

<b>INFECTION CONTROL RISK ASSESSMENT</b>		<b>Risk Assessment Reference:</b>	<b>RA – COVID - 19</b>
<b>Premises Name:</b>	All branch offices	<b>Risk Assessed by:</b>	FM
<b>Address / Location:</b>	Bradford, Bingley, Otley and Ilkley	<b>Approved by:</b>	GB
<b>Type of premises</b>	Offices	<b>Assessment Date:</b>	11.05.2020
		<b>Date due for Review:</b>	01.06.2020

**General Hazard Statement**

The overall Hazard is exposure to Covid-19 disease due to fast spreading of the infection in the current pandemic causing respiratory illness. Impact of Covid-19 infection is likely to be low unless the person is in a high risk group, has an underlying health condition, or their immune system is otherwise compromised in which case the impact could be very serious up to and including death. Persons may become infected with Covid-19 Disease through exposure from work activities bringing them close enough to a source of infection for them to contract the disease.

**Please note – reference within the Control Measures to “workers” should also be taken to apply to “employees”.**

<b>Specific Hazards</b>	<b>Who is at risk</b>	<b>Control Measures in place</b>	<b>Residual risk (L,M,H)</b>	<b>Action required</b>	<b>By whom</b>	<b>Done date</b>
Returning to a workplace after a period of closure or reduced activity where covid-19 may have been present.	Employees Workers Visitors Third parties	<ul style="list-style-type: none"> <li>• Site preparation has been carried out.</li> <li>• This includes – <ul style="list-style-type: none"> <li>• Cleaning with a virus killing sanitiser.</li> <li>• Essential H&amp;S checks and inspections for the; Heating systems; electrical supply and systems; water systems; legionella control; other mechanical systems.</li> <li>• Essential checks of our fire detection and alarm system.</li> </ul> </li> <li>• A plentiful supply of soap, hot water and virus killing sanitiser has been arranged together with paper hand towels</li> </ul>	Low			
Workers' lack of awareness of need to self-distance and the general control actions required from them whilst at work.	Employees Workers Visitors Third parties	<ul style="list-style-type: none"> <li>• Provide briefing talk to staff on their return to the office to pass information about Covid-19 and control measures to limit the spread of infection in the workplace. Copy placed on notice boards and in workplace as well.</li> <li>• Employees are made aware of the information contained within this risk assessment and the other information provided for their safety. Copy placed on notice boards and in workplace.</li> <li>• Information is updated as it is released by HM Government.</li> <li>• Signage is displayed reminding workers of good hand washing technique.</li> </ul>	Low	Briefing to be given to all staff returning to the office	MB	

Specific Hazards	Who is at risk	Control Measures in place	Residual risk (L,M,H)	Action required	By whom	Done date
Working in areas with colleagues or others who you may come into contact with who may carry Covid-19.	Employees Workers Visitors Third parties	<ul style="list-style-type: none"> <li>The good principles of Public Health England will be followed as far as is reasonably practicable.</li> <li>Employees must obey social distancing rules maintaining at least 2m from work colleagues and other persons.</li> <li>Employees must wash hands / use hand sanitiser on entering the site at the beginning of the work period, frequently during it and at the end of the work period.</li> <li>On reception, physical segregation will be provided such as Perspex screens.</li> <li>Where possible reduced people density will be arranged.</li> <li>Where possible workers will work side-by-side, or facing away from each other, rather than face to face.</li> <li>Work areas will be organised as far as is reasonably practicable to avoid the need to work in close proximity with others.</li> <li>Staggered start and finish times are implemented where possible.</li> <li>Ventilation of enclosed spaces is maximised as far as possible (no air conditioning and open windows).</li> <li>Supervisors and Managers are briefed to enforce the Covid-19 control measures and take action as necessary to ensure employees comply with it.</li> <li>Enhanced cleaning regimes with virus killing sanitiser are in place.</li> <li>More frequent housekeeping and clearing of waste from the work area at the end of each day is in place.</li> </ul> <p><i>If the above is not always possible then as a last resort, measures such as face coverings / masks and disposable PPE (gloves, aprons, masks with high vigilance to all other control measures should be used)</i></p>	Low	Start and finish times to continue to be under review as more staff return from leave, furlough or WFH.	MB and FM	

