

**RETURN TO WORK
RISK ASSESSMENT - UPDATED**

1. Introduction

Background:

This risk assessment was carried out in May 2020 in respect of a return to work premises during the easing of restrictions for Covid-19.

Reviewed July 2020 in response to revised government guidance that face masks are to become mandatory in 'shops' from 24 July 2020 (amendments in red)

Reviewed September 2020 in response to track and trace requirements and the benefits of fresh air circulation (amendments in green)

Reviewed November 2020 in response to second national lockdown (no change)

Reviewed January 2020 in response to third national lockdown (amendments in blue).


Reviewed March 2020 in response to government update – road map out of lockdown (amendments in orange)

Assessment Description:

Corona Virus (Covid-19)

Assessment made by: Ringrose Law

Contacts seen:

Signature: 

Date: September 2020

Review Date: February 2021 / end of lockdown

Persons at Risk: Staff, clients contractors and the public attending company premises during the Covid-19 pandemic up to such time as the pandemic has ended or a vaccine is readily available.

Identified Hazards	Who may be affected	Risk Level before control measures S x L = R				Existing control measures	Additional Control measures required	To be actioned by	Completion date	Final Risk level S x L = R			
		S	L	R	RR					S	L	R	RR
COVID-19	Employees, client, public	5	3	15	H	<ul style="list-style-type: none"> Anyone who meets one of the following criteria must follow the Governments guidance on Self Isolation: <ul style="list-style-type: none"> Shows symptoms of Covid-19 (currently a high temperature, a new persistent cough or loss of taste/smell) Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant)? Is living with someone in self-isolation or a vulnerable person. 	<ul style="list-style-type: none"> Guidance on self-isolation found via the Government website. 	<p>Already implemented</p> <p>24 July 2020</p>	<p>Already implemented</p> <p>23 July 2020</p>	5	1	5	M
Somebody showing Symptoms	Employees, client, public	5	3	15	H	<ul style="list-style-type: none"> Return home immediately Cover mouth if possible Avoid touching anything where possible Communicate to your health and safety representative any areas of the building that you have been or touched. 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. Obtain a test for Covid-19 asap. Follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. 	<ul style="list-style-type: none"> Follow 'Test and Trace' guidance (see below) If more than 1 case of Covid-19 is confirmed then report outbreak to local PHE Health Protection Team. 	<p>Already implemented</p> <p>22 Sept 2020</p>	<p>Already implemented</p> <p>21 Sept 2020</p>	5	1	5	M

Responding to Local Lockdown	Employees, clients, public	5	3	15	H	<ul style="list-style-type: none"> Identify and inform staff members critical to the running of the business Ensure appropriate cover for critical roles in the event of illness Enable plan to be implemented remotely 		22 Sep 2020	21 Sept 2020	5	1	5	M
Travel to and from the office or between offices	Employees, clients	5	3	15	H	<ul style="list-style-type: none"> Travel to a physical office should continue to be limited in accordance with government guidance. Staff should continue to work from home if at all possible Where possible all employees should travel to the office alone using their own transport. If employees have no option but to share transport: <ul style="list-style-type: none"> Journeys should be shared with the same individuals and with the minimum number of people at any one time Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission The vehicle should be cleaned regularly with particular emphasis on handles and other areas where passengers may touch surfaces Avoid public transport. 	<ul style="list-style-type: none"> Clients should be provided with information on attending the office when any appointment to attend a physical office is made. Hand cleaning facilities to be provided at office entrances/exits. Where public transport is the only option for employees – altered/staggered working patterns are to be considered by department heads and approved if practicable. 	15 June 2020	5 June 2020	5	1	5	M
Office Access External	Employees, client, public	5	3	15	H	<ul style="list-style-type: none"> Stop all non-essential visitors; office entrances to remain locked but display contact details to arrange contact by telephone or appointment at the office. 	<ul style="list-style-type: none"> Altered/staggered working patterns are to be considered by department heads and approved if practicable to 	15 June 2020	5 June 2020	5	1	5	M

						<ul style="list-style-type: none"> Restrict essential visitors to the number that can be accommodated at a social distance (2m apart) Monitor office access points. Consider decreasing access points for visitors to ensure control. Consider increasing access points for employees to avoid overcrowding Maintain single point of contact for 'signing in' to avoid shared stationery Keypad entry systems should be disabled unless required for ongoing security or have facilities to be cleaned All employees to wash and clean hands for 20 seconds on entering or leaving the office. Regularly clean common contact surfaces in reception, door handles, desks signing in areas etc Consider whether essential cleaning/servicing can be undertaken out of hours. 	<ul style="list-style-type: none"> reduce congestion at entrances. Hand sanitiser stations dispensers to be placed at entrance/exits. Door bells to be used so that access can be provided for pre-arranged appointments. Facilities to clean keypads/entry systems to be provided Lanyard pends to be provided to staff 							
Office Access Internal	Employees, client, public	5	3	15	H	<ul style="list-style-type: none"> Internal doors to be held/fixed open (usually by the first person to enter) unless required for security/privacy (e.g. toilets) to allow circulation with minimal contact. Fire doors (e.g. kitchen) may be held/fixed open during operating hours but MUST be closed at the end of the day. Lift occupancy to be limited to 1 (or more if space allows social distancing) 	<ul style="list-style-type: none"> Solid doors that remain closed (e.g. toilet, meeting rooms, etc) to have 'occupied' signs displayed and used. 	15 June 2020	5 June 2020	5	1	5	M	
Reception and Waiting Areas	Employees, client, public	5	3	5	H	<p>See and apply 'office access – external'</p> <ul style="list-style-type: none"> Reception, waiting and meeting rooms to be marked to ensure social distancing (2m apart) 	<ul style="list-style-type: none"> Hand sanitiser stations to be provided 'sneeze screens' to be provided 	15 June 2020	5 June 2020	5	1	5	M	

