



## COVID-19 Workplace Safety Risk Assessment

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<b>Review Date</b>	8 <sup>th</sup> July 2020
<b>Business Location</b>	Unit HJK, Gateway 1000, Stevenage, SG1 2FP

**Covid-19 is a respiratory illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe, or fatal.**

According to the latest research and government guidance, the virus is caught from others who are infected in the following ways:

- the virus moves from person-to-person in droplets from the nose or mouth when a person with the virus coughs, sneezes, or exhales.
- the virus can survive for up to 72 hours out of the body on surfaces which people have coughed/sneezed on, etc.
- people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes, nose, or mouth.

There is a risk to the health and wellbeing of staff and visitors from transmission of the COVID-19 coronavirus within the workplace. The Company is committed to ensuring the safety of all staff and visitors by making the premises as Covid-19-secure as possible.

This Risk Assessment details the potential hazards and risk of infection within the workplace. It also details the measures we have implemented to control the risks following a full review of the workplace.

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<p><b>Covid-19</b></p>	<p>Infection risk</p> <p>Risk of: Flu-like symptoms, Pneumonia, breathing difficulties, death.</p>	<p>Daily recorded temperature checks will be taken for all staff and visitors in the workplace. If a person is above the healthy temperature range (up to 37.3°C), they will be advised that they must go home immediately and follow Government self-isolation advice.</p> <p>All staff will be supplied with their own personal antibacterial desk wipes and hand sanitiser.</p> <p>All staff will be supplied with a no-touch door opening gadget for opening of doors and cupboards etc.</p> <p>Access control pin pads to Data Centre doors: pin codes have been removed to reduce touch transmission risk.</p> <p>Doors to offices and through the corridor areas are wedged open to reduce touch transmission risk. Additional patrols of the building will be carried out for visual checks to reduce the risk of potential fires.</p> <p>Hand sanitiser units have been installed in short spaced intervals throughout the workplace.</p> <p>Infection control personal protective equipment (PPE): Face masks, gloves, and visors (where needed) for use by staff and visitors are available in reception and in all offices. Face masks and gloves are optional and are not compulsory.</p>	



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<p><b>Workplace Social Distancing</b></p> <p>Social distancing refers to people being required to maintain a distance from each other of at least 2 metres</p>	<p>The main route of virus transmission is through droplets coughed, sneezed, or exhaled by an infected person.</p> <p>Effective Workplace Social Distancing is a key element in reducing the transmission of COVID-19</p>	<p>Staff and visitors are required to practice effective social distancing while in and around the workplace, while involved in work activities and when travelling to and from work.</p> <p>Floor markings: 2 metre spaced markings have been taped to the flooring throughout the corridor, stairwells, and reception area as a visual reminder to keep the 2-metre safe distance.</p> <p>Keep as much distance as possible when passing others in corridors. When using stairs allow others already on the stairs to complete their journey and do not pass them on the stairs, if possible.</p> <p>Notices are displayed throughout the premises reminding staff and visitors of the key infection prevention requirements, including the need to maintain safe distancing.</p> <p>Maximum occupancy limits for offices, toilets, and kitchens: all offices, toilets and kitchens have been individually reviewed per space to allocate a set number of persons allowed in each room at any given time to adhere to social distancing rules.</p> <p>The number of persons allowed in each room is clearly displayed on a notice on the entrance door to the room. This also applies to the toilet and kitchen areas.</p> <p>If the room/area you wish to enter is already at its maximum capacity, you must wait until another person leaves before you are permitted to enter. Remember to social distance whilst waiting.</p>	



