

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Use of shared Office space if too many staff are in	Re-arranging furniture Creating staff bubbles Using back-to-back or side-to-side working rather than face-to-face	• Staff with particular concerns or vulnerabilities are to raise these with line managers. • No hot-desking or desk sharing to be allowed in the immediate future outside of bubbles • Social distancing to be applied to all parts of the business including entrances and exits, stairs, communal areas etc. and signs have been displayed around the building to reinforce this. • Number of staff in the office at any one time is to be limited and deep cleaning is of desks used, communal areas etc. is to take place each day. • All staff to be provided with equipment to clean their own personal areas regularly and to take responsibility for doing so. • Challenge staff who are not observing social distancing • Risk assessment to be shared with staff and published on website. • Staff should not use desk fans and windows should be opened to encourage airflow around the building	3	2	6
Shielding/vulnerable employees returning to work		• Encourage staff in this category, or who have underlying health conditions, or who wish to shelter those with whom they live who have underlying health conditions, to work from home if at all possible • Allow all staff to work at home if they wish and offer those who are working in the office as much protection as possible by providing 2 metre distancing between desks in shared offices, additional cleaning, hand gel etc. • Individual staff in these areas to complete Risk Assessment for their own circumstances with their line manager and each to be assess on their individual circumstances.	4	2	8

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Lone working – Lone workers may have an accident or be taken ill whilst in the office working alone	PCC or OPCC Employees	• All staff to be aware of the location of the First Aid equipment and contact telephone number for First Aid assistance if required. • All staff to ensure that their next of kin has a contact number for the OPCC (out of hours the CE's personal mobile number) in the event that a member of staff does not return home after working alone in the office	1	3	3
People who need to self-isolate and the impact on the wider team	To make sure individuals who are advised to stay at home under existing government guidance do not physically come to work. This includes individuals who have symptoms of Covid-19 as well as those who live in a household with someone who has symptoms To make sure that staff are aware of the process to follow in the event of coming down with symptoms To ensure resilience in the team in the event that somebody has Covid-19	• All staff reminded of their responsibilities to take a test and isolated in the event that they or a family member have symptoms of Covid-19, in line with government requirements • Staff have been signposted to the guidance around 'track and trace' and the practical implications should anyone test positive and have been in 'close contact' with another member of the team and should advise the CE following a positive test result • Staff bubbles, proper social distancing, sanitising and air flow around the building should reduce the likelihood of anyone being in 'close contact' with another colleague who proves positive for Covid-19. • Non Symptomatic Testing is now available to be booked via the SCC website and staff are to be encouraged to get tested twice a week.	1	3	3
Accommodating those with childcare or caring responsibilities or other needs	To be mindful of the particular needs of different groups of workers or individuals and be careful not to discriminate directly or indirectly against anyone because of a protected characteristic such as age, sex or disability and consider particular responsibly towards disabled workers, new or expectant mothers. There is a significant proportion of staff who have young children for whom childcare arrangements are currently challenging.	• We will respect the flexible working arrangements that staff already have in place and will make sure that the steps we take do not have an unjustifiable negative impact on some groups compared to others, for example, those with caring responsibilities or those with religious commitments • We will ensure line managers understand and take into account the particular circumstances of those with different protected characteristics including pregnancy. • We will involve and communicate appropriately with staff whose protected characteristics might either expose them to a different degree of risk or might make any steps we are thinking about inappropriate or challenging for them	1	4	4

