

Stonewall Risk Assessment - Covid 19

Coronavirus (COVID-19) is a highly contagious disease. The virus is likely to pass from person to person in communal areas and where it is not possible to maintain safe distances between persons. If a person is infected, it can be passed on to work colleagues and to families and other contacts. You can spread the virus even if you do not have symptoms. During the COVID-19 pandemic, it is essential that the workforce is protected to minimise the risk of the infection spreading. This risk assessment is intended to be used to ensure compliance with current guidance on protecting Stonewall employees on site during the COVID-19 pandemic. We will prioritise the health and safety and wellbeing of our colleagues and contractors who work in our offices in any decisions that we take. This includes considering how they travel to the office, as well as the mental and emotional impact both of remote working and returning to work after a pandemic. This also includes considering those who may be at greater risk of contracting COVID-19 or face a greater impact.

The coronavirus causes respiratory illness in humans, usually resulting in mild symptoms including runny nose, sore throat, cough, and fever. Some individuals experience more severe symptoms, and it can lead to pneumonia, breathing difficulties and in rare cases a more severe outcome.

Being a respiratory virus, it is transmitted through respiratory droplets, with person-to-person contact appearing to be the main method of transmission. The virus can also survive on contaminated surfaces. The risk of residual infectious virus is likely to be significantly reduced after 48 hours.

There is now in place a vaccine which is given in the protection against Covid – 19. The roll out is proving successful at preventing severe infections and hospitalisation but we will continue to monitor any changes that may arise.

About this Risk Assessment

This risk assessment has been prepared with consideration of the principles for reopening Stonewall offices in London, Cardiff, Scotland and NI, following covid-19 closure.

We recognise the risk posed by Coronavirus (COVID-19) to our employees, volunteers, their families, those who use our services, contractors, and cleaners.

Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.

We will take reasonable steps to protect the Health, Safety and Wellbeing of our Employees, Contractors and Cleaning Operatives

We will share this Risk Assessment with employees and on our website.

We will continue to comply with all relevant Health and Safety Legislation.

We will not force anyone to return to the office– this will be a flexible approach and continuously reviewed. The offices in London, Cardiff, Scotland and NI are open on flexible terms at the discretion of building management.

We believe this is the absolute safest option for our workplace in these current times.

What are the Hazards and Risks?	Who might be harmed?	Control Measures
<p>Spread of Covid-19 Coronavirus</p>	<p>Staff Visitors to your premises Cleaners Contractors All vulnerable groups Anyone else who physically enters the office</p>	<p>IMPLEMENTING WORKPLACE CONTROLS</p> <p>Every individual will consider their own circumstances and will make their own decision on whether their preference is to work from home or to come to the office subject to sufficient safe space being available to accommodate the number of people whose preference is to be in the office.</p> <p>Anyone who is clinically vulnerable will not be asked to come into the office.</p> <p>Line managers will discuss working arrangements with each team member to ensure that everyone is supported wherever they choose to work.</p> <p>Individual risk assessments for those who are more vulnerable can be arranged with your Line Manager</p> <p>For those who choose to work from the office, they must receive an interactive return to work briefing from the Facilities Manager, or in their absence, a member of the People and Development directorate, prior to attending the office for work.</p> <p>A maximum of 30 employees in London, 3 in Cardiff, 3 in Scotland and 1 in NI will be permitted to be in our offices at any one time. This number will be kept under review.</p> <p>External visitors and volunteers will not be permitted entry. The only exception will be for couriers and contractors who need to attend the office to support the smooth day to day running. In these cases, they will only be allowed access to the areas of the building that they need and will be asked to wear a mask and follow other social distancing protocols. This will be kept under review. NI do allow external visitors but at the building managers discretion and the visitor must be booked on to their booking system.</p> <p>Colleagues are asked to avoid having personal parcels delivered to the office to minimise the risk of contamination from external sources. These will not be accepted. This is the case in all our offices.</p>

