

Risk Assessment: COVID Secure Plan

Prepared by:	Lorraine Sutcliffe, Head of HR	Date: 24/06/2020 Updated: 23/07/2020 Updated: 14/08/2020 – updates in red
Authorised by:	Peter Isler, Managing Director	Date: 24/06/2020

Risk Assessment to be reviewed every two weeks to ensure the office is a safe place of work

Groups Likely to be Affected – Exposed to Harm / Risk

Y – Employees Y – Sub Contractors Y – Visitors Y – Others Workers N – Public N – Children

Task, Activity	Hazard & Associated Risk	Control Measures	Action Required	Target Date
General	Contact with infected people	Employees to review the updated Risk Assessment COVID Secure Plan.	Email all employees. Management checks to ensure plan is adhered to.	24 July
		Education on risks, necessary precautions around COVID-19 and change of work culture.	Roll out presentation via Zoom in small groups	Done
		Increase cleaning frequency around the site, daily cleaning of frequently high risk touched points – door handles, stairs, social areas, toilets etc.	Employ additional cleaner Mon – Fri, 11 – 2 pm. Design a daily cleaning plan for the cleaner.	Ongoing
		Adhere to government guidelines to maintain 2 metre social distancing, where it is not practicable personnel must keep to a minimum 1 metre plus in line with the guidelines set out in the Covid Secure Plan. https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july	Display 2 m posters.. Communicate	Ongoing
		Implement a 5 step return to work plan during August by gradually increasing the number of employees in the office week by week. Each week the senior management team will review the COVID Secure Plan and management feedback to ensure all control	Email 5 step plan to employees	Done

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Entering, exiting and moving around the office	Contact with virus on common surfaces leading to infection	Employees can take their temperature on entering the building for reassurance if required. There will be a temperature monitor on both floors. Monitors should be wiped down before and after use with antibacterial wipes	Purchase temp monitor Email updated risk assessment	Done 14 August
		Permanent hand sanitizers fitted to the office entrance and exit doors.	Done	15/06/20
		Request personnel sanitise hands before leaving the office and on entering the office.	Display posters	Done
		Redesigning the flow of movement by operating a one way system on both floors to maintain social distancing. A separate entrance and exist for the ground and 1 st floor, see attached map.	Display posters and floor stickers	Done
Seating & moving around the office	Contact with effected personnel	Reduce the number of employees in certain areas to comply with the 2m social distancing guidelines.	Redesigned office seating, social areas and flow of movement	Done
		Desk seating positioned back to back and/or no sitting in front or either side of each other. (seating plan attached)	Complete seating plan	Done
		Desk assigned to an individual employee and not shared.	Chairs covered with tape on unoccupied desks	Done
		Request desk and equipment to be wiped down at the start and end of the day and before lunch. Each employee to be issued with antibacterial wipes.	Communicate to employees and introduce management control checks	26 June
Hours of work	Contact with effected personnel and virus on common surfaces leading to infection	Introducing stagger start & finish times in the office to reduce the number of employees entering and existing the site at the same time.	Managers to communicate staggered start and finish time rota	From 3 August

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Kitchen and café area	Contact with infected people & contact with virus on common surfaces leading to infection	<p>Request personnel sanitize hands prior to preparing drinks and/or food.</p> <p>Move tables and chairs to ensure personnel keep 2m distance and only 1 person per table.</p> <p>Reduce numbers to maintain social distancing in the kitchen/cafe preparation area to make food or drinks at any one time.</p> <p>Introduce 4 lunch sitting to maintain 2m social distancing and reduce volume of traffic.</p> <p>Personnel encourage to bring lunch from home and store in a cooler bag rather than using the fridge and microwave to reduce contact with high risk touch points.</p> <p>Pool table not to be used until further notice.</p> <p>Employees are permitted to eat dry food at their desk (crisps and sandwiches etc) during their lunch hour to reduce traffic in the social areas and to limit contact with other employees. Employees are recommended to have a break from their desk/screen during lunch.</p>	<p>Display signage</p> <p>Visit office the check table distance</p> <p>Display signs to maintain 2m distance</p> <p>Communicate via presentation</p> <p>Place cover over pool table</p> <p>Email updated risk assessment</p>	<p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>14 August</p>
Opening and closing doors	Contact with virus on common surfaces leading to infection	<p>Keep doors open wherever possible around the office excluding security doors.</p> <p>Main entrance door in to Abbot House to be open at all times (weather permitting) to reduce touching of the handle.</p> <p>Open doors using elbow if possible.</p>	<p>Display posters on office internal doors</p> <p>Communicate via presentation and display poster</p> <p>Communicate via presentation</p>	<p>3 August</p> <p>On going</p> <p>Done</p>

