

<b>FOR: Office/Premises Risk Assessment – (Covid 19)</b>							Date:	09/06/2020			
							Review Date:	09/08/2020			
<b>AT: DBS office Fort Dunlop Birmingham</b>							Assessed by:	Scott Leivers			
<b>INITIAL RISK RATING</b>							<b>PEOPLE AFFECTED</b>				
PROBABILITY	Frequent	Y	Occasional	Y/N	Rare	Y/N	INVOLVED IN ACTIVITY	CLOSE TO ACTIVITY	EVERYONE ON SITE	MEMBERS OF PUBLIC	
SEVERITY	Fatal	Y	Major	Y/N	Minor	Y/N					
ASSESSMENT	High Risk without controls				(delete as applicable)						
<b>HAZARDS IDENTIFIED</b>							✓	✓	✓	✓	
Symptoms of Coronavirus									✓	✓	
Personal Hygiene									✓	✓	
Social Distancing at work									✓	✓	
Managing Visitors and Contractors									✓	✓	
Cleaning the office area									✓	✓	
PPE and Face Coverings									✓	✓	
Managing the Workforce									✓	✓	
Inbound and outbound Goods									✓	✓	
<b>STANDARD CONTROL MEASURES</b>									<b>Action By:</b>		

<p><b>Coronavirus General Symptoms:</b> Do not leave home if you have any of the following:</p> <ul style="list-style-type: none"><li>○ high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li><li>○ new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</li><li>○ loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal</li></ul> <p><b>Most people with coronavirus have at least one of these symptoms</b></p> <ul style="list-style-type: none"><li>○ Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or is pregnant)?</li><li>○ Living with someone in self-isolation or a vulnerable person.</li></ul> <p>If you require further information, please contact the NHS telephone service on 111 or online at 111.nhs.uk. You will be advised what to do and they'll help you get a test if you need one. Do not go to places like a GP surgery, hospital or pharmacy.</p> <p>If you sneeze or cough, try to do this in a tissue or into the crook of your elbow. Place any used tissue in a bin.</p> <p>If you develop a high temperature or a persistent cough you must stop work immediately, advise your supervisor and return home immediately, try to avoid touching anything as you leave</p>	<p><b>All Staff</b></p>
<p><b>Self-Isolation:</b></p> <p><b>Staying at home if you have symptoms (self-isolation)</b></p> <p>If your symptoms are mild, NHS 111 will usually advise you and anyone you live with not to leave your home. This is called self-isolation.</p> <ul style="list-style-type: none"><li>• Anyone with symptoms should self-isolate for 7 days from when their symptoms started.</li><li>• Anyone who does not have symptoms should self-isolate for 14 days from when the first person in your home started having symptoms.</li></ul> <p>Any person who exhibits Covid-19 symptoms should self-isolate and not travel or present themselves for work.</p>	<p><b>All Staff</b></p>
<p><b>Reporting - DBS Employees:</b></p> <p>Should any employee develop Covid-19 symptoms and must self-isolate as above – including in relation to other members of their household – they are required to report this to Amanda Henson <a href="mailto:Amanda.Henson@derry-bs.co.uk">Amanda.Henson@derry-bs.co.uk</a> and a Director.</p> <p>Suspected cases should be updated on return to work e.g. on receipt of a 'negative' test.</p>	<p><b>All Staff</b></p>

### Personal Hygiene:

Simple hygiene measures can help protect your own health and everyone else's:

- Don't touch your face
- Avoid touching your eyes, nose and mouth.
- Don't cough or sneeze into your hands
- Cover your mouth and nose with your elbow or tissue when coughing or sneezing. Dispose of used tissue immediately.
- Keep your distance -Stay away from people who are coughing or sneezing.
- Wash hands frequently with soap and water for at least 20-30 seconds.

If using a hand sanitizer ensure that it contains at least 60 per cent alcohol, ensure coverage on all parts of the hands and rub hands together for 20-30 seconds until hands feel dry.

If hands are visibly dirty, always wash hands with soap and water.