		<p>At the start and end of each day, each colleague should clean their desk using the antibacterial wipes provided. They should only work at desks which do not have a "X" on them as this will limit social distancing.</p> <p>Where 2m distancing cannot be followed in relation to a particular task, managers / business must consider if the task needs to happen. Nominated desks for those with accessibility needs will be available only for those nominated desk "owners".</p> <p>Meeting rooms in London will operate strict capacity limits and signs will be placed on each door specifying the maximum number of people that may enter each room. Meeting room doors should be left open whenever possible to increase ventilation. Staff have the responsibility of cleaning down the meeting rooms before and after use using the Antibacterial wipes and sanitizer provided. Meeting rooms in Cardiff will remain shut. Meeting rooms in Scotland will operate under strict capacity levels. The meeting room and community room in NI will remain open but there are measures in place for social distancing.</p> <p>A rota has been put in place in all our offices to limit the number of people in our buildings, but also to enable teams to plan days where more members of a team may want to work together. The rota is consistently monitored across all offices by the relevant manager. For the London office, the rota shows the maximum number of desks available in each area of the office, so colleagues are able to select the area that they will work in. In order to support our process for contacting people who are 'close contacts' in the event of a positive case in the office, colleagues should sit in the area of the office that they have selected on the rota. If they are no longer able to come in, they should remove their name from the rota.</p> <p>Staff will be able to choose the days they wish to work in the Office. This needs to be a fair process, so we have put a limit on the amount of days per person to 2 days per week across all of our offices. This will be reviewed. There are some exceptions for colleagues who find it more challenging to work from home. This should be in agreement with the Director of People and Development, who will hold a list on file.</p> <p>Floor markings will be placed around the London office to keep everyone 2 meters apart. Same applies to Cardiff, Scotland and NI with the responsibility for this on the building management.</p>
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		<p>managed by their building's management; there is a supply of hand sanitizers throughout each office though.</p> <p>Remind staff 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. Wash your hands after you sneeze.</p> <p>Face masks will be made available. They may also be used for travel to and from the office – in the London office these are on reception. In the Scotland, Cardiff and NI office will be reviewed by the building's management.</p> <p>When walking in the office, colleagues should wear a face mask unless they are exempt.</p> <p>HR, Line Managers and the relevant staff network groups will promote mental health & wellbeing awareness to staff during and after the Coronavirus outbreak and will offer whatever support they can to help</p> <p>IMPLEMENTING PROCEDURES FOR PROMPT IDENTIFICATION AND ISOLATION OF EMPLOYEES SUSPECTED OF CONTRACTING COVID-19</p> <p>If a member of staff becomes unwell with a new continuous cough, high temperature, loss of taste and/or smell or respiratory issues in the workplace, they should immediately inform their line manager who will escalate to the facilities manager and HR. They will be asked to work from home or be placed on sick leave and advised to follow the stay at home guidance. They will also be advised to take a PCR test.</p> <p>Line managers will maintain regular contact with staff members during this time.</p> <p>If a member of staff has developed Covid-19, their workstation and places they may have spent time in the office should be thoroughly cleaned with the appropriate cleaning materials which are available in all of our offices.</p> <p>Where someone has worked in the office and developed Covid-19, a deep clean/fogging of the building will be undertaken as soon as possible and the office will be closed until this can be completed.</p>
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Wellbeing impacts – Returning to the office - impacting welfare, mental and physical health	All Staff	<p>Mental Health and Wellbeing Network Group and Accessibility Group. – Access to all</p> <p>Signposting of relevant support including useful resources and the Employee Assistance Programme.</p> <p>Ongoing 1:1s in place to ensure Line Managers are supporting their line reports. If reports cannot speak to their Line Managers, then please speak to HR for support</p> <p>Colleagues supporting other colleagues.</p>

