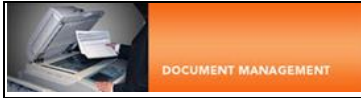




### Return to Office - Coronavirus

<b>Title: Return to Units 3 and 18 General Risk Assessment - Coronavirus</b>	<b>Risk Assessor: Diane Cartledge</b>	
<b>Risk Assessment Reference :</b>	<b>People involved in making this assessment : Brett Kinsman, Nikki Boost</b>	
<b>Task/ Process</b>	<b>Risks from: Coronavirus contamination</b>	<b>People at Risk: Staff, visitors, Cleaners</b>

<b>Hazard: Employed staff.</b> Staff who are not fully aware and understanding of the procedures and arrangements we have put in place to work within government guidelines on essential working could compromise our arrangements and jeopardise the health of others.
<b>Control Measures: - Working from Home</b>
1. Every member of staff working from home has been fully briefed to ensure that they are aware of the hazards and risks and understand the rules and procedures we have put in place
2. DSE Self-assessment requirements have been distributed, returned and reviewed. QSHE Advisor has contacted and offered advice to any persons with potential issues. Offer of work equipment/chairs etc. given.
3. Managers keep in contact with staff on regular basis.
<b>Control Measures – Working at Office</b>
1. Specific procedures and measures to reduce the risk of spreading Coronavirus have been prepared. These are based on NHS, Public Health and Government guidance and instruction. They are updated regularly to reflect any changes in the official advice and guidance.
2. Every member of staff is fully briefed as they return to the office to ensure that that they are aware of the hazards and risks and understand the rules and procedures we have put in place.
3. Communication information posters displayed throughout all premises and employees fully briefed to follow this guidance.
4. Percentage of staff only to return to the offices, allowing for social distancing and reduce risk for contact or spread of virus.
5. Phased return into the office to allow for uninterrupted operations to the business, reduce pressure on office or building services and allow for social distancing.
6. Staggered start and finish work times will be considered or introduced to reduce large gatherings and allow for increased social distancing.
7. Employees have access to the 24/7 confidential EAP (Employee Assistance Programme).
8. Health & Safety communications available to all employees



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9. Employees can raise a concerns with their line Manager or QSHE

10. Sign in sheet at the door to record all employees in the buildings daily. This is required to ensure if an employee contracts COVID-19 then Public Health can be informed of all contacts. Records to be kept for 21 days.

11. Employees advised not to use public transport unless essential and to wear face masks.

**Hazard : Food & Drink Preparation Areas** Potential risk or transfer of virus through cross contamination

**Control Measures:**

1. Employees instructed to ensure that good hygiene standards must be maintained when food or drinks are being prepared.

2. Ensure that when spills of food or liquids occur they must to ensure that the work surfaces are left in a clean and sanitised condition.

3. Use only one drinking mug, cup, glass or cutlery set to prevent cross contamination. Ensure they are cleaned after use and keep them at your desk.

4. Any waste or rubbish is to be disposed of in your desk bin and either emptied at the end of each day in the outside bin (rear of unit 3) or taken home to dispose off.

5. Wash your hands thoroughly for 20 seconds before and after using these facilities.

6. Leave the microwave ovens as it should be left in a clean condition and wiped out after use.

7. Put uneaten food products in a clean, sanitised, sealed wrapper, bag or container, if they are to be stored in the communal refrigerator.

8. Single use paper tissues rolls are provided within kitchen areas and to be disposed of correctly in personal waste bins provided.

9. Kitchen areas will be marked with signage or tape to allow for social distancing.

10. Departments and teams are to implement staggered lunch breaks.

11. Employees to make their own hot or cold drinks during the working day.

12. Employees encouraged to bring in their own prepared food and drink for breaks.

**Hazard : Communal facilities, entrance, toilets, stairs. etc.** Risk of cross contamination from equipment, surfaces etc. that may have been touched or otherwise contaminated by coronavirus and create a risk to health

**Control Measures:**

1. Contract cleaning services have been increased.

2. Internal toilets and communal areas, along with workspaces, are cleaned after use by individuals using that facility.



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3. Supplies of soap and sanitising agents are provided and regularly topped-up at all hand washing stations. NHS, Public Health and hand washing advice posters displayed.

4. Employees instructed to clean their hands after using the toilet, by washing their hands with soap and water for at least 20 seconds.

5. Employees made aware that where welfare facilities are used during the working day, they must have an awareness of surfaces (toilets, sinks, door handles, soap, and soap dispensers, etc. and objects which are visibly contaminated with body fluids must be wiped down before leaving the toilet.

6. Employees instructed to ensure that the toilet seat is in the closed position before flushing to prevent aerosols becoming airborne and contaminating the facilities with potential pathogens.

7. Employees are required to ensure that coats, scarfs and other outdoor items are stored separately (where applicable) within you work area.

