

COVID 19 Risk Assessment

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Colleagues • Visitors to your premises • Cleaners • Contractors • Delivery Drivers • Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions • Anyone else who physically comes in contact with you in relation to your business 	<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place. See hand washing guidance • Drying of hands with disposable paper towels. • Gel sanitisers in any area where washing facilities not readily available <p><u>Use of toilets</u> When using the toilet, seats are to be put down before flushing to minimise the spread of COVID through faecal contamination.</p> <p>Only one person is permitted to be within the toilet block at any one time</p>	<p>Colleagues to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels (minimum every couple of hours or more frequently depending on activity)</p> <p>Hand washing guidance to be displayed in toilet and kitchen areas as a reminder.</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice -</p> <p>Toilet seats are to be lowered before flushing and toilets are to be cleaned regularly.</p> <p>Use of the sliding door sign must be used to indicate when the toilets are in use.</p> <p>Hand sanitiser is in all toilet areas to be used when touching the sign.</p>			

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		<p>Cleaning Frequent cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, counter areas and handles in kitchens, toilet facilities pin pads etc. using appropriate cleaning products and methods following the COVID 19 cleaning guidance (minimum 3 times a day am/ pm and even).</p> <p>Social Distancing Social Distancing - Reducing the number of persons in any area to comply with the 2-metre (6.5 foot) through the management of colleague numbers permitted in the office at any one time. (max 70)</p> <p>Use of POS and markings to assist people in maintaining 2m spacing between them.</p> <p>Social distancing to be promoted for colleagues queuing outside of kitchens, toilets and when waiting to sign in/ out.</p>	<p>Checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Wipes/ cleaning materials for cleaning desk areas, keyboards, phones etc. will be available throughout the building – see facilities if equipment is running low</p> <p>Speak to a member of facilities if there are any concerns regarding cleanliness.</p> <p>Bins will be emptied regularly in toilets/ kitchen</p> <p>Colleagues should remain working from home wherever possible and authorisation from SLT is required to work in the office.</p> <p>Colleagues to be reminded regularly of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p> <p>Authorised colleagues (to work in the office) to be reviewed and where possible, colleagues to work with the same group of colleagues</p>			
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		<p>Sneeze screens fitted at reception</p> <p>Redesigning processes to ensure social distancing in place i.e. one way systems where appropriate.</p> <p>Only two colleagues are permitted to be in the kitchen areas and one in toilet areas at one time.</p>	<p>Booking system must be used to record that you will be in the office so maximum numbers are not breached.</p> <p>Colleagues are not permitted to sit at a desk next to another colleague unless the 2m separation rule can be adhered to. This may mean that you are required to use an alternative desk to your usual desk – ensure that equipment is cleaned using the provided equipment before each use.</p> <p>POS to be used and refreshed as required to promote social distancing.</p> <p>Screens to be cleaned regularly using appropriate cleaning processes as per the cleaning guidance.</p> <p>Colleagues waiting should apply social distancing rules or come back when not in use.</p> <p>When moving around the office, colleagues should keep to the right in aisle areas. For narrow sections of the office, colleagues should wait for someone to pass before proceeding.</p> <p>Colleagues must adhere to the one way system for entry and exit to the office (entry via reception area next to Rosebery and exit through the door next to M4/ ATM</p>			
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		<p><u>Symptoms of Covid-19</u> Anyone showing any sign of symptoms, however small, MUST refrain from attending the office and should work from home. If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance and make arrangements for a test.</p> <p>Colleagues must also self-isolate for 14 days if a member of their household/ bubble is showing symptoms or has tested positive for Coronavirus. A test can be booked under these circumstances as well</p> <p>Line managers will maintain regular contact with colleagues during this time.</p> <p>If advised that a colleague has developed Covid-19 and were recently on our premises, the line manager MUST notify the H&S Manager immediately. Any colleagues, as appropriate, will be advised to get tested. If advised by</p>	<p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support colleagues in a fast changing situation.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Line Managers must report all positive cases via the Covid reporting email and ensure that the H&S Manager is notified.</p> <p>If there are more than two positive cases linked to the RSC in a 14 day period, the H&S Manager will notify Public Health.</p>			