HAZARDS What has the potential to cause harm?	CONSIDERATION(S)	CONTROL MEASURES What control measures are implemented to reduce and manage risk?	Risk Rating With Controls		
Accommodating those with childcare or caring responsibilities or other needs cont.	There is a risk that those with children bring a greater risk of infection into the office and a likelihood that families could find themselves required to isolate in the event of even a minor illness, if testing is not readily available Some staff have caring responsibilities for older parents who may be particularly vulnerable	• We will consider particular measures or adjustments to take account of our duties under the equalities legislation • We will make reasonable adjustments to avoid disabled workers being put at a disadvantage, and assessing the health and safety risks for new or expectant mothers who are to be encouraged to remain working from home.			
Moving around the building	To maintain social distancing wherever possible while people travel through the workplace Reduce movement by discouraging non-essential trips within the building/site.	• Use telephone/Skype/Microsoft Teams or Zoom where possible to communicate with colleagues rather than face-to-face visits • Signage has been installed to indicate a no-passing on the stairs rule and priority to those going up • Masks must be worn when moving around the site and the communal areas of the office	4	2	8
Meetings and Meeting rooms	Keeping meeting activity time as short as possible and make meetings virtual (in line with Force guidance) Ensure that those who need to work from home are not excluded from meetings	• Meeting space on site is limited in the OPCC and with 2m distancing impossible in most of the smaller meeting rooms including the PCC's Office unless numbers are limited. All meetings that involve people outside of the OPCC/ staff bubble should remain via conference call or Skype/Microsoft Teams or Zoom for the near future. • If physical meetings are necessary, these should be held in well-ventilated areas (or outside), taking into consideration any operational sensitivities/confidentiality issues. • All staff have access to Force-version of Teams and OPCC Zoom account. • Staff to be provided with training when necessary on use of remote systems • Broadband/access to Force broadband now available	4	2	8

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HAZARDS What has the potential to cause harm?	CONSIDERATION(S)	CONTROL MEASURES What control measures are implemented to reduce and manage risk?	Risk Rating With Controls		
Use of common areas	To maintain social distancing the use of common areas such as the kitchen, hallways and storage area	• Masks to be worn whilst in communal areas in the building and around the wider site • Staff encouraged to take staggered breaks and not use the canteen at peak times. • Signage is now in place to indicate maximum numbers in communal areas – kitchen, storage area and meeting rooms.. • Staff to take responsibility for wiping down any communal areas or equipment they use during the day – e.g. Kitchen, Toilet, Fridge, dishwasher, photo-copier etc. – using the equipment provided and to wash hands before and after use of communal facilities. Meeting rooms should also be cleaned immediately following the meeting	4	2	8

Hygiene – hand-washing, sanitation facilities and toilets	To help everyone keep good hygiene through the working day
	
	Increase the frequency of hand washing and surface cleaning in the office
	
	Setting guidance for use of toilets to ensure they are kept clean and cross-contamination avoided
		• Staff have access to masks and facilities to enable frequent hand washing and sanitising gel which is provided between each set of desks and dotted around the building, more cleaning supplies are available in the kitchen and additional supplies can be ordered via Estates at any time
		• All staff to clean their own workstations and common areas when used.
		• We already provide paper towels instead of driers.
		• Cleaning contractors have been approached to provide additional cleaning when more people in the office on a daily basis and will deep clean the building if there is a case of Covid-19 amongst the staff team and the building will be left vacant for at least 72 hours
		• Use of toilets:
		    PCC to use toilet closest to his office
		    Staff bubbles to use disabled toilet
		    CEX/CFO to use toilet on the first floor
			4	2	8

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Travelling to and from work	To maintain social distancing wherever possible, on arrival and departure	• As a team, we already stagger arrival and departure times • Staff advised to follow Government advice on the use of public transport and to avoid use of corporate vehicles (e.g. minibus) unless absolutely necessary. • We have considered a one way entrance/exit system to the building but due to the layout and age of the building this is not an option. • Staff to use own transport wherever possible and not car-share • Discourage staff from staying away overnight unless absolutely necessary and book only accommodation with good hygiene standards and social distancing rules in place	4	1	4
Independent Custody Visitors and other volunteers/appointees	Custody visits to be held in a safe way Other volunteers or appointees to be considered in plans	• Remote oversight conference calls are taking place via Zoom along with online reporting. Some physical visits resumed as of the 1st of July 2020 with those ICVs who volunteered to return to physical visits and they are advised not to attend if they have or anyone in their household has symptoms or a positive test result in line with government guidance. • The ICVs are requested to wash their hands upon arrival and wear gloves and masks which are issued to them by the custody staff. Hand sanitiser and wipes are also available for their use in the ICV boxes. • ICVs carrying out physical visits have been advised to telephone on arrival and will be escorted straight into the Custody suite by Custody staff without having to go through the hold or they will be advised which approach to take. Custody visitors to use this as an opportunity to ask if there is any reason not to visit the suite on that day.	4	2	8