Regular cleaning of your smartphone and smartphonses, tablets and laptops need to be cleaned more than ever to help limit the spread of the coronavirus.

Do not bring unnecessary items to work.

Personal clothing and items, such as handbags should be stored in personal storage boxes or a place on the floor – these items should not be placed on desks or common surfaces

All Staff

### 1.0 Social Distancing at Work:

#### Residual Risk: Medium

Public Health England guidelines including, where possible, maintaining a 2-metre distance from others.

Review workspace to maintain social distancing requirements - the maximum number occupants in the DBS Birmingham office currently stands at 17 at any one time. The server based office attendance planner must be utilised to control this number. Only utilise desks as per the latest seating plan.

Workers attending offices should agree with their line manager prior to attending and any modified working patterns or arrangements for remote working.

DBS office employees are advised to generally keep 2 metres apart and work should be planned to minimise contact between workers, avoiding skin-to-skin including handshakes and face-to-face contact.

**Planned exceptions for working where the 2m social distance cannot be observed - where necessary and fully justified – must be identified and recorded in agreement with your H&S Advisor**

**Comment:** DBS Birmingham have limited the office to 17 at anyone time, ensuring the server based office planner is utilised, work stations are placed 2 meters apart throughout the office.

All Staff

<p><b>1.1 Coming to and leaving work:</b></p>	
<p><b>Residual Risk: Low</b></p>	
<p>You should try to travel to the office alone whenever possible.</p> <p>Where possible workers should avoid using public transport. Where public transport is the only option – try to arrange during off-peak hours.</p> <p>Observe any Government requirements relating to use of face coverings where applicable.</p> <p>Alternatives to public transport may include walking, cycling or driving.</p> <p>DBS Birmingham office have adequate parking facilities and secure cycle storage (no cycles in offices).</p> <p>Car sharing should be in line with Government guidelines e.g. Family members who reside together</p> <p>Stagger arrival and departure times at work to reduce crowding into and out of the workplace</p> <p>DBS have a one-way system and separate doors as an entrance and exit to reduce congestion, with handwashing facilities, or hand sanitiser available at entry and exit points.</p> <p>Self-sanitise hard surfaces on security devices such as keypads</p>	<p><b>All Staff</b></p>
<p><b>Comment:</b> Adequate parking and bike stations available to allow all staff to travel alone, one-way system put in place throughout the office, using separate doors to enter and exit.</p>	
<p><b>1.2 Circulation routes / stairs / corridors:</b></p>	
<p><b>Residual Risk: Medium</b></p>	
<p>Staff should use stairs in preference to lifts. Where lifts must be used, this should be single person use or designated occupancy and positioning, to reduce contact in accordance with landlord guidance</p> <p>Regularly clean touchpoints such as doors and buttons.</p> <p>Walkways and corridors around the office are arranged and managed to maintain social distancing. DBS will, implement a one-way system throughout the office and FD will implement this for staircases where there is more than one staircase.</p> <p>Signage should be posted on corridors or next to stairs noting direction or requirements to give way and check it is clear prior to moving.</p> <p>All staff should be notified that they cannot cross or stop on stairways to talk.</p> <p>Stairwells should not be used for phone calls.</p> <p>Break-out areas in landlord spaces have been removed.</p>	<p><b>All Staff</b></p>
<p><b>Comment:</b> Landlord has put a one-way system in place along throughout walkways and staircases, along with a maximum of 2 occupants in each lift and break out areas have been removed.</p>	

