

FOR: Office/Premises Risk Assessment (COVID 19)						Date:	09/06/20			
						Review Date:	09/8/20			
AT: London Road Newark						Assessed by:	Clive Thomas			
INITIAL RISK RATING						PEOPLE AFFECTED				
PROBABILITY	Frequent	N	Occasional	Y	Rare	N	INVOLVED IN ACTIVITY	CLOSE TO ACTIVITY	EVERYONE ON SITE	MEMBERS OF
SEVERITY	Fatal	N	Major	Y	Minor	N				
ASSESSMENT	High Risk without controls				(delete as applicable)					
HAZARDS IDENTIFIED						✓	✓	✓	✓	
Coronavirus General Symptoms								✓	✓	
Personal Hygiene								✓	✓	
Social Distancing at work								✓	✓	
Managing customers, visitors and contractors								✓	✓	
Cleaning the workplace								✓	✓	
PPE and face coverings								✓	✓	
Managing the workforce								✓	✓	
Inbound and outbound goods								✓	✓	
STANDARD CONTROL MEASURES										
RESIDUAL RISK RATING: H/M/L										
Coronavirus General Symptoms:						All Staff				
Do not leave home if you have any of the following:										
<ul style="list-style-type: none"> ○ high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) ○ 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) ○ 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 <p>Most people with coronavirus have at least one of these symptoms</p> <ul style="list-style-type: none"> ○ Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or is pregnant)? ○ Living with someone in self-isolation or a vulnerable person. 										
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>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>Self-Isolation:</p> <p>Staying at home if you have symptoms (self-isolation)</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"> • Anyone with symptoms should self-isolate for 7 days from when their symptoms started. • Anyone who does not have symptoms should self-isolate for 14 days from when the first person in your home started having symptoms. <ul style="list-style-type: none"> ○ Any person who exhibits Covid-19 symptoms should self-isolate and not travel or present themselves for work. 	All Staff
<p>Reporting – B&K Group Employees:</p> <p>Should any employee develop Covid-19 symptoms and have to self-isolate as above – including in relation to other members of their household – they are required to report this to Amanda.henson@derry-bs.co.uk and their line manager.</p> <p>Suspected cases should be updated on return to work e.g. on receipt of a ‘negative’ test</p>	All Staff
<p>Personal Hygiene:</p> <p>Simple hygiene measures can help protect your own health and everyone else's:</p> <ul style="list-style-type: none"> • 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. <p>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.</p> <p>If hands are visibly dirty, always wash hands with soap and water.</p> <p>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.</p> <p>Do not bring unnecessary items to work.</p> <p>Personal clothing and items, such as handbags should be stored in lockers or personal storage boxes – these items should not be placed on desks or common surfaces</p>	All Staff

1.0 Social Distancing at work:	
RESIDUAL RISK RATING: MEDIUM	
<p>Public Health England guidelines including, where possible, maintaining a 2-metre distance from others.</p> <p>Review workspace to maintain social distancing requirements - the maximum number occupants in shared or communal offices / rooms should be established.</p> <p>Workers attending offices should agree with their line manager prior to attending and any modified working patterns or arrangements for remote working.</p> <p>Everyone is 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.</p>	ALL STAFF
<p>Comment: Covid -19 Social distancing signage has been strategically located throughout all office areas, Office occupancy levels have been reduced to allow social distancing controls to be achieved, Workstations have been removed from service identified by clear prominent signage</p>	
1.1 Coming to and leaving work:	
RESIDUAL RISK RATING: MEDIUM	
<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>Plan to ensure there are adequate parking facilities / 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>Reducing congestion at entrances e.g. 2m markings.</p> <p>Introducing priority flow at entry and exit points.</p> <p>Providing handwashing facilities, or hand sanitiser at entry and exit points.</p> <p>Self-sanitise hard surfaces on security devices such as keypads</p>	ALL STAFF
<p>Comment: Access and egress into the office has been considered with dedicated points of entry dependant on location of individual workstations within the offices.</p>	

1.2 Moving around buildings and worksites:

RESIDUAL RISK RATING: MEDIUM

Circulation routes / stairs / corridors:

Implement 'area of safety' or 'passing' points to maintain social distancing

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.

Regularly clean touchpoints such as doors and buttons.

Walkways and corridors around the office should be arranged and managed to maintain social distancing. Where it is possible, implement one-way systems throughout the office, including staircases where there is more than one staircase.

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.

All staff should be notified that they cannot cross or stop on stairways to talk.

Stairwells should not be used for phone calls.

Remove any break-out areas which are affected

ALL STAFF

Comment: Toilet and welfare areas have been allocated to various offices; Temporary Tea/coffee stations have been located in offices which do not have direct access to the established kitchen areas thereby reducing pedestrian access through adjacent offices.

