



Coronavirus (COVID-19)

Company Policy and Generic Risk Assessment

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1.0 Introduction

This guidance has been developed on information provided by:

- The UK NHS (National Health Service)
- The WHO (World Health Organisation)
- CIPD (The Chartered Institute of Personnel and Development)
- The UK FCO (Foreign and Commonwealth Office)
- GOV.UK
- Australian Government
- Public Health Wales
- The Construction Leadership Council

Coronaviruses are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome and Severe Acute Respiratory Syndrome. A novel coronavirus (COVID-19) was identified in 2019 in Wuhan, China. This is a new coronavirus that has not been previously identified in humans.

Coronaviruses are zoonotic, meaning they are transmitted between animals and people. Detailed investigations found that SARS-CoV was transmitted from civet cats to humans and MERS-CoV from dromedary camels to humans. Several known coronaviruses are circulating in animals that have not yet infected humans.

RISK LEVEL

The risk to the UK has been raised to the use of 3 tiers – medium, high, and very high. Baxall Construction will review these levels for the locations that we are working in and will implement the correct systems of work to ensure compliance.

This will be constantly reviewed and acted upon

Note National Restrictions are in place in England as from the 5th November to the 3rd December 2020.

To help contain the virus everyone who can work effectively from home during this period and other lockdowns should do so.

2.0 CORONAVIRUS (COVID-19) POLICY STATEMENT

Protecting the health and well-being of our employees, contractors and anyone affected by our work is our top priority and we have developed a proactive plan designed to minimise the impact of COVID-19 within our workplace. We will implement the plan in phases as necessary, commencing immediately and following guidance from Public Health England and the UK Government.

Because the COVID-19 public health emergency is constantly changing, this policy and our management plans will be subject to change and ongoing reviews. All changes to the policy will be communicated to employees by email and posted on company notice boards.

The policy includes the measures that we are actively taking to protect our employees, visitors, and contractors from the COVID-19 virus and to further mitigate the spread of it through the business and wider community.

To maintain a healthy and safe workplace, all employees and contractors are requested to follow all the rules diligently. It is important that we all act responsibly and transparently in complying with these health precautions.

Scope

This coronavirus policy applies to all our employees who are either working in the office or at home. It is imperative that those personnel working from home read through the working from home guidance notes to ensure we maintain a collective and uniform response to this challenge.

Policy Elements

We require all employees to protect themselves and their co-workers from a potential coronavirus infection.

General:

- We will provide a safe healthy place of work
- We will provide hand sanitisers and anti-viral desk wipes.
- Face masks will also be available to staff that request them (face masks must be worn in identified enclosed areas)
- The office and site managers have arranged an improved and enhanced cleaning regime
- All employees are to comply with the COVID 19 notices posted around the buildings and sites
- All employees are to ensure that they comply with the risk assessments provided by office/site managers
- Social distancing must be observed until such times as the policy changes and control measures are relaxed
- All managers are to deliver team meetings with the use of technology wherever possible
- There are to be no group gatherings
- Staff are to download the NHS Test & Trace App and are to comply with the venue check in requirements at Head Office & on site by scanning the unique QR code in place.

Reporting:

- If you have cold symptoms, such as cough/sneezing/fever (above 37.5 °C), or feel poorly, call 111 and obtain medical advice

- If you have a positive COVID-19 diagnosis, you cannot return to the office *until you* have completed the required quarantine period and are fully recovered and where possible have received and are able to provide a negative test result.
- If a family member has the symptoms or COVID 19 you are requested to inform your line manager and to work from home
- If you have a medical condition and are in the vulnerable group discuss this with your line manager

Work from Home Requests (Office Staff):

