

Our highest priority is the health and safety of our staff, residents and partners and as such we have devised the risk assessment below as required by government. This applies only to the office. Separate guidance will be issued for working in people's homes and on the estate.

The government had issued the following five steps to working safely:

Step	Government Guidance	RPRMO Response
1.	<p>Carry out a Covid-19 risk assessment Before restarting work you should ensure the safety of the working place by:</p> <ul style="list-style-type: none"> • carrying out a risk assessment in line with the HSE guidance • Consulting with your workers or trade unions • sharing the results of the risk assessment with your workforce and on your website 	<ul style="list-style-type: none"> • This risk assessment is detailed below and will be shared with all staff
2.	<p>Developing cleaning, hand washing and hygiene procedures you should increase the frequency of hand washing and surface cleaning by:</p> <ul style="list-style-type: none"> • encouraging people to follow the guidance on hand washing and hygiene • providing hand sanitizer around the workplace, in addition to washrooms • Frequently cleaning and disinfecting objects and surfaces that are touched regularly 	<ul style="list-style-type: none"> • Hand washing facilities with soap and water in place • Hand sanitizers are freely provided throughout the office • We have issued hand washing guidance • We have provided disposable paper towels and/or warm air dryer in all toilets and the kitchen • Daily office cleans • Staff not to attend office if they are unwell • Staff to wash hands/sanitise when entering the office • Keep the office well ventilated

	<ul style="list-style-type: none"> Enhancing cleaning the busy areas 	<ul style="list-style-type: none"> Wash up plates and utensils after use Residents and Contractors to wear masks in the office. These will be provided as necessary
<p>3.</p>	<p>Helping people work from home You should take all reasonable steps to help people work from home by:</p> <ul style="list-style-type: none"> discussing home working arrangements ensuring they have the right equipment for example remote access to work systems including them in all necessary communications Looking after their physical and mental well being 	<ul style="list-style-type: none"> Most of the team are currently working from home Back office staff will be based primarily at home Staff have access to necessary IT systems and electronic record keeping allowing them to carry out their work All staff have access to mobile phones or through the Skype system All staff are able to use Zoom for video conferencing An individual assessment is made on the ability of staff to work from home Zoom team meetings are held weekly 121's are held over video link or in person as required to include a discussion about support needs The suitability of home working is regularly reviewed to ensure the correct balance of home working and operational efficiency Mental health and wellness guidance to be provided (to be written) All meetings, including Board meetings to be held via video link where possible Residents not to use toilets Contractors to use disabled toilet only
<p>4.</p>	<p>Maintain 2m social distancing where possible or 1m where other precautions are in place Where possible, you should maintain 2M between people by:</p>	<ul style="list-style-type: none"> Desks have been removed and rearranged to ensure social distancing Signs will be in place throughout the office Hot desking will be minimised

	<ul style="list-style-type: none"> • Putting up signs to remind workers and visitors of social distancing guidance • avoiding sharing workstations • Using floor tape or paint to mark areas to help people keep A2 metre distance • Arranging one way traffic through workplace if possible • Switching to seeing visitors to appointment only where possible 	<ul style="list-style-type: none"> • Residents will visit the office by appointment only • Limit visitors to 1 household at a time • Residents will be asked if they are self isolating or showing symptoms before entering the office. • A screen has been provided in reception and the interview room • A new breakout and lunch-room has been provided • All staff have been reminded to maintain social distancing • Only one member of staff to be in the kitchen at any one time
<p>5.</p>	<p>Where people cannot be 2m apart, manage transmission risk</p> <p>Where it is not possible for people to be 2m apart, you should do everything practical to manage the transmission risk by:</p> <ul style="list-style-type: none"> • Considering whether an activity needs to continue for the business to operate • Keeping the activity time involved as short as possible • Using screens or barriers to separate people from each other • Using back to back or side to side working whenever possible • Staggering arrival and departure times • Reducing the number of people each person has contact with by using fixed team or partnering 	<ul style="list-style-type: none"> • Hot desking minimised keyboard/mice etc to be used only by the individual • All desks and phones etc to be sanitised at the beginning and end of use by user and wipes provided to allow this to happen • Screen In interview room in place • Desks rearranged to ensure back to back and side to side layout only