1.3 Premises – Time & Attendance:

RESIDUAL RISK RATING: MEDIUM

All employees and visitors must sign in and out of the premises – records should be maintained by a member of the reception team or office team.

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.

All premises should maintain access control and records to include:

- Sign-in / sign-out – Tablets / biometric devices should be subject to 'self-sanitising'
- Controlled access – one entrance

Enforcement of sign-in / sign-out is the responsibility of line managers and building managers

ALL STAFF

Comment: Suitable numbers of first aiders and fire wardens have been retained, Emergency procedures ref raising the alarm, building evacuation and seeking first aid remain unchanged.

1.4 Making the main workplace safe for people who work statically

RESIDUAL RISK RATING: **MEDIUM**

Workstation Sanitary:

Workstations should be allocated to an individual where possible – discourage / minimise shared
All workstations and desks should be cleared and kept tidy to enable cleaning and sanitising to be completed effectively.

Refrain where possible from sharing stationary etc.

Personal effects including bags should be kept off workstation surfaces and stored separately

Before eating at your desk, you should reclean the surface and your hands

If you cough or sneeze at your workstation the area should immediately be cleaned, and any cloths / tissues disposed of in the bin

Remember to sanitise your hands

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

ALL STAFF

Comment: Remote workers are required to pre-book workstations prior to working in the office, 24 hrs minimum notice is required, Permanent office staff retain their work stations

1.5 Meetings

RESIDUAL RISK RATING: **LOW**

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

Hold meetings face-face outdoors or in well-ventilated rooms whenever possible

Meetings should be reduced to only those absolutely necessary

Visitors must be by appointment and escorted at all times

Visitors must be reminded not to travel or attend if they have Covid-19 symptoms

2m separation for Social Distancing must be maintained

Avoid sharing pens and objects

For areas where regular meetings take place use floor signage etc. to help maintain social distancing

Hand sanitiser and surface wipes should be provided

Comment:

1.6 Common Areas

1.6.1 General

RESIDUAL RISK RATING: LOW

Stagger break times to reduce pressure on break rooms or places to eat
Use safe outdoor areas for breaks

Comment: To be reviewed when building occupancy increases.

1.6.3 Smoking/Vaping:

RESIDUAL RISK RATING: HIGH

No smoking site
Encourage staff not to share cigarettes and lighters etc
Regular emptying of cigarette bins, double bag contents before placing into general waste

**Staff that
Smoke/Vape**

Comment: Staff that smoke should be mindful of forming small groups outside the office boundary, Ensure correct disposal of cigarette waste.

Increased risk of contamination due to smokers touching face/mouth

1.7 Kitchen Areas

RESIDUAL RISK RATING: MEDIUM

1.7.1 Occupancy:

Break times should be staggered or on a rota basis to reduce congestion and contact when numbers dictate
Where possible, staff should be encouraged to bring their own food / pre-prepared meals and refillable drinking bottles from home.
Staff should use/clean and store personal dedicated drinking cup/glass (self sanitise)

ALL STAFF

1.7.2 Cleaning:

Evidence suggests that the virus can exist for 72 hours on surfaces

Premises should be thoroughly cleaned prior to increased occupation

Consider additional cleaning during the working day particularly in heavy trafficked areas
Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by staff when entering and leaving the area
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.
Provide materials for 'self-sanitising' and cleaning before and after use

ALL STAFF

Comment: Staff should advise Amanda Henson/Kim Thomas when wipes and sanitiser need replacing.

1.7.3 General:

Communal cups and glasses should be removed from use from kitchenettes and rest areas

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.

Drinking water should be provided.

Local tea points should be subject to the same cleaning and self-sanitising regimes.

ALL STAFF**1.7.4 Fridges and Food Storage**

All food and drink stored in fridges should be in sealed / resealable containers or packaging – with the ‘owners’ name labelled – no open containers.

Fridges should be regularly cleaned at touch points

Every Friday afternoon fridges should be emptied and thoroughly cleaned. Any products left should be disposed of.

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.

Food waste should be disposed of in the correct kitchen bins or other designated bins. Clear any spilled or dropped food and drink immediately.

Consider arrangements for monitoring compliance

ALL STAFF**1.9 Outside Catering****RESIDUAL RISK RATING: MEDIUM**

Where visiting catering vans attend site, they should park in a designated location to allow queuing to comply with 2m social distancing rules. Provide markers, markings, etc.

Promote pre-ordering and pre-payment or payments should be taken by contactless methods wherever possible.

ALL STAFF**1.11 Accidents, security and incident****RESIDUAL RISK RATING: MEDIUM**

In the event of an emergency people do not have to have to stay 2m apart if it would be unsafe.

