

Risk Assessment for: Risk of Catching COVID-19

Date of Assessment: 21.05.20

Date of Review: Weekly

- The company has 50 employees – This risk assessment relates to Phase One of reopening when the majority of employees will continue to work from home.
- During this phase, up to 10 employees will be able to return to the Old Palace – criteria of who returns to be agreed with SMT (including business need, assessment of vulnerability, ability to work from home effectively)
- The office has two small kitchens with a fridge, chilled water and tea / coffee making facilities
- Some offices also have tea / coffee making facilities
- Five toilets will be available to use – all have hand washing facilities.
- Some toilets and other areas will remain closed off.
- The toilets will be cleaned daily and the other areas once a week.
- High touch points (door handles, buttons, hand rails) will be cleaned throughout the day.
- Cleaning and legionella procedures will be followed prior to re-opening the Old Palace.

The risk assessment was done using advice from:

- HSE www.hse.gov.uk/risk/assessment.htm
- HM Government <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

To identify the hazards the H&S coordinator:

- walked around the office, noting things that might pose a risk;
- checked the HSE advice on employees deemed vulnerable during the COVID-19 crisis
- talked to the Buildings Team, to learn from their experience
- Undertook an employee survey to identify concerns;
- talked to the caretakers and cleaners.

The risk assessment will be available on entrance to the Old Palace and will be emailed to all employees. The H&S coordinator will review the risk assessment whenever there are any significant changes such as new work equipment, work activities or workers.

When managing the risk of COVID-19, additional PPE beyond what you usually wear is not beneficial and risks needs to be managed through social distancing and hygiene.

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
Communication	Employees won't be aware of the new procedures and risks so may make mistakes	Induction	Design and deliver induction to train on new procedures - Zoom	JH	Before employees return to OP	Designed – need to deliver
Door handles	Employees at risk of catching COVID-19 through shared spaces	System in place to ensure door handles are cleansed during the day. New hygiene procedures Reminder posters	Document new system and train caretaker and cleaner Develop and put up reminders.	JH/RB/PC/LG JH	Prior to re-opening of OP Prior to re-opening of OP	Cleaning system documented.
Desks	Employees at risk of catching COVID-19 through shared spaces	Ensure at least 2m between in-use desks and thoroughfare. Occupancy levels managed to ensure social distancing. Wipes and hand gel on each occupied desk. Reminder posters to wipe desks on entry and exit. Where possible, people should only occupy one desk during this period. Only use your own stationery.	Source wipes and gel and place where required Develop and put up reminders.	JH / RB JH	Prior to re-opening of OP Prior to re-opening of OP	All PPE ready
Technology (eg: keyboards, screens, phones)	Employees at risk of catching COVID-19 through shared spaces	Wipes and hand gel on each occupied desk. Reminder posters to wipe all on entry and exit.	Source wipes and gel and place where required Develop and put up reminders.	JH / RB JH	Prior to re-opening of OP Prior to re-opening of OP	All PPE ready

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Shared technology (eg: printers)	Employees at risk of catching COVID-19 through shared spaces	Social distancing rules in place. Reminder posters to wipe after use.	Develop and put up reminders.	JH / RB JH	Prior to re-opening of OP Prior to re-opening of OP	All PPE ready
Waste bins / recycling	Employees at risk of catching COVID-19 through shared spaces	These will be limited to 3 each on the site. Preferable to take home your own rubbish. Caretaker to empty (hygiene to be explained)	Relocate bins and ensure staff are informed. Train caretaker and document	RB JH	Prior to re-opening of OP Prior to re-opening of OP	Bins relocated
Coffee making equipment	Employees at risk of catching COVID-19 through shared spaces	Social distancing rules in place. Wipes and hand gel to be available. Requirement to wipe everything you touch to be stressed at induction. Own crockery to be used and taken home for washing.	Develop and put up reminders.	JH / RB JH	Prior to re-opening of OP Prior to re-opening of OP	All PPE ready
Common areas	Employees at risk of catching COVID-19 through shared spaces	Social distancing rules in place. Wipes and hand gel to be available.		JH / RB	Prior to re-opening of OP	All PPE ready
Toilets	Employees at risk of catching COVID-19 through shared spaces	New cleaning procedure. Some toilets closed. Social distancing rules in place. Posters building awareness of good handwashing technique. Anti-bac soap available.	Document new system and train caretaker and cleaner Develop and put up reminders.	JH/RB/PC/LG JH	Prior to re-opening of OP Prior to re-opening of OP	Cleaning procedure documented

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Entering / exiting the Old Palace	Employees at risk of catching COVID-19 through shared spaces	Requirement to use hand gel when entering and exiting the building. Need to use own pen to sign in.	Develop and put up reminders.	JH / RB JH	Prior to re-opening of OP Prior to re-opening of OP	All PPE ready
Moving around the Old Palace	Employees at risk of catching COVID-19 through shared spaces	Social distancing rules in place. Requirement to use hand gel when entering and exiting the building. Signs up reminding employees of the rules Stagger start / finish times (building will be open 8am – 5pm) Lift to be kept out of use except by caretaker who will be responsible for keeping the keypad / handles anti-bacced Some areas to remain closed	Develop and put up reminders.	JH / RB JH	Prior to re-opening of OP Prior to re-opening of OP	All PPE ready Areas closed off
Handling parcels	Employees at risk of catching COVID-19 through handling parcels	No personal parcels allowed. Anti-bac gel to be used after handling parcels.	To be briefed to all employees	JP JH / RB	On next briefing Prior to re-opening of OP	All PPE ready
Meetings	Employees at risk of catching COVID-19 through shared spaces	To be held virtually when possible. Maximum of 3 people in a physical meeting, social distancing to be observed at all times. Ensure rooms are ventilated (eg: windows kept open)	To be briefed to all employees	JP	On next briefing	

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Vulnerable workers	Employees at risk of catching COVID-19 through shared spaces	Assessed who is vulnerable and ensured they don't physically return. Enabling those who can to work from home. Amending working hours to limit contact. Keeping regular communication.	Document assessment of vulnerability	JH / RL	End May	Assessment completed
Those needing to travel to work by public transport	Employees at risk of catching COVID-19 through shared spaces	Enabling those who can to work from home. Flexible working hours	Document assessment. Agree space for bike storage	JH / RL JP	End May Prior to OP re-opening	Assessment completed
Those needing to travel for work	Employees at risk of catching COVID-19 through visiting other areas	Remote visits to be held wherever possible. Only people from the same household can travel in the same vehicle. Social distancing and hygiene rules apply. Employees required to travel should take anti-bac gel with them (but this must not be left in the car)	Brief employees	JP	Next briefing	
Those who are required to self-isolate	Employees – risk of passing COVID-19 on to others	Communicating existing government guidance Enabling those who can to work from home	Put up reminders of symptoms and what to do if they or their household have them	JH	Prior to OP re-opening	
Fire	Employees at risk of being trapped	Sign in sheet Induction re: fire evacuation (NB: front door will be kept locked)				

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External people	Contractors Employees Visitors at risk of catching COVID-19 through shared spaces	Work limited to essential only. Guidance on social distancing and hygiene to be explained and logged. Own pen to be used to sign in. DBF contact to be responsible for the contractor whilst on site. No visitors allowed – front door to remain locked	Brief employees	JP	Next briefing	
Incorrect use of PPE	Employees at risk of catching COVID-19 through incorrect use	Inform employees that face coverings are not required due to social distancing and hygiene measures. If they choose to wear a face covering, we explain how they should do this at induction.	At induction			