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<b>Assessor name</b>	Alistair Prisk	<b>Affected site(s)</b>	All Locations
<b>Assessment date</b>	06/04/2022	<b>Review period</b>	Monthly
<b>Approved by</b>	Alistair Prisk	<b>Review date</b>	06/05/2022
<b>Approved date</b>	06/04/2022	<b>Reference</b>	Group - COVID (04/22)








Workspace(s)	Description
 Access / Egress  Office  Outside Area  Processing  Storage	Office risk assessment and control measures for the Coronavirus 19 pandemic, to be reviewed monthly and in conjunction with UK Government guidelines and law.



Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)











Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Attendance And Movement Of People In The Workplace The attendance of people in the workplace where working from home is not possible will increase the number of people in the premises which may increase the risk of Covid-19 transmission.</p>	<p>All staff, Contractors, Members of the public, visitors</p> <p>How? Where more than 1 person attends work not from the same household increases the risk of transmission of the Covid-19 virus.</p>	<p> <b>Air monitoring</b> Air monitoring is arranged to check the effectiveness of controls &amp; employee exposure. Monitors in place to measure CO2, humidity and temperature.</p> <p> <b>Employees to Work From Home</b> all staff have the ability to work from home. An agile working arrangement is in place where by staff will spend time working from home as well as the office, reducing the occupancy of the building.</p> <p> <b>Remote Workers Adequately Supported</b> Adequate work equipment will be provided to remote workers.</p> <p>Regular contact will be made with remote workers to arrangements are adequate to support their physical and mental wellbeing.</p> <p> <b>Ventilation On Site Increased As Much As Possible.</b> Windows and doors opened as much as possible to increase ventilation in all workspace.</p> <p>Use of extraction fans may be used to increase ventilation.</p> <p>Adjustments to be made to ensure adequate ventilation remains in place.</p> <p>Fire doors will not be propped open.</p> <p>Guidance on use of Shared Air Condition will be taken with a competent engineer.</p> <p> <b>Temperature checks on entry</b> Temperature may be taken by infrared thermometer on entry. All contractors and visitors must have temperature taken before access is allowed.</p>	<p>2 x 5</p> <p> <b>10</b></p> <p>Medium</p>








