

<b>RISK ASSESSMENT</b>		(ALL SECTIONS MUST BE COMPLETED)																																																																									
<b>Activity/Hazard:</b>	COVID-19 – Management of Office Areas																																																																										
<b>Site location:</b>	Thunderbird Works, Ponden Works																																																																										
<b>Date Created:</b>	13 <sup>th</sup> June 2020																																																																										
<b>Person's at risk:</b>	EMPLOYEES, CONTRACTORS, VISITORS, OTHER SITE USERS, GENERAL PUBLIC																																																																										
<b>Linked assessments:</b>	Fire Risk Assessment Office Risk Assessment Coronavirus guidance issued during March and onwards																																																																										
		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7" style="text-align: left;">POTENTIAL OUTCOME</th> </tr> </thead> <tbody> <tr> <td>Catastrophic</td> <td style="background-color: red;"></td> <td style="background-color: red;"></td> <td style="background-color: red;"></td> <td style="background-color: red;"></td> <td style="background-color: red;"></td> <td style="background-color: red;"></td> </tr> <tr> <td>Major</td> <td style="background-color: orange;"></td> <td style="background-color: orange;"></td> <td style="background-color: orange;"></td> <td style="background-color: orange;"></td> <td style="background-color: orange;"></td> <td style="background-color: orange;"></td> </tr> <tr> <td>Moderate</td> <td style="background-color: yellow;"></td> <td style="background-color: yellow;"></td> <td style="background-color: yellow;"></td> <td style="background-color: yellow;"></td> <td style="background-color: yellow;"></td> <td style="background-color: yellow;"></td> </tr> <tr> <td>Minor</td> <td style="background-color: lightgreen;"></td> <td style="background-color: lightgreen;"></td> <td style="background-color: lightgreen;"></td> <td style="background-color: lightgreen;"></td> <td style="background-color: lightgreen;"></td> <td style="background-color: lightgreen;"></td> </tr> <tr> <td>Insignificant</td> <td style="background-color: lightyellow;"></td> <td style="background-color: lightyellow;"></td> <td style="background-color: lightyellow;"></td> <td style="background-color: lightyellow;"></td> <td style="background-color: lightyellow;"></td> <td style="background-color: lightyellow;"></td> </tr> <tr> <td></td> <td style="text-align: center;">Remote</td> <td style="text-align: center;">Unlikely</td> <td style="text-align: center;">Possible</td> <td style="text-align: center;">Likely</td> <td style="text-align: center;">Highly Likely</td> <td></td> </tr> <tr> <td colspan="7" style="text-align: center;"><b>LIKELIHOOD</b></td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="background-color: black; color: white;">Risk rating</th> <th style="background-color: black; color: white;">Action</th> </tr> </thead> <tbody> <tr> <td style="background-color: red; width: 20px;"></td> <td style="text-align: center;">HIGH</td> <td>Urgently review/add controls &amp; monitor, notify H&amp;S Team (if Likely or Highly Likely – stop work, seek competent advice)</td> </tr> <tr> <td style="background-color: orange; width: 20px;"></td> <td style="text-align: center;">MEDIUM</td> <td>Review/add controls (as far as reasonably practicable) &amp; monitor</td> </tr> <tr> <td style="background-color: lightgreen; width: 20px;"></td> <td style="text-align: center;">LOW</td> <td>Monitor control measures</td> </tr> </tbody> </table>						POTENTIAL OUTCOME							Catastrophic							Major							Moderate							Minor							Insignificant								Remote	Unlikely	Possible	Likely	Highly Likely		<b>LIKELIHOOD</b>							Risk rating		Action		HIGH	Urgently review/add controls & monitor, notify H&S Team (if Likely or Highly Likely – stop work, seek competent advice)		MEDIUM	Review/add controls (as far as reasonably practicable) & monitor		LOW	Monitor control measures
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THESE RISK ASSESSMENTS SHOULD BE UNDERTAKEN AND CONSIDERATION GIVEN TO SOCIAL DISTANCING AND SAFE WORKING GUIDANCE, INCLUDING ANY MANDATORY PPE REQUIREMENTS ISSUED BY McDOWELL'S TO SUPPORT THE SAFETY AND WELBEING OF ALL EMPLOYEES																																																																											

Hazard Identified	Control Measures already in place	H/M/L
1 Risk of exposure to COVID-19 arising from entering and exiting work premises <i>(risk of becoming ill, being a carrier to others in spreading virus to family, friends and those considered "shielded")</i>	<ul style="list-style-type: none"> <li>Handwashing facilities, or hand sanitiser where possible, at main entry/exit points</li> <li>Visitor waiting area to be cleaned at end of each day, and periodically if used by visitors to site</li> <li>Where possible, without breaching fire regulations, doors can be propped open to allow free flow through building without too many 'touch points' on handles and push plates</li> <li>Any touch-based security devices such as keypads or fobs to be reviewed if essential or not, where possible not used. Where essential for use, hand sanitiser required before touching keypad and fobs to be wiped down before and after use.</li> <li>Staff instructed to adhere to the 'one-way' system adopted within the warehouse for access to the de-brief counter - to ensure social distancing to safe guard staff and visitors.</li> </ul>	Medium
2 Risk of exposure to COVID-19 arising from visitors attending site <i>(risk of becoming ill, being a carrier to others in spreading virus to family, friends and those considered "shielded")</i>	<ul style="list-style-type: none"> <li>Face to face meetings to be kept to a minimum and only in extreme circumstances</li> <li>Meeting rooms to be taken out of use for general daily use, and should only be used for meetings where no other communication methods can be used.</li> <li>Visitors sign in procedures as highlighted above - Temporary suspension of signing in book – instead, laminated "VISITOR" badges to be produced which have all information on, which can be wiped clean after use.</li> <li>Any furniture (tables, chairs etc) used by visitors to be cleaned with suitable anti-bacterial spray or wipes after use.</li> </ul>	Medium