						<ul style="list-style-type: none"> Remove communal literature; magazines, toys, etc. Cleaning facilities provided for high 'touch' areas such as door handles, card payment machines 	<ul style="list-style-type: none"> Face masks to be provided Cash bags to be provided to collect cash payments without handling. 						
Welfare Facilities	Employees	5	3	15	H	<p>Hand Washing</p> <ul style="list-style-type: none"> Allow regular breaks to wash hands Ensure soap and fresh water is readily available and kept topped up Provide hand sanitiser where hand washing facilities are unavailable Ensure hand washing facilities are regularly cleaned and check soap and sanitiser levels Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. <p>Toilet Facilities</p> <ul style="list-style-type: none"> Restrict the number of people using toilet facilities at any one time to maintain social distancing (2m apart) Where this may not be possible block off every other cubicle or urinal. Washing of hands before and after using the facilities. Ensure adequate cleaning regime for toilet facilities particularly door handles, locks and toilet flush. <p>Kitchen and Eating Arrangements</p> <ul style="list-style-type: none"> The capacity of each kitchen or rest area should be clearly identified at the entry to each facility Social distancing to be maintained (2m apart) 	<ul style="list-style-type: none"> Break times should be staggered to reduce congestion and contact at all times 	15 June 2020	5 June 2020	5	1	5	M

						<ul style="list-style-type: none"> • Employees should be asked to bring pre-prepared food and refillable drinking bottles if possible • If preparing food and drink is necessary, social distancing should still be maintained • Employees should only make their own drinks/meals • Wipes/cleaning facilities to be provided for kettles, toasters, microwaves etc. Remove from use if cleaning not maintained • Wipes to be provided for taps and drinking water dispensers • Crockery, eating utensils, cups etc. should not be used unless they are washed and dried between use • Employees should clear their own waste and not leave to others to do. • Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by employees when entering and leaving the area. <p>Note that the Welfare Regulations must still be adhered to in regard to providing clean fresh water and means to heat food and drink.</p>							
Workstations	Employees	5	3	15	H	<ul style="list-style-type: none"> • Manage occupancy levels. • Review layouts and processes to allow people to work at a safe distance. • Separate desks and chairs to social distancing 2m rule. • Avoid employees sitting opposite each other. • Employee to regularly clean touchpoints: keyboard, phone, mouse, buttons etc. 	<ul style="list-style-type: none"> • Altered/staggered working patterns are to be considered by department heads and approved if practicable. • Apply floor tape or markings to identify safe distances (2m apart) • Consider desk screens if social distancing (2m 	15 June 2020 22 Sept 2020 3 March 2021	5 June 2020 21 Sept 2020 3 March 2021	5	1	5	M

						<ul style="list-style-type: none"> Avoid hot desking if possible. If not possible minimise work station sharing to the smallest possible number of people. 	<ul style="list-style-type: none"> apart) cannot be maintained. Maintain ventilation (open windows or use ventilated air conditioning or heating if available) 						
Meetings / Meeting Rooms	Employees, clients	5	3	15	H	<p>Meetings are to be held by remote facilities where possible. If a face-to-face meeting is essential:</p> <ul style="list-style-type: none"> Home visits are not to be undertaken except in exceptional circumstances (e.g. death bed will) to be approved by a member of the operations board. Attendees should be limited to the absolute minimum Maintain safe distancing (2m apart) Avoid transmission during meetings; sharing pens and objects Provide hand sanitiser in/near meeting rooms Face coverings to be worn by all parties (staff/clients/attendees) in 'shop' (public) areas. 	<ul style="list-style-type: none"> Consider screens in meeting rooms if safe distancing (2m apart) is not possible. Maintain ventilation (open windows or use ventilated air conditioning or heating if available) 	15 June 2020 24 July 2020 22 Sept 2020	5 June 2020 23 July 2020 21 Sept 2020	5	1	5	M
Cleaning	Employees, contractors	5	3	15	H	<p>Enhanced cleaning procedures should be in place across the office, particularly in communal areas and at touch points including:</p> <ul style="list-style-type: none"> Taps and washing facilities Toilet flush and seats Door handles and push plates Handrails on staircases and corridors Lift and hoist controls Food preparation and eating surfaces Telephone equipment 		15 June 2020	5 June 2020	5	1	5	M

