

Risk Assessment: COVID Secure Plan

Prepared by:	Lorraine Sutcliffe, Head of HR	Date: 24/06/2020 Updated: 23/07/2020 Updated: 14/08/2020 Updated 25/03/2021 – updates in red
Authorised by:	Peter Isler, Managing Director	Date: 24/06/2020

Risk Assessment to be reviewed every four 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	<p>Employees to review the updated Risk Assessment; COVID Secure Plan.</p> <p>Education on risks, necessary precautions around COVID-19 and change of work culture.</p> <p>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</p> <p>Increase cleaning frequency around the site, daily cleaning of high risk touch points – door handles, stairs, social areas, toilets etc.</p> <p>Implement a phase 1 return to work plan starting 29 March 2021 by requesting employees to attend the office 1 day per week due the needs of the business, other employees may be required to work from the office more frequently depending on training needs, Brexit related or for their mental wellbeing. Employees are encourage to give feedback to ensure all control measures in place are correct and being adhered to. Employees will keep informed regarding to changes to the RTW plan.</p>	<p>Power point presentation refresh on COVID Secure rules and wellbeing. All employees advised to review the updated risk assessment via our website.</p> <p>Reintroduce management checks to ensure plan is adhered to.</p> <p>Employ additional cleaner Mon – Fri, 11 – 2 pm. Design a daily cleaning plan for the cleaner. Display 2 m posters.. Communicate</p> <p>Employee advised of the RTW plan on 19/03/2021</p>	<p>26/03/21 or before RTW</p> <p>29 March – 9 April 2021</p> <p>Ongoing</p> <p>Done</p>

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Entering, exiting and moving around the office	Contact with virus on common surfaces leading to infection	Employees have the option to take their own 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	Done
		Permanent hand sanitizers fitted to the office entrance and exit doors.	External provider to action	Done
		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 seating plan in office , 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)	New seating plan emailed to managers for 2021 return.	24/03/21
		Desk assigned to an individual employee but a few desks are shared due to the increase in employees and to maintain social distancing. Employees advised to sanitised desk & equipment before and after use.	Chairs covered with tape on unoccupied desks Relevant employees advised who are sharing desks and cleaning routine required.	Done 26/03/21 or before RTW date
		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 via presentation and introduce management control checks	Done
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	Done

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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>
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>Communicate via presentation</p> <p>Communicate via presentation and display poster</p> <p>Communicate via presentation</p>	<p>Done</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 all employees via the presentation</p>	<p>Done</p> <p>Done</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>Done</p> <p>Done</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, issue visitor welcome pack. Visitors pre-arranged will be sent emailed a copy of the visitor pack/presentation.</p> <p>All visitor are advised to wear face masks whilst working or walking around the office, unless except.</p> <p>Advise visitors of office social distancing guidelines and hygiene rules.</p>	<p>Communicate to employees</p> <p>Print additional forms and signage</p> <p>New poster advising visitors to wear face masks</p> <p>Print visitor packs</p>	<p>Done</p> <p>Done</p> <p>Done Jan 2021</p> <p>Done</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 wash 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 where possible.</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 by the cleaning staff.</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>Done</p> <p>Done</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>Done</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. 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> <p>Refresh where fire exits are located and fire assembly point</p>	<p>Communicate via presentation</p> <p>Power point presentation refresh on COVID Secure rules and wellbeing guidance</p>	<p>Done</p> <p>26/03/21 or before RTW</p>

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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 or 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 Refresh manager responsibilities</p> <p>Purchase PPE PPE reissued to managers</p>	<p>Before RTW date – Done</p> <p>31/03/21</p> <p>Done – 30/06/2020 26/03/2021</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 PCR 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 isolation/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: Go straight home Organise a free PCR 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>	<p>Communicate via presentation</p>	<p>Ongoing</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 resuscitation. 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>Done</p> <p>Done</p>

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Clinically extremely vulnerable or been advised to shield by a medical professional	<p>Contact with infected person</p> <p>May still be at risk of severe illness if exposed to coronavirus</p>	<p>From 31 March 2021, 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 a review 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 that 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 disease) people on immunosuppression therapies sufficient to significantly increase risk of infection problems with your spleen, for example splenectomy (having your spleen removed) adults with Down’s syndrome adults on dialysis or with chronic kidney disease (stage 5) 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. GPs and hospital clinicians have been provided with guidance to support these decisions <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-</p>	<p>Power point presentation refresh on COVID Secure rules and wellbeing guidance</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>26/03/2021 or before RTW date</p> <p>Done 2020 plus review ongoing</p> <p>Done 2020</p> <p>Done</p>

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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 using an external qualified trainer.</p> <p>A member of staff to qualify as a mental health first aider to support staff.</p> <p>Wellbeing focus for 2021.</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>Roll out session</p> <p>Book course</p> <p>Monthly activities based around wellbeing</p> <p>Produce Wellbeing booklet</p>	<p>Ongoing</p> <p>Done May 2020</p> <p>Feb 2021</p> <p>Completed Feb 2021</p> <p>April 2021</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)