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Personal hygiene & safety	Contact with infected people & contact with virus on common surfaces leading to infection	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with soap and water .</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Posters to be displayed.</p> <p>Tissues will be provided for each employee in the office.</p> <p>Avoid close contact with other personnel i.e. no shaking of hands and hugs etc.</p> <p>Encourage all personnel to frequently wash hands with hand sanitizer whilst moving around the office.</p> <p>Reiterate the importance of employees following the government guidelines every day whether at home or work.</p>	<p>Display hygiene posters around the office including social and toilet areas.</p> <p>Place on all desks</p> <p>Communicate to employees via the presentation</p>	<p>Done</p> <p>3 August</p> <p>Done</p>
Printers, photocopier and scanners	Contact with virus on common surfaces leading to infection	<p>Hand sanitizers located at all printer and photocopier stations.</p> <p>Employees requested to sanitized hands before use. This does not apply when collecting prints form the photocopier.</p> <p>Only 1 person per station to maintain social distancing.</p>	<p>Position sanitizers at each station</p> <p>Display poster</p> <p>Communicate via email</p>	<p>Done</p> <p>24 July</p> <p>24 July</p>

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Visitors	Contact with infected people	<p>Discourage visitors to the office unless absolutely necessary.</p> <p>Recommended all visitors should be prior arranged, limiting unannounced visits.</p> <p>All visitors to complete a Self Declaration Form and take temperature prior to entering the office.</p> <p>Advise visitors of office social distancing guidelines and hygiene rules.</p>	<p>Communicate to employees</p> <p>Print additional forms</p> <p>Print visitor packs</p>	<p>Done</p> <p>3 August</p> <p>18 August</p>
Toilets/ shower usage	Contact with COVID-19 virus	<p>Personnel to sanitized hands on leaving the office and re-entering.</p> <p>One person allowed in the toilet area at any one time.</p> <p>Personnel should was hands for 20 seconds after the toilet and dry using hand dryers or paper towels.</p> <p>Toilets split by floors i.e. ground floor use the ground floor toilets, upstairs used by 1st floor.</p> <p>Showers can be used, employees should bring their own towel and washing products. Showers will be cleaned during the lunch period and at the end of the day.</p>	<p>Display posters on exist and entrance doors</p> <p>Locks fitted on the first toilet door. Internal cubicle doors can remain open to reduce contact.</p> <p>Display posters</p> <p>Communicate to employees via email</p>	<p>Done</p> <p>Done on 12 June</p> <p>3 August</p> <p>24 July</p>

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Meetings	Contact with infected people	<p>External meetings All external meetings are conducted via Teams or Zoom.</p> <p>No external meetings/appointments are permitted unless deemed exceptional circumstances and authorised by a director</p> <p>Internal meetings Encourage employee's to continue to use Teams and Zoom for team meetings.</p> <p>Encourage hosting small meetings/catch ups in well-ventilated area (lounge area or collaboration table) or outdoors as an alternative.</p> <p>All meeting rooms will display place markers to indicate where to sit and maximum occupancy.</p> <p>No sharing of pens or stationary to reduce transmission.</p> <p>Hand sanitiser and tissues available in all meeting rooms.</p>	<p>Communicate via presentation.</p> <p>Sanitiser issued to all BDM's.</p> <p>Advise managers</p> <p>Communicate via presentation</p> <p>Display signage</p> <p>Place in meeting rooms and display signage</p>	<p>Ongoing</p> <p>3 August</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Done</p>
Fire alarm /emergency	Contact with infected people	<p>In an emergency or fire, personnel do not have to stay 2m apart if it is not safe to do so.</p> <p>On the sound of the fire alarm, personnel should exist the office via the fire exist as normal. Personnel should maintain 2m social distance whilst at the fire assembly point. The one way system is not applicable on the sound of the fire alarm.</p> <p>Personnel to sanitise hands before re-entering the office.</p>	Communicate via presentation	Done

