

Company: INDECS Consulting Limited	Assessor(s): Claire Burden	Date: 26/05/2020 Review Date:
Assessment of Risk for: Covid-19 Safety within Office		Reference No.:

Hazard	Those at Risk	Existing Controls	Residual Risk	Controls Adequate?	Further Actions	Requirements
<i>List hazards here</i>	<i>List groups of people at risk from hazards identified.</i>	<i>List existing controls here or note where information can be found.</i>	<i>High/Med/Low</i>	<i>Yes/No</i>	<i>List the risks which are not adequately controlled and the actions proposed where it is reasonably practicable to do more.</i>	

<p>Spread of COVID-19</p> <p>Areas of facility – Public Transport, Car Parks, Entrances, Arriving to Work, Welfare, Working</p>	<p>Employees, Visitors, Contractors</p>	<ul style="list-style-type: none"> • Keep 2m or 6ft apart (social distancing) • Promote frequent and thorough hand washing. • Encourage respiratory etiquette, including covering coughs and sneezes. • Explore whether they can establish practices, such as flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), to increase the physical distance among Employees and between Employees. 	<p>Tolerable</p>	<p>Yes</p>	<ul style="list-style-type: none"> • Ensure you mark out areas and monitor. • If not possible consider PPE • Ensure you providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 60% alcohol. • Ensure you provide Employees /Customers with tissues and trash receptacles. • Think about if you're on a high floor and use the lift, How? • Passing in stairwells? • Staggered rest breaks? 	<ul style="list-style-type: none"> • Floor signage – actioned. • Masks – on desks. – actioned. • Hand gel dispensers provided – actioned. • New pedal bins – actioned • Box of tissues on all desks – actioned. • Lift – entrance to office – see procedure. – actioned. • Stairs – exit from office only – see procedure. – actioned. • Staggered rest breaks – ensure only 1 person in the kitchen at any one time. – actioned.
---	---	---	------------------	------------	---	---

Hazard	Those at Risk	Existing Controls	Residual Risk	Controls Adequate?	Further Actions	Requirements
<i>List hazards here</i>	<i>List groups of people at risk from hazards identified.</i>	<i>List existing controls here or note where information can be found.</i>	<i>High/Med/Low</i>	<i>Yes/No</i>	<i>List the risks which are not adequately controlled and the actions proposed where it is reasonably practicable to do more.</i>	

Spread of COVID-19 - Failure to implement effective cleaning, handwashing and hygiene procedures	Employees, Contractors, Visitors	<ul style="list-style-type: none"> • Cleaning regime currently utilises limited range of consumables (e.g. hand gels, disposable towels...) 	Tolerable	Yes	<ul style="list-style-type: none"> • Improved monitoring by site leads • Workstation cleaning to be adopted by Employees • Regime to be increased 	<ul style="list-style-type: none"> • Hand Gels - actioned • Tissues – actioned • Dettol Sprays and Kitchen Roll – actioned
<p>Coming to work with Symptoms</p> <p>Current symptoms of the virus may include:</p> <ul style="list-style-type: none"> • a cough • a high temperature • shortness of breath • Loss of smell / taste 	Employees, Contractors, Visitors	<ul style="list-style-type: none"> • Monitor Temperature of employees • We inform and encourage employees to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure, we will send employees' home to self-isolate and ask them to contact 111 • " Got it? Stay at home!" 	Tolerable	Yes	<ul style="list-style-type: none"> • Ensure regular temperature checks are completed with a non-contact thermometer • Develop policies and procedures for employees to report when they are sick or experiencing symptoms of COVID-19. 	<ul style="list-style-type: none"> • Non-Contact Thermometer - actioned • Policy / Procedure – actioned

