

### Coronavirus (COVID-19) Risk Assessment

<b>Assessor:</b>		Helen Turner		<b>Assessment Date:</b>			14/04/2020			
<b>Revising Assessor:</b>		Peter McAlister		<b>Revision Date:</b>			09/12/2021			
<b>Revision Number:</b>		2.4								
Ref No:	Hazard	People at Risk	Current Controls	L	S	RR	Actions to Reduce Risk Rating	L	S	RR
001	Spread of Covid-19 Coronavirus Hand Contact	<ul style="list-style-type: none"> <li>Staff</li> <li>Visitors to your premises</li> <li>Cleaners</li> <li>Contractors</li> <li>Drivers</li> <li>Vulnerable groups – Elderly workers, Pregnant workers, those with existing underlying health conditions</li> <li>Anyone else who physically comes in contact with you in relation to your business</li> </ul>	<p><b>Hand Washing</b></p> <ul style="list-style-type: none"> <li>Hand washing facilities with soap and hot water in place.</li> <li>Stringent hand washing taking place.</li> <li>Paper towels/hand dyers for drying of hands in place</li> <li>Hand washing guidance.</li> <li><a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>Gel sanitisers in any area where washing facilities not readily available.</li> </ul> <p>Employees to be 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. Tissues will be made available throughout the workplace.</p> <p>Information provided to all.</p>	1	4	4	Management to continue to monitor.	1	4	4

Ref No:	Hazard	People at Risk	Current Controls	L	S	RR	Actions to Reduce Risk Rating	L	S	RR
002	Spread of Covid-19 Coronavirus Surface Contact	<ul style="list-style-type: none"> <li>Staff</li> <li>Visitors to your premises</li> <li>Cleaners</li> <li>Contractors</li> <li>Drivers</li> <li>Vulnerable groups – Elderly workers, Pregnant workers, those with existing underlying health conditions</li> <li>Anyone else who physically comes in contact with you in relation to your business</li> </ul>	<p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</li> <li>Non fire doors wedged open to remove the need for use of handles <u>(FIRE DOORS MUST REMAIN CLOSED)</u></li> </ul> <p>All Toilet and entry/exit point door handles are to be cleaning and disinfected frequently.</p> <p>Hand sanitiser stations are to remain in place inside each entrance point of all buildings.</p>	1	4	4	<p>On-Going checks will be carried out by management to ensure that the necessary procedures are being followed.</p> <p>Consideration to be given to providing drinking water for client meetings in single use, disposable bottles, however given environmental considerations clients may prefer to bring their own containers.</p>	1	4	4

Ref No:	Hazard	People at Risk	Current Controls	L	S	RR	Actions to Reduce Risk Rating	L	S	RR
003	Spread of Covid-19 Coronavirus Social Distancing	<ul style="list-style-type: none"> <li>Staff</li> <li>Visitors to your premises</li> <li>Cleaners</li> <li>Contractors</li> <li>Drivers</li> <li>Vulnerable groups – Elderly workers, Pregnant workers, those with existing underlying health conditions</li> <li>Anyone else who physically comes in contact with you in relation to your business</li> </ul>	<b>Social Distancing</b> <ul style="list-style-type: none"> <li>Homeworking should be undertaken by those not required on site.</li> <li>Reduced number of persons in any work area to comply social distancing which will remain in place.</li> <li>Work schedules including start &amp; finish times/shift patterns, working from home etc will continue to reduce number of workers on site at any one time.</li> <li>Workstations within office areas will remain socially distanced.</li> <li>Conference calls used instead of face to face meetings.</li> <li>Sufficient rest breaks for staff in place.</li> <li>Social distancing adhered to in canteen area and smoking area.</li> </ul>	3	4	12	<p>Employees to be reminded of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to.</p> <p>Each business unit that returns to site must have their area assessed and space planned to ensure safe distancing can be implemented.</p> <p>Business units should remain in their specific areas as much as possible to minimise contact with others on site. This includes lunch and coffee breaks.</p> <p>Business units should continue to enter and exit their building via specified routes to minimise contact with others on site and not through reception or Thames house.</p> <p>Chairs and furniture in break out areas to be reduced to prevent people from gathering in groups.</p>	1	4	4