<p><b>1.3 Premises - Time &amp; Attendance:</b></p>	
<p><b>Residual Risk: Low</b></p>	
<p>All DBS employees must swipe in and visitors must sign in and out of the premises – records should be maintained by a member of the reception team.</p> <p>Premises are operating with reduced occupancy – there may not be a full complement of fire wardens or first aiders in attendance and lone workers may be at increased risk should they become ill. Ensure all staff know what to do and where to report in a fire scenario.</p> <p>All premises should maintain access control and records to include:</p> <ul style="list-style-type: none"> <li>• Sign-in / sign-out</li> <li>• Controlled access – one entrance</li> </ul> <p>Enforcement of sign-in / sign-out is the responsibility of line managers and building managers</p>	<p><b>All Staff</b></p>
<p><b>Comment:</b> Staff to be briefed regarding a fire scenario as the office is working at reduced numbers, all staff still swipe in and out and all visitors must sign in at reception. No Planned Fire Evacuation drills are planned during the Covid-19 Pandemic period</p>	
<p><b>1.4 Making the Main Workplace Safe for People who Work Statically</b></p>	
<p><b>Residual Risk: Medium</b></p>	
<p>DBS will allocate Workstations to an individual where possible - discourage / minimise shared</p> <p>All workstations and desks should be cleared and kept tidy to enable cleaning and sanitising to be completed effectively.</p> <p>Refrain where possible from sharing stationary etc.</p> <p>Personal effects including bags should be kept off workstation surfaces and stored separately</p> <p>Before eating at your desk, you should reclean the surface and your hands</p> <p>If you cough or sneeze at your workstation the area should immediately be cleaned, and any cloths / tissues disposed of in the bin</p> <p>Remember to sanitise your hands</p> <p>If it is not possible to keep workstations 2m apart, consider whether the activity needs to continue for the business to operate and if so, implement mitigating actions to reduce risk of transmissions</p>	<p><b>All Staff</b></p>
<p><b>Comment:</b> Individual workstations allocated in line with social distancing, bags to be stored separately, all staff to use their own stationery and refrain from sharing. All staff to wash and sanitise on a regular basis.</p>	

<b>1.5 Meetings</b>	
<b>Residual Risk: Low</b>	
<p>Where possible all meetings should be conducted via remote working tools such as Microsoft teams to eliminate face to face meetings and maintain social distancing</p> <p>Hold meetings face-face outdoors or in well-ventilated rooms whenever possible</p> <p>Meetings should be reduced to only those absolutely necessary</p> <p>Visitors must be by appointment and escorted at all times</p> <p>Visitors must be reminded not to travel or attend if they have Covid-19 symptoms</p> <p>2m separation for Social Distancing must be maintained</p> <p>Avoid sharing pens and objects</p> <p>For areas where regular meetings take place the layout has so that social distancing can be maintained</p> <p>Hand sanitiser and surface wipes should be provided</p>	<b>All staff/ Visitors</b>
<b>Comment:</b> Meetings are being delivered via Microsoft teams and meeting rooms have been downsized with chairs being removed for absolute necessary visits in line with social distancing.	
<b>1.6 Common Areas</b>	
<b>Residual Risk: Low</b>	
<p>Use safe outdoor areas for breaks</p> <p>Utilise areas of the workplace freed up by remote working</p> <p>Reconfigure seating and tables to maintain spacing and reduce face to face interactions</p>	<b>All Staff</b>
<b>Comment:</b> Seating and desks throughout the office have been reconfigured in line with social distancing and outdoor areas to be used for breaks where possible.	
<b>1.6.1 Smoking</b>	
<b>Residual Risk: Low</b>	
<p>Stagger smoking breaks to prevent over-use of smoking points</p> <p>Encourage staff not to share cigarettes and lighters etc</p>	<b>All Staff</b>
<b>Comment:</b>	