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<p><b>Workplace Social Distancing</b> continued</p>		<p>Workstations: rotas will be planned and organised to ensure we do not exceed the maximum number of persons in each office area to adhere to safe distancing rules.</p> <p>Adaptations to work processes to support social distancing will include:</p> <ul style="list-style-type: none"> <li>- Holding essential meetings only with appropriate social distancing in place, limit numbers to essential members only and use phone/video conferencing, etc</li> <li>- Replacing face-to-face meetings and interviews wherever possible with video conferencing, phone conferencing, etc</li> <li>- Carrying out any essential training by using email or online eLearning wherever possible rather than bringing people together face to face</li> <li>- Hand sanitiser provided at meetings</li> </ul>	
<p><b>When Social Distancing cannot be followed</b> Example: Working together on Racks</p>		<p>Where social distancing guidelines cannot be followed in full, appropriate mitigation methods should be put into place, such as:</p> <ul style="list-style-type: none"> <li>- Increased hand washing</li> <li>- PPE: facemasks, visors and gloves should be worn</li> <li>- Keeping the activity time involved as short as possible</li> <li>- Use back-to-back or side-to-side working (rather than face-to-face) whenever possible.</li> <li>- Reducing the number of people each person has contact with by using “fixed teams or partnering” (so each person works with only a few others)</li> </ul>	

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<b>Hot-desking and Equipment Sharing</b>	Shared workstations and equipment are more likely to present an increased infection transmission risk	<p>Persons using hot desk set-ups or equipment sharing must follow strict cleaning instructions: the workstation area or equipment (where possible) must be cleaned thoroughly at the start and end of each shift/use. Antibacterial spray and paper towels are provided for use in all offices.</p> <p>The importance for staff to follow good hygiene practice is crucial to minimise the risk of virus transmission. i.e. regular handwashing.</p>	
<b>Higher Risk Areas of the Workplace</b>	Heavily used areas of the workplace are more likely to present an increased infection transmission risk	<p><b>Kitchens</b></p> <p>Due to the size of the kitchen areas a maximum of 1 person at a time is permitted to use the area. This information is displayed on signage in these areas. If the kitchen is already in use, you must wait until that person leaves before you are permitted to enter. Whilst waiting you must adhere to social distancing rules.</p> <p>Wash hands thoroughly when entering and leaving the kitchen every time you use it.</p> <p>Kitchen surfaces should be sprayed with antibacterial cleaner provided and wiped down after every use.</p> <p>Before using the water coolers always wash your glass thoroughly with hot water and washing-up liquid.</p> <p>Hand sanitiser units are available in kitchen areas.</p> <p>Hot water, liquid soap and paper hand towels are provided.</p>	



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<p><b>Higher Risk Areas of the Workplace</b> continued</p>		<p>Company provided fruit, sweets, canned drinks, and snacks will no longer be available at this time.</p> <p>Food sharing is not permitted, for example: Birthday cakes must not to be brought into the office.</p> <p><b>Toilets</b> Due to the size of the sink area in the toilets a maximum of 1 person at a time is permitted to use the area. This information is displayed the toilet entry door. If the sink areas are already in use, you must wait until that person leaves before you are permitted to enter. Whilst waiting you must adhere to social distancing rules.</p> <p>Always wash your hands thoroughly after using the toilets.</p> <p>Hand sanitiser units are available in all toilets.</p> <p><b>Reception area</b> The reception area should only be used by staff as a route to other areas of the office. Staff should not loiter in reception.</p> <p><u>Visitor Check-In</u> - Screens have been added to the visitor check-in desk Sign-in procedure: - Staff member completes the visitor book on behalf of the customer, top copy given to customer. - Access card given to customer - lanyards are no longer issued.</p>	