- If you are feeling ill, but you can work, you can request to work from home.
- If you have returned from areas with a high number of COVID-19 cases (based on FCO announcements), you will need to self-isolate at home for 14 calendar days, and return to the office only if you are fully asymptomatic. You will also be asked not to come into physical contact with any colleagues during this time.
- Please bear in mind possible quarantine requirements when considering and making travel plans. Follow Government advice, act responsibly, liaise and review the possible consequences with your line manager before finalising your plans.
- If you have been in close contact with someone infected by COVID-19, with high chances of being infected yourself, you are to request to work from home. You will also be asked not to come into physical contact with any colleagues during this time.
- If you are a parent and you must stay at home with your children, discuss this with your manager to agree suitable arrangements and set expectations.
- If you need to provide care to a family member infected by COVID-19, discuss this with your manager to agree arrangements and set expectations.
- You will only be permitted to return to the office 14 calendar days after your family member was diagnosed with COVID-19, provided that you are asymptomatic, or you have a doctor's note confirming you don't have the virus. You will also be asked not to come into physical contact with any colleagues during this time.

Travelling/Commuting Measures:

- All work trips and events are cancelled/postponed until further notice.
- If you normally commute to the office by public transportation and do not have other alternatives, follow the guidance within the risk assessment and if this is not possible you can request to work from home as a precaution.
- If you are planning to travel voluntarily to a high-risk country with increased COVID-19 cases, you must follow Government advice and must also make allowance for quarantine requirements when considering and making travel plans. Please act responsibly and liaise and review the possible consequences with your line manager before finalising your plans.

General Hygiene Rules:

- Wash your hands regularly and after using the toilet, before eating, and if you cough/sneeze into your hands (follow the 20-second hand-washing rule). You can also use the sanitisers you will find around the office.
- If necessary, cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitise your hands immediately.

- Where possible open the windows regularly to ensure open ventilation.
- Try to avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent getting infected.
- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your co-workers and take extra precautionary measures (such as requesting sick leave).

Sources of further information:

- <https://www.gov.uk/coronavirus>
- <https://www.nhs.uk/conditions/coronavirus-covid-19/>
- <https://www.hse.gov.uk/news/coronavirus.htm>
- <https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm>
- <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested?>

3.0 Symptoms of coronavirus

The most common symptoms of coronavirus (COVID-19) are recent onset of:

- A new continuous cough and/or
- A high temperature (fever)
- A change to your sense of smell or taste

For most people, coronavirus (COVID-19) will be a mild infection

4.0 How is it spread

Because it's a new illness, we do not know exactly how coronavirus spreads from person to person.

Similar viruses are spread in cough droplets.

There is no evidence to suggest that it can be spread through things like packages or food. (However, news outlets have advised to wash food packaging if shopping for vulnerable groups).

5.0 How to avoid catching or spreading germs

There are things we can do to help stop viruses spreading.

DO

1. Wash your hands with soap and water often – do this for at least 20 seconds
2. Always wash your hands when you get home or into work
3. Use hand sanitiser gel if soap and water are not available
4. Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
5. Put used tissues in the bin immediately and wash your hands afterwards
6. Try to avoid close contact with people who are unwell – follow government guidelines on social distancing
7. Wear face masks in public areas, shops & on public transport in line with Government requirements.
8. Wear a face mask when working in an identified enclosed space

DO NOT

1. Touch your eyes, nose or mouth if your hands are not clean.
2. Throw waste onto the open skips
3. Gather in groups

6.0 Social distancing in the workplace

To reduce the spread of germs in the workplace:

- Stay at home if you are sick
- Work from home where agreed with your line manager
- Maintain social distancing at all times
- Stop handshaking as a greeting
- Where possible internal meetings are to be held by video conferencing or phone call
- Large meetings and gatherings are to be halted
- Essential meetings i.e. site meetings can be held outside in the open air if possible
- Lunch and Tea breaks are to be at staggered to keep the number of personnel in the canteen/kitchen areas to a minimum
- Welfare facilities are to be cleaned regularly
- All high touch areas are to be cleaned regularly
- If possible open windows and adjust air conditioning for more ventilation
- Review the need for non-essential travel

For advice follow the Government guidance: <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults>

7.0 If you have coronavirus symptoms¹

Get a test and stay at home for 10 days if you have either:

- A high temperature – you feel hot to touch on your chest or back
- A new, continuous cough – this means you have started coughing repeatedly
- A change to your sense of smell or taste

Do not go to a GP surgery, pharmacy or hospital.

You need to report your symptoms & arrange a test via the NHS Test and Trace app.