<p>Toilets - Ability to maintain 2m distancing and avoid spread of virus</p>	<p>All Staff</p>	<p>The toilets will be cleaned at the end of every day to staff returning and frequently during the day, but during the day will be staff's responsibility to keep these clean</p> <p>Only one person can use the toilet blocks at any one time.</p> <p>Signage will be placed on the doors showing 'Occupied – Wait' and 'Unoccupied – Please Use'. Staff should turn the sign accordingly when they are completed in the toilet. There will be a hand sanitizer for use outside the toilet. This is in operation in the London office. Cardiff, Scotland and NI have a similar process in place.</p> <p>The Accessible Toilet will have floor markings outside and signage to show it is occupied in the London office.</p> <p>Staff are responsible for wiping down the cubicle area they have used before and after use.</p>
<p>Meeting rooms - Multiple users in an area spreading virus</p>	<p>All Staff</p>	<p>If it is necessary to hold a face-to-face meeting then Marsha, Sylvia and Rainbow Laces in the London office can be used. Each room will have a notice on the door stating how many the room can safely hold with 2m social distancing enforced. This will have a booking system in place using outlook. Stormé in London can be used as a one-person quiet working room. Rainbow Laces can be used as a two-person room. The Bleachers may also be used in line with the social distancing procedures outlined above. In NI the Boardroom can be booked for face-to-face meetings. In Cardiff the meeting rooms remained closed. In Scotland there are numerous meeting spaces the staff can utilize if social distancing is adhered to.</p> <p>Hand sanitizers will be in all offices meeting spaces that are open.</p> <p>When finished the room needs to be cleaned using antibacterial wipes provided. The duration of the meeting should be as short as possible</p> <p>There will be an ongoing review alongside with government guidance on the use of meeting rooms</p>

Communal areas - Multiple users in area spreading virus	All Staff	<p>The Bleachers area in the London office is socially distanced. Social distancing should be maintained, and only spaces without an 'X' on them should be used for seating. For the tables at the top, only one should be in use at any time.</p> <p>Staff should use outside areas such as the Park or their desks, to eat at and initially are encouraged to bring their own food and not order deliveries of food to the building. One exception is Cardiff where the building management have not allowed to staff to leave the building until their working day is over. Our colleagues in Cardiff will continue to work a maximum of 4 – 5 hours in the office.</p> <p>Kitchen will be marked up with 2m social distancing signage along with hand sanitizer and antibacterial wipes next to all high touch areas in the London office. Same processes will apply in the Cardiff, Scotland and NI office.</p>
Workplace and workstations - Ability to maintain 2m between colleagues	All Staff	<p>Where possible we will assign a desk to individuals within our offices.</p> <p>If this is not possible, a dedicated alternative desk will be allocated for that staff member to use until lockdown restrictions ease.</p> <p>Changes to office layouts must take into account any impact on fire safety and ergonomics (i.e. DSE assessments) with the appropriate assessments being undertaken and control measures implemented.</p> <p>Where possible we will ensure staff work side-by-side not facing their colleagues within all our offices as long as social distancing is adhered to.</p>
IT Equipment – Safe Handling	All Staff	<p>IT support team will undertake dealing with IT requests remotely in the first instance. IT will be able to work within the London office and travel to Cardiff for any major IT issues. Scotland will remain as a remote access for IT unless it is an emergency</p> <p>There will only be a limited onsite presence in the London office of IT support colleagues.</p> <p>Where the handling of equipment is required, there will be a designated area for the drop-off and collection of equipment with appropriate distancing and hygiene measures in place, which will be in Reception. Hand sanitizers and antibacterial wipes will be available.</p>