Ref No:	Hazard	People at Risk	Current Controls	L	S	RR	Actions to Reduce Risk Rating	L	S	RR
004	Spread of Covid-19 Coronavirus Coughs, sneezes, droplets of saliva or discharge from the nose.	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors to your premises</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Drivers</li> <li>• Vulnerable groups – Elderly workers, Pregnant workers, those with existing underlying health conditions</li> <li>• Anyone else who physically comes in contact with you in relation to your business</li> </ul>	<p>Where face coverings are recommended, they should be suitable and cleaned regularly.</p> <p>Social distancing measures to be followed see ref 003</p>	1	4	4	<p>Face covering are mandatory in all common areas, i.e., Corridors, Breakout areas, Restaurant.</p> <p>Change signage to inform people of mandatory face covering requirements.</p> <p>Airflow should be encourage where possible by allowing air movement via open door and windows.</p> <p>Management to continue to monitor.</p>	1	4	4

Ref No:	Hazard	People at Risk	Current Controls	L	S	RR	Actions to Reduce Risk Rating	L	S	RR
005	Spread of Covid-19 Coronavirus Access / egress to site & premises	<ul style="list-style-type: none"> <li>Staff</li> <li>Visitors to your premises</li> <li>Cleaners</li> <li>Contractors</li> <li>Drivers</li> <li>Vulnerable groups – Elderly workers, Pregnant workers, those with existing underlying health conditions</li> <li>Anyone else who physically encounters people in relation to your business</li> </ul>	<p><b>Access &amp; Egress</b> Following practices in place:</p> <ul style="list-style-type: none"> <li>All non-essential visitors have been stopped</li> <li>Staggered start and finish times to reduce congestion and contact at all times in place</li> <li>Monitoring of site/premises access points to enable social distancing in place –Require all workers to wash or clean their hands before entering or leaving the site</li> <li>Common contact surfaces in reception, office, access control and delivery areas e.g., scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times are cleaned on a regular basis.</li> </ul> <p>Review the need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring.</p> <p>Reception is fitted with a Perspex screen to offer physical protection from clients.</p>	2	4	8	<p>Continued cleaning of touch points is required at a higher frequency once customer numbers increase.</p> <p>Business units should continue to enter and exit their building via specified routes to minimise contact with others on site and not through reception or Thames House.</p>	1	4	4

Ref No:	Hazard	People at Risk	Current Controls	L	S	RR	Actions to Reduce Risk Rating	L	S	RR
006	Spread of Covid-19 Coronavirus Travel	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors to your premises</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Drivers</li> <li>• Vulnerable groups – Elderly workers, Pregnant workers, those with existing underlying health conditions</li> <li>• Anyone else who physically encounters people in relation to your business</li> </ul>	<p><b>Travel</b></p> <p>Implement teleconferencing for meetings.</p> <p>Continue to follow any further national government advice provided.</p> <p>All employees to limit their use of public transport. Where travel is essential, use private single occupancy where possible.</p>	1	4	4	Management to continue to monitor	1	4	4

Ref No:	Hazard	People at Risk	Current Controls	L	S	RR	Actions to Reduce Risk Rating	L	S	RR
007	Spread of Covid-19 Coronavirus Canteen eating areas	<ul style="list-style-type: none"> <li>Staff</li> <li>Visitors to your premises</li> <li>Cleaners</li> <li>Contractors</li> <li>Drivers</li> <li>Vulnerable groups – Elderly workers, Pregnant workers, those with existing underlying health conditions</li> <li>Anyone else who physically encounters people in relation to your business</li> </ul>	<p><b>Canteens / eating</b></p> <ul style="list-style-type: none"> <li>Employees are encouraged to stay on site once they have entered it and only use local shops if absolutely necessary.</li> <li>Dedicated eating areas have been identified on site to reduce food waste and contamination.</li> <li>Break times have been staggered to reduce congestion and contact at all times.</li> <li>Workers should continue to keep socially distanced from each other whilst eating.</li> <li>Drinking water is provided with enhanced cleaning measures of the tap mechanism in place.</li> <li>Tables are cleaned between each use.</li> <li>All rubbish is put straight in the bin and not left for someone else to clear up.</li> <li>All areas used for eating are thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines, and payment devices.</li> </ul>	2	4	8	<p>Wherever possible employees should be organised into cohorts or groups built around natural work teams.</p> <p>Hand cleaning facilities or hand sanitiser must be available at the entrance of any room where people eat and should be used by employees when entering and leaving the area.</p> <p>Queue points on the floor should be clearly marked to ensure social distancing is possible.</p> <p>Where catering is provided on site, ideally it should provide pre-prepared and wrapped food - Payments should be taken by contactless card wherever possible and crockery, eating utensils, cups etc. should be thoroughly cleaned after each use.</p> <p>All doors and windows should remain open wherever possible to allow greater ventilation and prevent touching of window handles.</p> <p>Staggered timing should be implemented and restrictions on the number of people in the restaurant.</p>	1	4	8