USE THE NHS 111 ONLINE CORONAVIRUS SERVICE IF:

- You feel you cannot cope with your symptoms at home
- Your condition gets worse
- Your symptoms do not get better after 7 days

Only call 111 if you cannot get help online.

8.0 Self-Isolation advice

The 14-day period is for those who have had exposure to a confirmed case but have not shown symptoms and represents the potential incubation period (the time it takes for symptoms to show if you have been infected). Most people will no longer be likely to transmit the virus 10 days after the onset of symptoms. You do not need to call NHS111 to go into self-isolation. If your symptoms persist past 10 days you should contact NHS. If you have no internet access, you should call NHS 111.

9.0 Stay at home advice

DO

- Try to keep at least 2 metres (3 steps) from other people in your home, particularly older people or those with long-term health conditions
- Ask friends and family and delivery services to deliver things like food shopping and medicines – but avoid contact with them
- Sleep alone if possible
- Regularly wash your hands with soap and warm water for at least 20 seconds
- Try to stay away from older people and those with long-term health conditions
- Drink plenty of water and take everyday painkillers, such as paracetamol, to help with your symptoms

DO NOT

- Have visitors (ask people to leave deliveries outside)
- Leave the house, for example to go, to school or public places

10.0 Ending Self-Isolation

You should remain at home until 10 days after the onset of your symptoms. After 10 days, if you feel better and no longer have a high temperature, you can return to your normal routine. If you have not had any signs of improvement and have not already sought medical advice, contact NHS 111 online. If you have no internet access, call NHS 111. Coughing may persist for several weeks in some people, despite the coronavirus infection having cleared. A persistent cough alone does not mean you must continue to self-isolate for more than 10 days.

11.0 Preventing the spread in the workplace

Managers and Supervisors are to

- Make sure the workplaces are clean and hygienic

- Surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards) need to be wiped with disinfectant / anti-viral agents regularly
- Why? Because contamination on surfaces touched by employees and customers is one of the main ways that COVID-19 spreads
- Promote regular and thorough handwashing by employees, contractors and customers
 - If possible, put sanitising hand rub dispensers in prominent places around the workplace. Make sure these dispensers are regularly refilled
 - Display posters promoting handwashing
 - Combine this with other communication measures such as offering guidance from occupational health and safety officers, briefings at meetings and information on the intranet to promote handwashing
 - Make sure that staff, contractors and customers have access to places where they can wash their hands with soap and water

12.0 How long can the virus survive?²

How long any respiratory virus survives will depend on a number of factors, for example:

- What surface the virus is on
- Whether it is exposed to sunlight
- Differences in temperature and humidity
- Exposure to cleaning products

Under most circumstances, the amount of infectious virus on any contaminated surfaces is likely to have decreased significantly by 72 hours. We know that similar viruses are transferred to and by people's hands. Therefore, regular hand hygiene and cleaning of frequently touched surfaces will help to reduce the risk of infection.

13.0 Treatment for coronavirus

- There is currently no specific treatment for coronavirus
- Antibiotics do not help, as they do not work against viruses
- Treatment aims to relieve the symptoms while your body fights the illness
- You'll need to stay in isolation away from other people until you've recovered.



Malcolm Clarke

Managing Director

APPENDIX 1: Toolbox Talk / Safety Briefing No. 81

Toolbox Talk/Safety Briefing No 81 Corona Virus (COVID 19)

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WHAT IS THE RISK OF CORONA VIRUS IN THE UK?

The UK Government have rated this as a HIGH risk, however we will closely monitor this and act accordingly. Managers should monitor the advice provided by the Government and Public Health England. The government has now implemented a 3-tier system and each region must comply in full with the tier system implemented.

Novel coronavirus (COVID-19) is a new strain of coronavirus first identified in Wuhan City, China. A coronavirus is a type of virus. As a group, coronaviruses are common across the world. Typical symptoms of coronavirus include fever and a cough that may progress to a severe pneumonia causing shortness of breath and breathing difficulties. Generally, coronavirus can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease. The situation is changing daily, and we will continue to manage your Health Safety and Welfare

WHAT'S THE RISK OF CORONAVIRUS FOR TRAVELLERS?