Specific Hazards	Who is at risk	Control Measures in place	Residual risk (L,M,H)	Action required	By whom	Done date
Difficulty maintaining self- distancing (2 metres) because of limitations in workplace layout or the task in hand	Employees Workers Visitors Third parties	<ul style="list-style-type: none"> <li>• Where it is not possible to maintain a two-metre distance, each activity will be risk assessed using the hierarchy of controls and against Government sector-specific guidance. PPE are the last resort in the hierarchy.</li> <li>• The frequency and time workers are within 2 metres of each other is minimised as far as is reasonably practicable. Ideally no more than 15 minutes.</li> <li>• Face to face working is avoided where practicable.</li> <li>• Where face to face working is essential to carry out a task when this will be kept to 15 minutes or less where possible.</li> <li>• The number of workers involved is minimised as far as is reasonably practicable.</li> <li>• Where possible walkways, corridors, stair ways, common areas will have 'one-way' pedestrian system with floor markings or be restricted to reduced staff only.</li> <li>• Floors will have markings to set out where workers should travel or wait till onward travel is possible.</li> <li>• Use the same pairs or teams of people where two-person or team lifting is required.</li> <li>• Handwashing before and after two-person or teams lifting is mandatory.</li> <li>• Ventilation of the work area will be maximised.</li> <li>• Elevators will be limited to single use.</li> </ul>	Low			
Exposure to Covid-19 during delivery of first aid or when responding to accidents in the workplace when the 2m rule cannot be met.	Employees	<ul style="list-style-type: none"> <li>• First aider training includes measures on how to avoid contact with existing infections</li> <li>• First aiders will apply diligent hygiene measures including handwashing before and after, use of hand and face PPE.</li> <li>• Injured party to wear face PPE during treatment.</li> </ul>	Medium			

Specific Hazards	Who is at risk	Control Measures in place	Residual risk (L,M,H)	Action required	By whom	Done date
Contact with surfaces carrying Covid-19	Employees Workers Third parties Visitors	<ul style="list-style-type: none"> <li>Common touchpoints, e.g. - doors, buttons, handles, equipment, clocking/signing-in stations, etc are subject to increased cleaning with virus killing sanitiser (min 70% alcohol content).</li> <li>Non-fire doors will be chocked open.</li> <li>Limit certain areas of the office to certain staff members to reduce contact with others</li> </ul>	Low			
Contact with Covid-19 when moving and handling work or supplies	Employees Workers Third parties	<ul style="list-style-type: none"> <li>Items that have been handled by a person who is later believed to have contracted COVID 19 will be thoroughly cleaned with virus killing sanitiser, preferably after being left for 72 hours.</li> <li>PPE is provided to minimise handling contact with items.</li> <li>Signage is displayed to remind workers of good practice.</li> </ul>	Low			
Contact with Covid-19 when using shared equipment office equipment, telephones, hot desking.	Employees Workers	<ul style="list-style-type: none"> <li>Shared equipment will be avoided where possible</li> <li>Workers should wash their hands before and after using any equipment.</li> <li>Enhanced cleaning regimes with virus killing sanitiser are in place.</li> <li>Individual 'Press-pens' are provided for use on communal touchscreen-controlled equipment.</li> <li>Touchscreens are subject to enhanced cleaning with virus killing sanitiser.</li> <li>Where practicable, work equipment will be assigned to individual persons.</li> </ul>	Low			
Exposure to Covid-19 in high risk areas where social distancing and other measures are not possible and where additional PPE is required.	Employees Workers	<ul style="list-style-type: none"> <li>Where personnel are required to work in specific environments (e.g. where persons are shielding, with symptoms, or confirmed Coronavirus (COVID-19) cases may be present e.g. visiting care homes, additional PPE requirements applicable to the Covid-19 risk will be actioned.</li> <li>Workers are to speak with their manager if they think this applies to them.</li> </ul>	Medium			

Specific Hazards	Who is at risk	Control Measures in place	Residual risk (L,M,H)	Action required	By whom	Done date
Contact with Covid-19 when using welfare facilities such as toilets, canteens, kitchens, kettles, etc	Employees Workers Third parties Visitors	<ul style="list-style-type: none"> <li>Welfare areas will receive enhanced cleaning using virus killing sanitiser.</li> <li>Handwashing before and after using the facilities.</li> <li>Numbers using the facilities at any one time are controlled such that the 2-metre rule can be maintained.</li> <li>Floor markings are applied to create social distancing space in these areas.</li> <li>Paper towels are provided for hand drying.</li> <li>Sitting with colleagues in any kitchen is prohibited.</li> <li>Food and utensils should be ideally prepacked and brought from home to avoid leaving site during the day.</li> </ul>	Low			
Exposure due to others visiting site such as visitors to reception, contractors, goods deliveries and collections	Employees Workers Third parties Visitors	<ul style="list-style-type: none"> <li>Points of access to site will be minimised as far as is practicable.</li> <li>Protective screening is installed at reception.</li> <li>Floor markings are applied to indicate where visitors should wait.</li> <li>Where possible client, supplier or sales meetings will be held by video or telephone call</li> <li>Unnecessary routine maintenance work will be postponed until the epidemic has reduced to normal levels – Level One or Two in the Government Warning standards.</li> <li>All visitors to site will be required to wear facial coverings and gloves.</li> <li>All non-essential deliveries to site (including personal purchases) are prohibited.</li> <li>Pick-up and drop-off collection points will be controlled with floor markings to denote 2m social distancing.</li> <li>Procedures and signage will be prominently displayed.</li> </ul>	Low			
Exposure due to attending client sites	Employees Workers	<ul style="list-style-type: none"> <li>Where possible client or sales meetings will be held by video or telephone call.</li> <li>Where meetings are essential, 2m social distancing is mandatory.</li> <li>Staff visiting client's sites/homes are provided with virus killing sanitiser, tissues, gloves and facial masks.</li> </ul>	Low			

