

## Risk Assessment Form

Risk Assessment Number:	Date of Assessment: 27.05.2020	Additional Information Check sheet/Risk assessments required.										
Task / Work Activity / Work Area Assessed:  Working safely during COVID-19 Offices	Assessment carried by:  Sarah James Office Manager	Substances Hazardous to Health: Manual Handling: Display Screen Equipment: New and Expectant Mothers: Young Persons:	✓ N/A ✓ N/A N/A	Cleaning & Vehicle processing procedure  If staff move desks to repeat								
Worst Case Outcome		Likelihood			Risk Rating Outcome X Likelihood							
10	8	5	3	1	10	8	5	2	1	High	Medium	Low
Fatality	Severe Injury	Lost time Injury	Minor Injury	No Injury	Certain	Very likely	likely	Unlikely	Remote	50-100	20-49	1-19
<b>Persons affected by the Activity</b>	<b>Identified Hazards</b>	<b>Control Measures Already in Place</b>			<b>Outcome</b>	<b>Likelihood</b>	<b>Risk Rating</b>	<b>Is further action required Yes/No</b>				
Thinking about risk												
Thinking about risk  Objective: That all employers carry out a COVID-19 risk assessment.		<ul style="list-style-type: none"> <li>▪ Employer has documented this COVID-19 risk assessment as per guidance</li> <li>▪ Inform employees of the significant findings of the risk assessment via inductions, site notices, noticeboards, and toolbox talks.</li> <li>▪ Employees must be provided with information who to raise safety, COVID-19 and mental health and wellbeing concerns too. <ul style="list-style-type: none"> <li>▪ Contact your employee representative.</li> <li>▪ Contact your trade union if you have one.</li> <li>▪ Use the HSE form available at</li> <li>▪ <a href="https://www.hse.gov.uk/contact/concerns.htm">https://www.hse.gov.uk/contact/concerns.htm</a></li> <li>▪ Contact HSE by phone on 0300 003 1647.</li> </ul> </li> </ul>										
Managing risk  Objective: To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority.		<ul style="list-style-type: none"> <li>▪ The business will continue to work with any other employers or contractors sharing the workplace so that everybody's health and safety is protected.</li> <li>▪ increasing the frequency of handwashing and surface cleaning throughout our business operations.</li> <li>▪ Where possible employees will work from home as a first option, where this is not possible, we will comply with social distancing. (keeping people 2m apart wherever possible).</li> </ul>										

	<ul style="list-style-type: none"> <li>▪ The business will formally review staffing levels and those who are working from home and on our premises on a weekly basis, to ensure only those who need to be working away from home are doing so.</li> </ul> <p>For tasks where social distancing measures cannot be followed in full, we will make an assessment to see if the activity is essential for the business to operate, where it is deemed essential, we will introduce risk reduction measures as far as reasonably practical to do so.</p> <p>The risk reduction controls we will implement, but not limited to:</p> <ul style="list-style-type: none"> <li>• Increasing the frequency of hand washing and surface cleaning.</li> <li>• Keeping the activity time involved as short as possible.</li> <li>• Using screens or barriers to separate people from each other.</li> <li>• Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.</li> <li>• Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).</li> </ul>	
<p>Sharing the results of your risk assessment</p>	<p>The business will communicate the significant findings of the risk assessment to those who are likely to be affected by the findings and this will include stakeholders, employees, contractors, others.</p> <p>Where our business has 50 or more employees, we will share the significant findings of the risk assessment on our website and notice boards within the business. Additionally, we display the 'staying COVID-19 Secure in 2020' at the entrance and noticeboard in our premises.</p>	 <p><b>Staying COVID-19 Secure in 2020</b> We confirm we have complied with the government's guidance on managing the risk of COVID-19</p> <p><b>FIVE STEPS TO SAFER WORKING TOGETHER</b></p> <ul style="list-style-type: none"> <li>✓ We have carried out a COVID-19 risk assessment and shared the results with the people who work here</li> <li>✓ We have cleaning, handwashing and hygiene procedures in line with guidance</li> <li>✓ We have taken all reasonable steps to help people work from home</li> <li>✓ We have taken all reasonable steps to maintain a 2m distance in the workplace</li> <li>✓ Where people cannot be 2m apart, we have done everything practical to manage transmission risk</li> </ul> <p>Employer _____ Date _____</p> <p>Who to contact: <a href="https://www.hse.gov.uk">www.hse.gov.uk</a> or 090 000 1647 for the Health and Safety Executive at <a href="https://www.hse.gov.uk">www.hse.gov.uk</a> or 090 000 1647</p>

Who should go to work?

Objective: That everyone should work from home unless they cannot work from home.

Office based employees.	Office workers – exposure to COVID-19 virus. <ul style="list-style-type: none"> <li>▪ Death</li> <li>▪ Serious ill health</li> </ul> Infecting / transmitting the virus to other employees	<ul style="list-style-type: none"> <li>▪ As per government advice all employees who are able to conduct their duties and work from home should do.</li> <li>▪ With the updates from the government on the 22 September we have completed an assessment on staff levels in the office, implemented a rota for staff working at home or at the office</li> <li>▪ If they can do the same role at home, then they stay at home</li> <li>▪ Those who must come to office should maintain social distancing of 2 meters from other staff members or where possible keep at least 1 meter plus.</li> <li>▪ Hand sanitizers available at the office and individual hand sanitizers</li> <li>▪ Hand washing facilities</li> <li>▪ Employees to receive a toolbox talk that explains the symptoms of the virus</li> <li>▪ When they should self-isolate and the correct hand washing procedure.</li> <li>▪ Face to face meeting should be avoided unless social distancing can be maintained.</li> <li>▪ Regular welfare checks for employees working from home</li> </ul>	10	2	20 Med	
Office based Fleet employees and Fleet Vehicle processing employees.	Office based Fleet workers – exposure to COVID-19 virus. <ul style="list-style-type: none"> <li>▪ Death</li> <li>▪ Serious ill health</li> </ul> Infecting / transmitting the virus to other employees	<ul style="list-style-type: none"> <li>▪ Fleet assistants are working from the office and following the vehicle processing procedure.</li> </ul>	10	2	20 Med	