The government has issued advice to travellers and this can be found at <https://www.gov.uk/guidance/travel-advice-novel-coronavirus>. This page is updated as the emergency situation changes and should be monitored by managers

SYMPTOMS OF CORONAVIRUS

The symptoms are

- A cough
- A high temperature
- Shortness of breath
- Change to your sense of smell and taste

However, these do not in themselves mean that you have the illness as the symptoms are very similar to other illnesses that are much more common such as colds and flu

HOW IS THE VIRUS SPREAD?

Because this is a new illness, we are not certain how this spreads from person to person, it is however assessed as being transmitted through the air and possibly touch. There is still no evidence that it can be spread through things like packages and food or materials. The advice is that if possible, leave packages such as post etc for 24 hours

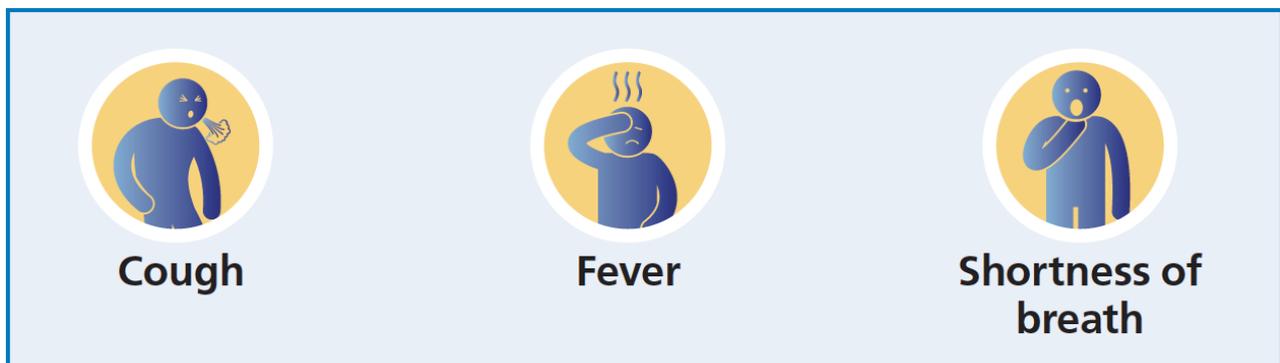
MONITORING

We are monitoring the government announcements and we will respond accordingly

CORONAVIRUS

Are you suffering from the following signs and symptoms?

- Cough
- Fever
- Difficulty in breathing/shortness of breath
- Change to your sense of smell or taste



If yes, to protect yourself and others please go home and search 'NHS Coronavirus' for advice and access the 111 online coronavirus service.

As soon as possible contact your Employer for guidance.

Do not enter this building

Poster layout and content developed from NHS and Public Health England.

APPENDIX 3:

CORONAVIRUS

Wash your hands

more often for

20 seconds

Use soap and water or a hand sanitiser when you:

- Get home or into work
- Blow your nose, sneeze or cough
- Eat or handle food

CORONAVIRUS

PROTECT YOURSELF & OTHERS

- 1 - Safe Place!
- 2 - Safe Person!
- 3 - Sound Information!

Poster layout and content developed from NHS and Public Health England.

APPENDIX 4: Hygiene

CORONAVIRUS



Wash hands frequently with soap and water or use a sanitiser gel



Catch coughs and sneezes with **disposable tissues**



Throw away used tissues (then wash hands)



If you don't have a tissue **use your sleeve**



Avoid touching your eyes, nose and mouth with unwashed hands



Avoid close contact with people who are unwell

APPENDIX 5: Risk Assessment

Part 1: Risk Assessment for (COVID-19)