Ref No:	Hazard	People at Risk	Current Controls	L	S	RR	Actions to Reduce Risk Rating	L	S	RR
008	Spread of Covid-19 Coronavirus Changing facilities, showers, and drying rooms	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors to your premises</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Drivers</li> <li>• Vulnerable groups – Elderly workers, Pregnant workers, those with existing underlying health conditions</li> <li>• Anyone else who physically encounters people in relation to your business</li> </ul>	<p><b>Changing Facilities</b></p> <ul style="list-style-type: none"> <li>• Staggered start and finish times introduced to reduce congestion and contact at all times.</li> <li>• Enhanced cleaning in place for all facilities throughout the day and at the end of each day.</li> <li>• Provision of suitable and sufficient rubbish bins in these areas with regular removal and disposal.</li> </ul> <p><b>Accommodation Block</b></p> <ul style="list-style-type: none"> <li>• The accommodation block has now reopened and has sufficient signage and sanitiser points.</li> </ul>	2	4	8	<p>The gym is currently for single person use only with a booking system in place to ensure conformance.</p> <p>Improved cleaning / sanitising for this area is required.</p>	1	4	4



Ref No:	Hazard	People at Risk	Current Controls	L	S	RR	Actions to Reduce Risk Rating	L	S	RR
009	Spread of Covid-19 Coronavirus Welfare facilities	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors to your premises</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Drivers</li> <li>• Vulnerable groups – Elderly workers, Pregnant workers, those with existing underlying health conditions</li> <li>• Anyone else who physically encounters people in relation to your business</li> </ul>	<p><b>Welfare facilities</b></p> <ul style="list-style-type: none"> <li>• Washing of hands thoroughly and regularly with soap and water for at least 20 seconds is practiced.</li> <li>• Avoidance in touching face/eyes/nose/mouth with unwashed hands practiced.</li> <li>• Covering coughs or sneezes with a tissue then throwing it in the bin.</li> <li>• Regularly cleaning of the hand washing facilities and checking soap and sanitiser levels in place</li> <li>• Suitable and sufficient rubbish bins for hand towels in place with regular removal and disposal.</li> <li>• Washing of hands before and after using the facilities</li> <li>• Enhanced cleaning regime for toilet facilities particularly door handles, locks, and the toilet flush in place</li> <li>• Use of alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS.</li> <li>• Sites premises will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.</li> <li>• All Toilet and entry/exit point door- handles are to be cleaned and disinfected regularly throughout the day. (This timeframe may well change when clients return to site).</li> </ul>	1	4	4	Management to continue to Monitor.	1	4	4

Ref No:	Hazard	People at Risk	Current Controls	L	S	RR	Actions to Reduce Risk Rating	L	S	RR
010	Spread of Covid-19 Coronavirus Drivers	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors to your premises</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Drivers</li> <li>• Vulnerable groups – Elderly workers, Pregnant workers, those with existing underlying health conditions</li> <li>• Anyone else who physically comes in contact with you in relation to your business</li> </ul>	<p><b>Drivers</b> Provision has been made to ensure delivery drivers can use welfare facilities as needed. (It should be noted however that deliveries will be kept to an absolute minimum.)</p>	2	4	8	Employees should continue to not share vehicles or cabs, where suitable distancing cannot be achieved.	4	1	4



Ref No:	Hazard	People at Risk	Current Controls	L	S	RR	Actions to Reduce Risk Rating	L	S	RR
011	Spread of Covid-19 Coronavirus Mental Health	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors to your premises</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Drivers</li> <li>• Vulnerable groups – Elderly workers, Pregnant workers, those with existing underlying health conditions</li> <li>• Anyone else who physically comes in contact with you in relation to your business</li> </ul>	<p><b>Mental Health</b> Management promote mental health &amp; wellbeing awareness to employees during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference - <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a> <a href="http://www.hseni.gov.uk/stress">www.hseni.gov.uk/stress</a></p> <p>Regular 1:1 meeting are being undertaken. An employee survey is being undertaken, mental health forms part of this. All employees have access to an EAP programme.</p>	1	4	4	<p>Management will continue to monitor.</p> <p>Homeworking guidance has been reissued.</p> <p>Mental Health forums have been implemented by HR.</p> <p>Mental Health First Aiders are now in place.</p>	1	4	4