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		<p>Visitors External visitors will be kept to a minimum and only essential contractors/ visitors are authorised to attend site.</p> <p>All contractors have been issued guidance to follow when carrying out visits (see Guide to conducting visits and Guidance for Contractors and Suppliers)</p> <p>Meetings Wherever possible, meetings should not be held face to face and video/ telephone conferencing technology should be used.</p> <p>If a face to face meeting is essential, maximum numbers for room occupancy must be observed and not exceeded and social distancing must be strictly adhered to.</p> <p>The room will be cleaned between uses.</p>	<p>Meetings which would normally be held face to face with external parties should be completed using video/ telephone conferencing wherever possible.</p> <p>Visitor numbers must be included in the total capacity for the building (max 70 people) and therefore should be booked into a hot desk to account for occupancy.</p> <p>Windows should be open when in use if applicable.</p> <p>Doors should be left open to meeting rooms where ever possible and should only be closed if matters are of a confidential and sensitive nature.</p> <p>No shared equipment i.e. pens or documents should be used.</p> <p>The room must be cleaned between use and the meeting organiser must notify the Facilities team when they vacate the room.</p> <p>Hand sanitiser is available in all meeting rooms. Please speak to facilities if this runs low.</p>			
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		<p><u>Welfare Facilities</u> To minimise movement around the building and no of colleagues that you would interface with, the café facilities has been closed to all colleagues.</p> <p>The kitchen areas are limited to two persons at a time and water machines/ ATM are cleaned regularly as part of the cleaning regime.</p> <p><u>Post/ Print Room</u> A maximum of two colleagues should access the post/ print room at any one time.</p> <p>Hands should be sanitised before entry to this area.</p> <p>Personal deliveries to the office should not be arranged.</p> <p><u>Shifts and working hours</u> To assist with social distancing, you should seek to stagger your start and finish times with other colleagues i.e. not all arrive at 9am and leave at 5pm.</p>	<p>If using equipment in the kitchens, it is each person’s responsibility to clean their own after use and to not leave dirty plates and cutlery.</p> <p>In agreement with your line manager and the flexible work policy, be flexible in your start and finish times to reduce the number of colleagues arriving and leaving together.</p>			
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		<p><u>Travelling to work</u> Where possible, public transport should be avoided. Where this cannot be achieved, face coverings must be worn.</p> <p>Car sharing should also be avoided where possible. If car sharing is essential, face coverings must be worn.</p> <p>Consideration should be given to whether a journey to the office is essential if you are living in a local lockdown area, and where possible, colleagues should work from home.</p>	<p>Social distancing must be adhered to at all times including in the car park.</p> <p>When entering and leaving the building, all colleagues must use the hand sanitiser provided.</p> <p>It is essential that the desk booking system is maintained and is accurate as this will be used to aid “Test and Trace” if required.</p> <p>In addition to the signing in process, a QR code is available for those that want to scan in as well.</p> <p>Face coverings must be bagged on removal and either binned or washed at 60 degrees – see mask guidance</p> <p>When parking in the car park, be sensible and try to leave space between cars. If you need to park close to someone else, wait in your car if another colleague is getting in/ out of their car.</p>			
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		<p><u>Restricted Areas</u> <u>Do not</u> enter any restricted areas without authorisation of the H&S Manager</p> <p><u>Overnight Stays</u> Staying away for work should be avoided wherever possible and particularly in any Tier 3 area.</p> <p>If accommodation is essential, before booking, you must ensure that they meet COVID secure guidelines.</p>	<p>Restricted areas have been closed down as non-essential areas and are not subject to the COVID secure cleaning regimes and therefore colleagues are not permitted to access facilities within these zones.</p>			
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