COMPANY:	Baxall Construction	RISK ASSESSMENT NUMBER:	COVID-19/2020 V3
DATE:	27 th October 2020	COMPLETED BY:	E L McCann CMIOSH
TASK:	Office/sites Work and Facilities Management	LOCATION:	
TASK SPECIFIC TRAINING REQUIRED:	COVID-19	PERMITS REQUIRED:	None
EQUIPMENT:	<p>The Health and Safety at Work etc Act 1974 requires us as the employer to assess the risks to our employee’s health as well as safety. Coronavirus is not a hazardous agent in the customary sense; however, it is one that may be present in the community or in the workplace. We see this as a risk to health and we are addressing this. This assessment is not a work specific one, but one designed to assess the risks posed by Coronavirus (COVID-19). This risk assessment does not supersede any other risk assessment but is there to supplement them ensuring the health and safety of all employees, contractors and clients. We will continually review this assessment to ensure compliance with Public Health England Guidance.</p>		

Residual Risk Calculator						
Accident Probability	X	Accident Severity	=	Score	Factor	Action
Very Likely	5	Very Serious	5	16-25	High	Intolerable Risk, Re-assess to eliminate/reduce risk to low/med factor
Reasonably Likely	4	Reasonably Serious	4			
Possible	3	Moderate	3	9-15	Med	Consider further precautions to reduce risk to low factor. Proceed with extra caution if unable to reduce risk level
Unlikely	2	Minor	2	4-9	Low	Dynamic Risk Assessments
Very Unlikely	1	Very Minor	1	1 - 4	Very Low	No Further Action required
Persons Affected (Consider this in your assessment)						
Employees	Yes	Visitors	Possible	Expectant Mother	Yes	
Contractor	Yes	General Public	No	Disabled Person	Yes	
Client/3 rd Party	Possible	Young Person	No	Other	TBC	

Identified Hazards	Key Risks	Results prior to controls				Existing Control Measures/Precautions	Results after controls				Additional Control Measures
		Probability	Severity	Score	Factor		Probability	Severity	Score	Factor	
<p>General Risk</p> <p>Transmission of infection from person to person, usually after close contact with an infected individual i.e. in a household, in outside areas or a workplace.</p>	<p>Illness and transmission to others</p> <p>Older people and people with pre-existing medical conditions are more at risk of developing severe illnesses.</p> <p>Vulnerable people as defined by Public Health England guidance are at increased risk of severe illness.</p> <p>Extremely vulnerable people as defined by Public Health England guidance</p>	4	5	20	H	<ul style="list-style-type: none"> Vulnerable people will continue to be encouraged to work from home in line with HR policy. Employees are urged to wash their hands frequently with soap and water or to use an alcohol-based hand rub Try to avoid touching eyes, nose and mouth While in the office/sites all employees are, wherever possible, to maintain social) distancing in line with the current Public Health England advice Should an employee display symptoms they are to follow government guidance and self isolate for 14 days before returning to work, assuming symptoms cease and they are asymptomatic 	2	5	10	M	<ul style="list-style-type: none"> HR/Line Managers to identify employees that are in the vulnerable category and reassess the working practice for individual cases Office/sites numbers are to be kept to minimum and in line with Government directives. and where possible updates sent via video, pictures, emails, messages and chats (50% occupancy level, consider 1- week in the office/sites 1-week work from home on a rotation system or similar). Where social distancing is not possible, extra measures to be in place such as masks, gloves, signage/floor markings, screens etc where required Managers to follow the instructions in the most recent COVID-19 Government updates and to communicate to team members where appropriate