Protecting people who are at higher risk

**Objective:** To protect clinically vulnerable and clinically extremely vulnerable individuals

- Clinically extremely vulnerable individuals (see definition in at end of this document) have been strongly advised not to work outside the home.
- Clinically vulnerable individuals, who are at higher risk of severe illness (for example, people with some pre-existing conditions, see definition in Appendix), have been asked to take extra care in observing social distancing and should be helped to work from home, either in their current role or in an alternative role.
- If clinically vulnerable (but not extremely clinically vulnerable) individuals cannot work from home, they should be offered the option of the safest available on-site roles, enabling them to stay 2m away from others. If they have to spend time within 2m of others, you should carefully assess whether this involves an acceptable level of risk. As for any workplace risk you must consider specific duties to those with protected characteristics, including, for example, expectant mothers who are, as always, entitled to suspension on full pay if suitable roles cannot be found. Particular attention should also be paid to people who live with clinically extremely vulnerable individuals.

Employees, contractors	<p>Protection people who are at higher risk.</p> <ul style="list-style-type: none"> <li>▪ Death</li> <li>▪ Serious ill health</li> </ul> <p>Infecting / transmitting the virus to other employees</p>	<ul style="list-style-type: none"> <li>▪ Clinically extremely vulnerable individuals (see definition in Appendix as defined by the government) have been strongly advised not to work outside the home.</li> <li>▪ Clinically vulnerable individuals, who are at higher risk of severe illness (for example, people with some pre-existing conditions, see definition in Appendix as defined by the government), have been asked to take extra care in observing social distancing and should be helped to work from home, either in their current role or in an alternative role.</li> <li>▪ If clinically vulnerable (but not extremely clinically vulnerable) individuals cannot work from home, they should be offered the option of the safest available on-site roles, enabling them to stay 2m away from others. If they have to spend time within 2m of others, you should carefully assess whether this involves an acceptable level of risk. As for any workplace risk you must consider specific duties to those with protected characteristics, including, for example, expectant mothers who are as always entitled to suspension on full pay if suitable roles cannot be found. Particular attention should also be paid to people who live with clinically extremely vulnerable individuals.</li> <li>▪ A survey was sent to staff regarding their individual circumstances and returning to work.</li> </ul>	10	1	10 Low	
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<p>Employees, employee's family</p>	<p>Mental health and wellbeing</p> <ul style="list-style-type: none"> <li>- Money worries</li> <li>- Loneliness / feeling of isolation</li> <li>- Other worries / concerns</li> <li>- Depression / anxiety</li> <li>- Feeling low</li> <li>- Feel not valued</li> <li>- Redundancy concerns</li> </ul>	<ul style="list-style-type: none"> <li>▪ The business has qualified mental health first aiders.</li> <li>▪ The managing director is providing regular communication via email or business update meetings via zoom as new information is available.</li> <li>▪ Managers and members of the Senior Management team are available via phone or email as required</li> <li>▪ Employees encouraged to take regular breaks as required.</li> <li>▪ The business should remain flexible towards home working. i.e. employees should try and maintain a routine of normal office hours; however, it is recognised that employees may need to take a breaks.</li> <li>▪ Should employees need to go for a walk / shopping / exercise then teams or calendar view status should be updated to reflect this, so it is done in a clear and transparent manner.</li> <li>▪ Line managers should conduct regular welfare checks and employees as a minimum every 48 hours, preferably via team view video function or equivalent.</li> <li>▪ Welfare checks should be conducted for employees who are furloughed.</li> <li>▪ Mental health first aiders to made available to employees currently on furlough</li> <li>▪ BUPA membership available for staff to contact in confidence</li> <li>▪ Office Manager available for confidential conversations if required</li> </ul>	<p>8 Severe Injury</p>	<p>2 Unlikely</p>	<p>16 Low</p>	
<p>Furlough employee's family</p>	<p>Mental health and wellbeing</p> <ul style="list-style-type: none"> <li>- Money worries</li> <li>- Loneliness / feeling of isolation</li> <li>- Other worries / concerns</li> <li>- Depression / anxiety</li> <li>- Feeling low</li> <li>- Feel not valued</li> <li>- Redundancy concerns</li> </ul>	<ul style="list-style-type: none"> <li>▪ Welfare checks should be conducted for employees who are furloughed.</li> <li>▪ The managing director is providing regular communication via email or business update meetings via zoom as new information is available.</li> <li>▪ Mental health first aiders to made available to employees currently on furlough</li> <li>▪ BUPA membership available for staff to contact in confidence</li> <li>▪ Office Manager available for confidential conversations if required</li> </ul>	<p>8 Severe Injury</p>	<p>5 likely</p>	<p>40 Med</p>	

People who need to self-isolate

Objective: To make sure individuals who are advised to stay at home under [existing government guidance](#) do not physically come to work. This includes individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms.

