

## COVID 19 H&S risk assessment for return to workplace

<b>Date of risk assessment</b>	11/05/2020
<b>Assessed by</b>	Cara Noble-Jones
<b>Review date</b>	Ongoing following Government guidance
<b>Location</b>	All sites
<b>Title of task/activity</b>	
<b>Who may be affected (please tick)</b>	Employees (✓) Contractors (✓) Cleaners (✓) Young Workers (✓) New / Expectant Mothers (✓) Disabled (✓) Visitors (✓) Public (✓)

<b>Hazard</b> What could cause harm?	<b>Existing control measures</b> What control measures are currently preventing an accident/ill health?	<b>Priority</b> Is it a high, medium or low risk?	<b>Further control measures</b> What other control measures, training or monitoring should be done to prevent an accident/ill health?
<b>Increased staff numbers on site</b>  Transmission of Covid-19 amongst the workforce returning to the office.	<ul style="list-style-type: none"> <li>• Homeworking implemented with minimal numbers of staff onsite, in line with Government guidance</li> <li>• 2 metre social distancing implemented</li> <li>• Scheduling time slots for staff collecting IT equipment etc. to reduce numbers on site</li> </ul>	High	<ul style="list-style-type: none"> <li>• Homeworking to be extended for those that are able to do so, with priority for staff who are clinically vulnerable/required to isolate or use public transport to travel to/from work.</li> <li>• Facilities to confirm maximum number of desks available at each site to maintain social distancing requirements</li> <li>• SLT to identify staff 'partnering' &amp; fixed teams, to reduce interaction with others to a minimum.</li> </ul>
<b>Cleanliness on site</b>	<ul style="list-style-type: none"> <li>• Ongoing enhanced cleaning schedule in place across all sites with priority given to surface disinfection of 'high touch' areas (doors/bannisters) etc</li> </ul>	High	<ul style="list-style-type: none"> <li>• Full time cleaner on site during normal office hours to provide continuous disinfection of 'high touch' areas</li> </ul>

<p>Potential spread of Covid-19 via touching of contaminated surfaces</p>	<ul style="list-style-type: none"> <li>• Staff encouraged to increase frequency of handwashing/sanitisation via use of posters &amp; increased availability of alcohol hand sanitiser onsite</li> <li>• Procedure in place to isolate potentially contaminated desks &amp; notify cleaning company to attend site for disinfection of affected area (task currently performed over the weekend to adhere to minimum of 72 hour isolation where virus may remain 'viable' on surfaces)</li> </ul>		<ul style="list-style-type: none"> <li>• Shower facilities across all sites to be closed until further notice</li> <li>• Facilities to purchase Dorgards for all applicable fire doors, enabling them to remain open &amp; automatically close on activation of the fire alarm.</li> <li>• Purchase 'hands free' foot door openers for all high use doors</li> <li>• Additional hand sanitiser 'stations' to be purchased &amp; strategically placed around the office.</li> <li>• Staff reminded not to attend site if presenting with CV-19 symptoms to avoid requirement to isolate banks of desks for disinfection &amp; preserve maximum number of desks available.</li> <li>• Isolate clean areas of site if not required for use to preserve 'sterile areas' for staff to locate to in the event that significant numbers of desks require disinfection at one time.</li> <li>• Facilities to ensure all air conditioning systems are serviced (including filters etc) and functioning at all times so that office air is moving, filtered and fresh air introduced.</li> <li>• Managers/Team Leaders to enforce clear desk policy to ensure that all personal items are removed at the end of shift so a thorough clean of all areas can be completed.</li> </ul>
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<p><b>Coming to &amp; leaving work</b></p> <p>Issues with maintaining 2 metre social distancing on arrival &amp; when leaving work to prevent the spread of virus.</p>	<ul style="list-style-type: none"> <li>Homeworking implemented for majority of employees across all sites</li> <li>Signage / demarcation introduced to adhere to social distancing guidance around the office.</li> </ul>	<p>Medium</p>	<ul style="list-style-type: none"> <li>Additional demarcation required for all offices to encourage 2m distancing, especially in high traffic routes/areas where staff are likely to congregate.</li> <li>Reduce potential transmission of virus by removing the requirement to enter a PIN on door access control (Cardiff &amp; Chester) using swipe cards only as per other sites (requires approval from IT Security).</li> <li>Amend access controls at Newport (Reception front door as entrance &amp; Canteen doors as exit only) to create a one-way system &amp; reduce 'pinch point' of staff entering &amp; exiting the office where social distancing may be compromised.</li> <li>Signage at lift reminding staff/clients of social distancing with recommendation to use stairs &amp; not enter lift if someone is already using it.</li> <li>Consider feasibility of implementing a one-way system around office walkways to promote social distancing</li> <li>Facilities to replace all push button door releases with non-contact buttons</li> <li>Staff discouraged from car sharing with colleagues to reduce possible transmission of virus.</li> </ul>

