

Risk Assessment



NOTE: Before completing this risk assessment please see guidance notes towards the end of the document.

Date:	3 rd June 2020
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Assessors Name:	Andrew Mellor, Health and Safety Advisor, Stallard Kane Ltd	Reference Number:	SI.RA	Review Date:	Ongoing (in accordance with government guidance updates)
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Endorsed By:	Mat McConville	Signature:	<i>M. McConville</i>	Position:	Operations Manager	Date:	3 rd June 2020
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Description of assessment	Coronavirus (COVID-19) – working in an office
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Location Details	Jubilee House, Waterside Drive, WN3 5AZ
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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
COVID-19 General	Employees, Contractors, Visitors	5	3	15	H	<ul style="list-style-type: none"> Employees are to continue working from home if possible Anyone who meets one of the following criteria must follow the Governments guidance on Self Isolation: <ul style="list-style-type: none"> Has a high temperature, loss / change in taste or smell or a new persistent cough? Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant)? Is living with someone in self-isolation or a vulnerable person. 	<ul style="list-style-type: none"> Guidance on self-isolation found via the Government website A screening questionnaire to be issued to all employees to assess the risk of everyone. This is to be carried out prior to an employee returning to work 	Line Managers	On employees first day back at work	5	1	5	M

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COVID-19 Somebody showing Symptoms	Employees, Contractors, Visitors	5	3	15	H	<ul style="list-style-type: none"> Leave the office and go home immediately Avoid touching anything in the office Cough or sneeze into a tissue and put it in a bin with a lid, or if there are not any tissues, cough, and sneeze into the crook of their elbow. They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. If employees' symptoms persist or deteriorate, they are to seek further advice by phoning the NHS on 111. Do not attend your local GP 	<ul style="list-style-type: none"> All employees to download the new government app (smartphone) to track and trace the virus. Employees to stay at home if requested by their line manager. 	Line Managers	On employees first day back at work	5	1	5	M



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Vulnerable Groups	Employees (including clinically extremely vulnerable and clinically vulnerable)	5	4	20	VH	<ul style="list-style-type: none"> Medical questionnaires are issued upon employment. For employees with an underlying health condition, the government “strongly advises” that they work from home where possible (i.e. the clinically extremely vulnerable). If their job isn’t suitable for home working the employer will consider offering furlough, temporarily re-deploy 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 are required, such as re-allocating some duties or providing additional personal protective equipment. 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. Employees must speak to their GP or care team if they have not been contacted and think they should have been, or they are unsure whether they fall within the clinically extremely vulnerable or clinically vulnerable category. 	<ul style="list-style-type: none"> Review risk assessment immediately if the situation arises where clinically vulnerable people are in the office and must spend time within 2m of others to carefully assess the risk and determine whether this is acceptable or not. Arrange access to a mental health first aider for support to be provided to those who are clinically vulnerable that cannot work from home 	Line Managers	On employees first day back at work	5	1	5	M

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Travelling to and from the office Catching and Spreading Car sharing and the use of public transport	Employees	5	3	15	H	<ul style="list-style-type: none"> Where possible all employees should travel to the office alone using their own transport. If employees have no option but to share transport: <ul style="list-style-type: none"> Journeys should be shared with people from their own household If the above is not possible, journeys should be shared with the same individuals and with the minimum number of people at any one time Good ventilation (i.e. keeping the windows open) and facing side by side / away from each other may help to reduce the risk of transmission The vehicle should be cleaned regularly using gloves and standard cleaning products, with emphasis on handles and other areas where passengers may touch surfaces 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. Hand sanitiser is provided at the entrance and exit to the office. Hand washing facilities and hand soap are available in the toilets and kitchen area. 	<ul style="list-style-type: none"> Emergency procedure to be recorded/reviewed and communicated on how someone taken ill would get home or to hospital For operatives having to use public transport, issuing PPE should be considered. This would include hand sanitisers, nitrile gloves and face coverings 	Line Managers	On employees first day back at work	5	1	5	M



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Office Access and Egress Catching / Spreading Congregation of staff	Employees, Contractors, Visitors	5	3	15	H	<ul style="list-style-type: none"> No non-essential visitors can access the office Start and finish times are staggered to reduce congestion at access and egress points Avoid entering the building in large numbers, keep to a minimum. Do not congregate in the entrance / communal areas. Compulsory hand cleaning / hand gels (sanitisers) are provided at entry/exit points, with clear signage instructing people to use Space is available to ensure employees are keeping 2m social distancing as a minimum. Monitor the office access point to enable social distancing. Clean common contact surfaces (i.e. key fob, key fob readers, door handles etc.) daily. Do not chare key fob with anyone else. Use floor tape, paint, or suitable floor signage to mark out two-metre distances in significantly busy areas Stairs must be used in preference to lifts. <i>Please note disabled access lifts must still be made available therefore additional measures are required.</i> 	<ul style="list-style-type: none"> Consider arrangements for monitoring compliance. Any contractors carrying out essential maintenance to complete a screening questionnaire prior to being allowed in the building Review parking facilities (including bike-racks) to ensure distancing can be maintained May need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring. Widen walkways/aisles and adopt a one-way system where possible. All entry systems which require skin contact (e.g. Visitors book) must be controlled by having a nominated employee control sign in. 	Line Managers	Before allowing people to return to the office	5	1	5	M

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Office Access and Egress Catching / Spreading. Congregation of staff	Employees, Contractors, Visitors	5	3	15	H	<ul style="list-style-type: none"> Clean common touchpoints to the lift daily (i.e. doors, buttons etc.) Bannisters/railings to stairs and corridors must be cleaned daily. 	<ul style="list-style-type: none"> Where lifts must be used, keep to one person only to maintain social distancing, and reduce congestion and contact. Display signage alongside the lift to inform people to use the stairs where possible, but if required, only one person must use the lift at any one time. 	Line Managers	Before allowing people to return to the office	5	1	5	M

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Moving around the building/office Catching / Spreading. Congregation of staff	Employees, Contractors, Visitors	5	3	15	H	<ul style="list-style-type: none"> Social distancing maintained where the route will take individuals past other workstations etc. See above page for control measures regarding lifts and stairs. Reduce movement where possible by removing non-essential trips around the building. Restrict access to certain areas of the building / office where necessary (i.e. storeroom, meeting rooms, games room, plant rooms). Encourage the use of phones / video call function to avoid unnecessary trips and movement around the office/building Do not allow job rotation (i.e. employees moving to different workstations) 	<ul style="list-style-type: none"> Introduce a one-way system where possible Redesign office and other areas where required (e.g. access between printer and workstation is less than 2m) to ensure 2m social distancing can be maintained. Where server rooms / storerooms need to be accessed, keep to the same employees and to a minimum number. Where equipment is touched (e.g. TV controls, cables) ensure they are wiped down afterwards. 	Line Managers	Before allowing people to return to the office	5	1	5	M



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Use of Workstations Catching / Spreading – contaminated surfaces / social distancing	Employees, Contractors, Visitors	5	3	15	H	<ul style="list-style-type: none"> Circa 85 employees – Circa 58 desks – It is advised for a maximum of 30 employees (following the typical set-up explained in the next column) to be in the office at any one time, however kept to a minimum wherever possible. Workstations to be arranged so that 2m social distancing can be maintained. Where it is not possible to arrange/move workstations further apart work side-to-side or back-to-back (e.g. staggering workstations), do not work directly face-to-face (e.g. opposite desks), Workstations assigned to an individual and not shared (i.e. no hot desking). Workstations to be cleaned weekly (i.e. screen, mouse, desk surface etc.) Manage occupancy levels to enable social distancing Each employee to have own equipment for their workstation, do not share between one another. 	<ul style="list-style-type: none"> Set-up workstations so that two employees can sit with one desk space between them (i.e. where in a row of three desks). In the row of three desks immediately opposite the above, there must only be one employee directly opposite the empty desk so that 2m social distancing can be maintained. Where possible, allow 4m clear access between each setup (as above) to allow 1m per workstation and 2m between employees so that if an employee has to walk behind them to get to their workstation, social distancing is maintained. Continue this sequence throughout the office. The desks/chairs not in use should be removed if possible or clearly marked informing employees that they must not be used. 	Line Managers	Before allowing people to return to the office	5	1	5	M

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Use of Workstations Catching / Spreading – contaminated surfaces / social distancing	Employees, Contractors, Visitors	5	3	15	H		<ul style="list-style-type: none"> Use floor tape or markers to help identify 2m distances where possible Consider the use of screens to separate people from each other if the above points are not achievable. The HSE have advised the following, “If you use a centralised ventilation system that removes and circulates air to different rooms, it is recommended that you turn off recirculation and use a fresh air supply.” All other air conditioning systems should be adequate for use. Please consult with your air conditioning contractor to discuss and confirm. 	Line Managers	Before allowing people to return to the office	5	1	5	M

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Meetings Catching / Spreading – contaminated surfaces / social distancing	Employees, Contractors, Visitors	5	3	15	H	<ul style="list-style-type: none"> Use remote tools wherever possible to avoid face to face meetings e.g. skype calls, zoom, Microsoft teams or conference telephone calls etc. Where face to face meetings must be held and are necessary, only essential, or necessary participants should be asked to attend – keeping numbers of participants to a minimum whilst maintaining social distancing throughout. Equipment (e.g. touch pads) used must be cleaned down immediately after use. Meeting rooms to be cleaned daily. Provide hand sanitiser in meeting rooms and use when entering and leaving. Where possible, hold meetings outdoors or in well ventilated rooms. Please refer to comment in the above section regarding air conditioning. 	<ul style="list-style-type: none"> The small meeting rooms must have no more than 4 people in, providing everyone enters individually and sits in each corner of the room to maintain social distancing. Keep people to a minimum where possible. The large meeting rooms where remote tools are used may hold more people if sat to the perimeter of the room. Keep to 4 people round the table only. Keep people to a minimum where possible. Use tape, signage, and markers to clearly identify social distancing e.g. marking out which seats are safe to sit as they are 2m apart. 	Line Managers	Before allowing people to return to the office	5	1	5	M

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<p>Use of communal areas such as shared corridors/foyers with other tenants etc.</p> <p>Catching / Spreading – contaminated surfaces / social distancing</p>	Employees, Contractors, Visitors	5	4	20	VH	<ul style="list-style-type: none"> Work with the landlord / other tenants in the building to ensure consistency in Covid-19 procedures across communal areas (i.e. foyer, ground floor corridor, downstairs toilets). 	<ul style="list-style-type: none"> Utilise signage, tape, and markers etc. to demark clear social distancing measures e.g. foyer, corridors, kitchen. 	Line Managers / Landlord / Tenants	Before allowing people to return to the office	5	1	5	M

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Welfare facilities (i.e. kitchen area, games room, toilets) Catching / Spreading Congregation of staff Sharing of toilets Poor Personal Hygiene	Employees, Contractors, Visitors	5	3	15	H	Hand Washing <ul style="list-style-type: none"> Allow regular breaks to wash hands Ensure soap and fresh water is always readily available and kept topped up Provide hand sanitiser (recommended 60% alcohol based) where hand washing facilities are unavailable Clean the hand washing facilities (i.e. taps, sinks etc.) and check soap and sanitiser levels Hand towels provided rather than regular towels for hygiene purposes Ensure bin lids are always kept shut. Toilet Facilities <ul style="list-style-type: none"> Washing of hands before and after using the facilities. Increase cleaning regime for toilet facilities particularly door handles, locks, and toilet flush. Keep toilet lid shut when flushing to contain any germs. Kitchen and Eating Arrangements <ul style="list-style-type: none"> Employees should bring pre-prepared food and refillable drinking bottles If preparing food and drink is necessary, social distancing should still be maintained 	<ul style="list-style-type: none"> Speak to the landlord / tenant to ensure their cleaners responsible for toilet areas have a thorough cleaning regime in place. Provide rubbish bins in toilet areas with a foot pedestal so employees do not have to handle the lid on the bin 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. Stagger break times to reduce congestion in kitchen area (e.g. all employees on one section to make a drink, so 3 people at one time). 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 	Line Managers	Before allowing people to return to the office	5	1	5	M

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Welfare facilities (i.e. kitchen area, games room, toilets) Catching / Spreading Congregation of staff Sharing of toilets Poor Personal Hygiene	Employees, Contractors, Visitors	5	3	15	H	Kitchen and Eating Arrangements <ul style="list-style-type: none"> Introduce a means of keeping equipment clean between use, kettles, microwaves etc. 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 Crockery, eating utensils, cups etc. should not be used unless they are disposable or are washed and dried by the employee that used them 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. Employees should sit 2 metres apart from each other whilst eating and avoid all contact All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines, water fountains and dispensers Employees should use outside areas for breaks if possible Use safe outside areas for breaks where possible. 	<ul style="list-style-type: none"> Where kitchen facilities are used (i.e. vending machine, kettle, microwaves, coffee machine etc.). They must be cleaned daily, particularly buttons regularly pressed. The capacity of each kitchen or rest area should be clearly identified at the entry to each facility 	Line Managers	Before allowing people to return to the office	5	1	5	M

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First Aid Provisions Applying First Aid Catching / Spreading	Employees, Contractors, Visitors	5	3	15	H	<ul style="list-style-type: none"> Avoid providing any first aid unless necessary to keep that person comfortable. Provide PPE for all first aiders, this should include face mask, eye protection, latex gloves, and apron. Gloves apron and masks should be disposed of after use and eye protection cleaned Any waste created following any treatment should be correctly disposed of as soon as possible Limit access to first aid facilities to only trained first aid personnel and / or appointed person(s) First aiders must wash hands before and after using the first aid facilities or applying first aid Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources 	<ul style="list-style-type: none"> Emergency plans including contact details should be kept up to date Consideration to be given to ensure suitable first aid cover is available when reducing the workforce in the office. A specific first aid risk assessment maybe necessary 	Line Managers	Before allowing people to return to the office	5	1	5	M

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Cleaning Catching / Spreading	Employees	5	3	15	H	<ul style="list-style-type: none"> Enhanced cleaning procedures should be in place across the building, particularly at touch points including: <ul style="list-style-type: none"> Taps and washing facilities Toilet flush and seats Door handles and push plates Handrails on staircases and corridors Food preparation and eating surfaces Telephone equipment Keyboards, photocopiers, and other office equipment Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day. Only cleaners to change bins, employees must not do so. 	<ul style="list-style-type: none"> Cleaners currently clean all the company area (i.e. one morning and one evening). Introduce a daily cleaning schedule to cover all areas. Enforce a clean desk policy 	Line Managers	Before allowing people to return to the office	5	1	5	M

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Outside visitors to the office/site Catching / Spreading	Employees, Contractors, Visitors	5	3	15	H	<ul style="list-style-type: none"> Encouraging visits via remote connection/working where this is an option i.e. video calling. Where this cannot be achieved, only essential visits to the premises shall be permitted. Where essential visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival. Limit the number of visitors at any one time. Limit visitor times to a specific time window and restricting access to required visitors only. 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. Maintaining a record of all visitors. Revising visitor arrangements to ensure social distancing, cleaning, and hygiene, for example, where someone physically signs in with the same pen in receptions. 	<ul style="list-style-type: none"> 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. 	Line Managers	Before allowing people to return to the office	5	1	5	M

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

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COVID-19 Lack of awareness	Employees, Contractors, Visitors	5	3	15	H	<ul style="list-style-type: none"> The latest government campaign posters will be displayed in the welfare areas and in suitable places around the office The company will continually adopt and review new government / WHO guidance as and when it is available. A safety briefing will be provided to all employees. A Covid-19 health screening questionnaire will be sent to all employees prior to them returning to work The company procedures and plans should be clearly identified so visitors to the premises have a clear understanding of their responsibility 	<ul style="list-style-type: none"> Follow Government guidelines regarding any changes going forward Please feel free to use the Stallard Kane Ltd website and for further information 	Line Managers	Ongoing	5	1	5	M

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Guidance Notes

SEVERITY	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
	LIKELIHOOD					

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

SEVERITY	
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 LOW	5–9 MEDIUM	10–15 HIGH	16–25 VERY HIGH
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.

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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

Assessor 1 name:		Signature:		Date:	
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Assessor 2 name:		Signature:		Date:	
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I, the undersigned, have been fully briefed on this risk assessment and other control measures in place to reduce the risk of injury to the lowest possible level.
I fully understand my duties as an employee, to follow the control measures in this risk assessment and the method statement.

Employee name	Job description	Date	Employee comments/recommendations	Signature