Ref No:	Hazard	People at Risk	Current Controls	L	S	RR	Actions to Reduce Risk Rating	L	S	RR
012	Spread of Covid-19 Coronavirus Symptoms of Covid-19	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors to your premises</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Drivers</li> <li>• Vulnerable groups – Elderly workers, Pregnant workers, those with existing underlying health conditions</li> <li>• Anyone else who physically comes in contact with you in relation to your business</li> </ul>	<p><b>Symptoms of Covid-19</b> If anyone becomes unwell with a new continuous cough or a high temperature or displays any of the additional symptoms of Covid-19 in the workplace they should be sent home and advised to follow the stay at home guidance.</p> <p>Managers should maintain regular contact with employees during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other workplace premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. <a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a></p>	1	4	4	<p>Management to continue to monitor</p> <p>Although no longer a legal requirement it is recommended that the NHS QR code poster be reintroduced due to the number of people coming to site.</p>	1	4	4

Ref No:	Hazard	People at Risk	Current Controls	L	S	RR	Actions to Reduce Risk Rating	L	S	RR
013	Spread of Covid-19 Coronavirus Suspected case whilst working	<ul style="list-style-type: none"> <li>Staff</li> <li>Visitors to your premises</li> <li>Cleaners</li> <li>Contractors</li> <li>Drivers</li> <li>Vulnerable groups – Elderly workers, Pregnant workers, those with existing underlying health conditions</li> <li>Anyone else who physically comes in contact with you in relation to your business</li> </ul>	<p><b>Suspected case whilst working</b> If a worker develops a high temperature or a persistent cough, or displays any of the additional symptoms of Covid-19 while at work, they are to:</p> <ul style="list-style-type: none"> <li>Return home immediately.</li> <li>Avoid touching anything.</li> <li>Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough, and sneeze into the crook of their elbow.</li> </ul> <p>They should then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</p>	1	4	4	Management to continue to monitor	1	4	4
014	Spread of Covid-19 Coronavirus via Air-Conditioning Systems	<ul style="list-style-type: none"> <li>Staff</li> <li>Visitors to your premises</li> <li>Cleaners</li> <li>Contractors</li> <li>Drivers</li> <li>Vulnerable groups – Elderly workers, Pregnant workers, those with existing underlying health conditions</li> </ul>	Centralised ventilation systems (that remove and circulate air to different rooms) recirculation has been turned off and a fresh air supply used. As per HSE guidance 22nd May 2020.	1	4	4	<p>Estates to continue to monitor.</p> <p>Windows and doors (as far as possible) should be opened to allow airflow within office and rooms.</p>	1	4	4

This risk assessment has been issued as a guideline only and should not be considered as an exhaustive list. The observations and recommendations are only pertinent to the conditions at the time of the assessment. Regular inspections and review of risk assessments are required to ensure standards are maintained.

It is your responsibility to assess and manage risk according to your own setting.

<b>Assessor:</b> Peter McAlister	<b>Signature:</b> 	<b>Date:</b> 09.12.2021
<b>Customer Acceptance:</b>	<b>Signature:</b> 	<b>Date:</b> 09.12.21

Customer Acceptance: This assessment is accepted by the customer as a true and fair representation of risks associated with the tasks/location assessed. It has been checked for any missing risk that the assessor may be unaware of.

Severity \ Likelihood	Intolerable (5)	Significant (4)	Moderate (3)	Slight (2)	Negligible (1)	<b>R i s k</b>
Very likely (5)	High (25)	High (20)	High (15)	High (10)	Medium (5)	
Probable (4)	High (20)	High (16)	High (12)	Medium (8)	Low (4)	
Possible (3)	High (15)	High (12)	Medium (9)	Medium (6)	Low (3)	
Remote (2)	High (10)	Medium (8)	Medium (6)	Low (4)	Low (2)	
Improbable (1)	Medium (5)	Low (4)	Low (3)	Low (2)	Low (1)	

Low (1 – 4): The risk is acceptable as it is probably small or trivial. Monitor to ensure controls are maintained.

Medium (5– 9): The risks are considered significant. The task should not be started until control measures have been introduced to reduce the risk to an acceptable level. The task must be monitored to ensure the control measures are suitable.

High (10 – 25): The risks are considered intolerable. On no account should the work be started or continued with until the risk has been reduced to an acceptable and manageable level. If the risks cannot be reduced to manageable level then the task must not be attempted.