

RISK ASSESSMENT SRA 55 **COVID-19 SECURE**

Activity covered by this assessment	Location	Date
WORKING IN EVOTECH OFFICES	Elland & Basingstoke	25 September 2020

Significant Hazards - using Risk Matrix - P x S

		Assessment of Risk		
		Low	Medium	High
A	Biological hazards (contracting COVID-19)			25
B	Biological hazards (transmitting COVID-19)			25
C	Mental health & wellbeing			20

Persons at Risk: office staff, visitors, contractors, public, others within the immediate vicinity of the office.

Control measures to be taken to eliminate or reduce the risk of the above hazards causing harm
Compliance with:

Evotech's Safety, Health & Environmental Policy and Arrangements
 Evotech Covid 19 Infection Control Policy
 Evotech's COVID-19 Infection Control Policy
 HM Government's 'Working safely during COVID-19 in offices and contact centres' Guidance

Planning:

Evotech has adopted a policy of allowing only essential staff to enter the offices in Elland and Basingstoke. Visitors are not allowed into the premises under any circumstances.
 Wherever possible staff should work from home
 Use of technology to reduce face to face meetings has been implemented so that we ensure that the numbers of people attending the offices can be kept to a minimum.
 Notices have been posted at external entry door to inform visitors that they will not be allowed access to Evotech's offices.
 Covid 19 site safety posters have been posted at entrances, toilets, kitchen areas and meeting rooms which forbids entry to people that have been to Covid 19 high risk areas, to people that have or are experiencing symptoms of fever, cough, sore throat, or other flu like symptoms. Instructions that handshakes and any personal contact are not permitted. Staff are also instructed to wash or disinfect their hands on a regular basis, that they must obey a strict 2 metres safe distance from colleagues and should they cough or sneeze they should sneeze into the crease of their elbow or into a tissue and dispose of the tissue immediately and to wash their hands following each cough or sneeze.
 An infection control station is provided at the office entrance which instructs people to sanitise their hands before entering the office. The station also provides disposable face coverings, disposable gloves, sanitiser spray, blue roll, hand sanitiser and disinfection wipes for staff's use whenever they feel the need to use them.
 The floors have been marked out with hazard tape to show safe walk ways and 2 meter spacing.
 Specific instructions that limit the kitchen area to one person at a time have been posted onto the kitchen cupboard.
 Office areas and meeting rooms must be ventilated by opening windows at opposite ends of the area that allows cross flow of air. Windows should be opened up by the first member of staff to enter the office and checked by the first member of the management team for compliance. A detailed cleaning and disinfection guide (Daily Covid 19 CleaningSchedule Requirements) and completion certificate has been issued. This is held at the infection control station at the entrance area to each office and gives instruction on cleaning touch points, communal areas, meeting rooms, kitchen, men's and lady's toilets.
 Additional consideration will be given to those employees who may be deemed to be at increased risk.
 Working from home will be considered for relevant identified employees.
 Situation monitored daily

We continue to:

Ensure suitable supplies / stocks of cleaning & sanitisation materials are available onsite with appropriate COSHH assessments where needed
 Enable staff to undertake regular handwashing
 Ensure adequate ventilation throughout the office space during working hours
 Ensure office staff can maintain social distancing requirements (2m apart & 1m with mitigation where 2m is not possible) within the office
 Ensure the regular cleaning / sanitation of toilets, kitchen area, communal areas, touchpoints and personal workspaces
 Minimise the risk of infection from visitors, contractors and couriers
 Enable, where possible, staff to work from home to minimise the number of people in the office at any one time
 Identify any staff who are considered vulnerable and assess their individual needs
 Monitor the wellbeing of staff working from home and ensure regular contact
 Ensure any staff member showing COVID-19 symptoms leaves the office immediately, returns home to self isolate, seeks medical advice and arranges a COVID-19 test

Ensure the nominated office first aider has suitable PPE if required to provide assistance to any employee

Encourage office staff to minimise the use of public transport for travel to/from the office

Promote these controls / measures regularly

Monitor and report upon the effectiveness of these controls / measures

Communicate with other building users, tenants and interested parties to ensure safe working practices are implemented within communal areas and access routes to / from our demise

Physical:

Source suitable supplies / stocks of cleaning & sanitisation materials and update the COSHH assessment register

Store cleaning & sanitisation materials in a central location allowing access to all office staff

Introduce an enhanced daily cleaning & sanitisation regime throughout the office, allocating specific tasks to specific individuals, to cover key areas including toilets, kitchen area, communal areas, touchpoints, individual workstations and the removal of waste

Provide a cleaning task sheet clearly detailing the cleaning & sanitisation works to be undertaken

Introduce a daily cleaning & sanitisation log to record the works and frequencies completed

Provide anti-bacterial soap and paper towels to all toilets and the kitchen area so staff can undertake regular handwashing

Display guidance posters / notices within the toilets and kitchen area to promote the correct method of handwashing / regular handwashing