		Staff must clean down desk area and equipment before leaving. Antibacterial Wipes will be provided.
Accidents and emergencies – Fire Control	All Staff	<p>In event of a fire evacuation whilst in the office, staff will evacuate and try to keep at least 1-2m apart along the meeting point on Agdon Road in the London office. Cardiff, Scotland and NI will have their own muster points and social distancing will still apply.</p> <p>There will be a nominated Fire Marshall who will solely be responsible for knowing what to do in case of a fire in the London office. Cardiff, Scotland and NI will be controlled by their Building Management in what to do in case of a fire.</p>
Accidents and Emergencies - First aid	All Staff	As a minimum, there will be an appointed person who will know where the First Aid boxes are in the office, the Accident and Incident Report Book and who to call in an emergency in all of our offices. This will include a first aid box at the reception desk in London.
Cleaning of workplace – controlling the spread of Covid 19	All Staff Cleaners	<p>The Office will be deep cleaned prior to the return of staff to the office. This will include visible desk areas, chairs, floors, windows and toilets. Deep cleans and fogging will continue on a monthly basis in the London office. The offices in Cardiff, Scotland and NI will be managed by the building management.</p> <p>The ventilation system will have maintenance work completed before anybody comes back into the London Office. The air conditioning will be locked and only controlled by the Facilities Manager. Cardiff, Scotland and NI will be managed by the building's management.</p> <p>Legionella Tests will be carried out on all Taps. Legionnaires' disease, also known as legionellosis, is a form of atypical pneumonia caused by any type of Legionella bacteria. Signs and symptoms include cough, shortness of breath, high fever, muscle pains, and headaches. Nausea, vomiting, and diarrhoea may also occur. This often begins 2–10 days after exposure</p> <p>Cleaners will thoroughly clean the office on a daily basis.</p> <p>Waste management will remain as before the outbreak and be dealt with by the Cleaners. Extra Bins will be provided in all areas of the office</p>

		<p>Staff are encouraged to use the hand sanitizer units and frequently wash their hands to control the spread of the Virus.</p> <p>Stonewall will continue to use signage to build awareness of the benefits of good hygiene.</p>
Showers – Reduce the spread of Covid 19	All Staff	<p>The showers will be deep cleaned before returning to the Office. There is only one shower in use in the London office. Cardiff, Scotland and NI have no showers in use.</p> <p>It is the responsibility of the staff who use these showers to clean before and after each use</p>
Lack of PPE – possible spread of Covid 19 to colleagues	All Staff	<p>Disposable facemasks will be provided if required in all offices.</p> <p>Wearing of a facemask when walking around the office is compulsory until colleagues are advised to no longer do so by Senior Management.</p> <p>If staff do wear a single use face mask (rather than a face covering) they are encouraged to:</p> <ul style="list-style-type: none"> • Wash hands with soap for 20 seconds before putting it on and after removing it. • Avoid touching their face or the covering as they could contaminate it.
Handling of deliveries – transmission via packages	All Staff	<p>Personal deliveries (Amazon, ASOS etc) will not be accepted into Stonewall for a short-term basis. This will only be acceptable if the package is work related. This will be kept under review.</p>
Work related travel – transmission or contracting Covid 19	All Staff	<p>Avoid all non-essential travel. Utilize Teams where possible.</p> <p>Minimise the number of staff travelling together.</p> <p>Single use masks or face coverings are a legal requirement on all public transport. Single use masks should be used according to directions and disposed of in a bin. A new single use mask to be used for the return journey.</p> <p>Bikes or walking should be taken advantage of where possible – Extra Bike Racks will be installed inside the London office. Cardiff, Scotland and NI will be managed by their building’s management. This will be kept under review.</p>

<p>Communications and training - Staff unaware of the rules or risk assessment and becoming a danger to themselves and others</p>	<p>All Staff</p>	<p>Stonewall will provide regular clear and consistent information to staff through wall posts, posters and email communication</p> <p>The Facilities Manager along with other relevant Managers from Cardiff, Scotland and NI will inform staff of the rules and risks prior to them entering the Stonewall offices.</p> <p>Posters will be displayed around the Office on Covid 19</p> <p>All staff and people who enter any of our offices take personal accountability for their actions and will follow these rules and measures to reduce or avoid risk for the safety of themselves and others on site.</p> <p>This risk assessment will be shared with our suppliers and shared on the company website.</p>
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