<b>1.7 Kitchen and Eating Areas - Cleaning</b>	
<b>Residual Risk: Medium</b>	
<p><b>Evidence suggests that the virus can exist for 72 hours on surfaces</b></p> <p><b>Premises should be thoroughly cleaned prior to increased occupation</b></p> <p>Hand cleaning facilities or hand sanitiser should be available in the kitchen area</p> <p>Tables should be cleaned between each use by the user and rubbish should be put straight in the bin.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices, kettles &amp; fridges. This includes external seating rest areas.</p> <p>Staff should wash their own cups they should not be left on kitchen surfaces or in sinks for others to clear away</p> <p>Catering Equipment – Kettles, Water Boilers, Water coolers', Toasters, Microwaves, etc. should be subject to regular cleaning of taps, handles, and other hard surfaces and touch points.</p> <p>Provide materials for 'self-sanitising' and cleaning before and after use</p>	<b>All Staff</b>
<p><b>Comment:</b> Hand cleaning facilities are available in the kitchen area and throughout the office, tables to be wiped down after use, catering equipment to be cleaned at regular intervals.</p>	
<b>1.7.1 General</b>	
<b>Residual Risk: Medium</b>	
<p>Staff unloading dishwashers should wash their hands first and then put on clean disposable gloves before unloading crockery and cutlery.</p> <p>Communal cups and glasses should be removed from use from kitchenettes and rest areas</p> <p>Disposable cups should be provided for communal use.</p> <p>Crockery, eating utensils, cups etc. should be either disposable or should be brought by individuals from home and returned with them at the end of the working day for washing etc.</p> <p>Drinking water should be provided.</p> <p>Where coffee, tea, sugar and milk are normally provided it is recommended that these are supplied in individual / catering portions / packaging.</p> <p>Local tea points should be subject to the same cleaning and self-sanitising regimes.</p>	<b>All Staff</b>
<p><b>Comment:</b> Cups and glasses and eating utensils will be cleaned in the dishwasher and again before use, drinking water is provided and tea station cleaned at regular intervals.</p>	

<p><b>1.7.2 Fridges and Food Storage</b></p>	
<p><b>Residual Risk: Medium</b></p>	
<p>All food and drink stored in fridges should be in sealed / resealable containers or packaging – with the ‘owners’ name labelled – no open containers.</p> <p>Fridges should be regularly cleaned at touch points</p> <p>Every Friday afternoon fridges should be emptied and thoroughly cleaned. Any products left should be disposed of.</p> <p>Dry foods including cereals, bread, etc. should be stored in sealed containers or packaging and kept in kitchen cupboards / areas or otherwise kept in sealed tins or plastic containers. Loose / unsealed items of food must not be kept in offices / desks where they could attract rodents.</p> <p>Food waste should be disposed of in the correct kitchen bins or other designated bins. Clear any spilled or dropped food and drink immediately.</p> <p>Consider arrangements for monitoring compliance.</p>	<p><b>All Staff</b></p>
<p><b>Comment:</b> fridges and cupboards to be cleaned on a regular basis, fridges to be emptied on a Friday afternoon with separate bins in place.</p>	
<p><b>1.8 Accidents and Incidents</b></p>	
<p><b>Residual Risk: Low</b></p>	
<p>In the event of an emergency people do not have to have to stay 2m apart if it would be unsafe.</p> <p>People involved in the assistance of others should ensure they follow sanitation measures immediately afterwards.</p> <p>SPF701 to be completed and sent to H&amp;S Department</p>	<p><b>First Aiders</b></p>
<p><b>Comment:</b></p>	
<p><b>1.8.1 First aid and Emergency</b></p>	
<p><b>Residual Risk: Medium</b></p>	
<p>The primary responsibility is to preserve life and first aid should be administered if required and until the emergency services attend. In the event of a person requiring first aid assistance it is paramount that the first aider takes the necessary measures to protect themselves and the person first aid treatment is being administered to.</p> <p>All first aiders should have face shield, face masks and disposable gloves available.</p> <p>Simple first aid – plasters can be self-applied / self-administered under supervision from the first aider.</p> <p>Emergency plans including contact details should be kept up to date</p> <p>Muster point should be clearly defined and if possible, allow for social distancing</p> <p>Availability of first aiders should be checked to ensure sufficient provision is available during reduced building occupation or when planning staff rotas.</p> <p>Be aware that emergency services are under great pressure and may not respond as quickly as usual; Ensure first aiders are aware of the location of your local public Automatic Emergency Defibrillator (AED locations) if not in the office building.</p>	<p><b>First Aiders</b></p>
<p><b>Comment:</b> Face shield, mask and disposable gloves are present in the office, emergency plans are in place and contact details to be checked to ensure they are up to date, first aid provision to be sort on a day to day basis to ensure sufficient provision is available.</p>	