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		<p> <b>Vulnerable Employees Proactively Supported And Protected.</b> Where employees are at increased risk from Covid-19 and its associated complications, each case will be assessed individually to ensure they are adequately protected and supported.</p> <p>This may include Black, Asian and Minority Ethnic (BAME) employees, pregnant women, older people and those with underlying health conditions.</p> <p>Appropriate individual risk assessments will be completed where required.</p> <p>Guidance for those deemed Clinically Vulnerable and Clinically Extremely Vulnerable will be followed.</p>	
<p></p> <p>Cleaning To Reduce Transmission Of Covid-19 Risk of exposure to Covid-19 whilst cleaning work areas.</p>	<p>Cleaners</p> <p>How? Cleaning areas where Covid-19 may be present may lead to exposure to the virus. However- the cleaning of all areas correctly will reduce the risk of transmission overall.</p>	<p> <b>Appropriate Disinfectant Products Used In Line With COSHH Assessment.</b> Appropriate disinfectant to be used in line with the COSHH assessment - this will be communicated to staff.</p> <p>The product will be used in line with instructions for use and dilution rates and appropriate PPE provided and worn where indicated.</p> <p>Disposable cloths will be used where possible to reduce transmission.</p> <p> <b>Cleaning Of Premises Before Work Commences</b> Assessment of cleaning requirements will be carried out prior to premises opening and appropriate cleaning will take place.</p> <p> <b>Increased Cleaning Frequency Of Cleaning Throughout Premises</b> Clean as you go policy - Increased cleaning regime in place throughout premises.</p> <p>Particular focus on commonly touched areas, equipment, surfaces and common shared areas.</p> <p> <b>Workspaces Will Be Cleared Of Waste Frequently</b> Personal items removed at end of shift and increased waste collection in place.</p>	<p>2 x 3</p> <p></p> <p><b>6</b></p> <p>Low</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Common Areas (Including Kitchen and Welfare Facilities) Due to areas being frequently utilised by all staff, the potential for infection is increased. This includes stairwells, waiting areas, seating areas as well as washrooms and kitchen areas.</p>	<p>All staff, Contractors, visitors</p> <p>How? Common areas may restrict distancing of 2+ metres at any one time. Due to heavy foot fall, surfaces may be touched more frequently and individuals may cross paths more often.</p>	 <p><b>Increased Frequency Of Cleaning Of Toilets and Kitchens.</b> Increased cleaning of the welfare facilities will be carried out for bathroom kitchen.</p> <p>Increased frequency of cleaning of kitchen facilities to be carried out.</p> <p>Employees to clean kitchen items before and after use.</p>  <p><b>Regular Cleaning Of Common Area And Touch Points.</b> Common areas where people pass through are to be cleaned frequently but specific attention to be paid to areas where people spend more time or common touchpoints.</p> <p>These will be cleaned more intensely/frequently.</p> <p>The appropriate disinfectant will be used in line with the COSHH Assessment and the correct PPE worn which will be disposed of correctly.</p> <p>Disposable cloths will be used where possible to reduce transmission.</p>	<p>3 x 3</p>  <p>9</p> <p>Low</p>
 <p>Hygiene Control Poor hand hygiene and respiratory hygiene control may lead to an increased in surface contamination</p>	<p>All staff, Contractors, Members of the public, visitors</p> <p>How? Increased risk of surfaces becoming contaminated with pathogens including COVID-19 leading to the spread of infection.</p>	 <p><b>Face Coverings</b> Employees are not mandated to wear face coverings but the company fully supports those individuals who wish to do so.</p>  <p><b>Good Hand Washing/Hygiene Procedures Observed</b> Hand washing facilities are available throughout the offices and staff are encouraged to do this.</p>  <p><b>Increased Waste Management</b> Waste facilities are available throughout the site with more frequent collections arranged where necessary.</p>  <p><b>Use Of Hand Sanitisers and Wipes</b> Hand sanitiser is made available at all ingress/egress points and throughout the building. Wipes are also made available throughout the building and every desk has a bottle of hand sanitiser and a pack of wipes on it. Wipes and gloves are also made available near communal equipment.</p>	<p>2 x 3</p>  <p>6</p> <p>Low</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Individuals Displaying Symptoms Coronavirus reportedly spread through exposure or contact to cough droplets. People at work developing on-set of symptoms within the workplace.</p>	<p>All staff, Contractors</p> <p>Visitors</p> <p>How? An individual could develop symptoms of Covid-19, which includes a high/raised temperature, a new/continuous cough or loss of sense of taste or smell which may lead to increased risk of transmission of Covid-19.</p>	<p> <b>Cases Recorded and Investigated.</b> Records maintained of those who are isolating or who develop symptoms at work.</p> <p>Investigations carried out if the transmission could be work-related in the event it needs to be reported under RIDDOR.</p> <p>Appropriate risk assessments and work activities reviewed to ensure there are effective controls or if any changes are required.</p> <p> <b>Employee Not To Return To Work And Should Self-Isolate</b> Staff displaying symptoms are asked not to attend the office. For those displaying symptoms, isolation should be exercised immediately, ensuring Line Management are informed.</p> <p>Individuals living with persons displaying symptoms should isolate in accordance with Government guidelines.</p> <p> <b>Employee To Go Home Immediately</b> The employee will be sent home directly from work and maintain social distancing to do so.</p> <p>If they require someone from their household to come and pick them up - they will wait in an isolated room away from anyone else until they are collected. This area will require thorough cleaning afterwards in accordance with the guidance.</p> <p>They should then self-isolate in accordance with guidelines.</p> <p> <b>Good Hand Washing/Hygiene Procedures Observed</b> Staff should be carrying out regular hand washing for at least 20 seconds using soap and water or use of a sanitiser if this is not available.</p> <p>Following cleaning an area after a symptomatic person the hands should be thoroughly cleaned.</p> <p> <b>Symptomatic Persons Not Permitted On Site</b> Any persons displaying symptoms are asked not to enter the building and to follow Government guidelines.</p>	<p>4 x 6</p>  <p>24</p> <p>Medium</p>

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		<p> <b>Waste Disposed Of With Care With Local Guidelines.</b> Any waste from areas where symptomatic people have worked- including the PPE and cleaning items that have been used will be double-bagged and labelled and disposed of 72 hours with normal collection arrangements - or if test results come back negative where applicable.</p> <p>If unable to store the waste then arrangements for clinical waste collection will be made.</p> <p> <b>Work Area Cleaned Thoroughly Using Disinfectant</b> Following guidelines will be adhered to: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Extra precautions will be needed when dealing with COVID 19 and as such protection for the eyes, nose and mouth should be worn together with gloves and an apron.</p> <p>These items should be disposed of by double bagging and labelling, storing safely and securely for at least 72 hours before normal disposal.</p> <p>Staff will be trained in the effective use of PPE to ensure it offers the correct level of protection.</p>	