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<b>Higher Risk Areas of the Workplace</b> continued		- Access cards must be cleaned on return with antibacterial cleaner before going back in the drawer. A full instruction manual for this process has been provided by the customer sign-in computer.  The importance for staff to follow good hygiene practice is crucial to minimise the risk of virus transmission. i.e. regular handwashing. Handwashing instructions/posters are displaying throughout the workplace.	
<b>Vulnerable and Higher Risk Groups</b> Some staff may have pre-existing medical conditions which render them more vulnerable to the dangers of Covid-19 infection	The groups that are most vulnerable and at higher risk are: <ul style="list-style-type: none"> <li>• Elderly, over 70 years old</li> <li>• Pregnant women</li> <li>• Those with certain pre-existing medical conditions (please see Government website for full details)</li> </ul>	Vulnerable high-risk staff (or staff from vulnerable high-risk households) should continue, where possible, to work from home in accordance with Government guidance.  Returning to work in the office will be discussed on an individual risk basis with high-risk staff.	
<b>Accident and Emergencies</b> <b>Fire Control and First Aid</b>	Increased risk of virus transmission during an emergency	Fire Control: Normal Fire Evacuation procedures apply at all times. In the event of a fire evacuation, staff will evacuate and, where possible, keep 2 metres apart throughout evacuation and whilst at the Fire assembly point. Fire doors that are currently propped open should be un-wedged and closed by staff as they evacuate, if safe to do so. Regular visual checks	

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<b>Accident and Emergencies</b> <b>Fire Control and First Aid</b> continued		will be carried out throughout the day in all areas where a door is propped open.  First Aid: - For minor incidents, where possible First Aiders can verbally assist on how to administrate Self-Aid whilst keeping at a safe social distance. - For major incidents, go through the normal triage process and call 999 for an ambulance to attend as soon as possible. Further information can be found here: <a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</a>	
<b>Personal Hygiene</b>	Virus transmission risk	Wash hands regularly for 20 seconds with warm water and soap (use hand sanitiser gel if soap and water are not available).  Catch coughs and sneezes in tissues or the elbow (not hands). If caught in a tissue, this must be binned immediately. Wash hands immediately. <i>Catch it, Bin it, Kill it.</i>  Avoid touching the face especially the eyes, nose, and mouth area.  Avoid non-essential contact with others and any physical contact (e.g. handshakes).  Clean frequently touched surfaces and objects (desk, telephone, keyboard, mouse, etc.) regularly. Staff are required to clean their workstations during the day, particularly on arrival, after eating and returning from the toilet.	





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<b>Internal Cleaning</b>	Virus transmission risk	<p>A cleaning regime is in place within the company to ensure the workplace, including welfare facilities, is serviced, and suitably cleaned on a regular basis.</p> <p>We have changed the process for the cleaner each evening to ensure all handles, doors, hand dryers, towel dispensers and hand sanitiser dispensers are cleaned on a daily basis.</p>	
<b>Cases of possible infection on-site</b> Persons becoming unwell with Covid-19 symptoms while in the workplace	High risk of transmission	<p>The main symptoms of coronavirus (COVID-19) are:</p> <ul style="list-style-type: none"> <li>- high temperature - this means you feel hot to touch on your chest or back (i.e. 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 have noticed you cannot smell or taste anything, or things smell or taste different to normal.</li> </ul> <p>If a staff member or visitor becomes unwell in the workplace with coronavirus symptoms they will be sent home immediately and advised to follow Government self-isolation guidance.</p> <p>Staff members showing coronavirus symptoms should take a coronavirus test as soon as possible and inform their Line Manager of the result as soon as it is received.</p>	

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<p><b>Cases of possible infection on-site</b> continued</p>		<p>The booking site <a href="http://www.gov.uk/coronavirus">www.gov.uk/coronavirus</a> will show the testing centres available for the next day and you should have your test done as soon as possible after your symptoms first develop. Inform your Line Manager of the outcome of the test results as soon as they are received.</p> <p>Line managers will maintain regular contact with staff during this time to check progression of team members symptoms. In accordance with Government guidance the infected person will not be able to return to work in the office for 7 days (minimum).</p> <p>If a staff member tests positive for Covid-19 the office will be closed down for a deep clean. All team members who have worked with the infected person in the past 7 days will be contacted and must self-isolate for 14 days starting from the last day they were in contact with the infected person.</p> <p>The working area of any staff member who suspects they may have contracted Coronavirus will be subject to a deep clean in accordance with Government guidance.</p> <p>In the event that more than one member of staff tests positive for the virus, we will follow Government procedure to notify PHE immediately.</p>	
<p><b>Close contact with someone who has tested positive with Covid-19</b></p>	<p>High risk of transmission</p>	<p>Inform your Line Manager and do not come into the office. Where possible, working from home will be arranged with your Line Manager. Follow Government self-isolation guidance. Inform your Line Manager if you develop Coronavirus symptoms.</p>	