<p>Anxiety and Stress due to COVID-19 and Home working</p>	<p>Affecting mental wellbeing, fearful and stress resulting in suffering and upset, with possible low productivity</p>	<p>3</p>	<p>5</p>	<p>15</p>	<p>H</p>	<ul style="list-style-type: none"> • We will ensure that all reasonably practicable precautions are implemented to ensure the health safety and welfare of our employees • We will communicate all measures implemented to employees • Vulnerable employees or employees with vulnerable family members in the same household will work from home until such times as the risk level changes • Where appropriate we will stagger the start and finish times in the office/sites • We will limit the number of staff in the office/sites to manage social distancing and comply with Government directives • We will provide hand sanitisers, wipes and face masks (where it is necessary to do so) for use in the workplace • If working from home the line manager will ensure regular dialogue with employees to check on wellbeing. • Employees to manage their working arrangements at home and to discuss with the line manager/HR • If required a home working assessment will be carried out 	<p>1</p>	<p>5</p>	<p>5</p>	<p>L</p>	<ul style="list-style-type: none"> • Discuss working arrangements with employees and contractors • Regular communication is essential • Where required and if practical, home working risk assessment to be carried out i.e. pregnancy, existing medical conditions • Employees to be provided with: <ol style="list-style-type: none"> 1. Risk Assessment 2. Policy Statement 3. Protocols/procedures when attending the office/sites 4. Regular updates and communication
<p>Someone becomes ill with COVID-19 type symptoms whilst in the workplace</p>	<p>COVID-19 transmission</p>	<p>2</p>	<p>4</p>	<p>8</p>	<p>M</p>	<ul style="list-style-type: none"> • In line with our policy and procedures employees and contractors have been advised that they should not go to the office/sites if feeling unwell • External visitors are currently not allowed to the office/sites • Regular contractors to site have been advised of our policies and procedures 	<p>1</p>	<p>4</p>	<p>4</p>	<p>L</p>	<ul style="list-style-type: none"> • Individual will be asked to leave the office/sites/site immediately and self-isolate if necessary • The workplace will be and deep cleaned or sanitised

Confirmed Contaminated workplace	COVID-19 transmission	2	5	10	M	<ul style="list-style-type: none"> Increased daily and evening cleaning regime is under way Hand sanitisers have been placed in key parts of the working floor Everyone is encouraged through additional signage to wash their hands regularly 	1	5	5	L	<ul style="list-style-type: none"> Office/sites will be closed and will not reopen until a full deep clean including fogging is undertaken The site manager will assess the situation and discuss this with senior management where a decision will be made
Commuting to Work	<p>Employees that are commuting to work</p> <p>When travelling to work there is a clear risk of being unable to maintain a 2-metre distance between other commuters</p> <p>Anxiety/Stress and Upset</p> <p>Infection and cross contamination</p>	4	5	20	H	<ul style="list-style-type: none"> Avoid travel if possible (can the employee work from home?) Limit all travel to a minimum and use other tools such as Teams/ZOOM Wherever possible employees should avoid public transport and travel to work alone using their own transport (Car/Cycle) etc During the commute on public transport employees are to maintain social between themselves and anyone else if possible Government policy now require all users of public transport to wear a suitable face covering. (This should be discussed with a doctor if the employee has a respiratory condition such as asthma) Use alcohol-based hand gels during and after commuting Avoid touching eyes, nose or mouth 	1	5	5	L	<ul style="list-style-type: none"> If these control measures cannot be achieved, managers should stagger work and start times and if practical encourage working from home All employees to follow current advice and guidance on the precautions to take during travelling HR/Line Managers to identify vulnerable members of staff and discuss working arrangement Employees to inform HR/Line Managers of health conditions and concerns
Reception Staff	Coming into contact with visitors, employees and others	4	5	20	H	<ul style="list-style-type: none"> Strict social distancing to be observed Optional erection of screens at the reception desk Display the COVID-19 Policy Statement of intent and Government certificate in reception or in the Foyer prior to entering the floor 	2	4	8	L	<ul style="list-style-type: none"> Floor markings to be in place and controlled Operate one in one out process Only 1 receptionist at reception desk at any given time Signage at the entrance explaining requirement to stand on the markers provided and to follow the one-way system on the floor