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Traveling to the office	Contact with infected people	<p>Encourage driving by self, walk or cycle to work.</p> <p>Where personnel from different households & bubbles need to use a vehicle at the same time, good ventilation (keeping the car windows open) and facing away from each other and wearing a face mask by the driver and passengers is recommended to reduce the risk of transmission.</p> <p>All employees requested to sanitize hands before entering the office.</p>	<p>Communicate via presentation</p> <p>Display posters</p>	<p>Done</p> <p>Done</p>
Deep cleaning of offices following suspected case of COVID-19	Contact with COVID-19 virus	<p>Follow the governments guidance for cleaning in non healthcare environment: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>This includes department Manager to clean the employees desk and equipment using a disposable cloth, first clean hard surfaces with warm soapy water then with antibacterial/disinfectant products.</p> <p>HR will follow the same process for all high risk touch points: door handles, flushers, fridge, printers etc.</p> <p>PPE must be worn: disposable gloves, apron, and face mask if required. Used disposable items should be double-bagged, stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Hands must be washed thoroughly with soap for 20 seconds following a deep clean.</p> <p>Employees requested to clean down their own desk area and sanitize hands.</p>	<p>Communication responsibilities. Send managers guidance instructions</p> <p>Purchase PPE</p>	<p>Before RTW date</p> <p>Done 30/06/2020</p>

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<p>Displaying COVID-19 symptoms or in close contact with persons</p>	<p>Contact with infected people</p>	<p>Review latest Government guidance https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/</p> <p>Recommended employees download the NHS Track and trace application.</p> <p>Employees displaying symptoms similar to those present with the coronavirus (high temperature, new persistent cough or loss of smell or taste, or who has had close contact with someone experiencing these symptoms, must not come to work and stay at home.</p> <p>The employee should arrange a free Antigen test.</p> <p>The employee should then contact the company and update in relation to condition and advice given.</p> <p>Employees are requested to follow medical advice if advised to self isolate and only return to work when the incubation period is over, and symptoms have gone.</p> <p>If an employee becomes unwell with coronavirus related symptoms whilst in the office they must:</p> <ul style="list-style-type: none"> Go straight home Organise a free Antigen test to be completed and advise of the results. Follow advice from Track and Trace. Update manager on advise received and period of isolation. 	<p>Communicate via presentation</p>	<p>Ongoing</p> <p>Done</p>
<p>Ventilation</p>	<p>Spread of virus</p>	<p>Air conditioning to remain on during hot weather. Windows opened to encourage fresh air on cooler days.</p>	<p>Communicate to employees</p>	<p>Done</p>

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First aider	Contact with infected person	<p>Follow St Johns advise https://www.sja.org.uk/get-advice/first-aid-advice/unresponsive-casualty/how-to-do-cpr-on-an-adult/</p> <p>https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</p> <p>Avoid close contact in the first instance, for minor injuries instruct personnel what to do or pass them the items needed and stand at a distance.</p> <p>If injuries require close contact PPE must be worn before providing assistance.</p> <p>PPE to be issued to all first aiders;</p> <ul style="list-style-type: none"> • Disposable gloves and plastic apron • Mask (if required) • Hand sanitiser • Two bin bags • Disinfectant wipes (to clean down first aid box). <p>Resuscitation - place a cloth/towel over the employees mouth and nose and attempt compression only CPR. No mouth to mouth resusation. Thoroughly wash hands, arms and face after. PPE to be placed in a separate bag and dispose of by placing into the skip.</p>	<p>Regular review site</p> <p>Communicate via presentation</p> <p>Purchase PPE and hand out to First Aiders</p> <p>Guidance notes sent to all first aiders</p>	<p>Ongoing</p> <p>Done</p> <p>Wk/C 3 August</p> <p>3 August</p>