Employees, contractors	<p>Self- Isolation</p> <ul style="list-style-type: none"> <li>▪ Death</li> <li>▪ Serious ill health</li> </ul> <p>Infecting / transmitting the virus to other employees</p>	<ul style="list-style-type: none"> <li>▪ Anyone who meets one of the following criteria should not come to site:</li> <li>▪ Has a high temperature, a new persistent cough, loss of smell and taste - follow the guidance on self-isolation?</li> <li>▪ Has received a government letter informing them to shield – If living with a family member who is shielding please advise management who will make a case to case decision based on your circumstances and the guidance on supporting a person who is shielding if it is still practical for you to attend the workplace. Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant)?</li> <li>▪ Is living with someone in self-isolation or a vulnerable person.</li> <li>▪ A survey was sent to staff regarding their individual circumstances and returning to work.</li> </ul>	10	3	30 Med	
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Equality in the workplace

**Objective:** To treat everyone in your workplace equally.

- In applying this guidance, employers should be mindful of the needs of different groups of workers or individuals.
- It is breaking the law to discriminate, directly or indirectly, against anyone because of a protected characteristic such as age, sex or disability.
- Employers also have responsibilities towards disabled workers and those who are new or expectant mothers.

Employees, groups, others.	Potentially discriminating against a person or group either directly or indirectly when introducing COVID-19 procedures.	<p>The business will be mindful when introducing COVID-19 control measures and procedure to ensure our people / groups and others are treated fairly and in the same manner as their co-workers.</p> <p>We have an equality and diversity policy in place</p> <p>The Managing Director and associated Line Managers will conduct an assessment for each member of staff regarding current working arrangements and the rota for working in the office and at home. Also taking into consideration the survey responses from staff previously regarding their individual circumstances and returning to work.</p>	10	1	10 Low	
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Social distancing at work

**Objective:** To maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work, and when travelling between sites.

Employees, contractors, Visitors	<p>When the 2m distancing cannot be maintained</p> <ul style="list-style-type: none"> <li>▪ Death</li> <li>▪ Serious ill health</li> </ul> <p>Infecting / transmitting the virus to other employees</p>	<ul style="list-style-type: none"> <li>▪ Non-essential physical work that requires close contact between workers should not be carried out.</li> <li>▪ Work requiring skin to skin contact should not be carried out.</li> <li>▪ Plan all other work to minimise contact between workers.</li> <li>▪ Re-usable PPE should be thoroughly cleaned after use and not shared between workers.</li> <li>▪ Single use PPE should be disposed of so that it cannot be reused.</li> <li>▪ Regular cleaning of equipment and products are in control and in place in offices, kitchens and meeting rooms.</li> <li>▪ Consider additional good hygiene measures when transferring files and documents around the office</li> <li>▪ Remind workers to cough and sneeze into a tissue or into the crook of their elbow.</li> <li>▪ Remind workers to follow good hygiene measures.</li> <li>▪ Area to be well ventilated.</li> <li>▪ Encourage side on working</li> <li>▪ Workers can wear a facemask if they want in the office</li> <li>▪ Protective screens to be installed in all pods of desks</li> </ul>	10	2	20 Med	Protective screens to be installed on pod desks in-between staff -24.09.2020
Employees, contractors, Visitors	<p>Access to car park (if appropriate)</p> <ul style="list-style-type: none"> <li>▪ Death</li> <li>▪ Serious ill health</li> <li>▪ Infecting / transmitting the virus to other employees/</li> </ul>	<ul style="list-style-type: none"> <li>▪ Low risk of virus transmission in open air.</li> <li>▪ Expectation on car park users to maintain social distancing measures as per government guidance.</li> <li>▪ Car parks used infrequently for limited time – lower risk of transmission.</li> <li>▪ Wherever possible staff to make use of the overflow car-park.</li> </ul>	10	1	10 Low	

Coming to work and leaving work

**Objective:** To maintain social distancing wherever possible, on arrival and departure and to ensure handwashing upon arrival.

Employees, contractors, Visitors	<p>Travel to site/place of employment</p> <ul style="list-style-type: none"> <li>▪ Death</li> <li>▪ Serious ill health</li> </ul> <p>Infecting / transmitting the virus to other employees</p>	<ul style="list-style-type: none"> <li>▪ Wherever possible workers should travel to site alone using their own transport and sites need to consider:</li> <li>▪ Parking arrangements for additional cars and bicycles and ensuring using the overflow car-park</li> <li>▪ Other means of transport to avoid public transport e.g. cycling</li> <li>▪ Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if water is not available.</li> <li>▪ Wherever possible Company car drivers to use the same vehicle for as long as period of time possible</li> <li>▪ Pool vehicle to have antibacterial wipes to use on the highly touched areas in the car between and after each use. Ensure we are completing the pool vehicle logbook for booking the vehicle.</li> </ul>	10	2	20 Med	
<p>Moving around buildings and worksites</p> <p>Objective: To maintain social distancing wherever possible, while people travel through the workplace.</p>						
Employees, contractors, Visitors	<p>Access to premises</p> <ul style="list-style-type: none"> <li>▪ Death</li> <li>▪ Serious ill health</li> </ul> <p>Infecting / transmitting the virus to other employees/ persons</p>	<ul style="list-style-type: none"> <li>▪ hand sanitisation stations available at key location throughout the premises and in-between zones highlighted in the office.</li> <li>▪ Individual bottles of hand sanitisers available for all staff</li> <li>▪ Disposable gloves and masks are available in the office</li> <li>▪ Nonessential visitors kept to a minimum and by prior arrangements</li> <li>▪ It is not possible to implement a one-way system around the office but to ensure social distancing where practical to do so.</li> </ul> <p>Fire doors with magnetic door holding locks should be used to hold doors open as well as the door wedges for other doors to minimise touch surfaces for people using the office facilities. Where possible to maintain a good supply of fresh air to ventilate a room and open windows. However, we can use the air conditioning system as normal as we do not operate a central ventilations system with removes and circulates air to different areas of the building. Our air conditioning units are isolated units in each office and extract the air to the outside of the building. The units are routinely serviced to ensure they are fit for purpose.</p>	10	2	20 Med	