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Managing Customers, Visitors and Contractors Coming To Site. Tradespeople, couriers, deliveries, contractors and other visitors such as customers attending site for work purposes.</p>	<p>All staff, Contractors, visitors</p> <p>How? Transmission of Covid-19 between visitors to site and employees.</p>	<div style="display: flex; flex-direction: column; gap: 10px;"> <div data-bbox="801 331 1332 526">  <p><b>Documentation Issued Electronically Where Possible</b> To reduce the need to exchange paperwork and other documents, the information will be exchanged electronically instead where at all possible.</p> </div> <div data-bbox="801 558 1825 678">  <p><b>Face Coverings Worn Where Required</b> Where required face coverings will be required to be worn on site by customers and visitors. Signs and information will be issued to ensure this happens. People may be refused entry if they refuse to wear an appropriate face covering.</p> </div> <div data-bbox="801 702 1332 933">  <p><b>Good Hand Washing/Hygiene Procedures Observed By Employees</b> Employees to wash hands for 20 seconds with soap and water regularly and have access to sanitiser where this is not possible- before and after any interaction with others.</p> </div> <div data-bbox="1355 702 1881 933">  <p><b>Increased Cleaning Regime In Place For Touch Points And Interfaces.</b> Increased cleaning of areas where there are interactions with others not from the workplace will be carried out. This includes handles, handrails, countertops.</p> </div> <div data-bbox="801 957 1332 1125">  <p><b>Remote Communication Encouraged</b> Where possible remote communication with visitors, customers and contractors will be used rather than attendance on site.</p> </div> <div data-bbox="1355 957 1881 1101">  <p><b>Sanitiser Available At Visitor Interfaces.</b> Sanitiser available at locations where contractors / visitors will present to employees.</p> </div> <div data-bbox="801 1157 1332 1244">  <p><b>Temperature Checks on Entry</b> Temperature may be taken by infrared thermometer on entry.</p> </div> <div data-bbox="1355 1157 1881 1356">  <p><b>Visitor Records Maintained</b> Records of those who have attended site to be maintained where possible.  If requiring people to sign in - pens will not be provided to reduce the need to share equipment.</p> </div> </div>	<p>3 x 3</p>  <p>Low</p>

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p><b>Meetings</b> People coming together in close proximity to attend meetings.</p>	<p>All staff, Contractors, visitors</p> <p>How? Increased risk of transmission of Covid 19</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <p><b>Meetings Carried Out Remotely Where Possible</b> Where possible meetings will be carried out remotely to avoid the need for people to come together.</p> </div> <div style="width: 45%;">  <p><b>Meetings To Be Held In Well Ventilated Locations</b> Meeting to be held outside where possible. If not then meetings will be held in well-ventilated rooms where windows or doors can be open or use of extractor fans to support ventilation.</p> </div> </div> <div style="margin-top: 20px;">  <p><b>Use Of Hand Sanitisers</b> As well as handwashing before and after the meeting, hand sanitiser will be provided for use for meeting participants.</p> </div>	<p>1 x 2</p> <p style="font-size: 2em; color: green;">1 2</p> <p>Low</p>
 <p><b>Shared Workspaces With Other Organisations</b> Sharing of premises with other employers, organisations or contractors.</p>	<p>All staff, Contractors, Members of the public, visitors</p> <p>How? The activities of other people in the premises may lead to variations in the level of controls in place which may increase the risk of transmission of the Covid-19 Virus.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <p><b>Communication and Cooperation with Others Occupying Premises (Including Landlords)</b> There will be effective communication between any other employers, organisations or contractors in shared premises to ensure there is cooperation on the controls in place to reduce transmission.</p> </div> <div style="width: 45%;">  <p><b>Frequent Cleaning Of Work Areas &amp; Equipment</b> Work areas &amp; equipment are cleaned frequently between uses including handles &amp; regular touch points</p> </div> </div>	<p>2 x 3</p> <p style="font-size: 2em; color: green;">3 6</p> <p>Low</p>

### Further control measures

None required



**Operating procedures**

Cleaning regimes enhanced and increased.

Availability of hand sanitiser and wipes has been increased and is available across the office in key locations like entry / exit points, washrooms, kitchen, communal resources and on all desks. Its use is encouraged.

Wearing of a face covering is not mandated, however, it will be supported.

An agile working policy in place to enable colleagues to work from home if necessary.

Ventilation is increased through the use of open windows where possible.

Clear desk policy in place to support effective daily office clean.

Assessor's signature: Alistair Prisk

Approved by signature: Alistair Prisk