3	<p>Risk of exposure to COVID-19 arising from staff movement around and between buildings <i>(risk of becoming ill, being a carrier to others in spreading virus to family, friends and those considered "shielded")</i></p>	<ul style="list-style-type: none"> <li>• Regular daily cleaning and sanitising of all operational areas</li> <li>• High traffic areas, such as staircases and corridors to be kept clear of obstructions. People going up stairs have right of way over those coming down, and social distancing to be maintained on landings</li> <li>• Where it is unavoidable to pass somebody, the general rule is it is safe to do so for a short period of time, eg, on the stairs or passing at the end of a corridor or a suitable passing place</li> <li>• All non-essential trips within buildings and between sites will be prohibited with some areas restricted to specific staff eg Driving Training room</li> </ul>	Medium
4	<p>Risk of exposure to COVID-19 arising in common shared areas <i>(risk of becoming ill, being a carrier to others in spreading virus to family, friends and those considered "shielded")</i></p>	<ul style="list-style-type: none"> <li>• Staff to stagger break times to reduce pressure on communal areas - social distancing must continue to be observed in these areas</li> <li>• Communal coat hangers should not be used</li> <li>• Signage around the building regarding coughing &amp; sneezing, with tissues available in offices, kitchens and staff zones in shared spaces with general public.</li> </ul>	Medium
5	<p>Risk of exposure to COVID-19 arising from use of kitchens and toilets <i>(risk of becoming ill, being a carrier to others in spreading virus to family, friends and those considered "shielded")</i></p>	<ul style="list-style-type: none"> <li>• Staff reminded to observe good hygiene standards at all times - <a href="#">good handwashing procedures</a></li> <li>• Staff should only be making their own drinks/food, to reduce risk of transfer of virus</li> <li>• Staff to wash their own crockery &amp; cutlery, to reduce risk of transfer of virus,</li> <li>• Kitchen appliances such as kettles, water boilers, microwaves and fridges should be wiped down before use (taking care if appliance is hot from use)</li> <li>• Cleaning arrangements and signage are in place to keep these areas clean and ensure social distancing is achieved as much as possible.</li> <li>• Cloth tea towels should not be used. Only paper towels to be used to dry crockery &amp; cutlery</li> <li>• Signage in place to remind staff to wash their hands for 20 seconds using soap and water before and after use of toilet area</li> </ul>	Medium
6	<p>Risk of exposure to COVID-19 arising from use of office areas and workstations <i>(risk of becoming ill, being a carrier to others in spreading virus to family, friends and those considered "shielded")</i></p>	<p><b>Offices and Workstations</b></p> <ul style="list-style-type: none"> <li>• Signage to encourage social separation and hand washing will be put up in various locations in workplaces</li> <li>• There should be a gap between each workstation, where possible avoiding face to face desk set ups. Where this isn't possible, look at moving desks or staff to other areas.</li> <li>• Existing personal items on desks will be removed, with clear desk policy initiated to reduce spread of virus and enable easier cleaning</li> <li>• Staff to have their own workstation, and not share workstations or devices to be avoided where practicable and thoroughly cleaned between individual users where necessary</li> <li>• Staff to use their own pens &amp; stationery where possible to maintain good personal hygiene</li> <li>• Sanitiser/ disinfectant to be available on all workstations in use, with signage advising staff to wipe</li> </ul>	

