

# Risk Assessment

<b>Date:</b>	28 <sup>th</sup> September 2020
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<b>Assessors Name:</b>	Emma Russell	<b>Reference Number:</b>	COVID 19	<b>Review Date:</b>	Ongoing (at least weekly or as per government guidance updates)
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<b>Endorsed By:</b>	Paul Tutin	<b>Position:</b>	Chairman	<b>Date:</b>	14 October 2020
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<b>Description of assessment</b>	Coronavirus (COVID-19) – working in an office
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<b>Location Details</b>	Office Area in all of Streets office locations
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# Risk Assessment

Identified Hazards	Who may be affected	Risk Level before control measures S x L = R				Existing control measures	Additional Control measures required	Action Taken	Completion date	Final Risk level S x L = R			
		S	L	R	RR					S	L	R	RR
<b>COVID-19</b> Somebody showing Symptoms	Employees Contractors Visitors	5	3	15	H	<ul style="list-style-type: none"> <li>Return home immediately</li> <li>Avoid touching anything</li> <li>Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</li> <li>They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</li> <li>If employees' symptoms persist or deteriorate, they are to seek further advice by contacting the NHS online, using the test and trace app or calling 119. Do not attend your local GP</li> <li>Employees will be requested to arrange to be tested as per the test and trace guidelines</li> <li>If a positive test is given, assess all other employees who may have been in contact with the individual for 15 minutes or over and then follow the current government self-isolation and test and trace guidelines</li> <li>Isolate the area/s that the individual has spent time in for 24 hours</li> </ul>	<ul style="list-style-type: none"> <li>All employees to download the new NHS app to track and trace the virus. Employees to stay at home if requested</li> </ul>	<ul style="list-style-type: none"> <li>All staff are aware and line managers will take the necessary action if required.</li> </ul>	Done	5	1	5	M

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Identified Hazards	Who may be affected	Risk Level before control measures S x L = R				Existing control measures	Additional Control measures required	To Be Actioned by	Completion date	Final Risk level S x L = R			
		S	L	R	RR					S	L	R	RR
<b>Vulnerable Groups</b>	Employees (including clinically extremely vulnerable and clinically vulnerable)	5	4	20	VH	<ul style="list-style-type: none"> <li>Medical questionnaires are issued upon employment.</li> <li>For employees with an underlying health condition, the government “strongly advises” that you work from home where possible (i.e. the clinically extremely vulnerable). If your job isn’t suitable for home working the employer will consider offering you furloughed, temporarily re-deployed to a role that would allow home working for the duration of this crisis, or undertake a risk assessment to identify any additional steps that need to take, such as re-allocating some duties or providing additional personal protective equipment.</li> <li>Measures shall be explored to keep clinically vulnerable people working from home, where this cannot be avoided, stringent measures will be introduced to ensure social distancing – measures are as detailed throughout this assessment.</li> <li>Employees must speak to their GP or care team if they have not been contacted and think they should have been.</li> </ul>	<ul style="list-style-type: none"> <li>Review risk assessment immediately if the situation arises where clinically vulnerable people are in the office and have to spend time within 2m of others or 1m plus where 2m is not possible, to carefully assess the risk and determine whether this is acceptable or not.</li> <li>Arrange access to mental health first aider for support to be provided to those who are clinically vulnerable that cannot work from home</li> </ul>	HR  These employees will remain working from home for the time being	Done	5	1	5	M

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<b>Travelling to and from the office</b> Catching and Spreading Car sharing and the use of public transport	Employees	5	3	15	H	<ul style="list-style-type: none"> <li>Where possible all employees should travel to the office alone using their own transport.</li> <li>Employees should avoid public transport. Where public transport is the only option for employees - Changing and staggering office opening hours to reduce congestion on the network.</li> <li>Hand cleaning facilities to be provided at all entrances and exits for the office or employees to be told to wash their hands immediately when entering the office.</li> </ul>	<ul style="list-style-type: none"> <li>Emergency procedure to be reviewed and communicated on how someone taken ill would get home or to hospital</li> <li>For operatives having to use public transport, issuing PPE should be considered. This would include hand sanitisers, nitrile gloves and face protection</li> <li>Consider providing more parking / bike spaces where necessary so employees don't have to car share.</li> </ul>	<ul style="list-style-type: none"> <li>Guidance has been issued to staff by email when visiting clients</li> <li>Hand sanitisers are in place and masks have been issued to all staff as well as a supply in reception</li> </ul>	Done          Done	5	1	5	M