<p><b>Workplaces and workstations</b></p> <p>Likelihood of possible transmission of virus with current implementation of hotdesking &amp; close proximity of desks.</p>	<ul style="list-style-type: none"> <li>Homeworking implemented for majority of employees across all sites</li> </ul>	<p>High</p>	<ul style="list-style-type: none"> <li>Homeworking to be extended for those that are able to do so to manage staff occupancy levels.</li> <li>Prohibit hot desking, ensuring each employee has a designated desk</li> <li>Senior Leadership team (SLT) to advise on numbers of staff required on site to determine whether current desk layout accommodates social distancing requirements or whether additional protective screens need to be purchased.</li> <li>Facilities to determine availability of desks based on SLT requirements whilst maintaining 2m social distancing requirements &amp; purchase protective desk screens where required</li> <li>Ensure enhanced cleaning process in place for shared equipment – photocopiers/IDC scanners etc.</li> </ul>
<p><b>Use of meeting rooms/pods</b></p> <p>Likelihood of transmission of virus due to face-to-face meetings where social distancing may not be possible.</p>	<ul style="list-style-type: none"> <li>Meeting rooms currently closed with meetings taking place remotely via Team/Skype etc.</li> </ul>	<p>Medium</p>	<ul style="list-style-type: none"> <li>Increase use of Skype, Microsoft Teams &amp; conference calling to avoid in-person meetings.</li> <li>Meeting rooms across all sites to be placed out of use for the foreseeable future with meetings conducted via conference/online platforms</li> <li>Facilities to prohibit use of meeting pods where social distancing cannot be achieved.</li> </ul>

			<ul style="list-style-type: none"> <li>Encourage staff to hold 'walking' meetings outdoors.</li> </ul>
<p><b>Use of common areas</b></p> <p>Likelihood of transmission of virus where social distancing may not be possible</p>	<ul style="list-style-type: none"> <li>Canteen at Newport currently closed</li> <li>Social distancing signage/floor demarcation in place where staff congregate e.g - Reception, smoking, locker &amp; breakout areas</li> </ul>	High	<ul style="list-style-type: none"> <li>Canteen to remain closed with availability of pre-packed items/ snacks only</li> <li>Facilities to reconfigure canteen / breakout seating areas to achieve social distancing</li> <li>Stagger break times within fixed teams/partnering to reduce socializing across the business whilst reducing numbers using canteen seating/breakout areas.</li> <li>Employees to use outside areas for breaks, whilst maintaining social distancing.</li> <li>Allow staff to eat at their desks rather than use communal areas where possible transmission of virus is increased</li> <li>Facilities to install protective screen on Reception desk at all sites</li> <li>Encourage staff to remain on-site and, when not possible, maintain social distancing while off-site.</li> <li>Signage installed in locker rooms detailing social distancing requirements.</li> </ul>
<p><b>Accidents / Incidents</b></p> <p>Likelihood of transmission of virus where social distancing may not be possible.</p>		Low	<ul style="list-style-type: none"> <li>Facilities to identify existing Fire Marshals/First Aiders due to return to office and increase numbers if required</li> <li>Facilities to purchase additional PPE (masks &amp; personal hand sanitiser) for first aiders to protect in event of emergency where social distancing may be compromised</li> </ul>

			<ul style="list-style-type: none"> <li>As per current Government guidance on responding to accidents – In the event of accident/illness where CPR is required, First Aiders should provide chest compressions only &amp; <b>no</b> rescue breaths.</li> </ul>
<p><b>Contractors, Clients &amp; Visitors to site</b></p> <p>Likelihood of transmission of virus with additional persons on site.</p>	<ul style="list-style-type: none"> <li>Numbers attending site reduced due to implementation of homeworking</li> <li>All routine &amp; non-essential Contractor visits postponed</li> </ul>	Medium	<ul style="list-style-type: none"> <li>Increase use of Skype, Microsoft Teams &amp; conference calling to avoid in-person meetings &amp; Client attendance to site</li> <li>Visitors to site are prohibited until further notice (except for essential Facilities/IT maintenance Contractors). Facilities to create guidance document on virus symptoms, social distancing &amp; hygiene requirements to be communicated to all Contractors who attend site.</li> <li>Facilities to arrange for all essential services/maintenance contractor visits to be completed 'out of hours' to reduce likelihood of interaction with staff</li> <li>Personal deliveries are prohibited</li> <li>Revise post/delivery pick up &amp; drop off zones to prevent deliveries &amp; their operatives accessing the workplace</li> </ul>
<p><b>Business Travel</b></p>	<ul style="list-style-type: none"> <li>All travel currently restricted</li> </ul>	Low	<ul style="list-style-type: none"> <li>Continue to restrict all non-essential business travel</li> <li>Increase use of Skype, Microsoft Teams &amp; conference calling</li> </ul>