People involved in the assistance of others should ensure they follow sanitation measures immediately afterwards.

SPF701 to be completed and sent to H&S Department

FIRST AIDERS

1.11.1 First Aid & Emergency:

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.

All first aiders should have face shield, face masks and disposable gloves available.

Simple first aid – plasters can be self-applied / self-administered under supervision from the first aider.

Emergency plans including contact details should be kept up to date

Availability of first aiders should be checked to ensure sufficient provision is available during reduced building occupation or when planning staff rotas.

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.

**FIRST
AIDERS**

1.11.2 Emergency evacuation planning:

Where it is necessary to evacuate immediately, safety is the priority

Check others have heard the alarm – help them evacuate if needed

Leave by the nearest exit

Close doors behind you

Fire wardens should remind all to exit in a calm manner / maintain 2m social distancing as far as possible

Availability of fire wardens should be checked to ensure coverage remains sufficient during reduced building occupation and to ensure social distancing can be monitored.

Muster points should be checked to ensure there is adequate space to assemble whilst being able to maintain social distancing.

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.

Fire doors may be left open to allow ventilation through the building and reduce contact points during occupation

Fire wardens should undertake daily checks within the building to ensure housekeeping is maintained to reduce the risk of fire.

Fire doors must be closed at the end of the working day

**FIRE
WARDENS**

2.0 Managing customers, visitors and contractors:

RESIDUAL RISK RATING: **MEDIUM**

2.1 Manage Contactors

Reception areas should be reviewed to maintain 2m social distance – e.g. use of screens or barriers and carpet / floor markings

Mandatory signs and posters must be displayed.

Any seating should be regularly cleaned and laid out to maintain 2m social distance.

Visitor numbers must be limited and an essential need – promote remote connection

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. **If they have, they should politely be refused entry to the office.**

Make sure people are invited to sanitise their hands and observe sign-in / sign -out

Visitors must be reminded of the rules relating to hygiene and social distancing, etc. specific to the premises.

Visitors to be escorted at all times

**RECEPTION
STAFF**

2.1.2 Contractors

Review servicing and maintenance contracts to reduce interaction

If work is required to take place, consider working hours and number of persons doing the works

Risk Assessments must be in place and work should be planned to comply with Covid-19 Requirements for Contractors document/Management Briefing 128

Work should be planned to avoid working within 2m where possible

Consult the H&S Department for reviewing risk assessments.

**MAINTENANCE
STAFF**

Comment:

2.2 Providing and explaining available guidance

Ensure public notices are visible to inform people to maintain social distancing in the workplace

Reception areas should display 'catch it kill it bin it' signage

Provide signage on routes in the workplace to maintain social distancing

Display emergency covid-19 procedure

Contractors should complete the DBS Covid 19 induction

**PREMISES
MANAGER**

Comment:**3.0 Cleaning the workplace**RESIDUAL RISK RATING: **LOW****3.1 Before Re-opening****General Office Cleaning:**

Start clean to stay clean.

Premises should be thoroughly cleaned prior to increased occupation. Pay particular attention to any areas which need a deep clean such as kitchens and carpets.

Ensure there are adequate cleaning products available

Ensure there are adequate waste disposal arrangements in place

**CLEANING
STAFF****3.2 Keeping your workplace clean**

All premises shall establish a regime for regular cleaning of premises and particularly 'common' touchpoints – handrails, door handles, etc. including:

- Entrance reception areas including intercoms, reception desks and visitor chairs.
- Taps and washing facilities
- Door handles and push plates
- Hand rails on staircases and corridors
- Lifts including control buttons
- 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
- Telephone equipment
- Shared cables / chargers
- Keyboards, photocopiers and other office equipment should be cleaned after individual use
- Meeting rooms including tables, chairs, cupboard doors, telephones and controls for televisions and projectors.

Workspaces should be cleared, remove waste and all personal affects at the end of the day

If cleaning after a known or suspected case of Covid-19 refer to specific guidance

Provide additional cleaning during the work day particularly in heavily trafficked areas

**PREMISES
MANAGER /
CLEANING
STAFF****Comment:**

3.3 Hygiene – handwashing, Sanitation facilities and toilets

Sanitary & Cleaning Stations:

Hand sanitiser shall be readily available in all work areas and provided at:

- Building entrances – everyone is encouraged to sanitise their hands on entering our premises.
- In communal / shared spaces e.g. meeting rooms, hot desk areas, etc.

Anti-bacterial cleaner / wipes should be provided and maintained in:

- Reception – next to any electronic or manual sign-in / sign-out
- shared spaces – meeting rooms, hot desk areas, etc.
- kitchens
- Printers / scanners, or other shared equipment

ALL STAFF

These are provided for users to clean hard surfaces, etc. prior to use or occupation – ‘self-sanitising’ and for cleaning after use to leave the area ready for the next user.

