



Covid-19 Risk Assessment
ramsac offices – Godalming Business Centre
Last updated: 6th April 2021

The risk of the spread of the Covid-19 virus applies to all staff, visitors and contractors working in the offices at Godalming Business Centre. The following controls are being put in place to minimise the risk of the spread of infection.

Vulnerable persons

Anyone who has been advised by their health care professional, that they are particularly vulnerable to the infection, should work from home until they have been advised otherwise.

Reopening timeline

On the 12th April 2021, the offices will reopen on a reduced capacity and attendance at the office is voluntary.

From the 17th May we would expect non technical team staff, to be in the office for at least 40% of their working week (2 days a week for a full time employee).

From the 21st June we would expect non technical team staff to be in the office for at least 60% of their working week (3 days a week for a full time employee).

This will be reviewed in line with the ongoing government advice.

Social distancing & reduction in office capacity

It is important that all staff and visitors maintain social distancing. Side by side seating will not allow this to happen, which means certain desks will be taken out of action and indicated as such by a sign on the desk which should not be ignored. Face to face seating allows 2 metres distance to be maintained. So a bank of four desks becomes a bank of two, a bank of five becomes a bank of three, and bank of six becomes a bank of four.

This also means we reduce the total capacity in the office, from 51 desks to 32 desks, a reduction of 40%

Meeting huddle spaces have not been counted as desks but can each only be used by one person. Meeting room one can be used by no more than eight people, meeting room two by no more than two people. No more than two people in any of the four cellular offices.

Only two people may use the ground floor kitchen at a time. No more than 5 people may use the upstairs kitchen at a time assuming four are seated (two at each table) and only one person using the food preparation area.

Appropriate signage will be used to remind people of these temporary rules.

Covid Symptoms, testing and the rules on self-isolation

The main symptoms of Covid-19 are:

- A new continuous cough
- A high temperature (above 37.7C)
- A loss of, or change in, your normal sense of taste or smell

There are a number of other symptoms which may include headache, aches and muscle pain, diarrhoea and fatigue.

What do I do if I have symptoms of Covid-19

If you develop symptoms of Covid-19 do not come to the office. If you are at work when you begin to feel unwell, inform your line manager and go home.

You must begin to self-isolate along with all other members of your family or household (people who live in the same house).

You should arrange to be tested through the government Covid-19 testing system.

You must remain in self-isolation together with your household while waiting for your test result.

If your test result is positive you must continue to self-isolate for at least 10 days from the time your symptoms started. Members of your household must self-isolate for 14 days from the start of your symptoms.

There is no requirement for asymptomatic household members to be tested because a negative test does not stop the requirement for 14 days of self-isolation.

If a member of your household subsequently becomes symptomatic, they must isolate for 10 days from the start of their symptoms irrespective of where they are in their 14-day isolation period and they should also arrange a test.

If your test result is negative then you and your household can return to work/school and stop self-isolating, provided you feel well enough to return to work.

What do I do if a member of my household has symptoms of Covid-19

If a member of your household develops symptoms of Covid-19 they – and all members of your household – must start self-isolating. The household member who is showing symptoms of Covid-19 (including children) should arrange for a Covid-19 test.

If the symptomatic household member is untested or tests positive for Covid-19 they must self-isolate for at least 10 days from the onset of their symptoms. All other household members must self-isolate for 14 days from when the symptomatic household member started symptoms. If another household member subsequently becomes symptomatic, they must isolate for 10 days from the start of their symptoms irrespective of where they are in their 14-day isolation period.

If the household member's test result is negative, then you and your household can return to work and stop self-isolating.

I am asymptomatic but have tested positive for Covid-19

You must self-isolate for 10 days from the time of your test. All other members of your household must self-isolate for 14 days from the date of your positive test.

There is no requirement for asymptomatic household members to be tested because a negative test does not stop the requirement for 14 days of self-isolation.

If you develop symptoms following the positive test result your 10-day isolation period must restart from the time you develop your symptoms.

A member of my household has tested positive for Covid-19

You must self-isolate for 14 days from the date of the household member's test or the date they developed symptoms.

There is no requirement for asymptomatic household members to be tested because a negative test does not stop the requirement for 14 days of self-isolation.