Specific Hazards	Who is at risk	Control Measures in place	Residual risk (L,M,H)	Action required	By whom	Done date
Exposure to Covid-19 due to close contact at meetings and briefings	Employees Workers	<ul style="list-style-type: none"> <li>Meetings and briefings in person are to be avoided where practicable.</li> <li>Meetings are held by phone or video conference or email where possible.</li> <li>If meetings are required, where possible they will be held outside or in a well-ventilated space.</li> <li>The 2m social distancing rule will be maintained at all times.</li> <li>Provide hand sanitiser in meeting rooms.</li> <li>Attendees will not sit or stand face to face without PPE or adequate distancing</li> </ul>	Low			
Exposure to Covid-19 due to the poor personal hygiene of others in the workplace	Employees Workers	<ul style="list-style-type: none"> <li>All employees must comply with our Covid-19 infection control measures.</li> <li>Supervisors will be extra vigilant to ensure correct standards and practices are met.</li> <li>Disciplinary action will be taken against employees who flout or ignore our Covid-19 control measures.</li> </ul>	Low			
Exposure to Covid-19 due to poorly fitting face masks	Employees Workers	<ul style="list-style-type: none"> <li>Workers receive training in how to fit face masks.</li> <li>Workers should be clean shaven when wearing face masks</li> </ul>	Low			
Home to work travel. Exposure to Covid-19 due to travelling in to work on public transport or sharing vehicles.	Employees	<ul style="list-style-type: none"> <li>Workers need to be vigilant and apply strict 2m social distancing.</li> <li>Sharing vehicles for travel should be avoided where possible.</li> <li>If shared vehicles are used strict control measures must be followed with facial coverings being worn.</li> <li>If a vehicle is used by / shared with more than one person careful cleaning with a virus killing sanitiser should take place between swap over.</li> <li>If a vehicle has been used by a person who is later believed to have contracted COVID 19 it should be thoroughly cleaned with a virus killing sanitiser, preferably after being left for 72 hours.</li> <li>Travel on public transport should be avoided if possible, off peak travel being preferred. Facial coverings should be worn.</li> <li>Handwashing facilities or virus killing sanitiser has been provided at entry and exit points.</li> <li>Where possible start and finish times have been staggered to avoid bunching at points of site or building entry.</li> </ul>	Low - medium			

Specific Hazards	Who is at risk	Control Measures in place	Residual risk (L,M,H)	Action required	By whom	Done date
Employees attend work having developed Covid-19 symptoms and become infectious away from work.	Employees Workers	<ul style="list-style-type: none"> <li>Anyone who experiences symptoms (as publicised by Public Health England and summarised in our briefing discussion) should not attend work but self-isolate in accordance with PHE requirements.</li> </ul>	Low			
High risk individuals (with underlying health conditions) developing more serious symptoms	Employees Workers	<ul style="list-style-type: none"> <li>Workers in the 'high risk' group as defined by PHE should where possible work from home.</li> <li>Where homeworking is not possible such workers should follow the shielding advice from PHE.</li> </ul>	Low			
Exposure to Covid-19 when worker reports a member of their household shows symptoms or has tested positive.	Employees Workers	<ul style="list-style-type: none"> <li>Working from home will be organised where possible.</li> <li>Where homeworking is not possible such workers should follow the advice from PHE.</li> </ul>	Low			
Exposure to Covid-19 through contact with workers falling ill with the Covid-19 at work	Employees	<p>Workers experiencing the onset of Covid-19 symptoms must –</p> <ul style="list-style-type: none"> <li>Ensure their manager or supervisor is informed.</li> <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> <li>They must then follow the PHE guidance on self-isolation and not return to work until their period of self-isolation has been completed.</li> <li>Their work area should ideally be quarantined for 72 hours</li> <li>Thorough cleaning with a virus killing sanitiser will be undertaken including access routes and touch surfaces to the affected person may have come into contact with. Government Guidance will be followed.</li> </ul> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p>	Low			

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Development of mental health problems associated with risk of infection,	Employees	Management will remain aware of staff's mental health & wellbeing during the Coronavirus outbreak and will offer whatever support they can to help 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>	Low			



**Summary of Actions Required**

<i>Hazard</i>	<i>Action Required</i>	<i>Priority</i>	<i>Action By</i>	<i>Comment</i>	<i>Target Date</i>	<i>Comp Date</i>	<i>Signed</i>
1	Briefing to be given to all staff returning to the office	D	MB	As and when a member of staff returns from furlough, sickness or other leave.	01.07.20		
2	Start and finish times to continue to be under review as more staff return from leave, furlough or WFH.	D	MB	As and when a member of staff returns from furlough, sickness or other leave.	01.07.20		

**Priority Ratings: Timescale to complete: A = immediately; B = within 1 week; C = within 1 month; D = within 3 months; E = over 3 months**