

Fragile X Society Covid 19 office risk assessment:

Date of next review: 24 04 2021

Date assessment was carried out: 24 03 2021.

This risk review has been updated following further Government announcements made on the 21st of March 2021, updating the timetable for the easing of Covid restrictions in England (and the Fragile X Society Governance subcommittee meeting held on 24th March) The announcement stated that Step 1 has now been achieved and England will proceed to step 1 part 2.

Step 1, 8 March Achieved

- All pupils and college students return fully, with before- and after-school clubs opened. For a period, secondary school pupils and older will wear masks in classes.
- People can meet one other person outside for, say, a coffee or picnic, not just for exercise. Children will still count towards this.
- Care home residents can receive one regular, named visitor.
- The “stay at home” order will otherwise stay in place.

Step 1, part 2 – 29 March

- Outdoor gatherings allowed of up to six people, or two households, not just in parks but also gardens.
- Outdoor sport for children and adults will be allowed including outdoor swimming pools.
- The official stay at home order will end, but people will be encouraged to stay local – the definition of local will largely be left to people’s discretion.
- People will still be asked to work from home where possible, with no overseas travel allowed beyond the current small number of exceptions.

Given this news, whilst balancing the challenges relating to working from home for our staff, it is therefore recommended that:

1. Staff will be allowed to work in the office from the 29 March in accordance with the guidelines below.

2. The office may re-open on 29th March as the conditions of the Government’s timetable have been met. This should be a ‘blended model’ which allows staff flexible working arrangements and reduces risk.

The table below has been updated of 24th March 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
Ability to maintain social distancing at work >2m.	All staff – we may transmit virus by failing to maintain a social distance of at least 2m.	Maintain social distancing (but we do not require the use of masks as staff have been vaccinated)	In addition, we need to be vigilant when using the printer and tea/coffee area.	Everyone	29 th March onwards	Reviewed 24 th March.
Number of different people sharing the workplace.	Staff may interact too closely.	Limit staff numbers to a maximum of 4 and keep vigilant. Staff should not come to the office if they feel unwell or have been in contact with someone that has Covid.	Regularly review compliancy.	Everyone	29 th March onwards	Reviewed 24 th March.

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Travel to and from work	Staff may be exposed to virus when buying petrol etc on the way to work.	Limit time spent travelling to the office.	We will have some posters/reminders clearly displayed in the office. Staff should bring their own drinks to the office.	Everyone	29 th March onwards	Reviewed 24 th March.
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.	Everyone	29 th March onwards	Reviewed 24 th March.
Workplace environment cleanliness control	Virus may be transmitted by having unclean work surfaces.	Regularly disinfect clean and wipe down surfaces.	Ensure that there is sufficient disinfectant in the office. Regularly open windows	Everyone	29 th March onwards	Reviewed 24 th March.
Ability to avoid symptomatic people.	All staff would be vulnerable if someone came into the office with Covid 19 symptoms.	Restrict access to the office to staff only.	All staff need to rigidly adhere to this guideline.	Everyone	29 th March onwards	Reviewed 24 th March.
There is a security risk to individuals entering and leaving	Staff may slip on icy surfaces or be	Apply lone worker policy.	Lone workers should use the WhatsApp to inform	Everyone	29 th March onwards	Reviewed 24 th March.

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the office after dark during the early spring months	at risk of theft/mugging.		colleagues that they have left the office safely.			