8. Wipes, disinfectant spray, disposable gloves are available throughout the building(s) to wipe down areas if required.

**Hazard : Waste** Ill-health as a result of the transfer of coronavirus and other pathogens through cross contamination after contact with waste (accidental or otherwise).

**Control Measures:**

1. Waste bins are provided at employee desk areas.

2. Employees instructed to not put their hands directly into food waste or general waste bins or receptacles as they may contain contaminated products, food or tissues.

3. Employees instructed that disposable tissues should be used when coughing and or sneezing and put directly into a waste bin, preferably bagged, or pocketed and taken home.

4. All waste bins and receptacles are carefully and safely emptied or taken home by the staff member at the end of each working day.

5. Employees are required to have consideration for contracted cleaning staff with regards to discarded tissues, food, tins etc. to prevent cleaning staff being accidentally contaminated or injured.

**Hazard : Smoking** Inhalation of second hand tobacco smoke and or vapours from e-cigarettes may result in adverse coronavirus health effects.

**Control Measures:**

1. Employees are advised to avoid inhaling second hand tobacco smoke and vapour emitted from cigarettes and e-cigarettes from other persons. Although there is no evidence of transmission this is a precautionary measure.

2. If smoking outside the office buildings please move away from the entrance and ensure 2m social distancing is maintained with other smokers.



3. Smokers have been advised to bring a sealed container to store their own cigarette butts for disposal at home.

**Hazard : Meeting rooms** Potential risk or transfer of virus on account of close contact with other persons.

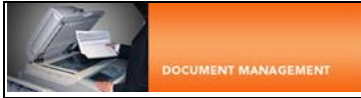
**Control Measures:**

1. Employees instructed that meetings in enclosed spaces such as conference and meeting rooms should only be undertaken when absolutely essential for business needs and kept as short as possible. Where weather permits, meetings could take place outside.
2. Employees using conference and meeting rooms instructed to follow Govt advice and maintain a 2m separation distance.
3. There will be no chairs in meeting rooms. Meeting shall be stand only.
4. Employees instructed that the same 2m distance rule must be applied to any meetings with clients or visitors or meetings held by video conferencing.
5. Employees told to avoid physical contact with clients and visitors, such as handshakes, hugs, etc; and to give a polite explanation of this policy if required.
6. Meeting room capacity signage will be posted to instruct on maximum capacity for that particular meeting room.
7. Hand sanitiser is provided within the meeting room for use by employees.
8. Employees to not to touch, use white boards, flip charts or white board pens in meeting rooms to reduce risk of cross contamination.

**Hazard : Workstations, IT and telephony equipment** Direct contact with potentially cross contaminated workstations, IT or telephony equipment may cause adverse coronavirus health effects.

**Control Measures**

1. Employees are advised to ensure that their workstations, IT and telephony equipment, such as keyboards, screens, phones and headsets are cleaned and sanitised on a regular basis throughout the working day. Use suitable wipes and cleaners that do not damage equipment.
2. Employees instructed that they should not use each other's IT equipment, to prevent accidental cross contamination
3. Employees advised not to share phones, headsets and personal mobile phones with others to prevent accidental cross contamination.
4. Employees are to only sit/work at their allocated workstation and not to hot desk or use other desk locations.
5. Any ICT equipment that is unserviceable to be reported to your line manager or reported Business Management. No other equipment is to be used from other locations to reduce risk of cross contamination.



**Hazard : Close contact** Employees working on the premises may be at risk of exposure to other employees or visitors who are unknowingly carrying coronavirus.

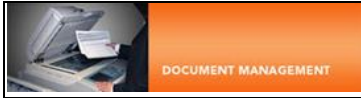
**Control Measures:**

1. Employees instructed to avoid close face-to-face contact or touching other employees, visitors, etc. and follow the 2m social distancing rule.
2. Physical contact, such as handshakes, hugs, pat on the back, etc. is to be avoided.
3. Employees are required to be environmentally aware and sit out of the immediate air flow from portable cooling fans and or ventilation systems that could spread the virus. Where possible the use of such systems will be avoided.
4. One way systems are implemented (where possible) to allow for free movement allowing social distancing. This will be denoted by signage, posters or hazard tape.
5. Consider any controls for access and egress to buildings at all sites.
6. Office kitchen areas with only one person at the counter, two people waiting on the designated spots to allow for social distancing. Signage or tape markings will highlight this control.
7. Contractors to sites will be managed and controlled by Business Management for only essential maintenance.
8. Visitors to sites are to be limited and if possible video conferencing software to be utilised to reduce face to face contact.

**Hazard : Vulnerable employees** Vulnerable employees with existing health conditions are at a higher risk of contracting COVID-19, which may have a significant increased adverse effect on their health and wellbeing.

