

Cambridge Team Base.

The additional local controls are summarised below:

Individuals must;

- Not report for work if showing any symptoms of COVID-19 symptoms include high temperature and/or new and continuous cough or a loss of, or change in, your normal sense of taste or smell (anosmia)

- Avoid contact with someone who is displaying symptoms of coronavirus (COVID-19)

- Avoid use of public transport, when possible.

- Wash hands regularly as per government and NHSBT advice:
 - Upon entering and prior to leaving a workplace.
 - Before and after eating or smoking.
 - After coughing or sneezing.

- Maintain social distancing of 2m from others, whenever possible.
 - All to adhere to 2 metre social distancing signage

- Implement good respiratory hygiene measures when coughing, sneezing, wiping or blowing nose.

- Take temperature on arrival and use Clinell wipes to clean thermometer thoroughly after use

- Use disposable tissues and dispose of immediately after use into the nearest waste bin or clinical waste bin

- Individuals must also wear an appropriate FFP2 face mask

- When on site, all Visitors / Contractors to sign in and out.

Controls – Cambridge Team Base

- Reduce number of staff working in within garage area to maintain social distance guidance - maximum capacity of 5
- Reduce number of staff working in within Stores to maintain social distance guidance - maximum capacity of 3
- Reduce number of staff working in office to maintain social distance guidance – maximum capacity of 2
- Reduce number of staff within kitchen / meeting room to maintain social distance guidance – maximum capacity of 4
- Reduce number of staff within small, downstairs office to maintain social distance guidance - maximum capacity of 1
- Where possible, ensure fresh air ventilation at all times
- Ensure all shared touchpoints, inclusive of door handles, printer control panel, keyboards are cleaned on a regular, daily basis.
- Cleaning equipment made available in work areas; i.e. Clinell wipes, hand sanitizers
- Reduced number of meetings, but if held, reduced numbers attending, and strict social distancing must be maintained
- Encourage office-based individuals to work from home, wherever possible

- Workstation layout has been adjusted to accommodate social distancing guidance and avoid face to face working
- Increase ventilation within the shared office areas
- Rearrange areas to allow more space between workstations
- Variety of signs to remind staff about social distancing, wearing a face mask, increase ventilation and good hand washing techniques.
- Good housekeeping and hygiene to be maintained in the workplace.
- Daily communications to emphasise social distancing.
- Equipment moved or rearranged to create larger walkways to help with social distancing
- Individuals may use alternative work areas (i.e. small, rear office), that allow the individuals to work either in isolation or to maintain 2m social distancing.
- Lateral flow tests made available to all staff
- All face masks to be disposed of in clinical waste bins

Managers must;

- Ensure these measures are implemented and maintained at all times.

Next review date scheduled; 17.09.2021

This risk assessment is suitable and sufficient at this time.