Employees, contractors, Visitors	Common toilet access <ul style="list-style-type: none"> <li>Death</li> <li>Serious ill health</li> <li>Infecting / transmitting the virus to other employees/</li> </ul>	<ul style="list-style-type: none"> <li>Wherever possible to limit to one in, one out – provide hand sanitisation stations</li> <li>Display signage NHS handwashing signage. Wash hands for 20 seconds in toilets</li> <li>Use paper towels and the pedal bin to dispose of paper towels in the bin. The hand dryers are out of use.</li> </ul>	10	2	20 Med
Employees, contractors, Visitors	Access to car park (if appropriate) <ul style="list-style-type: none"> <li>Death</li> <li>Serious ill health</li> <li>Infecting / transmitting the virus to other employees/</li> </ul>	<p>Low risk of virus transmission in open air. Expectation on car park users to maintain social distancing measures as per government guidance.</p> <ul style="list-style-type: none"> <li>Car parks used infrequently for limited time – lower risk of transmission.</li> <li>Use of the overflow car park for staff parking</li> </ul>	10	1	10 Low
Employees, contractors, Visitors	Welfare Facilities <ul style="list-style-type: none"> <li>Death</li> <li>Serious ill health</li> </ul> <p>Infecting / transmitting the virus to other employees</p>	<ul style="list-style-type: none"> <li>Wherever possible to restrict the number of people using toilet facilities at any one time</li> <li>Wash hands before and after using the facilities</li> <li>Workers to bring their own prepared lunch to the premises</li> <li>Microwaves can be used but additional care must be taken. When carrying hot food around the office it must be in a container with a lid to prevent spillage of hot food.</li> <li>Break times should be staggered to reduce congestion and contact at all times. Lunch between 12 noon and 2pm</li> <li>Eat at desk</li> <li>Clear desk policy to assist with cleaning areas</li> <li>Cleaning boxes in each office to contain cleaning materials so staff are able to wipe desks and printers</li> </ul>	10	2	20 Med

Workplaces and workstations

Objective: To maintain social distancing between individuals when they are at their workstations. For people who work in one place, workstations should allow them to maintain social distancing wherever possible.

Workstations should be assigned to an individual as much as possible. If they need to be shared, they should be shared by the smallest possible number of people.

If it is not possible to keep workstations 2m apart, then extra attention needs to be paid to equipment, cleaning, and hygiene to reduce risk.

Employees, contractors, Visitors	Workstations <ul style="list-style-type: none"> <li>Death</li> <li>Serious ill health</li> </ul> Infecting / transmitting the virus to other employees	<ul style="list-style-type: none"> <li>Review layouts and processes to allow people to work further apart from each other.</li> <li>Protective screens to be installed in all pods of desks</li> <li>Using floor tape to mark areas to help workers keep to a 2m distance.</li> <li>Only where it is not possible to move workstations further apart, arranging people to work side by side or facing away from each other rather than face-to face.</li> <li>Only where it is not possible to move workstations further apart, using screens to separate people from each other.</li> <li>Managing occupancy levels to enable social distancing.</li> <li>Avoiding use of hot desks and spaces and, where not possible, for example, call centres or training facilities, cleaning workstations between different occupants including shared equipment.</li> <li>Use the cleaning station boxes in each work area to clean down desks.</li> </ul>	10	2	20 Med	
Meetings Objective: To reduce transmission due to face-to-face meetings and maintain social distancing in meetings						
Employees, contractors, Visitors	Meeting transmission of COVID-19 <ul style="list-style-type: none"> <li>Death</li> <li>Serious ill health</li> </ul> Infecting / transmitting the virus to other employees	<ul style="list-style-type: none"> <li>Using remote working tools to avoid in-person meetings.</li> <li>Established that a QR code is unlikely to be needed as we don't have a high amount of external visitors or workers to the office.</li> <li>Ensure procedure followed for allowing access to the building</li> <li>Only necessary participants should attend meetings and social distancing 1 meter plus should be maintained</li> <li>Avoiding transmission during meetings, for example, from sharing pens and other objects.</li> <li>Holding meetings outdoors or in well-ventilated rooms whenever possible.</li> <li>For areas where regular meetings take place, have room</li> </ul>	10	2	20 Med	Room capacity and layout diagram  Cleaning products for meeting rooms

		<p>capacity and layout diagrams in each meeting room to help people maintain social distancing.</p> <ul style="list-style-type: none"> <li>Use the antibacterial wipes and spray before and after meetings.</li> </ul>				
Employees, contractors, Visitors	<p>Visitors to site meetings</p> <ul style="list-style-type: none"> <li>Death</li> <li>Serious ill health</li> </ul> <p>Infecting / transmitting the virus to other employees</p>	<ul style="list-style-type: none"> <li>Nonessential visitors should be avoided until government advice changes.</li> <li>Face to face meeting should be avoided where social distancing measures can't be maintained.</li> <li>Social distancing 1 meter plus should be maintained</li> <li>Increased use of virtual meeting platforms like skype, zoom, Microsoft teams</li> <li>Nonessential travel should be avoided until government advice changes</li> </ul>	10	2	20 Med	
<p>Common areas Objective: To maintain social distancing while using common areas.</p>						
Employees, contractors, Visitors	<p>Contracted Cleaning Services / Common parts cleaning regime</p> <ul style="list-style-type: none"> <li>Death</li> <li>Serious ill health</li> <li>Infecting / transmitting the virus to other employees/ persons</li> </ul>	<ul style="list-style-type: none"> <li>all contract cleaners must provide up to date risk assessments and method statements of procedures.</li> <li>Cleaning schedules for high frequency touch points including banisters, handles, taps and surfaces should be cleaned daily along with the toilets and kitchen areas.</li> <li>Cleaning schedule for the rest of the office weekly</li> <li>Cleaning waste must be disposed of in line with current guidance and as detailed in the procedure.</li> </ul>	10	2	20 Med	Ensure the cleaning procedure correct
Employees, contractors, Visitors	<p>Use of common areas</p> <ul style="list-style-type: none"> <li>Death</li> <li>Serious ill health</li> <li>Infecting / transmitting the virus to other employees/ persons</li> </ul>	<ul style="list-style-type: none"> <li>Working collaboratively with other members of staff to ensure consistency across common areas, for example, receptions and staircases adhere to the social distancing rules.</li> <li>Staggering break times to reduce pressure on break rooms or kitchens. Lunch is between 12 noon and 2pm</li> <li>Using safe outside areas for breaks.</li> <li>Encouraging workers to bring their own prepared food.</li> <li>Microwaves can be used but additional care must be taken. When carrying hot food around the office it must be in a container with a lid to prevent spillage.</li> <li>Encouraging staff to remain on-site and, when not possible,</li> </ul>	10	2	20 Med	