		<p>them down before and after use</p> <ul style="list-style-type: none"> <li>• Where possible, minimal amounts of paperwork to be produced, as virus can stay on paper products for us to 24 hours.</li> <li>• Paperwork should not be passed around the office area, instead and where possible documents/information emailed or scanned to reduce spread of virus.</li> <li>• Minimal contact with paper filing systems advised. Where access to paper filing is required, this should be done by one person, to prevent cross contamination and spread of virus.</li> <li>• Where documentation / paperwork handling unavoidable, Staff reminded to wash or sanitise hands both during and after completion of task.</li> <li>• Meeting rooms will not be available for use for non-essential meetings</li> </ul>	
7	<p>Risk of exposure to COVID-19 arising from use of work equipment eg telephones, printers &amp; photocopiers <i>(risk of becoming ill, being a carrier to others in spreading virus to family, friends and those considered “shielded”)</i></p>	<ul style="list-style-type: none"> <li>• One person using workstation should only use the telephone, computer monitor, keyboard and mouse on that desk. These should be wiped down with Sanitiser/ disinfectant at start and end of each day</li> <li>• Staff to be advised to wipe down with Sanitiser/ disinfectant - shared office equipment they come in to contact with - Photocopiers, printer buttons, keyboards, mice etc. before and after use.</li> </ul>	Medium
8	<p>Risk of exposure to the COVID-19 arising from social distancing measures not being followed – <b>Accidents &amp; incidents</b></p>	<p><b>Accidents &amp; incidents</b></p> <ul style="list-style-type: none"> <li>• Any incidents should be dealt with according to McDowell’s first aid procedures, observing enhanced cleaning and hand washing procedures</li> <li>• Complete an accident report with as much detail, including if illness due to COVID-19, and forward to Brian Dent within 24 hours</li> <li>• Ensure first aid boxes are located in easily accessible area, and now contain masks to protect any first aider requiring to assist an injured person, given that social distancing may not be possible in these situations</li> <li>• Any staff member showing symptoms of COVID-19 are expected to undergo testing for coronavirus within 72 hours of the commencement of symptoms, and should follow government guidance for getting tested <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/</a></li> <li>• Any staff member who is symptomatic of COVID-19 in the workplace, must immediately return home, not using public transport (buses/trains), with their line manager ensuring they liaise with the individual to ensure they are able to go home safely</li> <li>• The whole area/workstation should be deep cleaned.</li> <li>• Staff should then follow Government guidelines to self-isolate, before returning to work <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></li> </ul>	Medium

9	<p>Risk of exposure to the COVID-19 arising from social distancing measures not being followed – <b>Fire Evacuation</b></p>	<ul style="list-style-type: none"> <li>• In the event of an actual fire, and the risk due to spread of fire, social distancing can be relaxed to ensure safe evacuation of the building</li> <li>• Review current fire assembly point, it is suitable for social distancing? If not, is a temporary site close by more suitable?</li> </ul>	Medium
10	<p>Risk of exposure to COVID-19 arising from contact with furniture and soft furnishings <i>(risk of becoming ill, being a carrier to others in spreading virus to family, friends and those considered “shielded”)</i></p>	<ul style="list-style-type: none"> <li>• There should be minimal use of window blinds by multiple staff. If there is the need to alter blinds, staff should wash their hands, according to hand washing guidance (i.e. 20 seconds with soap and water) or hand sanitiser used before and after touching the blind cords</li> <li>• Operator/workstation chairs should only be used by 1 individual.</li> <li>• Any further in communal areas, such as breakfast tools in kitchens, meeting room chairs, visitors’ sofas in the reception area, should be cleaned with antibacterial spray or wipes at the start and end of each day, and after use</li> </ul>	Medium
11	<p>Risk of exposure to COVID-19 arising from none effective cleaning of building and surfaces in common areas <i>(risk of becoming ill, being a carrier to others in spreading virus to family, friends and those considered “shielded”)</i></p>	<ul style="list-style-type: none"> <li>• Effective cleaning of office spaces to be undertaken on a regular basis at least once a day but may be more frequently if required</li> <li>• Surfaces that are touched regularly, such as doors, door handles, stair bannisters, doorbells, etc to be cleans more regularly with antibacterial spray or wipes</li> <li>• Stocks of cleaning products, liquid soap, paper towels, toilet tissue, bin bags to be regularly checked and additional supplies requested as necessary</li> <li>• All bins will be lined</li> <li>• Cleaning materials with instructions will be provided in readily accessible locations to encourage before and after cleaning of their workspace areas and equipment</li> </ul>	Medium
12	<p>Risk of exposure to the COVID-19 arising from social distancing measures not being followed – <b>Managing Deliveries &amp; Handling Goods</b></p>	<ul style="list-style-type: none"> <li>• Where possible, agree times and drop off points for deliveries</li> <li>• Where possible, have delivery drivers call ahead to advise when they will be arriving at site</li> <li>• Drivers / should go to a separate door to that used by office staff and visitors</li> <li>• Hand sanitiser or hand washing facilities to be available to drivers arriving on site with goods</li> <li>• Greater handwashing protocols, handwashing facilities and sanitiser to be provided for staff handling goods and merchandise and providing hand sanitiser where this is not practical.</li> <li>• Staff and visitors to adhere to one-way system.</li> </ul>	Medium

<b>COMMENTS AND INFORMATION</b>
<i>Use this section to record how the risk assessment &amp; control measures have been communicated, and any other comments and information</i>

<b>Date of review</b>	<b>Are there any changes to the activity since the last review?</b> <i>Clarify that all the controls are still in place and are monitored on a regular basis.</i>	<b>Sign off of Risk Assessment by</b>	<b>Scheduled date of next review</b> <i>Minimum annually, or if there are any significant changes, or following an incident or near miss</i>
13/06/2020	Risk assessment created following the Government guidance on reopening and socially distancing office areas during the ongoing Coronavirus Pandemic	<i>K Metcalfe / B Dent</i>	<i>May 2021</i>