

COVID-19 Health and Safety Risk Assessment

Assessment Ref	COVID19/OPS/RA/SDJ0720	Task / Process / Activity	COVID19: Hygiene / Social Distancing / PPE
Location	All UK Sites	Department	Companywide
Relevant Safe Working Procedures	DOS/OPS/SWP/01	Persons at Risk	Employees, Visitors, Contractors, Clients, Couriers

Further Information / Photographs

Under the Health and Safety at Work Act 1974 (HSWA), employers have a legal duty of care to protect the health, safety and welfare of their employees and any other parties who might be affected by their activities.

For those members of staff returning to the office workplace, it is essential that measures are put in place to reduce the risk of COVID-19 spreading between employees, visitors, contractors, clients, couriers etc.

The Management of Health and Safety at Work Regulations (1999), states that employers must conduct a risk assessment of their activities and premises to identify these potential causes of harm and take steps to reduce the likelihood of any such harm occurring.

Harm/ Hazards	Control Measures in Place	Risk Level			Additional Control Measures	Action by Whom	Action by When	Done
		L	M	H				
Cross Contamination / Hygiene	65% Alcohol based hand gel widely available at strategic points throughout the office space, with particular attention to workstations, communal areas, kitchens and canteens, as well as meeting rooms Foot operated sanitised gel dispensers placed at entry and exit points on both floors Wall mounted sanitised gel dispensers have been placed in key areas, together wall mounted tissue dispensers		X		Introduction of signage / notices instructing those working in the office space to use the sanitised gels / wipes provided and to ensure regular handwashing (20 seconds) as and when necessary – particularly, when returning to the office space from outside	SOM	06/07/2020	Done
								Done
							SOM	06/07/2020

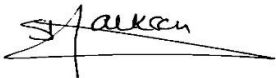
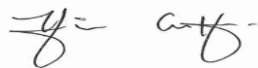
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	<p>Antibacterial hand soap located in all wash areas and regularly replenished</p> <p>NHS posters have been placed across the office space, both floors, advising of measures and steps to be taken</p> <p>“Now Wash Your Hands” mandatory notices placed in all washrooms and doors into offices.</p> <p>Highly touched surfaces cleaned throughout the day using alcohol wipes: coffee machines, taps, fridges and cupboard doors as well as dishwasher doors are all regularly wiped</p> <p>All crockery and cutlery being washed in dishwashers at the end of each day; staff are requested not to leave any food items in the fridges overnight</p> <p>The use of showers is discouraged but, if necessary, the onus is on the individual to spray the shower cubicle before and after use</p>			<p>A “Return to Workplace Guidelines” Plan has been distributed via the HR online tool as well as the company Intranet, setting out the precise actions necessary by all staff to remain safe in the working environment. Reduced number of staff members on site throughout initial phased return to workplace schedule</p> <p>Guideline on how crockery and cutlery is used during and after the working day, i.e. placed in the dishwashers every evening</p> <p>Disinfectant sprays provided for BEFORE and AFTER use</p>	SOM	06/07/2020	Done
					SOM	06/07/2020	Done
Social Distancing	<p>All staff informed to keep 1m-Plus apart wherever possible. However, 2m signage is displayed throughout the office as purchased before the new ruling changed the social distancing criteria</p> <p>Team meetings and small group gatherings are discouraged; however, meeting rooms have been reconfigured to allow social distancing as well as the avoidance of cross-contamination</p> <p>Recommended staggered coffee and lunch breaks; discourage small</p>		X	<p>Display Social Distancing signs at all areas of possible congregation – enforcing the rule of 1m-Plus social distancing</p> <p>Floor signage alerting staff to social distancing whilst in the meeting suites area. Minimum chairs per room, dependent upon room size</p> <p>Signage to reinforce rule</p>	SOM	06/07/2020	Done
					SOM	06/07/2020	Done
					Ground Floor Reception	Landlord’s Agents	Ongoing

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	groups outside the building; hand washing upon re-entering the office space 1 person per lift at any one time Deliveries and couriers to observe the social distancing rule upon entering 5 th floor reception area				Antibacterial wipes and sprays placed by entrance / exit main doors Signage / Notices	Ground Floor Reception	Landlord's Agents	Done
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PPE Distribution	2 x 3 Ply Masks provided to every member of staff, per day Disposable Gloves Thermometers available 75ml bottles of sanitised gel provided to each employee on a daily basis 250ml bottles of sanitised gel placed on every workstation and in key areas Food operated sanitised gel dispensers at every entry and exit point Disinfectant sprays provided in each shower cubicle to be used before and after every shower taken Sanitised gel and spray provided at each printer, copier, shredder etc.		X		As detailed in the Return to Workplace Guidelines Plan	SOM	06/07/2020	Done
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Assessor (Name)	Sandra Jackson, SOM	Manager (Name)	Ffion Griffith, HR Director
Assessor Signature		Manager Signature	
Assessment Date	6 th July 2020	Review Date:	15 th July 2020

SOM=Senior Operations Manager