		<ul style="list-style-type: none"> <li>maintaining social distancing while off-site.</li> <li>Encouraging storage of personal items and clothing in personal storage spaces, for example by desks.</li> </ul>				
<p>Accidents, security and other incidents other incidents Objective: To prioritise safety during incidents.</p> <ul style="list-style-type: none"> <li>In an emergency, for example, an accident, fire, or break-in, people do not have to stay 2m apart if it would be unsafe.</li> <li>People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands.</li> </ul>						
Employees, contractors, Visitors	<p>Fire Evac / Drill procedures</p> <ul style="list-style-type: none"> <li>Defective fire equipment</li> <li>Death</li> <li>Serious ill health</li> </ul> <p>Infecting / transmitting the virus to other employees/</p>	<ul style="list-style-type: none"> <li>Fire risk assessment must be documented.</li> <li>Fire safely related maintenance should still be conducted where possible. – if not possible due to no engineers available due to COVID-19 records must be maintained to demonstrate that attempts have been made to have works completed.</li> <li>All outstanding works must be completed as soon as reasonably practical to do so.</li> <li>Fire evacuation drill to be postponed until normal work resumes – to avoid close contact record in fire logbook should be made.</li> <li>Toolbox talk on the fire marshal procedure during COVID-19</li> </ul>	10	2	20 Med	Ensure maintenance completed, weekly checks and procedure agreed.
Employees, contractors, Visitors	<p>First aiders exposed to COVID-19</p> <p>When providing first aid to co-worker</p> <ul style="list-style-type: none"> <li>Death</li> <li>Serious ill health</li> </ul> <p>Infecting / transmitting the virus to other employees</p>	<ul style="list-style-type: none"> <li>First aiders to familiarise themselves with the symptoms of COVID-19.</li> <li>First aid equipment to be checked and additional nitrile gloved and sanitizer to be made available. First aiders to try and maintain social distancing measures, where treatment of an injured person doesn't allow this. In an emergency, for example, an accident, fire, or break-in, people do not have to stay 2m apart if it would be unsafe.</li> </ul>	10	2	20 Med	Ensure maintenance completed, monthly checks and procedure reviewed and agreed as and when changed

		<ul style="list-style-type: none"> <li>People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands.</li> <li>Follow the government guidelines on first aid treatment and toolbox talk on the first aid procedure during COVID-19</li> </ul>				
Managing your customers, visitors and contractors						
<p>Manage contacts</p> <p>Objective: To minimise the number of unnecessary visits to factories, plants and warehouses.</p>						
Employees, contractors, Visitors	<p>Visitors to site</p> <ul style="list-style-type: none"> <li>Death</li> <li>Serious ill health</li> </ul> <p>Infecting / transmitting the virus to other employees</p>	<ul style="list-style-type: none"> <li>Nonessential visitors should be avoided until government advice changes.</li> <li>Face to face meeting should be avoided where social distancing measures can't be maintained.</li> <li>Social distancing 2 meters should be maintained</li> <li>Increased use of virtual meeting platforms like skype, zoom, Microsoft teams may be a more appropriate means of communication.</li> </ul>	10	2	20 Med	
<p>Providing and explaining available guidance</p> <p>Objective: To make sure people understand what they need to do to maintain safety.</p>						
Employees, contractors, Visitors	<p>A person catches COVID-19 due to working closely with an infected person.</p> <ul style="list-style-type: none"> <li>Death</li> <li>Serious ill health</li> </ul> <p>Infecting / transmitting the virus to other employees</p>	<ul style="list-style-type: none"> <li>All work areas and activities have been evaluated against the possibility to implement social distancing (no handshaking, deferring large meetings etc.)</li> <li><a href="https://www.gov.uk/government/publications/COVID-19-guidance-on-social-distancing">https://www.gov.uk/government/publications/COVID-19-guidance-on-social-distancing</a></li> <li>This information has been passed onto employees via means of a toolbox talk and procedures distributed via HRToolkit</li> <li>Cough or sneeze into a tissue and put it in a bin, or if they do not</li> </ul>	10	2	20 Med	

		<ul style="list-style-type: none"> <li>have tissues, cough and sneeze into the crook of their elbow.</li> <li>Where an employee displays any symptoms of COVID-19 they will be immediately removed from the work area to an isolated room and the area will be thoroughly cleaned.</li> <li>If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection.</li> <li>Managing Director and first aiders to be informed immediately.</li> </ul>				
Cleaning the workplace						
Before reopening						
<p><b>Objective:</b> To make sure that any site or location that has been closed or partially operated is clean and ready to restart, including:</p> <ul style="list-style-type: none"> <li>An assessment for all sites, or parts of sites, that have been closed, before restarting work.</li> <li>Cleaning procedures and providing hand sanitiser, before starting work.</li> </ul>						
Employees, contractors, Visitors	<p>Cleaning Waste Management</p> <ul style="list-style-type: none"> <li>Death</li> <li>Serious ill health</li> </ul> <p>Infecting / transmitting the virus to other employees/ persons</p>	<ul style="list-style-type: none"> <li>cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people</li> <li>wear disposable nitrile gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished</li> <li>using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles</li> <li>wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning</li> </ul>	10	2	20 Med	Ensuring cleaning procedure
Keeping the workplace clean						
<p><b>Objective:</b> To keep the workplace clean and prevent transmission by touching contaminated surfaces.</p>						