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<b>Office Access and Egress</b> Catching / Spreading. Congregation of staff	Employees Contractors Visitors	5	3	15	H	<ul style="list-style-type: none"> <li>Contact details to be obtained or NHS QR scanning poster used to retain details for test and trace purposes which will be retained for no more than 21 days.</li> <li>No non-essential visitors are allowed to access the office</li> <li>Start and finish times to be staggered to reduce congestion at access and egress points.</li> <li>Compulsory hand cleaning / hand gels (sanitisers) to be used and provided at entry/exit points</li> <li>Ensure plenty of space is available to ensure employees are keeping 2 metres social distancing, or 1 metre where extra precautions are in place, where 2 metres is not possible, including widening walkways/aisles and adopting a one-way system where possible.</li> <li>Monitor office access points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring</li> <li>All entry systems which require skin contact i.e. keypads should be removed or disabled.</li> <li>Regularly clean common contact surfaces in reception, door handles etc,</li> </ul>	<ul style="list-style-type: none"> <li>Consider arrangements for monitoring compliance.</li> <li>Any contractors carrying out essential maintenance to complete a screening questionnaire prior to being allowed on site</li> <li>Reception team to be made aware of any deliveries to site. Additional procedures to be put in place</li> <li>Review parking facilities (including bike-racks) to ensure distancing can be maintained</li> </ul>	<ul style="list-style-type: none"> <li>QR code posters are displayed in each office</li> <li>Majority of staff remain working from home and rota's are in place to reduce the amount of staff working at one time – this is assessed weekly by individual partners of the office</li> </ul>	Done  Done	5	1	5	M



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<b>Moving around the building/office</b> Catching / Spreading. Congregation of staff	Employees Contractors Visitors	5	3	15	H	<ul style="list-style-type: none"> <li>Introduce a one-way system where possible, maintaining social distancing where the route will take individuals past other workstations etc.</li> <li>See above page for control measures regarding lifts and stairs</li> <li>Reduce movement where possible by:               <ul style="list-style-type: none"> <li>Removing non-essential trips around the building e.g.</li> <li>Discourage non-essential trips or between company sites/offices</li> <li>Restrict access to certain areas of the building / office where necessary</li> <li>Encourage the use of phones (cleaning after use) / video call function to avoid unnecessary trips and movement around the office/building</li> </ul> </li> <li>Reduce any job rotation which may be in place normally e.g. rotation of reception staff</li> </ul>		<ul style="list-style-type: none"> <li>Posters are displayed around the building reminding staff</li> </ul>	Done	5	1	5	M

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<b>Use of Workstations</b> Catching / Spreading – contaminated surfaces / social distancing	Employees Contractors Visitors	5	3	15	H	<ul style="list-style-type: none"> <li>Look to move workstations further apart and arrange them to allow for social distancing wherever possible.</li> <li>Use floor tape or markers to help identify 2 metre distances, or 1 metre where extra precautions are in place, where 2 metres is not possible.</li> <li>Only where it is not possible to arrange/move workstations further apart – then arrange people to work side by side or facing away from each other as opposed face to face.</li> <li>Consider the use of screens to separate people from each other if the above points are not achievable.</li> <li>Assign workstations to an individual and do not share / reduce hot desking (if this cannot be avoided, this needs to be reduced/shared by the smallest number of people/defined group possible</li> <li>Where possible, mark out which workstations are permitted for use and those that are not to clearly define which ones achieve social distancing e.g. green and red stickers or notices to easily identify this</li> <li>Manage occupancy levels to enable social distancing</li> </ul>	<ul style="list-style-type: none"> <li>If it is not possible to keep workstations 2m apart, or 1m plus where 2m is not possible, then businesses should consider whether that activity needs to continue for the business to operate and if so, take all mitigating actions possible to reduce the risk of transmission.</li> </ul>	<ul style="list-style-type: none"> <li>Currently we have minimal staff on site to reduce interaction and spaced the staff who are on site to remain social distancing</li> </ul>	Done	5	1	5	M



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<b>Meetings</b> Catching / Spreading – contaminated surfaces / social distancing	Employees Contractors Visitors	5	3	15	H	<ul style="list-style-type: none"> <li>Use remote tools wherever possible to avoid face to face meetings e.g. skype calls, zoom, Microsoft teams or conference telephone calls etc.</li> <li>Where face to face meetings must be held and are absolutely necessary, only essential or necessary participants should be asked to attend – keeping numbers of participants to a minimum whilst maintaining social distancing throughout</li> <li>Provide hand sanitiser in meeting rooms</li> <li>Where possible, hold meetings outdoors or in well ventilated rooms</li> <li>Use tape, signage and markers to clearly identify social distancing e.g. marking out which seats are safe to sit as they are 2 metres apart.</li> <li>If meeting rooms are used, ensure surfaces are cleaned after use</li> </ul>	<ul style="list-style-type: none"> <li>This has been communicated to staff and Partners</li> <li>If meetings are to go ahead hand gel, wipes, spray and chairs have been taped off to maintain 2 metre distancing</li> <li>Posters are on the doors reminding to wear masks</li> </ul>	Done	5	1	5	M	
								Done					
								Done					