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<b>Close contact with someone who has tested positive with Covid-19</b> continued		If you have been contacted via the Government Test and Trace App, inform your Line Manager, do not come into the office, and follow the Government self-isolation guidance.	
<b>Someone in your household or in your support bubble has Covid-19 symptoms</b>	High risk of transmission	Inform your Line Manager and do not come into the office. Where possible, working from home will be arranged with your Line Manager. Follow Government self-isolation guidance. Inform your Line Manager if you develop Coronavirus symptoms.	
<b>Travel to/from Work</b>	Travel to and from work on public transport may lead to greater risk of virus transmission	Where possible, staff should not use public transport to travel to work.  Where they do use public transport, they should conform with Government requirements: wearing face coverings and social distancing.  Flexible working arrangements are available so that staff can avoid travelling at peak times.  Hand sanitiser at entrance/exit of the workplace.  Outside bike storage available.	
<b>Car sharing with work colleagues</b>	Car sharing with work colleagues may lead to greater risk of virus transmission	Staff should not car share when travelling to/from work or on lunch breaks as suitable social distancing cannot be achieved.	



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<b>Off-Site Visits to Customer or Supplier Sites</b>	Higher risk of infection if site visited has not adapted their offices with Covid-19 control measures	<p>Unless deemed necessary for contractable/billable work we currently do not recommend site face-to-face meetings with customers or suppliers.</p> <p>If you must attend a customer/supplier site, a Risk Assessment of the site must be completed prior to the visit by the customer/supplier. Once completed and returned the Risk Assessment must be internally reviewed and approved before the visit can be booked with the site.</p>	
<b>Staff Deliveries to the Office</b>	Virus transmission risk	<p>Where possible staff should not have personal deliveries delivered to the office.</p> <p>If a delivery must be sent to the office, then staff must collect the delivery as soon as it arrives and place it immediately in their car or by their desk. Deliveries cannot be left uncollected until the end of the day.</p>	
<b>Mental Health</b>	Risk to mental wellbeing due to impact of Covid-19	<p>Regular contact from Line Manager to all team members whether they are working from home or in the office.</p> <p>Human Resources are available if you would like to speak to someone within the Company other than your Line Manager.</p> <p>Encouragement of the use of video calling colleagues for increased social interaction when working from home.</p> <p>Need to Talk: signage in communal areas (kitchens) of the Employee Assistance Programme (operated via Perkbox) - this is a free confidential 24/7 helpline with qualified counsellors and advisors. Up to 4 free Counselling sessions also available.</p>	



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<b>Mental Health</b> continued		Company Aviva Health Care Cover provides Mental Health Support. Please contact Aviva to understand the support that is available.	
<b>Communication and Information</b>	Factual information from official guidance is required to ensure against misinformation, rumour and fake news or myths. If these are allowed to gain traction within the organisation they can obscure and confuse vital health and safety measures.	<p>Covid-19 policies and safety procedures communicated to all staff and customers where required; these set out how staff and visitors should behave and the precautions they must adopt to keep them safe and reduce the risk of virus transmission.</p> <p>Company Covid-19 risk management team to monitor official advice carefully and update all policies and procedures as required.</p> <p>Management will pass on and reinforce key Government public health messages to all staff.</p> <p>Consult with staff regularly at all stages.</p> <p>Keep risk assessments under review to ensure that a safe place of work is maintained.</p> <p>If, at any point, any member of staff feels that another member of staff is not following the Company guidance and taking unnecessary risk; please contact either your Line Manager, HR, a H&amp;S representative or Senior Management to discuss any concerns.</p>	