Employees, contractors, visitors	Poor housekeeping COVID-19 on surfaces and transferred to other surfaces people <ul style="list-style-type: none"> <li>Death</li> <li>Serious ill health</li> </ul> Infecting / transmitting the virus to other	<ul style="list-style-type: none"> <li>Focused cleaning program in place focus on high frequency touch points including banisters, handles, taps and surfaces. Vacuum and mop floors, cleaning surfaces in kitchens and kitchens.</li> <li>Equipment panels and controls cleaned</li> <li>Clean as you go policy in place</li> <li>Clear desk policy</li> <li>No new personnel items from home not allowed on desks.</li> </ul>	10	2	20 Med	
Hygiene – handwashing, sanitation facilities and toilets Objective: To help everyone keep good hygiene through the working day.						
Employees, contractors, Visitors	Any PPE requirements to enter the premises <ul style="list-style-type: none"> <li>Death</li> <li>Serious ill health</li> <li>Infecting / transmitting the virus to other employees/</li> </ul>	<ul style="list-style-type: none"> <li>Hand sanitization stations at the entrance to the building and on each floor and office area to promote good hygiene.</li> <li>Antibacterial soap in toilets and kitchens</li> <li>NHS signage displayed in toilets and kitchens for the 20 second-hand washing.</li> <li>Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities.</li> <li>Pedal bins in the toilets to dispose of paper towels in the bin</li> <li>Hand dryers to be switched off in the toilets</li> </ul>	10	2	20 Med	
Handling goods, merchandise and other materials, and onsite vehicles  Objective: To reduce transmission through contact with objects that come into the workplace and vehicles at the worksite.						
Air Conditioning Systems						
Employees, contractors, Visitors	Air Conditioning Systems <ul style="list-style-type: none"> <li>Death</li> <li>Serious ill health</li> <li>Infecting / transmitting the virus to other employees/</li> </ul>	<ul style="list-style-type: none"> <li>Checking whether you need to service or adjust ventilation systems, for example, so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels.</li> <li>Most air conditioning system do not need adjustment, however where systems serve multiple buildings or you are unsure, advice can be sought from your heating</li> </ul>	10	2	20 Med	

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|--|--|---|--|--|--|--|
|  |  | <ul style="list-style-type: none"> <li>ventilation and air conditioning (HVAC) engineers or advisers.</li> <li>Where possible to maintain a good supply of fresh air to ventilate a room and open windows.</li> <li>However, we can use the air conditioning system as normal as we do not operate a central ventilations system with removes and circulates air to different areas of the building. Our air conditioning units are isolated units in each office and extract the air to the outside of the building. The units are routinely serviced to ensure they are fit for purpose.</li> </ul> |  |  |  |  |
|--|--|---|--|--|--|--|

Personal Protective Equipment (PPE) and face coverings

Personal Protective Equipment (PPE) and face coverings

PPE protects the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment, such as face masks.

Where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should continue to do so.

At the start of this document we described the steps you need to take to manage COVID-19 risk in the workplace. This includes working from home and staying 2m away from each other in the workplace if at all possible. When managing the risk of COVID-19, additional PPE beyond what you usually wear is not beneficial. This is because COVID-19 is a different type of risk to the risks you normally face in a workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE.

The exception is clinical settings, like a hospital, or a small handful of other roles for which Public Health England advises use of PPE. For example, first responders and immigration enforcement officers. If you are in one of these groups, you should refer to the advice at:

<https://www.gov.uk/government/publications/coronavirusCOVID-19-personal-protective-equipment-ppe-plan/COVID-19personal-protective-equipment-ppe-plan>

and <https://www.gov.uk/government/publications/COVID-19decontamination-in-non-healthcare-settings/COVID-19decontamination-in-non-healthcare-settings>

Workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19. Unless you are in a situation where the risk of COVID-19 transmission is very high, your risk assessment should reflect the fact that the role of PPE in providing additional protection is extremely limited. However, if your risk assessment does show that PPE is required, then you must provide this PPE free of charge to workers who need it. Any PPE provided must fit properly.

<p>Employees, contractors, Visitors</p>	<p>PPE</p> <ul style="list-style-type: none"> <li>▪ Death</li> <li>▪ Serious ill health</li> </ul> <p>Infecting / transmitting the virus to other employees</p>	<ul style="list-style-type: none"> <li>▪ Wearing a face covering is optional and is not required by law, including in the workplace. If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and taking them off.</li> <li>▪ Re-usable PPE should be thoroughly cleaned after use and not shared between workers</li> <li>▪ Single use PPE should be disposed of so that it cannot be reused</li> <li>▪ Change your face covering if it becomes damp or if you've touched it.</li> <li>▪ Continue to wash your hands regularly.</li> <li>▪ Practise social distancing wherever possible.</li> <li>▪ Wherever possible to have a transfer table in each office</li> <li>▪ Review PPE requirement for vehicle processing procedure</li> </ul>	<p>10</p>	<p>2</p>	<p>20 Med</p>	
<p style="text-align: center;">Face coverings</p> <p>There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms.</p> <p>A face covering can be very simple and may be worn in enclosed spaces where social distancing isn't possible. It just needs to cover your mouth and nose. It is not the same as a face mask, such as the surgical masks or respirators used by health and care workers. Similarly, face coverings are not the same as the PPE used to manage risks like dust and spray in an industrial context. Supplies of PPE, including face masks, must continue to be reserved for those who need them to protect against risks in their workplace, such as health and care workers, and those in industrial settings like those exposed to dust hazards.</p> <p>It is important to know that the evidence of the benefit of using a face covering to protect others is weak and the effect is likely to be small, therefore face coverings are not a replacement for the other ways of managing risk, including minimizing time spent in contact, using fixed teams and partnering for close-up work, and increasing hand and surface washing. These other measures remain the best ways of managing risk in the workplace and government would therefore not expect to see employers relying on face coverings as risk management for the purpose of their health and safety assessments.</p> <p>Wearing a face covering is optional and is not required by law, including in the workplace. If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and taking them off.</p> <p>Employers should support their workers in using face coverings safely if they choose to wear one. This means telling workers:</p> <ul style="list-style-type: none"> <li>• Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.</li> <li>• When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.</li> <li>• Change your face covering if it becomes damp or if you've touched it.</li> <li>• Continue to wash your hands regularly.</li> </ul>						