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HAZARDS What has the potential to cause harm?	CONSIDERATION(S)	CONTROL MEASURES What control measures are implemented to reduce and manage risk?	Risk Rating With Controls		
Independent Custody Visitors and other volunteers/appointees cont.		• The ICVs have been advised to follow any one way systems installed in the suite, maintain social distancing at all times and not to visit a detainee if they are known to be violent or are showing Covid-19 type symptoms, records only can be check in this case.. • Interview rooms are to be used for the writing up of any paper reports where social distancing is possible. This area should be cleaned down by the ICV before and after use. • **Joint Audit Committee** meetings to be held via Microsoft Teams until further notice • PSD have put in place mechanisms to allow **independent members/Legally Qualified Chairs** to take part in remote hearings/panels			
Managing visitors and contractors	To minimise the number of unnecessary visits to the office and ensure any visitors are aware of social distancing measures	• OPCC receives a limited number of visitors/contractors • Contractors should already be registered at main reception in terms of their contact details • All visitors to be asked to wash hands/use sanitiser on entering the building • Clear signage throughout the office in terms of limits of people in each area • Staff to wash hands after receiving a delivery. Ask the delivery driver to deposit the delivery in the outhouse. Do not touch the delivery for 72 hours unless needed urgently, wash hands or sanitise them after handing the package and its contents • Staff should not have personal deliveries made to the office	4	1	4

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HAZARDS What has the potential to cause harm?	CONSIDERATION(S)	CONTROL MEASURES What control measures are implemented to reduce and manage risk?	Risk Rating With Controls		
Keeping the workplace clean	To keep the workplace clean and prevent transmission by touching contamination of surfaces	• Staff should frequently clean their own work space areas, particularly at the end of the day • Cleaning materials have been provided to wipe down photocopiers, microwave, fridge, dishwasher etc after each use • We will limit the use of high-touch items where possible	4	2	8
PPE/Face coverings	Wearing a face covering is optional and is not required by law – support workers in using face covering safely if they choose to wear one.	• Staff are required to wear a face mask whilst walking around the HQ site and in the communal areas of the OPCC building, when attending meetings with Surrey Police colleagues or OPCC colleagues in indoors unless they have a medical exemption. If a staff member/s wishes to wear a face covering whilst sat at their desk they are to be allowed. • Print off guidance and give to the staff member and display in the building	4	1	4

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Risk rating table

RISK RATINGS				RISK RATING MANAGEMENT	
SEVERITY (S)	**multiplied by (x)**	**LIKELIHOOD (L)**		**RISK RATING**	**ACTION REQUIRED**
1	No Injury, Insignificant Property or Equipment Damage	1	Highly Unlikely to Occur	1-5 Low (L)	**Acceptable** Review and manage control measures for continuous improvement.
2	First Aid Injury, Minor Loss of Process, Slight Property or Equipment Damage	2	Unlikely to Occur	6-10 Medium (M)	**As Low as Reasonably Practicable** Where possible, identify and implement further control measures to reduce risk rating to as low as reasonably practicable.
3	Lost Time Injury (3 -7 days), Moderate Loss of Process, Limited Property or Equipment Damage	3	Possible	12-15 High (H)	**Generally Unacceptable** Consider stopping activity. Identify and implement further control measures to reduce risk rating to as low as reasonably practicable.
4	Over 7 Day / Specified Injury, Critical Process Loss, Critical Property or Equipment Damage	4	Likely to Occur	16-25 Very High (VH)	**Intolerable** Place event/activity on hold and seek support to identify and implement further control measures to reduce risk rating to as low as reasonably practicable.
5	Life Changing Injury or Fatality(s), Catastrophic Business Loss	5	Highly Likely to Occur		