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<b>Welfare Facilities</b> Catching / Spreading Congregation of staff Sharing of welfare facilities such as toilets or kitchen appliances Poor Personal Hygiene	Employees Contractors Visitors	5	3	15	H	<b>Hand Washing</b> <ul style="list-style-type: none"> <li>Allow regular breaks to wash hands</li> <li>Ensure soap and fresh water is readily available and kept topped up at all times</li> <li>Provide hand sanitiser (recommended 60% + alcohol based) where hand washing facilities are unavailable</li> <li>Regularly clean the hand washing facilities and check soap and sanitiser levels</li> <li>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</li> </ul> <b>Toilet Facilities</b> <ul style="list-style-type: none"> <li>Restrict the number of people using toilet facilities at any one time. Use a simple one in one out method with temporary signage on the main door.</li> <li>Where this may not be possible block off every other cubicle or urinal.</li> <li>Washing of hands before and after using the facilities.</li> <li>Increase cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</li> <li>Provide more bins for hand towels where necessary.</li> </ul>	<ul style="list-style-type: none"> <li>Consider a documented cleaning regime to ensure the cleaning requirements are being met and maintained</li> </ul>	<ul style="list-style-type: none"> <li>All of these points have been completed in this section and communicated to the staff</li> </ul>	Done	5	1	5	M

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<b>Welfare Facilities</b> Catching / Spreading Congregation of staff Sharing of welfare facilities such as toilets or kitchen appliances Poor Personal Hygiene Continued	Employees Contractors Visitors	5	3	15	H	<b>Kitchen and Eating Arrangements</b> <ul style="list-style-type: none"> <li>Employees should be asked to bring pre-prepared food and refillable drinking bottles</li> <li>If preparing food and drink is necessary, social distancing should still be maintained</li> <li>Employees should only make their own drinks and not accept drinks/meals made by others that could transfer the virus through contact with utensils or crockery</li> <li>Introduce a means of keeping equipment clean between use, kettles, microwaves etc. which may have to be removed from use if this is not possible. Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced</li> <li>Crockery, eating utensils, cups etc. should not be used unless they are disposable or are washed and dried between use</li> <li>Employees should clear their own waste and not leave to others to do.</li> <li>Break times should be staggered to reduce congestion and contact at all times.</li> <li>Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by employees when entering and leaving the area.</li> <li>The capacity of each kitchen or rest area should be clearly identified at the entry to each facility</li> <li>Employees should sit 2 metre apart from</li> </ul>	<ul style="list-style-type: none"> <li>All tea, coffee, sugar and refreshments have been removed and this has been communicated to all staff</li> <li>Posters are around the building reminding staff</li> <li>Cleaning products are provided throughout for staff to clean down surfaces after use as well hand wash and hand sanitiser</li> </ul>	Done   Done   Done	5	1	5	M	



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<b>First Aid Provisions</b> <b>Applying First Aid</b> Catching / Spreading	Employees Contractors Visitors	5	3	15	H	<ul style="list-style-type: none"> <li>Provide PPE for all first aiders, this should include face mask eye protection disposable gloves and apron. Gloves apron and masks should be disposed of after use and eye protection cleaned.</li> <li>Any waste created following any treatment should be correctly disposed of as soon as possible</li> <li>Limit access to first aid facilities to only trained first aid personnel and / or appointed person(s)</li> <li>First aiders must wash hands before and after using the first aid facilities or applying first aid</li> <li>Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources</li> <li>Consider preventing or rescheduling high-risk work or providing additional competent first aid or trauma resources.</li> </ul>	<ul style="list-style-type: none"> <li>Emergency plans including contact details should be kept up to date</li> <li>Consideration to be given to ensure suitable first aid cover is available when reducing the workforce in the office. A dedicated risk assessment maybe necessary</li> </ul>	<ul style="list-style-type: none"> <li>All PPE has been provided</li> <li>First Aiders are aware of supplies and their responsibilities and inform HR should they require further supplies</li> </ul>	Done  Done	5	1	5	M