### Prioritised Action Sheet

Action	Priority H, M, L	By whom	Date to be Completed	Date Completed	Signed Upon Completion
Homeworking to be extended for those that are able to do so, with priority for staff who are clinically vulnerable/required to isolate or use public transport to travel to/from work.	H	ExCo			
Senior Leadership team (SLT) to advise on numbers of staff required on site to meet Client requirements.	H	ExCo			
Prohibit hot desking, ensuring each employee has a designated desk	H	ExCo/HR			
Managers/Team Leaders to enforce clear desk policy to ensure that all personal items are removed at the end of shift so a thorough clean of all areas can be completed.	H	Managers/Team Leaders			
Full time cleaner on site during normal office hours to provide continuous disinfection of 'high touch' areas	H	Facilities			
Facilities to purchase Dorgards for all applicable fire doors, enabling them to remain open & automatically close on activation of the fire alarm (IT Security approval required for any doors that are access controlled)	H	Facilities/IT Security			
Purchase 'hands free' foot door openers for all high use doors	H	Facilities			
Additional hand sanitiser 'stations' to be purchased & strategically placed around the office.	H	Facilities			
Facilities to ensure all air conditioning systems are serviced (including filters etc) and functioning at all times so that office air is moving, filtered and fresh air introduced.	H	Facilities			
Isolate clean areas of site if not required for use to preserve 'sterile areas' for staff to locate to in the event that significant numbers of desks require disinfection at one time.	H	Facilities			
Disinfectant wipes to be provided for staff to wipe down surfaces	H	Facilities			

Additional demarcation required for all offices to encourage 2m distancing, especially in high traffic routes/areas where staff are likely to congregate.	M	Facilities			
Reduce potential transmission of virus by removing the requirement to enter a PIN on door access control (Cardiff & Chester) using swipe cards only as per other sites (requires approval from IT Security).	M	Facilities / IT Security			
Amend access controls at Newport (Reception front door as entrance & Canteen doors as exit only) to create a one-way system & reduce 'pinch point' of staff entering & exiting the office where social distancing may be compromised.	M	Facilities / IT Security			
Signage at lift reminding staff/clients of social distancing with recommendation to use stairs & not enter lift if someone is already using it.	M	Facilities			
Consider feasibility of implementing a one-way system around office walkways to promote social distancing	M	Facilities			
Facilities to determine availability of desks based on SLT requirements & whether social distancing can be achieved under current desk layout. If unachievable, purchase protective desk screens to separate staff.	H	Facilities			
Facilities to prohibit use of meeting pods where social distancing cannot be achieved.	H	Facilities			
Ensure enhanced cleaning process in place for shared equipment – photocopiers/IDC scanners etc.	H	Facilities			
Signage to be displayed on all meeting rooms detailing maximum persons permissible to achieve social distancing	M	Facilities			
Provide hand sanitiser in all meeting rooms.	M	Facilities			
Facilities to reconfigure canteen / breakout seating areas to achieve social distancing	H	Facilities			
Facilities to install protective screen on Reception desk at all sites	H	Facilities			
Signage installed in locker rooms detailing social distancing requirements.	H	Facilities			



Facilities to identify existing Fire Marshals/First Aiders due to return to office and increase numbers if required	H	Facilities			
Facilities to purchase additional PPE (masks & personal hand sanitiser) for first aiders to protect in event of emergency where social distancing may be compromised	H	Facilities			
Facilities to ensure all First Aid kits are fully stocked with gloves and include mouth shields for use in the event of CPR	H	Facilities			
Facilities to create guidance document on virus symptoms, social distancing & hygiene requirements to be communicated to all visitors on arrival.	M	Facilities			
Facilities to arrange for all essential services/maintenance contractor visits to be completed 'out of hours' to reduce likelihood of interaction with staff	M	Facilities			
Facilities to replace all push button door releases with non-contact buttons	M	Facilities			