Toilets / Washing:

Some changes may be required to help main the 2m social distance requirements:

- Intermediate sinks and urinals may need to be taken out of use to maintain 2m separation.
- Cubicles have a solid barrier so there should be no need to restrict access.
- Occupancy – this should be a matter of self-policing and etiquette

Regular cleaning of toilet flush, seats, cubicle doors and disabled handrails.

Warm air hand dryers should be cleaned regularly during the day, paper towel and towel roll hand dryers should be regularly replenished to accommodate increased use.

Provide more waste facilities and more frequent rubbish collection

Signage in place to remind of regular sanitising and maintaining hygiene standards and good handwashing technique together with reminders avoid touching face and to cough sneeze into a tissue and binned safely etc

ALL STAFF

Where possible provide paper towels as an alternative to hand-dryers

Comment:

3.5 Handling equipment, materials, waste and onsite vehicles

Waste:

Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day including paper recycling.

Food waste should be disposed of in the appropriate bins.

Designated bins should be provided at all 'self-sanitising' stations

PPE must be disposed of in dedicated, separate bins when used.

Cleaning procedures for the parts of shared equipment you touch after each use eg Sack Trolleys

Encouraging increased handwashing and introducing more handwashing facilities for workers handling goods and merchandise or providing hand sanitiser where this is not practical.

Regular cleaning of vehicles that workers may take home.

If cleaning after a known or suspected case of Covid-19 refer to specific guidance

Comment:

4.0 PPE and face coverings

RESIDUAL RISK RATING: LOW

4.1 PPE

Where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should continue to do so.

When managing the risk of COVID-19, additional PPE beyond what you usually wear is not beneficial. This is because COVID-19 is a different type of risk to the risks you normally face in a workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE. The exception is clinical settings, like a hospital

Workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19.

4.1.1 Face coverings

Wearing a face covering is precautionary and is not required in the workplace although it may be recommended or required elsewhere.

If you choose to wear one, it is important to use face coverings properly:

- 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.
- When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
- Change your face covering if it becomes damp or if you've touched it.
- Continue to wash your hands regularly.
- Change and wash your face covering daily.
- 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.
- Still practise social distancing wherever possible.

Comment:

5.0 Managing your workforce

RESIDUAL RISK RATING: **MEDIUM**

5.1 Shift patterns and working groups

As far as possible, where people are split into teams or shift groups, fix these teams or shift groups so that where contact is unavoidable, this only happens between the same group of people.
Identify areas where people have to directly pass things to each other, and find ways to remove direct contact, for example, by using drop-off points or transfer zones.

**ACCOUNTS
STAFF**

5.2 Work related travel

Do not travel if you have coronavirus symptoms, are self-isolating or clinically vulnerable
Is the journey necessary?
Minimising non-essential travel – consider remote options first.
Minimising the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face.
If social distancing can't be met e.g. peak times, use face coverings
Travel packs provided – wipes/hand sanitisers/face coverings etc
Cleaning shared vehicles between shifts or on handover
Pool vehicles to be sanitised by the driver prior to handover

5.2.1 Cars, accommodations and visits

Where workers are required to stay away from their home - ensure any overnight accommodation meets social distancing etc. guidelines

5.2.2 Deliveries to other sites

Put in place procedures to minimise person-to-person contact during deliveries to other sites.
Maintain consistent pairing where two-person deliveries are required.
Minimise contact during payments and exchange of documentation

5.3 Communications and training

All workers to be briefed to understand Covid-19 Safety Procedures

5.3.1 Returning to work

DBS Offices / Premises Induction to be distributed to all returning staff
Covid-19 Risk Assessment to be provided
Staff to sign to confirm this has been completed
Pocket card issued on completion of induction

5.3.2 Ongoing communications and signage

Staff encouraged to raise concerns with line management prior to external bodies

Group HR to assist with staff issues

Group H&S Department to assist with premises requirements

Ensuring all staff receive business continuity communications to monitor and understand any changes to working environments and arrangements.

Promote good mental health including DBS mental health first aiders and government guidance

Promote staff Employee Assistance Programme

Consider groups for which English may not be their first language.

Communicate approaches and operational procedures to suppliers, customers or trade bodies to help their adoption and to share experience

Comment:

6.0 Inbound and Outbound goods

Where possible and safe, have single workers load or unload vehicles.

Where possible, use the same pairs of people for loads where more than one is needed.

Enable drivers to access welfare facilities when required, consistent with other guidance.

Encourage drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice.

Comment:

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

NAME (Print Clearly)	SIGNATURE	DATE	NAME (Print Clearly)	SIGNATURE	DATE