

Risk assessment COVID-19– Trigg House & Peterborough Offices

The company has 70 staff. The offices contain a kitchen where staff can make drinks and heat food – there are toilet and washing facilities on each floor. The offices are cleaned 3 times a week every evening by contractors, who store the cleaning chemicals in a locked cupboard. The office block is locked from 6pm to 7am Monday to Friday and at the weekends. The building also has 24 hour/7 days a week security cover

How was the risk assessment done?

The manager followed the advice at www.hse.gov.uk/simple-health-safety/risk/. To identify the hazards, they:

- virtual walk around the office, noting things that might pose a risk;
- talked to the office cleaning contractors, to make sure the cleaning activities did not pose a risk to office staff.

They noted what was already being done to control the risks and recorded any further actions required. Prior to the office opening they will pin a copy of the findings on a noticeboard around the office and in the tearoom to encourage staff to help put the actions into practice.

The manager will review the risk assessment whenever there are any significant changes such as new work equipment, work activities or workers, government recommendations.

Company name: Sovereign Risk Management Assessment carried out by: Michelle Swann-Cashmore & Daren Fowler

Date of next review: 09/09/2020

Date assessment was carried out: 26/08/2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Stress	All staff could be affected by factors such as lack of job control, lack of up to date knowledge on COVID-19 staff may be feeling anxious about coming to work and also about impacts on livelihood.	<ul style="list-style-type: none"> • Staff can talk to their manager • Staff understand what their duties & responsibilities are • Staff can access counselling services & online mindfulness apps • Signpost to the appropriate support. 	Remind staff they can speak to their manager if they are feeling unwell or ill at ease because of work.	Line manager & HR	Ongoing	Yes

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Clinically extremely vulnerable individuals	A percentage of employees who are classified as CEV or they live with somebody who is in this category.	Staff are working from home. Pre-return staff declaration forms to be completed and evaluated	<ul style="list-style-type: none"> Unless the government guidance changes, these individuals will continue to work from home. Regular review of government guidance. Self-declaration to declare Covid-19 symptoms and returning to the office on own accord. 	HR	From the 1 st August government guidelines advise that people are no longer required to shield. Employees have the option to continue working from home if possible.	Yes
Clinically vulnerable	A higher percentage of staff with underlying health conditions.	Staff are working from home. Pre-return staff declaration forms to be completed and evaluated	<ul style="list-style-type: none"> Unless the government guidance changes, these individuals will continue to work from home. Regular review of government guidance. Self-declaration to declare Covid-19 symptoms and 	HR	From 4 th July government guidelines advise that this category must now follow social distancing measures. Employees have the option to continue working	Yes

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			returning to the office on own accord.		from home if possible.	
Employees who have Covid-19 symptoms	Any member of staff working from the office.	Staff are working from home. Pre-return staff declaration forms to be completed and evaluated	<p>If staff are allowed to work from the office, we will implement the following procedures:</p> <ul style="list-style-type: none"> • The individual will be sent home for 10 days from the onset of symptoms and follow the stay at home guidance. • The employee must arrange to have a Covid-19 test. • If a member of staff has assisted another staff member with Covid-19 symptoms, they should be sent home and self isolate for 14 days themselves. 	Manager & Health & Safety Officer	Ongoing	Yes

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			<ul style="list-style-type: none"> • It is not necessary to close the office • Monitor the governments response page to keep abreast of the latest updates. 			
<p>Multiple outbreaks of employees who have Covid-19 symptoms (3 or more cases)</p>	<p>Any member of staff working from the office.</p>	<p>Staff are working from home.</p>	<p>If staff are allowed to work from the office, we will implement the following procedures:</p> <ul style="list-style-type: none"> • Employees will be sent home for 10 days from the onset of symptoms and follow the stay at home guidance. • The employee must arrange to have a Covid-19 test. • Close the site. • Contact the local health protection team: East Midlands 0344 	<p>Health & Safety Officer/HR</p>	<p>Ongoing</p>	

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			2254 524 (option 1) – East of England 0300 303 8537.			
<p>An individual lives in a household with a member who is unwell with Covid-19 symptoms</p>	<p>Any member of staff working from the office.</p>	<p>Staff are working from home.</p>	<ul style="list-style-type: none"> • The employee must stay at home and self-isolate for 14 days as per government guidance. • Follow NHS Track and Trace guidelines. • Monitor the government’s response page to keep abreast of the latest updates. • The employee must arrange to have a Covid-19 test. 	<p>Employee</p>	<p>Ongoing</p>	

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Arrival/departure from work	Any member of staff working from the office.	Staff are working from home.	<ul style="list-style-type: none"> • Staggered entry and departure where possible. • Sanitise hands on entry. • One-way system. • 2m marking on the floor. 	Employee	Prior to the site opening. To be reviewed every 2 weeks in line with government guidelines.	Yes
Social distancing	Any member of staff working from the office.	Staff are working from home. Pre-return staff declaration forms briefing	<ul style="list-style-type: none"> • Update company policies and procedures to include Covid-19. • One-way system. • Employees sat 2 metre apart (side by side or facing away from each other). • Limited small teams. • No hot desking. • Increased ventilation (opening windows). 	Employees/HR/Health & Safety Officer/line Managers	Prior to the site opening. To be reviewed every 2 weeks in line with government guidelines.	