Hazard <i>List hazards here</i>	Those at Risk <i>List groups of people at risk from hazards identified.</i>	Existing Controls <i>List existing controls here or note where information can be found.</i>	Residual Risk <i>High/Med/Low</i>	Controls Adequate? <i>Yes/No</i>	Further Actions <i>List the risks which are not adequately controlled and the actions proposed where it is reasonably practicable to do more.</i>	Requirements
Mental wellbeing – Returning to Work Can occur due to extended periods of isolation, disconnection from Employees (immediate and extended), home-work life blur, anxiety of return to work and concerns with transmission	Employees	<ul style="list-style-type: none"> • We encourage the use of several web sites to assist with wellbeing (Mind) • Wellbeing is an agenda item at your staff meetings. 	Tolerable	Yes	<ul style="list-style-type: none"> • Furloughing staff may lead to a decline in staff morale. • Not just for the staff that are furloughed but for the remaining staff. • Remaining staff may feel resentful of those who are furloughed. • This is a difficult balance so keeping your staff engaged. Providing clear communication is key. • Make sure that your working staff are aware of wellbeing support available such as Employee Assistance Programs and encourage them to look after their mental wellbeing. • Wellbeing should be an agenda item at your staff meetings. • Think about the support available to staff when they come back. • If they have been off for some time, then they may find it difficult to readjust to being back at work. • Their productivity may be reduced whilst they get 'back up to speed'. 	<ul style="list-style-type: none"> • Discuss return with all employees. – See policy.
Reduced arrangements for welfare and general well-being whilst at work	Employees	Staggering of breaks, allotment of break slots, smoking protocols implemented	Tolerable	Yes		<ul style="list-style-type: none"> • Discuss return with all employees. – See policy.

Hazard	Those at Risk	Existing Controls	Residual Risk	Controls Adequate?	Further Actions	Requirements
<i>List hazards here</i>	<i>List groups of people at risk from hazards identified.</i>	<i>List existing controls here or note where information can be found.</i>	<i>High/Med/Low</i>	<i>Yes/No</i>	<i>List the risks which are not adequately controlled and the actions proposed where it is reasonably practicable to do more.</i>	

Non-essential workers returning to office outside of approved schedule	Employees, Visitors, Contractors	<ul style="list-style-type: none"> Monitoring of access 	Tolerable	Yes		See policy.
<p>Inadequate re-occupation planning leading to an uncontrolled return of employees to the workplace.</p> <p>It is important to make sure that individuals who are advised to stay home under existing government guidance do not physically come to work. This includes individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms.</p>	Employees, Visitors, Contractors	<ul style="list-style-type: none"> Where possible, employees (and specifically, vulnerable employees) continue to be encouraged to work from home. Those who may need to work, or site include: <ul style="list-style-type: none"> Workers in roles critical for business and operational continuity, safe facility management, or regulatory requirements and which cannot be performed remotely. Workers in critical roles which might be performed remotely, but who are unable to work remotely due to home circumstances or the unavailability of safe enabling equipment. Adjusting duties and prioritising successive waves or return to work have been planned. (This planning has included worker anxiety, workforce demographics and individual vulnerabilities, including age, pregnancy, mental health and relevant 	Tolerable	Yes	<ul style="list-style-type: none"> It is anticipated there will be a limited amount of staff present onsite at the beginning or the re-occupation. A 'sneeze screen' will be provided for the reception desk. Appropriate Covid-19 warning signage will be placed throughout the building advising about social distancing. Direction of travel will be controlled throughout the building i.e. the two lifts will be used to ascend only, and the stairs will be used to descend. This will create a one-way system as far as that is practicable. Appropriate signage will be displayed in the entrance, reception area and all common areas including stairwells. The shared break-out area in the lower ground floor will be re-organised to ensure seating is 2m apart. The cleaning resource will be restructured to create a Day Janitor role with responsibility for cleaning high contact points, which will include 	<p>See procedure.</p> <p>Building Management.</p> <p>Building Management.</p> <p>Building Management.</p> <p>Building Management</p> <p>Building Management.</p>

Hazard <i>List hazards here</i>	Those at Risk <i>List groups of people at risk from hazards identified.</i>	Existing Controls <i>List existing controls here or note where information can be found.</i>	Residual Risk <i>High/Med/Low</i>	Controls Adequate? <i>Yes/No</i>	Further Actions <i>List the risks which are not adequately controlled and the actions proposed where it is reasonably practicable to do more.</i>	Requirements
------------------------------------	--	---	--------------------------------------	-------------------------------------	--	--------------