						<ul style="list-style-type: none"> Keyboards, photocopiers and other office equipment 							
Legionella	Employees, contractors, public	5	3	15	H	<ul style="list-style-type: none"> Regular use and cleaning of water systems 	<ul style="list-style-type: none"> Run taps, water heaters and WCs regularly or at least once per week for 5 minutes Keep a written record for landlords, HSE or PHE in event of outbreak 	8 Jan 2021	8 Jan 2021	5	1	5	M
Deliveries (Internal and external)	Employees, contractors, public	5	3	15	H	<p>Internal</p> <p>See and apply 'travel'</p> <ul style="list-style-type: none"> Avoid personal contact during deliveries. Where possible, limit the use of company vehicles to specific people. Where a vehicle is to be used by multiple people ensure cleaning of contact points (keys handles, seatbelt, steering wheel, gear stick, hand break, indicators, switches, etc) <p>External</p> <ul style="list-style-type: none"> Allocate a specific area to store and open deliveries If possible, delay opening deliveries for 24 hours to allow time for any virus to die If not possible, consider cleaning delivery (external packaging) Avoid touching mouth, nose and eyes whilst opening deliveries. Wash hands thoroughly after opening deliveries. No personal deliveries are to be received into the premises 		15 June 2020	5 June 2020	5	1	5	M

Emergency Procedures	Employees	5	3	15	H	<p>First Aid</p> <p>Consideration given that first aiders may not be in the office</p> <ul style="list-style-type: none"> • Employees to be aware of first aiders and whether or not they are present in the office. • Employees to seek alternative medical advice/treatment if first aider is not available via 111 or 999 as appropriate. • Limit access to first aid facilities/equipment to only trained first aid personnel and / or appointed person(s) • First aiders must clean hands before and after using the first aid facilities or applying first aid • Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources <p>Fire</p> <p>Consideration given that fire wardens may not be in the office and, if there is fire, it may spread more quickly if fire doors are open.</p> <ul style="list-style-type: none"> • Attendance register to be maintained • Employees to be aware of fire exit routes • Employees to be aware of fire extinguisher locations and use • Employees to view/review health and safety (inc fire safety) presentation 	<ul style="list-style-type: none"> • Face masks to be provided to first aiders 	15 June 2020	5 June 2020	5	1	5	M
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Personal Protective Equipment (PPE)	Employees	5	3	15	H	<p>Note that current evidence suggests that wearing a face covering does not protect you but may protect others if you are infected.</p> <ul style="list-style-type: none"> Wash hands before and after use Follow manufacturer guidance Avoid touching face whilst wearing Change PPE at least daily or after each task If re-usable wash daily in line with manufacturer guidelines Continue to exercise social distancing (2m apart) 	<ul style="list-style-type: none"> Face coverings to be provided for use in 'shop' (public) areas. Information to be sent to be sent to clients about safety measures in advance of attendance or meeting. 	<p>15 June 2020</p> <p>24 July 2020</p>	<p>5 June 2020</p> <p>23 July 2020</p>	5	1	5	M
Mental Health	Employees	5	3	15	H	<ul style="list-style-type: none"> Monitor the wellbeing of people who are working from home, Communicate to keep in touch with off-site workers. 		<p>Already implemented</p>	<p>Already implemented</p>	5	1	5	M
Awareness	Employees, clients public	5	3	15	H	<ul style="list-style-type: none"> Information to be provided to staff, clients and visitors to increase awareness. Government campaign posters to be displayed in the welfare areas and in suitable places around the office 	<ul style="list-style-type: none"> Increased health and safety controls to be introduced by video update and in writing. Information to staff and clients to be updated to reflect revised guidance on use of face coverings 	<p>15 June 2020</p> <p>24 June 2020</p>	<p>5 June 2020</p> <p>23 June 2020</p>	5	1	5	M
Vulnerable Groups 'Increased Risk' Employees	Employees	5	4	20	VH	<ul style="list-style-type: none"> Medical questionnaires are issued upon employment. Updating medical questionnaires issued to employees who have identified as 'increased' or 'high' risk. 	<ul style="list-style-type: none"> Continually adopt and review new government / WHO guidance as and when it is available. 	<p>Already implemented</p>	<p>Already implemented</p>	5	1	5	M

Guidance Notes

SEVERITY	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
	LIKELIHOOD					

LIKELIHOOD	
5	Almost Certain – Very High Risk
4	Probable – High Risk
3	50/50 – Medium Risk
2	Improbable – Low Risk
1	Almost impossible – Low Risk

SEVERITY	
5	Fatality – Very High Risk
4	Severe incapacity – High Risk
3	Absent 3 weeks – Medium Risk
2	Absent less than 1 day – Low Risk
1	Insignificant – Low Risk

1–4 LOW	5–9 MEDIUM	10–15 HIGH	16–25 VERY HIGH
Continue with existing control, however monitor for changes. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires attention to reduce the rating as well as regular ongoing monitoring. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the risk assessment and continue to review working practices to reduce the probability of an accident to the lowest possible level.	Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible.