**Control Measures:**

1. In accordance with Govt guidelines employees who are in the vulnerable and high risk categories are where possible to continue to work from home.
2. Employees with family members in high risk categories have been instructed to inform their management team. Decisions on home working in accordance with Govt guidelines are taken on a case by case basis.
3. Those employees who fall within the extremely vulnerable category (Shielded) in accordance with Govt are to continue to work from home where possible.



**Hazard : Cleaning and hygiene** Inadequate cleaning & hygiene standards pose a risk of spreading infection by way of cross-contamination from surfaces contaminated with the coronavirus.

**Control Measures:**

1. Internal cleaning regimes have been introduced to include cleaning of hard surfaces (floors, handrails, door handles, building equipment buttons, switches, etc.).
2. Suitable disinfectant cleaning products are used by the contracted cleaning staff.
3. Sufficient hot water, liquid soap, disposable towels and hand sanitiser dispensers are provided throughout the buildings.
4. Line management and employees are required to report anything contaminated or spilt that requires cleaning. If they caused the contamination or spill themselves cleaning equipment is available for them to clear it up.

**Hazard : Personal hygiene** Poor personal hygiene standards pose a risk of passing or contracting the infection.

**Control Measures:**

1. The importance of good personal hygiene has been explained to all employees. Particularly the need for regular thorough hand washing and the avoidance of touching eyes, nose or mouth, if their hands are not clean.
2. Employees instructed to clean their hands frequently, using alcohol-based hand sanitisers or to wash their hands with soap and water for at least 20 seconds. Soap and hand gels are provided.
3. Employee instructed that disposable tissues, should be used when coughing and or sneezing. Used tissues to be bagged and put into a bin or pocketed and taken home for safe disposal.
4. Free standing hand sanitizers will be in place at access points.
5. As the alcohol based hand sanitizer falls under a COSHH item. Employees who use this to disinfect their hands are not to touch their face until the sanitizer dries out due to irritation risk if the goes into eyes.
6. If alcohol gel comes into contact with eyes then employees are to (remove glasses or contact lenses if worn) and rinse eyes with water for several minutes, then seek first aid assistance.
7. If eye irritation persists then employees to seek medical advice or assistance.
8. Employees with a diagnosed skin condition are advised not to use the alcohol hand sanitizer as this may exacerbate their condition, but to use soap and water for 20 seconds.



9. Employees to avoid inhaling the vapours from the alcohol hand sanitizer as this may cause dizziness or drowsiness.

10. Alcohol gel hand sanitizer spillages are to be cleaned up immediately with water and area dried off.

11 As the alcohol based hand sanitizer falls under a COSHH item. Employees who use this to disinfect their hands are to ensure hands are dry if they are smokers, before they have a cigarette, due to potential of burns.

**Hazard : Cold / Infections** There is a risk that any cold and or infection could be consistent with COVID-19 symptoms and there is a risk that accidental cross infection could be transmitted to other persons.

**Control Measures:**

1. Every person will have their temperature taken on entering the units. If a member of staff's temperature is raised they will be asked to go home and isolate for 7 days. If a contractor or visitor they will be asked to leave the premises and make a new appointment to return after 7 days.
2. 2. Where symptoms of a cold/infection starts at work employees are required to notify their management team immediately. Decisions to refrain from working will be made accordingly where there is a potential risk.
3. If you have symptoms Fever, new cough, loss of taste/smell or you are contacted by NHS Track and Trace you will be required to take a test. You should self-isolate in line with Govt guidelines. You will not be able to return to work until you have a negative result.
4. Employees who are currently self-isolating due to having tested positive for COVID 19, experiencing symptoms or have a family member who have tested positive or have symptoms are not to return to work and inform their line manager for further guidance.
5. 4. Employees are advised to isolate in accordance with Government guidelines.

**Hazard : Emergency Evacuations** Inhalation of smoke or exposure to fire leading to injury or fatality

**Control Measures:**

1. Trained fire wardens are in place.
2. Employees are to follow the emergency evacuation procedures for their relevant location.
3. In an emergency, for example, an accident or fire, employees do not have to stay 2m apart as it would be unsafe to do so.
4. All employees are to wash or sanitise their hands at the earliest opportunity.



**Hazard : First Aid Provision** Lack of first aid provision leading to injury, further injury or prolonged pain.

**Control Measures:**

1. Trained emergency first aid at work and first aid at work employees
2. All first aiders provided with face guards to reduce risk of cross-contamination

**Hazard : Legionella** – Bacteria found in water systems. Potential to thrive in water systems which are not regularly used and hot water systems not at high enough temperature.

**Control Measures:**

1. Boiler Serviced annually.
2. If office unoccupied for any time greater than 1 week the system will be flushed before reoccupation.
3. If office is occupied by minimal staff the systems will be flushed i.e. toilets flushed, taps run for a minimum of 5 minutes, at a minimum of twice a week.