<b>1.8.2 Emergency Evacuation Planning</b>	
<b>Residual Risk: Low</b>	
<p><b>Where it is necessary to evacuate immediately, safety is the priority</b></p> <p>Check others have heard the alarm – help them evacuate if needed</p> <p>Leave by the nearest exit</p> <p>Close doors behind you</p> <p>Fire wardens should remind all to exit in a calm manner / maintain 2m social distancing as far as possible</p> <p>Availability of fire wardens should be checked to ensure coverage remains sufficient during reduced building occupation and to ensure social distancing can be monitored.</p> <p>Muster points should be checked to ensure there is adequate space to assemble whilst being able to maintain social distancing.</p> <p>Fire wardens should ensure that during building re-occupation, worker re-entry is allowed at a rate to ensure workers are able to enter the building and disperse without compromising the 2-metre distancing rule.</p> <p>Fire wardens should undertake daily checks within the building to ensure housekeeping is maintained to reduce the risk of fire.</p>	<p><b>All Staff / Fire Warden</b></p>
<p><b>Comment:</b> Fire warden to be present within the office each day, muster points are adequate in line with social distancing.</p>	
<b>2.0 Managing Visitors</b>	
<b>Residual Risk: Medium</b>	
<p>Reception areas should be reviewed to maintain 2m social distance – floor markings</p> <p>Mandatory signs and posters displayed.</p> <p>Any seating should be regularly cleaned and laid out to maintain 2m social distance.</p> <p>Visitor numbers must be limited and an essential need – promote remote connection</p> <p>Visitors should confirm whether they have any symptoms of coronavirus or if they have been in contact with anyone in the last 14 days who has. <b>If they have, they should politely be refused entry to the office.</b></p> <p>Make sure people are invited to sanitise their hands and observe sign-in / sign -out</p> <p>Visitors must be reminded of the rules relating to hygiene and social distancing, etc. specific to the premises.</p> <p>Visitors to be escorted at all times.</p>	<p><b>All Staff/ Visitors</b></p>
<p><b>Comment:</b> Reception has been reviewed to maintain 2m social distancing, visitors are currently limited, hand sanitiser available at entry and exit, flyers up throughout the office to reminding all of the covid – 19 information.</p>	

<b>2.1 Contractors</b>		
<b>Residual Risk: Medium</b>		
<p>Review servicing and maintenance contracts to reduce interaction</p> <p>If work is required to take place, consider working hours and number of persons doing the works</p> <p>Risk Assessments must be in place and work should be planned to comply with Covid-19 Requirements for Contractors document.</p> <p>Work should be planned to avoid working within 2m where possible</p> <p>Consult the H&amp;S Department for reviewing risk assessments.</p>	<b>All Staff</b>	
<b>Comment:</b> Servicing and maintenance have been reviewed and if works are required DBS will consider working hours and numbers.		
<b>2.2 Providing and Explaining available guidance</b>		
<b>Residual Risk: Low</b>		
<p>Ensure public notices are visible to inform people to maintain social distancing in the workplace</p> <p>Reception areas should display 'catch it kill it bin it' signage</p> <p>Provide signage on routes in the workplace to maintain social distancing</p> <p>Display emergency covid-19 procedure</p>	<b>All Staff</b>	
<b>Comment:</b> Public notices are in place on entry and exit and throughout the office, catch it kill it bin it sign on display in reception and new office layout is in place.		
<b>3.0 Cleaning - Workplace</b>		
<b>Residual Risk: Medium</b>		
<p>DBS to establish a regime for regular cleaning of the office and particularly 'common' touchpoints – handrails, door handles, etc. including:</p> <ul style="list-style-type: none"> <li>• Entrance reception areas including intercoms, reception desks and visitor chairs.</li> <li>• Taps and washing facilities</li> <li>• Door handles</li> <li>• Telephone equipment</li> <li>• Keyboards, photocopiers and other office equipment should be cleaned after individual use</li> <li>• Meeting rooms including tables, chairs, cupboard doors, telephones and controls for televisions and projectors.</li> </ul> <p>Workspaces should be cleared, remove waste and all personal affects at the end of the day</p> <p>If cleaning after a known or suspected case of Covid-19 refer to specific guidance</p> <p><b>Provide additional cleaning during the work day particularly in heavily trafficked areas</b></p>	<b>All Staff</b>	
<b>Comment:</b> Common touchpoints will be wiped and cleaned on a regular basis throughout the day and the landlord has provided additional cleaning.		

