

Fragile X Society return to office risk assessment

Company name: Fragile X Society Assessment

carried out by PR

Date of next review: 05 12 2020

Date assessment was carried out: 04 11 2020

This risk review has been updated following a staff meeting (and a conversation with Tim) held on 4th November 2020. It is a further response to the Government’s new proposed Covid restrictions from 5th November onwards, in England

It should be noted that England will be going into lockdown from 5th November. The Government advice is that we should “**stay at home**”.

Section 6 of the new guidance states that – “**Everyone who can work effectively at home must do so. Where people cannot (i.e. people who work in critical infrastructure) they should continue to attend their workplace.**”

The team has agreed that the office will close, however staff will be allowed to come in to work alone on one specific day a week, this would mean there would be negligible risk as they would be the only person in the office and enables us to continue to deliver helpline services uninterrupted. This arrangement also supports our staff’s mental health and maximises our effectiveness with negligible risk.

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
Ability to maintain social distancing at work >2m	All staff – we may transmit virus by failing to maintain	Allow only one person to be in the	In addition, we need to be vigilant when using the printer and tea/coffee area	Everyone	Ongoing	Reviewed on 2 nd November

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	a social distance of at least 2m	office on any given day.				
Number of different people sharing the workplace	Staff of up to 5 but (usually no more than 4) may interact too closely. This risk has increased in wave 2 as Covid itself is more prevalent.	We are allowing flexible working and ensuring distance is maintained by being vigilant. Allow only one person to be in the office on any given day.	Regularly review compliancy	Everyone	From 5 th November	Reviewed on 4 th November
Travel to and from work	Staff may be exposed to virus when buying petrol etc on the way to work. This risk has increased in wave 2 as Covid itself is more prevalent	Staff must wash their hands regularly – especially after using any external facilities like petrol stations, bakers etc	We will have some posters/reminders clearly displayed in the office. Limit individuals travelling to the office to one day per week. Staff should bring their own drinks to the office and should not leave the premises to shop etc	Everyone	From 5 th November	Reviewed on 4 th November

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Ability to maintain hand hygiene and Workplace entry/exit	Staff may transmit virus by failing to wash hands	Sanitisers are in place by the door	Sanitisers need to be regularly replaced	All staff	Ongoing	Reviewed on 4 th November
Workplace environment cleanliness control	Virus may be transmitted by having unclean work surfaces. There is increased evidence to show that the virus is transmitted more easily indoors	Surfaces should be wiped clean regularly and at the end of each day. Allow only one person to be in the office on any given day.	Ensure that there is sufficient disinfectant in the office	All staff	Ongoing	Reviewed on 4 th November
Ability to avoid symptomatic people	All staff would be vulnerable if someone came into the office with Covid 19 symptoms. This risk has increased in wave 2 as Covid itself is more prevalent	Anyone feeling unwell should not come to work and if showing symptoms of Covid 19 should be tested and self-isolate for the required period	All staff need to rigidly adhere to this guideline Allow only one person to be in the office on any given day.	All staff	From 5 th November	Reviewed on 4 th November

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There is a security risk to individuals entering and leaving the office after dark during the late autumn and winter months	Staff may slip on icy surfaces or be at risk of theft/mugging	Staff are asked to leave the office before it becomes dark in the evening and should not attempt to access the premises during icy or snowy conditions	Lone workers should use the WhatsApp to inform colleagues that they have left the office safely.	All staff	Ongoing	Reviewed on 4 th November