Introduce the opening of several windows to all elevations within the office during working hours to provide good air flow and fresh air intake

Implement the daily monitoring of indoor air quality

Set up a hand sanitisation station immediately upon entrance into the office to allow staff to sanitise their hands

Display notices along the entry route into the office and within the entrance area requesting staff to sanitise their hands upon arrival

Close the office to all visitors, contractors and couriers until further notice

Display a notice on the main entrance clearly stating that the office is closed

Establish a drop off / collection point for all courier parcels, immediately outside the main entrance to remove the need for contact

Provide disposable gloves and suitable cleaning materials to allow staff to safely handle parcels

Provide appropriate IT hardware and system access to enable staff, where possible, to work from home

Implement software to allow virtual meetings to be held in order to reduce the number of staff on site at any one time

Encourage non essential office staff to reduce office attendance to minimise the number of staff on site at any one time

Rearrange the office layout, where possible, to allow staff to maintain social distancing

Close desk positions to create safe working zones

Clearly mark out the allowed circulation routes around the office, including the access route from the main entrance into our demise, using floor applied hazard awareness tape, clearly displaying 2m distances

Clearly mark out the kitchen area using floor applied hazard awareness tape and display a notice advising of the 'one person use' policy

Implement a 'one person use' policy within the kitchen area and suspend the practice of team brew ups

Restrict use of the meeting room to a maximum of three people at any one time, providing clear notices to advise of this

Clearly mark out three positions in the meeting room where people can sit ensuring social distancing requirements are maintained

Set up a hand sanitisation station in the meeting room and display notices encouraging staff to sanitise their hands upon arrival

Consult all office staff individually to identify anyone who maybe considered vulnerable and assess their needs

Identify any office staff who regularly use public transport to travel to/from work and review with them alternative arrangements

Implement a 'bike to work' scheme and promote to all staff

Promote the health and wellbeing of all staff through the use of the myWellness' online 24/7 counselling and support helpline

Provide the nominated office first aider(s) with appropriate PPE and guidance on administering first aid

Implement an escalation procedure to enable office staff to report issues of concern or to request further guidance or equipment, either openly or in confidence to the senior management team

Consult with all other building users, building managers and the landlord and landlord's agents, to ensure safe working practices are implemented in communal areas and facilities, car parks, and entry / exit routes.

Managerial / Supervisory:

Daily auditing / inspection of the office by office manager and/or director.

Weekly team meeting with office staff and office manager to review / assess the risk assessment and controls

Training:

Toolbox talk on COVID-19 working safely in Evotech offices

Safety Media COVID-19 online training module

Additional information:

NHS provides advice on what CV19 is, what the risks are, the symptoms, how CV19 is spread, and how to avoid catching or spreading germs (simple Do's and Don'ts), visit: www.nhs.uk/conditions/coronavirus-covid-19

WHO (World Health Organisation) provides awareness information regarding CV19, visit: www.openwho.org/courses/introduction-to-ncov

NHS 111 online provides advice on when to self-isolate and access to an online interactive and personal checklist, visit: www.111.nhs.uk/covid-19

HM Government's 'Working safely during COVID-19 in offices and contact centres' guidance, visit: www.gov.uk/guidance/working-safely-during-coronavirus-covid-19

HM Government's 'Staying alert and safe (social distancing)' guidance, visit: www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing

The above controls have been selected to eliminate, minimize and protect the health and safety of operatives and others that may be affected by the above activities. These controls have been designed to protect against the hazards recorded and should only be used in relation to those specific site conditions.

RISK ASSESSMENT


Assessment of remaining risks:

Assessment of remaining Risk

		Low	Medium	High
A	Biological hazards (contracting COVID-19)		5	
B	Biological hazards (transmitting COVID-19)		5	
C	Mental health & wellbeing		5	


This assessment is to be reviewed monthly or when changes occur.

ASSESSMENT UNDERTAKEN:

Signed:  Name: Mark O'Grady
 Date of Assessment: 26/05/2020 Assessment Review: 26/06/2020


This assessment is to be reviewed monthly or when changes occur.

ASSESSMENT UNDERTAKEN:

Signed:  Name: Mark O'Grady
 Date of Assessment: 26/06/2020 Assessment Review: 24/07/2020


This assessment is to be reviewed monthly or when changes occur.

ASSESSMENT UNDERTAKEN:

Signed:  Name: Mark O'Grady
 Date of Assessment: 27/07/2020 Assessment Review: 27/08/2020

This assessment is to be reviewed monthly or when changes occur.

ASSESSMENT UNDERTAKEN:

Signed:  Name: Mark O'Grady
 Date of Assessment: 27/08/2020 Assessment Review: 25/09/2020

This assessment is to be reviewed monthly or when changes occur.

ASSESSMENT UNDERTAKEN:

Signed:  Name: Mark O'Grady
 Date of Assessment: 25/09/2020 Assessment Review: 26/10/2020