<ul style="list-style-type: none"> <li>• Change and wash your face covering daily.</li> <li>• If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.</li> <li>• Practise social distancing wherever possible.</li> <li>• You can make face-coverings at home and can find guidance on how to do this and use them safely on GOV.UK.</li> </ul>						
Employees, contractors, Visitors	<p>PPE</p> <ul style="list-style-type: none"> <li>▪ Death</li> <li>▪ Serious ill health</li> </ul> <p>Infecting / transmitting the virus to other employees</p>	<ul style="list-style-type: none"> <li>▪ Wearing a face covering is optional and is not required by law, including in the workplace. If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and taking them off.</li> <li>▪ Re-usable PPE should be thoroughly cleaned after use and not shared between workers</li> <li>▪ Single use PPE should be disposed of so that it cannot be reused</li> <li>▪ Change your face covering if it becomes damp or if you've touched it.</li> <li>▪ Continue to wash your hands regularly.</li> <li>▪ Practise social distancing wherever possible.</li> <li>▪ Review PPE requirement for vehicle processing procedure</li> </ul>	10	2	20 Med	
<p>Workforce management</p> <p>Shift patterns and working groups</p> <p>Objective: To change the way work is organised to create distinct groups and reduce the number of contacts each worker has.</p>						
Employees, contractors, Visitors	<p>Worker organisation transmitting virus through normal day to day working practices</p> <ul style="list-style-type: none"> <li>▪ Death</li> <li>▪ Serious ill health</li> </ul> <p>Infecting / transmitting the virus to other employees</p>	<ul style="list-style-type: none"> <li>▪ Wherever possible prevent staff mixing between teams, groups or offices so that where contact is unavoidable, this happens between the same people. Employees should not directly pass things to each other, for example, job information, documents, stationery and drop-off points must be used to minimise person to person contact. Observe the zones detailed in the layout maps of the building.</li> </ul>	10	2	20 Med	
<p>Work-related travel</p> <p>Cars, accommodation and visits</p> <p>Objective: To avoid unnecessary work travel and keep people safe when they do need to travel between locations.</p>						

Employees, contractors, Visitors	Overnight Accommodation <ul style="list-style-type: none"> <li>Death</li> <li>Serious ill health</li> </ul> Infecting / transmitting the virus to other employees	Where workers are required to stay away from their home, centrally logging the stay and making sure any overnight accommodation meets social distancing guidelines.	10	2	20 Med	
<b>Work-related travel</b> <b>Deliveries to Other Sites</b> Objective: To help workers delivering to other sites such as factories, logistics sites or customers' premises to maintain social distancing and hygiene practices.						
Employees, contractors, Visitors	Deliveries to other sites <ul style="list-style-type: none"> <li>Death</li> <li>Serious ill health</li> </ul> Infecting / transmitting the virus to other employees	<ul style="list-style-type: none"> <li>Putting in place procedures to minimise person-to-person contact during deliveries to other sites.</li> <li>Minimising contact during exchange of documentation, for example, car keys or deliveries and names to be given as alternative to electronically signed devices.</li> <li>Delivery drivers to have access to hand sanitizer and access to face masks if needed.</li> <li>Cleaning shared vehicles between shifts or on handover.</li> <li>Drivers to comply with visiting sites COVID-19 procedures</li> <li>Social distancing must be maintained at all times.</li> <li>Vehicles to be cleaned regular at start of shift</li> <li>Follow the vehicle processing procedure</li> <li>Work in teams for any vehicle deliveries or collections</li> </ul>	10	2	20 Med	
<b>Communications and Training</b> <b>Returning to Work</b> Objective: To make sure all workers understand COVID-19 related safety procedures.						
Employees, contractors, Visitors	Communications and Training Returning to Work <ul style="list-style-type: none"> <li>Death</li> <li>Serious ill health</li> </ul> Infecting / transmitting the virus to other employees	<ul style="list-style-type: none"> <li>Employee will be re-inducted when they return to work to ensure they understand the control measures the business has put in place to control the transmission of COVID-19.</li> <li>Changes in working practices should be communicated and safe system of works updated and retrained out.</li> <li>Information posters will be posted on notice boards</li> <li>Toolbox Talks to be delivered to employees</li> <li>Senior management to deliver regular updates to employees and those furloughed.</li> </ul>	10	2	20 Med	

Communications and Training  
Ongoing communications and signage

Objective: To make sure all workers are kept up to date with how safety measures are being implemented or updated.