If you or another household member subsequently becomes symptomatic you must isolate for 10 days from the start of your symptoms irrespective of where you are in the 14-day isolation period.

A member of my household has been told to self-isolate following contact with a positive Covid case

Assuming your household member is not showing any Covid-19 symptoms they need to self-isolate for 14 days from the date of exposure. As long as the household member is asymptomatic there is no requirement for testing. Other household members are not required to self-isolate.

Hand hygiene

Alcohol gel has been placed at the entrance to the building and in communal areas such as meeting rooms and kitchens.

Paper towel dispensers have been fitted in kitchens – staff should not use the tea towel to dry their hands.

Hand wash posters have been placed in toilets and kitchen areas.

Hand hygiene points should include:

- Arrival to the building
- Arrival to a communal space such as the kitchen or meeting room
- Use of the toilet facilities
- After answering the door or receiving a delivery
- Before & after using shared equipment, such as coffee pots etc.

Toilets

Anti-bacterial spray has been placed in all toilets, staff are asked to wipe down seats, taps and hard surfaces after use.

One Way Flow

Consideration has been given to a 'one way' flow system in the office, but given the relatively low density it is not considered that this will have much of an impact. Only one person should use a staircase at a time, but there is sufficient space to see if someone is already on the stairs, and to stand away to allow that person to pass before use.

Touch Points

Doors to stairwells are to be kept open during the working days to reduce touch points. Fire Door closures have now been fitted – these will close the doors in the event of the Fire Alarm sounding, and at 18.15 each day.

The door intercom system should not be used for speaking to callers at the door – instead use the button to open the door and walk to the reception to greet the visitor.

Hot desking

As all desks will now effectively become hot desks, phones have been removed and staff should use soft phones. Staff should only use one desk per day which is then not to be used by anyone else. Personal belongings including mobile phones should only be stored on your desk of the day. Keyboards and mice are to be personal issue and all personal belongings

should be stored in a bag that you can easily carry between home and work. Pedestal drawer units will be phased out once people have emptied them and moving forward staff should use their work bags for all belongings. You must pre book a hot desk via the desk booking spreadsheet before you leave for the office.

Extra cleaning time has been provisioned to allow for each desk to be cleaned each evening.

Visitors

Only essential meetings should take place in the office, ideally meetings should happen remotely. A separate risk assessment for visitors to the ramsac office is available [here](#).

Lateral Flow Testing

LFT tests will be available in the office. We encourage staff to test themselves twice a week if possible. If you have a positive result you must leave the office and follow gov.uk NHS advice for further testing.

Deliveries

Only essential deliveries to take place. Couriers to be asked to leave deliveries in reception. Staff receiving deliveries to exercise good hand hygiene. No personal deliveries to be arranged for the office.

Lunchtimes

Lunch breaks are to be staggered and groups of colleagues should avoid leaving the office together in groups too large to enable social distancing.

A relaxation in our 'no food at the desk' rule will be made, but we would still request that hot food which is more likely to smell strongly, be consumed in the kitchen if space allows.

Track and Trace

In order to provide an effective track and trace system, it is essential that all colleagues use the hot desk booking system to plan their time in the office, so that we can see retrospectively, who was in on what days. We would also encourage you to download the NHS Track and Trace App.

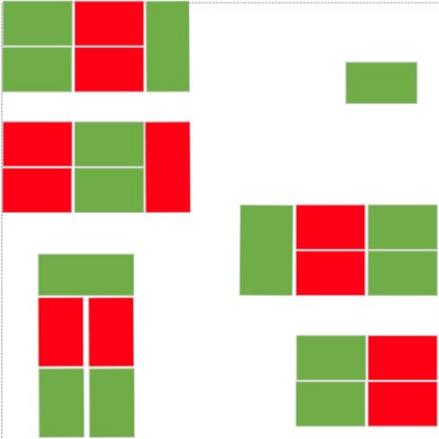
Local Lockdowns

In the event that Waverley becomes subject to a local lockdown, the office will be closed entirely. If you live in an area subject to local lockdown, we would ask that you remain at home if you are able to work effectively from there.

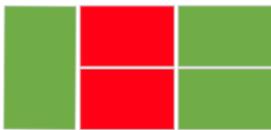
Amended desk layout

(red = out of use)

Support:



Technical:



Ground Floor:

