**Risk Assessment**

Covid 19 – Returning to Office – Phase 1



Version: 1

Date: May 2020









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| Travelling to and from the office | Contracting Covid 19Spreading the virusSevere illnessPotential death | Employees/Contractors All persons reporting to the building, members of the public (including taxi drivers) |  |  |  | High / Med/ Low | * Following government advice on returning to work, only permitting 30% of staff into the office
* Individuals to avoid using public transport if possible
* Use of public transport - keep 2m distance where possible, wear mask while on public transport. Wash hands as soon as in the office.
* Information and instruction on correct use and disposal of PPE to be provided to staff
* Any PPE must be provided
* Closed bins to be provided to dispose of masks
 |  |  |  | High / Med/ Low |
| Allowing possible Covid 19 infected people into the building | Contracting Covid 19Spreading the virusSevere illnessPotential death | Employees/Contractors All persons reporting to the building |  |  |  | High / Med/ Low | * Thermal imaging gates to be used in reception, able to detect temperature of attendees
* Lanes to direct traffic for the above, denoting social distancing (2m) on floor
* Those with temperature outside agreed range to be taken aside and temperature taken with second device
* Those with temperature confirmed outside agreed range to return home and self-isolate in line with government guidelines
* Manned station in -2 entrance to manually take temperature
* Risk Assessment and procedure implemented for safe operation of thermal scanning
* Building occupants informed to report any symptoms to Building Services and to go home
 |  |  |  | High / Med/ Low |
| Occupying the office | Contracting Covid 19Spreading the virusSevere illnessPotential death | Employees/Contractors/All persons reporting to the building |  |  |  | High / Med/ Low | * Follow relevant national and global guidance, including from the government, NHS and the World Health Organization, regularly reviewing and updating risk assessment to reflect any changes
* Following government advice on returning to work, only permitting 30% of staff into the office
* No access to; those with symptoms like a cough or high temperature and those living with others with symptoms, those over 70, those that are pregnant and those with any long-term health conditions that make them vulnerable to Covid 19
* Those that develop symptoms while in the office to don protective mask (kept in Building Services) and go home immediately. Thermometers on site to check temperature (kept in Building Services). All symptoms must be reported to Building Services
* Follow govt advice on staying at home for those that have symptoms <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
* Visitors are not permitted
* All those needing access site informed to follow govt guidance; keep 2m apart, wash hands regularly and for 20 seconds, don’t touch your face, cough/sneeze into tissues and immediately dispose of then wash hands
* Staff handbook communicated to staff informing them of site rules and best practice
* Posters, leaflets and other materials are available for display around the building informing staff of site rules and best practice
* Increased cleaning provision
* Cleaning touchpoints regularly of in use areas
* Providing antibacterial wipes so as staff can clean workstations, advising a “clean before use, clean after use” culture
* Providing hand sanitizer and tissues at key locations to enable regular use
* Employees are regularly reminded to wash their hands for 20 seconds with warm water and soap and the importance of proper drying. 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. Tissues will be made available throughout the workplace
* Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, push buttons, reception area using appropriate cleaning products and methods
* Staff are reminded that wearing gloves is not a substitute for good hand washing
* Looking at adapting fire doors so as they can be opened “hands free”
 |  |  |  | High / Med/ Low |
| Not maintaining social distancing | Contracting Covid 19Spreading the virusSevere illnessPotential death | Employees/ContractorsAll persons reporting to the building |  |  |  | High / Med/ Low | * Communication in the form of handbook, posters, leaflets, display screens and tent cards to remind staff of social distancing measures
* Work processes are redesigned to ensure social distancing
* Opposing and adjoining desks marked as “not to be used” to ensure distancing kept while at workstation
* Conference calls used instead of face to face meetings
* Social distancing also adhered to in tea points and smoking area
* Staggered start and finish times to reduce congestion and contact at busy arrival and departure times
* One-way traffic flow in reception between 7am and 7pm. Entrance via one door, exit a different door (if possible)
* Designated up/down direction of travel in core staircases (if possible)
* Closure of accommodation staircases
* Lifts configured to mitigate overcrowding.
* Posters displayed in lift lobbies stating maximum persons in lift (2?)
* Markings added to floors in high traffic areas (reception, lift lobbies, canteen, print areas) to denote safe distance (2m)
* Chairs to be removed from meeting rooms and café to ensure that tables cannot become overcrowded
* Building Services to ensure that social distancing control measures are being adhered to and are working. Reviewing and amending RA, control measures and processes as necessary
 |  |  |  | High / Med/ Low |
| Reception staff  | Contracting Covid 19Spreading the virusSevere illnessPotential death | Reception staff |  |  |  | High / Med/ Low | * Reception terminals kept 2m apart to prevent transfer of virus between receptionists
* Workstation cleaned between change of user
* Sneeze screens installed in front of each terminal
 |  |  |  | High / Med/ Low |
| Provision of food and beverages in café (if applicable) | Contracting Covid 19Spreading the virusSevere illnessPotential death | Employees/Contractors All persons reporting to the building |  |  |  | High | * Lead by Restaurant Associates Risk assessment of which we will implement the control measures
* Food on coffee counter to be in display unit
* Till to be repositioned so as person working on the till and barista can maintain distance
* Consumable items to be individually wrapped
* Disposable Crockery and cutlery
* Not opening self-serve bars/ cafes
* Coffee trike in reception open all day to limit congestion in café
* Free issue breakfast cereals to be individually wrapped
 |  |  |  | Med |
| Use of tea points | Contracting Covid 19Spreading the virusSevere illnessPotential death | Employees/Contractors All persons reporting to the building |  |  |  | High / Med/ Low | * Provision of single serve tea, coffee milk etc
* Posters advising staff to wash their hands before and after tea point use
* Microwaves in café to be moves so as staff can reheat food and maintain social distance
* Increased cleaning provision
* Paper hand towels available
 |  |  |  | High / Med/ Low |
| Use of kitchen | Contracting Covid 19Spreading the virusSevere illnessPotential death | Employees/Contractors All persons reporting to the building |  |  |  | High / Med/ Low | * Lead by Restaurant Associates Risk assessment of which we will implement the control measures
* Simplified menus
 |  |  |  | High / Med/ Low |
| Use of toilets | Contracting Covid 19Spreading the virusSevere illnessPotential death | Employees/Contractors All persons reporting to the building |  |  |  | High / Med/ Low | * Be in receipt of landlord’s risk assessment and ensure that they have implemented their control measures
* Signage to indicate reduced urinal usage to maintain social distancing
* Signage to indicate reduced sink usage to maintain social distancing
* Staff informed to close toilet seat before flushing
 |  |  |  | High / Med/ Low |
| Use of showers/changing rooms | Contracting Covid 19Spreading the virusSevere illnessPotential death | Employees |  |  |  | High / Med/ Low | * Assessment of Showers and changing rooms to be carried out to ensure they can be used safely
 |  |  |  | High / Med/ Low |
| Lack of emergency preparedness and response - fire | Slower evacuation of the building in an emergency situation leading to serious injury or death | Employees/Contractors All persons reporting to the building |  |  |  | High / Med/ Low | * Ensure that, even with reduced staff numbers, there are enough fire marshals on each floor
* Undertake on line training for new fire marshals before RTO
* Temporarily amend Building Services fire roles to cater for changed circumstances
* All life critical safety systems are maintained and tested as usual from the landlord and tenent perspective
* Review fire procedure so as social distancing can be maintained at muster point
* Not undertaking fire drill in this phase
* New employees are inducted; this covers fire alarm evacuation.
* Review and amend as necessary live PEEPs to ensure that nominated persons are available in this phase
* Update fire documentation to ensure any changes in work designs and procedures are documented.
 |  |  |  | High / Med/ Low ed |
| Lack of emergency preparedness and response – first aid | Serious injury | Employees/Contractors All persons reporting to the building |  |  |  | High / Med/ Low | * Assess if there are any trained medics on the estate that can be called and arrive quickly
* Undertake first aid needs assessment tool to ensure correct provision of first aiders
* Arrange training before occupying the building to ensure any shortfall in first aider numbers is met
* Ensure First Aiders are briefed as to how to manage a suspected case of COVID-19 as per government advice.
* Provide PPE, face masks and shields, gloves, clothes coverings.
* Safe method to dispose of clinical or susptect CV-19 waste.
* Increase cleaning of first aid room.
* Provide sanitizers and wipes in the first aid kits.
* Develop a Procedure for the safe administration of first aid
 |  |  |  | High / Med/ Low |
| Lack of accident and incident reporting | Not complying with H&S law, prosecution. Failure to track the spread of Covid 19 in a confirmed case. Contracting Covid 19Spreading the virusSevere illnessPotential death | Employees/Contractors All persons reporting to the building |  |  |  | High / Med/ Low | * Building Services staff to be made aware, of what to report;
1. an unintended incident at work has led to someone’s possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence.
2. a worker has been diagnosed as having COVID 19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.
3. a worker dies as a result of occupational exposure to coronavirus.
* Recording who uses each workstation and associated equipment to enable tracking and tracing in the event of virus spread
 |  |  |  | High / Med/ Low |
| Contractors attending site | Contracting Covid 19Spreading the virusSevere illnessPotential death | Contractors |  |  |  | High / Med/ Low | * All contractors attending site need to have RAMS updated to include Covid 19 risk and control measures
* Contractors made aware via various communication methods of the site rules and control measures that must be followed
* Appropriate provision and use of PPE, careful handling information and instruction is provided to mailroom employees
 |  |  |  | High / Med/ Low |
| Employees working from home | Adverse effect on wellbeing and mental health | Employees |  |  |  | High / Med/ Low | * Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help
* Regular corporate communications which provide wellbeing advice and guidance
* Information and guidance on workstation set-up sent to all employees
* Teams use shared calendars, skype and telephones to stay connected
* All events have been postponed
* Employees encouraged to contact their manager to discuss their support needs
* New and expectant mothers risk assessments will be undertaken via phone calls
* Overseas travelling has been banned
 |  |  |  | High / Med/ Low |
| Insurance not covering any claims made by staff or visitors | Financial loss | The business |  |  |  | High / Med/ Low | * Liaise with insurers to ensure see what changes need to be made to remain covered by insurance
* Regularly reviewing and updating Risk assessment to reflect any changes required by the insurers
 |  |  |  | High / Med/ Low |
| Added stress of returning to work  | Increased anxiety and adverse effect on wellbeing and mental health | Employees |  |  |  | High / Med/ Low | * No staff member asked to attend the office against their will
* Staff survey carried out to gauge appetite for returning to the office
* Phase two return is on a voluntary basis, ensuring only those who will not be adversely affected from a mental health perspective attend the office
 |  |  |  | High / Med/ Low |
| HVAC system contributing to the spreading of Covid 19 | Contracting Covid 19Spreading the virusSevere illnessPotential death | Employees/Contractors All persons reporting to the building |  |  |  | High / Med/ Low | * Switch ventilation to nominal speed at least 2 hours before the building usage time and switch to lower speed 2 hours after the building usage time
* At nights and weekends, do not switch ventilation off, but keep systems running at lower speed
* Ensure regular airing with windows (even in mechanically ventilated buildings)
* Keep toilet ventilation 24/7 in operation
* Avoid open windows in toilets to assure the right direction of ventilation
* Instruct building occupants to flush toilets with closed lid
* Switch air handling units with recirculation to 100% outdoor air
* Inspect heat recovery equipment to be sure that leakages are under control
* Switch fan coils either off or operate so that fans are continuously on
* Do not change heating, cooling and possible humidification setpoints
* Do not plan duct cleaning for this period
* Replace central outdoor air and extract air filters as usually, according to maintenance schedule
* Regular filter replacement and maintenance works shall be performed with common protective measures including respiratory protection
* Obtain Landlords risk assessment to ensure they are working in line with the above
 |  |  |  | High / Med/ Low |