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Cleaning Catching / Spreading	Employees	5	3	15	H	<ul style="list-style-type: none"> <li>Enhanced cleaning procedures should be in place across the office, particularly in communal areas and at touch points including:                             <ul style="list-style-type: none"> <li>Taps and washing facilities</li> <li>Toilet flush and seats</li> <li>Door handles and push plates</li> <li>Handrails on staircases and corridors</li> <li>Lift and hoist controls</li> <li>Food preparation and eating surfaces</li> <li>Telephone equipment</li> <li>Keyboards, photocopiers, and other office equipment</li> </ul> </li> <li>Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.</li> </ul>	<ul style="list-style-type: none"> <li>Reduce hot desking if possible, enforce clean desk policy</li> </ul>	<ul style="list-style-type: none"> <li>No hot desking is permitted and this has been communicated to staff</li> <li>Cleaning products are all around the buildings</li> </ul>	Done	5	1	5	M
									Done				

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<b>Outside visitors to the office/site</b> Catching / Spreading	Employees Contractors Visitors	5	3	15	H	<ul style="list-style-type: none"> <li>Encouraging visits via remote connection/working where this is an option i.e. video calling.</li> <li>Contact details to be obtained or NHS QR scanning poster used to retain details for test and trace purposes which will be retained for no more than 21 days.</li> <li>Where this cannot be achieved, only essential visits to the premises shall be permitted.</li> <li>Where essential visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival.</li> <li>Limit the number of visitors at any one time.</li> <li>Limit visitor times to a specific time window and restricting access to required visitors only.</li> <li>Determine if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night.</li> <li>Maintaining a record of all visitors.</li> <li>Revising visitor arrangements to ensure social distancing, cleaning and hygiene, for example, where someone physically signs in with the same pen in receptions.</li> </ul>	<ul style="list-style-type: none"> <li>The same considerations above should be given to your employees required to visit sites/premises outside of your organisation – a risk assessment will also be required for such unavoidable, essential visits.</li> </ul>	<ul style="list-style-type: none"> <li>All of these points have been completed in this section and communicated to the staff</li> </ul>	Done	5	1	5	M

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<b>Deliveries – handling goods, stock and merchandise etc. that come into the office/site</b> Catching / Spreading	Employees Contractors Visitors	5	3	15	H	<ul style="list-style-type: none"> <li>Introduce cleaning procedures for deliveries entering the premises</li> <li>Introducing greater handwashing and handwashing facilities for workers handling goods and merchandise and providing hand sanitiser where this is not practical.</li> <li>Restricting non-business deliveries, for example, personal deliveries to workers.</li> <li>Arrange such deliveries to be contactless – where possible avoid face to face contact when taking deliveries at all times</li> </ul>				5	1	5	M

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<b>COVID-19</b> Lack of awareness	Employees Contractors Visitors	5	3	15	H	<ul style="list-style-type: none"> <li>The latest government campaign posters will be displayed in the welfare areas and in suitable places around the office</li> <li>We will continually adopt and review new government / WHO guidance as and when it is available.</li> <li>The company procedures and plans should be clearly identified so visitors to the premises have a clear understanding of their responsibility</li> </ul>	<ul style="list-style-type: none"> <li>Posters are in place</li> <li>Guidance is provided and communicated to staff with any updates</li> </ul>	Done  Done	5	1	5	M	



# Risk Assessment

## Guidance Notes

<b>SEVERITY</b>	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
	<b>LIKELIHOOD</b>					

<b>LIKELIHOOD</b>	
5	Almost Certain – Very High Risk
4	Probable – High Risk
3	50/50 – Medium Risk
2	Improbable – Low Risk
1	Almost impossible – Low Risk

<b>SEVERITY</b>	
5	Fatality – Very High Risk
4	Severe incapacity – High Risk
3	Absent 3 weeks – Medium Risk
2	Absent less than 1 day – Low Risk
1	Insignificant – Low Risk

1–4 <b>LOW</b>	5–9 <b>MEDIUM</b>	10–15 <b>HIGH</b>	16–25 <b>VERY HIGH</b>
Continue with existing control, however monitor for changes. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires attention to reduce the rating as well as regular ongoing monitoring. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the risk assessment and continue to review working practices to reduce the probability of an accident to the lowest possible level.	Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible.

# Risk Assessment

**Additional comments:**

1. This risk assessment needs to be discussed with employees to ensure that they are fully aware of all control measures
2. Employees are to sign an acknowledgement sheet for their understanding of this risk assessment
3. The risk assessment is to be reviewed on an ongoing basis as per government guidance
4. This risk assessment must be approved by the nominated person for health and safety before being issued as a live document

<b>Assessor 1 name:</b>	Emma Russell	<b>Date:</b>	14.10.20
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<b>Assessor 2 name:</b>	Paul Tutin	<b>Date:</b>	14.10.20
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