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Clinically extremely vulnerable	<p>Contact with infected person</p> <p>May still be at risk of severe illness if exposed to coronavirus</p>	<p>From 1 August, the government will pause shielding unless the transmission of COVID-19 in the community starts to rise significantly. The government has advised employees can go back to work, as long as the workplace is COVID-Secure – but to carry on working from home if you can.</p> <p>Implement regular reviews with employees in this category.</p> <p>Definition of clinically extremely vulnerable people may include:</p> <ul style="list-style-type: none"> solid organ transplant recipients people with specific cancers: <ul style="list-style-type: none"> people with cancer who are undergoing active chemotherapy people with lung cancer who are undergoing radical radiotherapy people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment people having immunotherapy or other continuing antibody treatments for cancer people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs people with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary disease (COPD) people with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell) people on immunosuppression therapies sufficient to significantly increase risk of infection women who are pregnant with significant heart disease, congenital or acquired other people who have also been classed as clinically extremely vulnerable, based on clinical judgement and an assessment of their needs. <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p>	<p>Send out an email to all staff to identify employees current health status and category</p> <p>121 meeting with employees classed as clinically extremely vulnerable to review covid secure plan, assess the practicalities of RTW and implement additional measures if required</p> <p>Issue own pack of wipes and sanitizer.</p>	<p>27 July</p> <p>29 July</p> <p>10 August</p>

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Clinically vulnerable	<p>Contact with infected person</p> <p>May still be at risk of severe illness if exposed to coronavirus</p>	<p>The government advice employees in this category can meet people outdoors and indoors, but to be especially careful and be diligent about social distancing and hand hygiene.</p> <p>Clinically vulnerable employees must adhere to the Covid Secure Plan.</p> <p>Implement regular reviews with employees in this category.</p> <p>Clinically vulnerable people are those who are: aged 70 or older (regardless of medical conditions) under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab each year on medical grounds): chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis chronic heart disease, such as heart failure chronic kidney disease chronic liver disease, such as hepatitis chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), or cerebral palsy diabetes a weakened immune system as the result of certain conditions or medicines they are taking (such as steroid tablets) being seriously overweight (a body mass index (BMI) of 40 or above) pregnant women</p> <p>https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july</p>	Send out an email to all staff to identify employees current health status and category	27 July

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Mental health	Mental health issues	<p>Management to promote mental health & wellbeing awareness to all employees during the Coronavirus outbreak and offer support where required.</p> <p>Promote open door policy.</p> <p>Organise Mindfulness sessions facilitated by an external qualified trainer</p>	<p>Use internal communication channels promoting mental health awareness via Teams</p> <p>Send out Mental Health Wellbeing video whilst working from home</p> <p>Confirmed date and structure</p>	<p>Ongoing</p> <p>Done May 2020</p> <p>Quarter 3/4</p>

Key Links:

- Public Health Advice - <https://www.publichealth.hscni.net/news/covid-19-coronavirus>
- Public Health Authority Guidance - <https://www.publichealth.hscni.net/>
- Hand Washing Guidance - <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>
- Communications - <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>
- Social Distancing Guidance - <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july>
- HSE Face Masks Guidance - <https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm>
- Travel - <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>
- Mental Health Guidance Coronavirus - <https://www.mentalhealth.org.uk/coronavirus>

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

FIVE STEPS TO SAFER WORKING TOGETHER

- ✓ We have carried out a [COVID-19 risk assessment](#) and shared the results with the people who work here
- ✓ We have [cleaning, handwashing and hygiene procedures](#) in line with guidance
- ✓ We have taken all reasonable steps to [help people work from home](#)
- ✓ We have taken all reasonable steps to [maintain a 2m distance](#) in the workplace
- ✓ Where people cannot keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions possible to [manage transmission risk](#)

Signed on behalf of employer _____
Employer representative signature

Employer _____ Date _____
Employer name

Who to contact: _____
Your Health and Safety Representative
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)