<b>3.1 Handling equipment, materials and waste</b>	
<b>Residual Risk: Medium</b>	
<p>Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day including paper recycling.</p> <p>Food waste should be disposed of in the appropriate bins.</p> <p>Designated bins should be provided at all 'self-sanitising' stations</p> <p>Cleaning procedures for the parts of shared equipment you touch after each use.</p> <p>If cleaning after a known or suspected case of Covid-19 refer to specific guidance</p>	<b>All Staff</b>
<p><b>Comment:</b> Waste cleared Mon – Weds – Fri evenings, and on other days when required, bins are located within the kitchen, shared equipment is the responsibility of all staff to ensure its cleaned and Covid – 19 guidance will be followed.</p>	
<b>4.0 PPE – Face Coverings</b>	
<b>Residual Risk: Low</b>	
<p>Wearing a face covering is precautionary and is not required in the workplace although it may be recommended or required elsewhere.</p> <p>If you choose to wear one, it is important to use face coverings properly:</p> <ul style="list-style-type: none"> <li>• Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.</li> <li>• When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.</li> <li>• Change your face covering if it becomes damp or if you've touched it.</li> <li>• Continue to wash your hands regularly.</li> <li>• Change and wash your face covering daily.</li> <li>• If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.</li> </ul> <p>Still practise social distancing wherever possible.</p>	<b>All Staff</b>
<p><b>Comment:</b> No PPE being worn in the office</p>	
<b>5.0 Managing the Workforce - Return to work</b>	
<b>Residual Risk: Medium</b>	
<p>Returning staff to be introduced to the new office layout/system</p> <p>Covid-19 Risk Assessment to be provided</p> <p>Staff to sign to confirm this has been completed</p>	<b>All Staff</b>
<p><b>Comments:</b> Returning staff will be introduced to the new office layout, and Covid -19 risk assessment provided to all staff.</p>	

<b>5.1 Ongoing communications and signage</b>					
<b>Residual Risk: Medium</b>					
<p>Staff encouraged to raise concerns with line management prior to external bodies</p> <p>Group HR to assist with staff issues</p> <p>Group H&amp;S Department to assist with premises requirements</p> <p>Ensuring all staff receive business continuity communications to monitor and understand any changes to working environments and arrangements.</p> <p>Promote good mental health including DBS mental health first aiders and government guidance</p> <p>Consider groups for which English may not be their first language.</p> <p>Communicate approaches and operational procedures to suppliers, customers or trade bodies to help their adoption and to share experience</p>				<b>All Staff</b>	
<b>Comment:</b> DBS have a Mental health first aider and H&S department on hand to assist with premises requirements.					
<b>6. Inbound and Outbound Goods</b>					
<b>Residual Risk: Medium</b>					
<p>Where possible and safe, have single workers load or unload vehicles.</p> <p>Where possible, use the same pairs of people for loads where more than one is needed.</p> <p>Enable drivers to access welfare facilities when required, consistent with other guidance.</p> <p>Encourage drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice.</p>				<b>All Staff</b>	
Comments: Deliveries to be wiped down on arrival all personnel to be escorted at all times.					
CONFIRMATION THAT THIS RISK ASSESSMENT IS UNDERSTOOD AND THE CONTROL MEASURES WILL BE FOLLOWED :					
Note: If you do not understand any part of this Risk Assessment speak to your Manager / Supervisor					
<b>NAME (Print Clearly)</b>	<b>SIGNATURE</b>	<b>DATE</b>	<b>NAME (Print Clearly)</b>	<b>SIGNATURE</b>	<b>DATE</b>