Employees, contractors, Visitors	<p>Lack of communication with stakeholders, employee, workforce</p> <ul style="list-style-type: none"> <li>▪ Death</li> <li>▪ Serious ill health</li> </ul> <p>Infecting / transmitting the virus to other employees</p>	<ul style="list-style-type: none"> <li>▪ Employee will be re-inducted when they return to work to ensure they understand the control measures the business has put in place to control the transmission of COVID-19 and a return to work interview.</li> <li>▪ Changes in working practices should be communicated and safe system of works updated and retrained out.</li> <li>▪ Information posters will be posted on notice boards</li> <li>▪ Toolbox Talks to be delivered to employees</li> <li>▪ Senior management to deliver regular updates to employees and those furloughed.</li> <li>▪ Ongoing engagement with workers, including through trades unions or employee representative groups to monitor and understand any unforeseen impacts of changes to working environments.</li> <li>▪ Awareness and focus on the importance of mental health at times of uncertainty. The government has published</li> <li>▪ guidance on the mental health and wellbeing aspects of coronavirus (COVID-19).</li> </ul>	10	2	20 Med	
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Inbound and outbound goods

Objective: To maintain social distancing and avoid surface transmission when goods enter and leave the site, especially in high volume situations, for example, distribution centres, despatch areas.

Employees, contractors, Visitors	<p>Deliveries to site</p> <ul style="list-style-type: none"> <li>▪ Death</li> <li>▪ Serious ill health</li> </ul> <p>Infecting / transmitting the virus to other employees</p>	<ul style="list-style-type: none"> <li>▪ Pre-arranged deliveries and collection of Fleet vehicles where possible</li> <li>▪ Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.</li> <li>▪ Holding areas should be set up to control vehicle movements and where possible to use the visitors bay in the car-park</li> <li>▪ Social distancing measures to be maintained when liaising with delivery drivers</li> <li>▪ Delivery drivers shouldn't enter the office unless absolutely necessary.</li> <li>▪ Minimising contact during exchange of documentation, for</li> </ul>	10	2	20 Med	
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		<p>example, car keys or deliveries and names to be given as alternative to electronically signed devices.</p> <ul style="list-style-type: none"> <li>▪ Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.</li> <li>▪ For Fleet vehicles to follow the vehicle processing procedure</li> </ul>				
Employees, contractors, Visitors	<p>Deliveries to other sites</p> <ul style="list-style-type: none"> <li>▪ Death</li> <li>▪ Serious ill health</li> </ul> <p>Infecting / transmitting the virus to other employees</p>	<ul style="list-style-type: none"> <li>▪ Putting in place procedures to minimise person-to-person contact during deliveries to other sites.</li> <li>▪ Maintaining consistent pairing where two-person deliveries are required.</li> <li>▪ Minimising contact during exchange of documentation, for example, car keys or deliveries and names to be given as alternative to electronically signed devices.</li> <li>▪ Delivery drivers to have access to hand sanitizer and access to face masks if needed.</li> <li>▪ Increase ventilation if pairing in the vehicle by means of opening the window.</li> <li>▪ Cleaning shared vehicles between shifts or on handover.</li> <li>▪ Drivers to comply with visiting sites COVID-19 procedures</li> <li>▪ Social distancing must be maintained at all times.</li> </ul>	10	2	20 Med	
Definitions						
Common Areas	The term 'common area' refers to areas and amenities which are provided for the common use of more than one person including canteens, reception areas, meeting rooms, areas of worship, toilets, gardens, fire escapes, kitchens, fitness facilities, storerooms, laundry facilities.					
Clinically extremely vulnerable	<p>Clinically extremely vulnerable people will have received a letter telling them they are in this group or will have been told by their GP. Guidance on who is in this group can be found here:</p> <p><a href="https://www.gov.uk/government/publications/guidance-on-shielding-andprotecting-extremely-vulnerable-persons-from-COVID-19/guidance-onshielding-and-protecting-extremely-vulnerable-persons-from-COVID-19">https://www.gov.uk/government/publications/guidance-on-shielding-andprotecting-extremely-vulnerable-persons-from-COVID-19/guidance-onshielding-and-protecting-extremely-vulnerable-persons-from-COVID-19</a></p>					
Clinically vulnerable people	<p>Clinically vulnerable people include those aged 70 or over and those with some underlying health conditions, all members of this group are listed in the 'clinically vulnerable' section here:</p> <p><a href="https://www.gov.uk/government/publications/full-guidance-on-staying-at-home-and-away-from-others/full-guidance-on-staying-at-home-and-awayfrom-others">https://www.gov.uk/government/publications/full-guidance-on-staying-at-home-and-away-from-others/full-guidance-on-staying-at-home-and-awayfrom-others</a></p>					

Risk Assessment Form Continued

Further Control Measures	Further Control Measures Follow up		
	Allocated (Name)	to Target date	Date completed
<ol style="list-style-type: none"> <li>The employer must ensure they maintain up to date with the government's latest advice and implement an appropriate strategy to safe-guard employees health.</li> <li>The employer must ensure all employees have a received a toolbox talk on COVID-19</li> <li>Checking whether you need to service or adjust ventilation systems, for example, so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels.</li> </ol>	Sarah James, Office Manager	09/06/2020 to ensure all outstanding tasks are completed as detailed above.	02/06/2020
	meeting room layout	16/07/2020	
	visitors procedure		

<b>Risk Assessment Reviews</b>			
Suggested Review Date: every 4 weeks (either after significant changes, completed actions or annually)			
Risk Assessment Reviewed by:	Keith Townsend / Sarah James	Risk Assessment Reviewed by:	Keith Townsend / Sarah James
Date:	14.07.2020	Date:	23.09.2020
Comments:	Reviewed and updated the document.	Comments:	Reviewed and updated the document, see outstanding actions
Next Suggested Review Date:	19.08.2020	Next Suggested Review Date:	23.10.2020
Risk Assessment Reviewed by:	Sarah James	Risk Assessment Reviewed by:	
Date:	31.07.2020	Date:	
Comments:	Microwave, air conditioning, meeting rooms reviewed and updated	Comments:	
Next Suggested Review Date:	19.08.2020	Next Suggested Review Date:	