		<p>illnesses and also including attitudes to returning to work and individual commuting options).</p> <ul style="list-style-type: none"> • New working models have been considered to control how people will return to work e.g. staggered start / break / finish times / shift patterns working alternate dates etc. • A 'pilot' return to work plan has been considered appropriate. • Workplace specific preventing transmission arrangements / instructions / information have been issued to employees (prior to their return). • Workplace specific preventing transmission instructions are displayed at strategic locations e.g. entrances, welfare facilities, amenity areas etc. • Employees have been reminded of their personal obligations in relation to monitoring their own health, and the need to promptly isolate and report for contact tracing should symptoms appear. 			desks/toilets/showers/door handles/lifts/handrails/reception desk.	
--	--	---	--	--	--	--

Hazard	Those at Risk	Existing Controls	Residual Risk	Controls Adequate?	Further Actions	Requirements
<i>List hazards here</i>	<i>List groups of people at risk from hazards identified.</i>	<i>List existing controls here or note where information can be found.</i>	<i>High/Med/Low</i>	<i>Yes/No</i>	<i>List the risks which are not adequately controlled and the actions proposed where it is reasonably practicable to do more.</i>	

		<ul style="list-style-type: none"> • Employees have been reminded to limit the number of visitors/clients at any one time. 				
Inadequate travelling and arrival arrangements leading to an increased risk of virus transmission.	Employees, Visitors, Contractors	<ul style="list-style-type: none"> • Employees should be discouraged from using public transport. However, should employees have to use public transport, they have been instructed to follow government guidance on PPE and travel times. • On arrival at reception, by any means of transport, employees have been advised to use alcohol-based hand sanitiser to clean their hands. • On arrival at reception, employees have been advised to dispose of any PPE in a foot operated bin. • Where queues are likely to form, employees have been informed of the social distancing requirements. 	Tolerable	Yes	<ul style="list-style-type: none"> • An open top bin is available in the reception area. • Hand sanitiser bottles are available in the reception desk and wall mounted dispensers will be installed in all WC's. • Signage asking employees to keep a safe distance are displayed in the reception area and across the building in all common areas. Floor signs show where people have to stand if queueing at reception. 	See policy/guidelines.
Inadequate design and layout arrangements leading to an increased risk of virus transmission.		<ul style="list-style-type: none"> • Workstations have been rearranged to maintain social distancing rules. (Note: this may involve restricting the number of people permitted to attend the workplace on any given 	Tolerable	Yes	<ul style="list-style-type: none"> • The WC facilities are one person only and therefore 'one-in / one-out'. Signage will be used to ensure appropriate distance when waiting. • Cleaning will be done more frequently. 	Spaced / limited desks within the office. See policy/guidelines. Daily evening cleaning.

Hazard	Those at Risk	Existing Controls	Residual Risk	Controls Adequate?	Further Actions	Requirements
<i>List hazards here</i>	<i>List groups of people at risk from hazards identified.</i>	<i>List existing controls here or note where information can be found.</i>	<i>High/Med/Low</i>	<i>Yes/No</i>	<i>List the risks which are not adequately controlled and the actions proposed where it is reasonably practicable to do more.</i>	

		<p>day e.g. fixed teams or partnering, avoiding hot desking provision, using screens and barriers, back-to-back or side-by-side working).</p> <ul style="list-style-type: none"> • If meetings have to take place, they are organised with strict adherence to social distancing rules and hand sanitiser has been provided in all meeting rooms. • The use of WC facilities has been reconsidered to maintain social distancing rules e.g. reducing the number of urinals in use / queuing systems / signage to ensure 'one-in/one-out' rules. • WC facilities are cleaned more frequently during busy periods and where possible, paper towels are provided as an alternative to hand dryers. • Additional workplace hygiene stations (dilute sanitiser sprays, paper towels, alcohol based hand sanitiser points, bacterial wipes etc. have been set up for employees to carry out additional sanitisation or 			<ul style="list-style-type: none"> • Employees are encouraged to minimise their need to prepare food/drinks in the kitchen by bringing in their own pre-prepared food and drinks and taking their containers, cutlery and water bottles home with them each day for washing. 	All to bring from home. See procedures and guidelines.
--	--	--	--	--	---	--