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			<ul style="list-style-type: none"> • Training and awareness/ regular announcements. • Posters to remind staff. • No face to face meetings or gatherings around workstations. • Limit access to the printer. 			
Toilet use and rest area	Any member of staff working from the office.	Staff are working from home.	<ul style="list-style-type: none"> • 2m boundary for all toilets when staff are waiting to use it. • Procedure for sanitising hands prior to toilet use. • Procedure for washing hands in line with government guidance once the toilet has been used. • Lights to remain on at all time. 	HR	Prior to the site opening. To be reviewed every 2 weeks in line with government guidelines.	

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			<ul style="list-style-type: none"> • Posters for washing hands displayed. • One-way system with hand sanitiser station which must be used upon entering the office and before sitting at a workstation. • Employees to take breaks outside of the building wherever possible, or at their own workstation, no communal areas are to be used. • Lights to remain on at all times 			
Food and drink preparation area	Any member of staff working from the office.	Staff are working from home.	<ul style="list-style-type: none"> • One member of staff in the kitchen at one time. • Employees are instructed to maintain good hygiene standards when food 	All employees	Ongoing	

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			<p>or drinks are being prepared.</p> <ul style="list-style-type: none"> • Ensure when any spills of food or liquid occur, that the work surfaces are left in a clean, sanitised condition. • Use your own drinking cups, mugs and glasses to prevent cross infection. • Use foot pedal bins only to prevent cross infection. • Wash your hands thoroughly for 20 seconds before and after using these facilities. • Leave the microwave ovens as it should be left in clean condition and wiped out after use. 			

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			<ul style="list-style-type: none"> • Uneaten food products must be stored in the fridge in a sealed container and removed daily. No items should be shared. Eg milk, sweets, biscuits, fruit. • Ensure all crockery and cutlery is placed in the dishwasher straight after use. • Cleaning products must be provided in the kitchen area for single use and must be disposed of in the bin provided. • Employees must make only their own hot or cold drinks throughout the working day. • Employees encouraged to bring their own prepared 			

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			food and drink for lunch break.			
Cross infection	Any member of staff working from the office.	Staff are working from home. Pre-return staff declaration forms to be completed and evaluated and briefing	<ul style="list-style-type: none"> • Stock of cleaning products. • Procedure and training for use of products. • COSHH data sheet for products. • Implement rota for cleaning frequently touched areas. • Procedure for cleaning individual workstations. • Designated host to clean communal areas. • Organise for the office to be deep cleaned using fogging decontamination prior to opening the site and monthly thereafter. 	Employees/line Managers/HR/Health & Safety Officer	Prior to the site opening. To be reviewed every 2 weeks in line with government guidelines.	

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			<ul style="list-style-type: none"> • Run water supply to prevent contamination of Legionella disease for at least 20 minutes. • Air conditioning/heating system must undergo checks prior to the site opening to prevent contamination of Legionella disease. • Limited items on workstations, all items to be removed at the end of each day. • Checklist to demonstrate compliance. • Posters displayed at each sanitisation point including workstations. • All shared tools and equipment to be sanitised prior to use. 			

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			<ul style="list-style-type: none"> Removal of unnecessary objects/items. 			
An accident or incident occurs	Any member of staff working from the office.	Staff are working from home.	<ul style="list-style-type: none"> Ensure fire drill procedures incorporates 2m distancing when meeting at the muster point. Ensure there is a first aider on site. Appropriate PPE for first response. 	Fire Marshall and the First Aider/Health & Safety Officer	Prior to the site opening. To be reviewed every 2 weeks in line with government guidelines.	
Visitors onsite	Any individual onsite.	The site is closed.	<ul style="list-style-type: none"> No visitors onsite. Only office supplies allowed for delivery and post. Online meetings with stakeholders. New procedure implemented for necessary site visits of third party contractors. 	Employees/HR/Health & Safety Officer	Prior to the site opening. To be reviewed every 2 weeks in line with government guidelines.	

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			<ul style="list-style-type: none"> Self-declaration Covid-19 questionnaire for all onsite visitors. 			
Travelling for work purposes	Any member of staff working from the office.	Staff are working from home.	<ul style="list-style-type: none"> List of staff who use public transport and car share required. Limited use of company pool cars. Cleaning procedure between use of cars. Personal company cars must not be used by other staff members until further notice. 	Employees/HR/Health & Safety Officer	Prior to the site opening. To be reviewed every 2 weeks in line with government guidelines.	