

# Risk assessment: Covid-19, Half Capacity

 Company name: **MinorOak Coworking**

Assessment carried out by:

**Dee Miller, owner, MinorOak**

 Date of next review: **June 21, 2021**

Date assessment was carried out:

**15 May, 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
Spread of Covid-19 Coronavirus  via <b>general workplace contact</b>	<ul style="list-style-type: none"> <li>Coworking clients</li> <li>Visitors</li> </ul>	<p><b>Lockdown Strategy: Starting March 1<sup>st</sup> 2020, Virtual MinorOak</b></p> <p>The challenge for management and for each member is to balance the risk of physical proximity (within strict limits) with the mental health and productivity benefits of coworking in the same space.</p> <p>We are providing an online alternative with scheduled events so members can continue to socialise through the lock-down:</p> <ul style="list-style-type: none"> <li>Virtual social workspace</li> <li>Virtual meeting room</li> <li>Virtual pub</li> </ul>	<p><b>Strategy:</b></p> <p><b>1. Virtual MinorOak</b></p> <p><b>2. Mandatory Booking for Physical Space</b></p> <p>1. We opened the physical space as soon as it was possible to do so relatively safely, but as long as Covid-19 risk is substantial, we will provide an online alternative to MinorOak in addition; provide remote working tools to reduce the need for in-person office use and meetings.</p> <p>2. With 2-meter-on-centre minimum social distancing between desks, MinorOak is reduced to 14 desks rather than the usual 28. Clients will be advised to advance-book desks, and those who don't will be booked on arrival. This will also provide a record of who was at MinorOak, as well as when and where.</p>	staff, coworkers	Ongoing	1. Virtual MinorOak: March 1  2. Socially distanced Coworking: June 15
Spread of Covid-19 Coronavirus  via <b>air</b>	<ul style="list-style-type: none"> <li>Coworking clients</li> <li>Visitors</li> <li>Contractors</li> </ul>	<ul style="list-style-type: none"> <li>MinorOak is exceptionally well ventilated (it is in a leaky 1930s market building).</li> <li>MinorOak has an exhaust fan in the mezzanine. This ensures that air is constantly moving through the building. It is not recycled, and it does not linger upstairs.</li> </ul>	<ol style="list-style-type: none"> <li>Masks are provided at front entrance and are required when people are not at their desks.</li> <li>All desks in use spaced at 2m on centre minimum.</li> <li>Upstairs fan running continuously.</li> <li>Coworkers and visitors are advised by signs on the desks and front table to keep 2 meters distance between themselves and others.</li> </ol>	staff, coworkers	Ongoing	All initiated, June 15
Spread of Covid-19 Coronavirus  via <b>desks, shared equipment, and other surfaces</b>	<ul style="list-style-type: none"> <li>Coworking clients</li> <li>Visitors</li> <li>Contractors</li> </ul>	<ul style="list-style-type: none"> <li>Wiping down desks daily</li> <li>Washing kitchen and washrooms daily</li> <li>Making cleaning wipes available in washrooms and kitchen for clients to use</li> <li>Wet-dusting surfaces and shared equipment regularly</li> <li>Providing each desk with its own pencil, pen, eraser and notebook</li> </ul>	<p>Strategy: Reduce use of shared equipment and surfaces, provide PPE; communicate new procedures; provide opportunities and materials for hand washing and disinfection of surfaces; increase frequency of cleaning.</p> <ol style="list-style-type: none"> <li>Antibacterial handwipes and hand sanitiser provided at entrance and exit of building, and at desks.</li> <li>Coworkers and visitors advised by signs on the front table and elsewhere to wear a mask while not at their desk, wash their hands upon arrival and wipe down surfaces after use.</li> <li>Door pulls, light switches, outlets, and stair railings cleaned at least once daily with anti-bacterial wipes.</li> <li>Desks/tables wiped down before each booking.</li> <li>Downstairs desks provided with their own waste bins.</li> </ol>	staff, coworkers	Ongoing	All initiated, June 15
Spread of Covid-19 Coronavirus  via <b>washrooms</b>	<ul style="list-style-type: none"> <li>Coworking clients</li> <li>Visitors</li> <li>Contractors</li> </ul>	<ul style="list-style-type: none"> <li>Toilet, basin and floor wiped down daily with anti-bacterial wipes</li> <li>Toilet cleaned daily with bleach</li> <li>Antibacterial wipes available so people can wipe down surfaces before or after use</li> <li>Paper hand towels provided</li> <li>Both washrooms have fans vented to the exterior linked to the lights.</li> </ul>	<p>Strategy: Communicate new procedures; provide opportunities and materials for hand washing and disinfection of surfaces; increase frequency of cleaning.</p> <ol style="list-style-type: none"> <li>Handwashing instructions provided in washrooms</li> <li>Antibacterial soap provided in washrooms</li> <li>Washrooms to be cleaned regularly with antibacterial wipes, including door knobs, locks, etc.</li> </ol>	staff, coworkers	Ongoing	All initiated, June 15
Spread of Covid-19 Coronavirus  via <b>kitchen</b>	<ul style="list-style-type: none"> <li>Coworking clients</li> <li>Visitors</li> <li>Contractors</li> </ul>	<ul style="list-style-type: none"> <li>Kitchen wiped down at least once a day with anti-bacterial spray and/or wipes</li> <li>All cups, glasses, dishes, cutlery washed in dishwasher</li> <li>Snacks individually packaged</li> </ul>	<p>Strategy: reduce use of shared equipment and surfaces, cut down on non-essential trips within the building. Encourage people to bring their own food and keep it at the desks.</p> <ol style="list-style-type: none"> <li>Tea bags and snacks provided in individual packets to minimise shared surfaces.</li> <li>Paper hand towels and antibacterial soap provided</li> <li>Refrigerator kept clean.</li> <li>People encouraged to eat at their desks instead of in the kitchen area.</li> </ol>	staff, coworkers	1. Ongoing	All initiated, June 15- July 6
Covid-19 <b>Mitigation and tracking</b>	<ul style="list-style-type: none"> <li>Coworking clients</li> <li>Visitors</li> <li>Contractors</li> </ul>	<p>We are staying in contact with members and other clients and have asked them to report diagnosed or suspected cases of Covid-19.</p> <p>We have NHS tracking at both entrances.</p>	<p>If advised that a member or visitor has developed Covid-19 and were recently on our premises, we will:</p> <ol style="list-style-type: none"> <li>Contact the Public Health Authority to discuss the case</li> <li>Identify people who have been in contact with the individual and inform them</li> <li>Take advice on any actions or precautions that should be taken</li> </ol> <p>Because we are requiring booking, we will have a record of who has been at MinorOak every day from June 15 onward.</p> <p><a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a></p>	Staff	If necessary	Plans in place, June 15