Hazard	Those at Risk	Existing Controls	Residual Risk	Controls Adequate?	Further Actions	Requirements
<i>List hazards here</i>	<i>List groups of people at risk from hazards identified.</i>	<i>List existing controls here or note where information can be found.</i>	<i>High/Med/Low</i>	<i>Yes/No</i>	<i>List the risks which are not adequately controlled and the actions proposed where it is reasonably practicable to do more.</i>	

		<p>workstation hand contact points such as desk, chair armrests, telephones, keyboards etc.</p> <ul style="list-style-type: none"> • Employees are encouraged not to share crockery and cutlery and dishwashers are the preferred option for washing with air drying. 				
Inadequate security and delivery arrangements leading to an increased risk of virus transmission.	Employees, Visitors, Contractors	<ul style="list-style-type: none"> • Employees have been instructed not to arrange for personal items to be delivered to their workplace. 	Tolerable	Yes		
Inadequate fire safety arrangements leading to an increased risk of virus transmission.	Employees, Visitors, Contractors	<ul style="list-style-type: none"> • Employees have been advised that in the event of fire evacuation, efforts to maintain social distancing must be maintained by using available escape routes. 	Tolerable	Yes		
Inadequate employee support arrangements leading to an increased risk of virus transmission.	Employees, Visitors, Contractors	<ul style="list-style-type: none"> • Employee contact numbers and next of kin emergency contact details are up to date. • Employee assistance programmes are in place. (mental health, first aid, stress, financial concerns etc). • A robust Occupational Health process has been implemented to ensure that 	Tolerable	Yes		

Hazard <i>List hazards here</i>	Those at Risk <i>List groups of people at risk from hazards identified.</i>	Existing Controls <i>List existing controls here or note where information can be found.</i>	Residual Risk <i>High/Med/Low</i>	Controls Adequate? <i>Yes/No</i>	Further Actions <i>List the risks which are not adequately controlled and the actions proposed where it is reasonably practicable to do more.</i>	Requirements
---	---	--	---	--	---	---------------------

		<p>people returning after illness are safe to do so.</p> <ul style="list-style-type: none"> • Staff roles and responsibilities have been reviewed to incorporate COVID risk management measures. • In introducing COVID-19 control measures, these have been reviewed against the legal duty of making reasonable adjustments to avoid disabled workers being put at a disadvantage and assessing the health and safety risks for new or expected mothers. • Arrangements are in place to organise health screening / testing for employees as necessary. • Arrangements are in place to regularly review all COVID-19 risk management controls and to communicate these to employees. • Procedures on reporting of COVID-19 under RIDDOR have been updated. • Managers and First aiders have been trained to spot symptoms of COVID-19 and are clear on any relevant processes to isolate, e.g, 				
--	--	--	--	--	--	--

Hazard <i>List hazards here</i>	Those at Risk <i>List groups of people at risk from hazards identified.</i>	Existing Controls <i>List existing controls here or note where information can be found.</i>	Residual Risk <i>High/Med/Low</i>	Controls Adequate? <i>Yes/No</i>	Further Actions <i>List the risks which are not adequately controlled and the actions proposed where it is reasonably practicable to do more.</i>	Requirements
------------------------------------	--	---	--------------------------------------	-------------------------------------	--	--------------

		<p>sickness reporting and sick pay, and procedures in case someone in the workplace is potentially infected and needs to take the appropriate action.</p> <ul style="list-style-type: none"> • First aiders have been briefed in their role in respect of dealing with suspected Covid-19 cases and adequate supplies of PPE have been provided in first aid kits. • Should employees report symptoms when at work, an isolation area has been identified for the employee to be placed until transport arrangements have been organised. • Employees who may have to visit other premises/clients are briefed/trained to ascertain the control measures in place and expectations prior to arrival. Concerns relating to the potential lack of safety arrangements to be raised with Line Manager. 				
--	--	--	--	--	--	--