<p>Deliveries, visitors to the office/sites and sites</p>	<p>During entry to the office/sites there is the potential of employees, clients and contractors having to touch surfaces with a potential for cross contamination.</p> <p>There is an additional possibility of employees/visitors/contractors not maintaining the social distance requirement of 2m when gaining entry to the office/sites</p>	4	5	20	H	<ul style="list-style-type: none"> • Prevent all non-essential visitors to the office/sites • Consider implementing a staggered start and finish times to reduce congestion • Monitor and control office/sites access to enable social distancing • Encourage all employees/contractors to sanitise their hands as they enter or leave the office/sites • Deliveries to be left on a table provided within reception and if a signature is required the delivery operative is to take the receptionist name only reducing cross contact • Do not have personal mail and packages delivered to the office during COVID-19 • Visual markings on the floors to signify 2 metres and direction of travel signs 	1	5	5	L	<ul style="list-style-type: none"> • Regularly clean common contact surfaces in the reception, office/sites, and delivery areas using the provided anti-viral wipes • Hand sanitisers to be available at entry and at other agreed areas within the office/sites/site space • Hand sanitiser to be at the main entrance • Courier services must use hand sanitiser or gels at delivery point • Where possible, all packages to be left for 4 hours • Employees are to sanitise/wash hands after touching deliveries
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<p>Working in the office/sites</p>	<p>Being unable to maintain a 1- plus metre distance</p> <p>Potential for cross contamination.</p> <p>Infection/Illness and transmission to others</p> <p>Extremely vulnerable people as defined by Public Health England guidance are at even higher risk</p> <p>Affecting the employee mental health through anxiety and stress</p>	<p>4</p>	<p>5</p>	<p>20</p>	<p>H</p>	<ul style="list-style-type: none"> • Display the applicable COVID 19 Posters in the office/sites and rooms • Display hygiene poster in the washrooms and kitchen • Where employees are working from home, we will implement the home working policy until further notice • Ensure all employees are made aware of the home working policies and preventative measures • Restrict all visitors to the office/sites area • Implement a staggered start and finish and break and meal times to reduce congestion and contact at all times • Implement a one-way system around the office/sites • Non-essential items and intermittent desks to be cleared so as to maintain social distancing • Employees are to wash hands frequently (alcohol-based hand rub or soap and water) • Employees to maintain social distancing where possible • Employees to avoid touching eyes, nose and mouth • Employees reminded to practice respiratory hygiene (i.e. cover mouth & nose when coughing / sneezing). All tissues to be placed into the clinical waste bin provided at reception • Rearrange the desks to ensure a 1- plus metre gap (Not directly facing each other) • All personal belongings under the desks are to be removed and counter tops left clear • Clear desk policy must be adhered to • All pedestals are to be locked when not in use • 	<p>1</p>	<p>5</p>	<p>5</p>	<p>L</p>	<ul style="list-style-type: none"> • Landline phones will be removed from desks • All work and working arrangements should be assessed to ensure that the employees remain safe • If the work can be deferred or alternative methods can be employed to lower this risk this should be implemented. i.e. Using remote viewing etc, TEAM/ZOOM/Skype meetings • Office manager to consider a one-way system on stairwells and around the workplace • First Aid boxes to contain KN95 masks • First Aiders to be briefed on safety whilst dealing with an accident • First Aiders are to Follow Resuscitation Council Guidance of CPR: www.resus.org.uk • Where possible all non-fire doors to be propped open to reduce touch
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<p>Working in the office/sites</p>	<p>Being unable to maintain a 1- plus metre distance</p> <p>Potential for cross contamination.</p> <p>Infection/Illness and transmission to others</p> <p>Extremely vulnerable people as defined by Public Health England guidance are at even higher risk</p> <p>Affecting the employee mental health through anxiety and stress</p>	4	5	20	H	<ul style="list-style-type: none"> • Wear disposable gloves if work requires regular hand contact with others (disposable gloves to be disposed of in waste bin provided at reception) • Against usual health and safety advice, if stairwells are wide and not steep, and employees are fit enough, workers to avoid holding handrails when going up and down the stairs (100% concentration is required – do not use mobile phones) • Avoid shaking hands, use other greeting methods • Re-assess the number of minimum employees required to carry out the work • Consider other means of completing the task, i.e. home working 	1	5	5	L	
<p>Interacting with clients and contractors</p>	<p>Being unable to maintain a 1 plus metre distance</p> <p>Potential for cross contamination.</p> <p>Illness and transmission to others</p> <p>Extremely vulnerable people as defined by Public Health England guidance are at even higher risk</p>	4	5	20	H	<ul style="list-style-type: none"> • Eliminate requirement for face-to- face meetings, if possible, arrange for meetings to be carried out via Zoom etc • If face-to-face meetings cannot be avoided: <ol style="list-style-type: none"> 1. Rooms are to have an identified maximum number of occupants clearly marked using signage 2. Only essential participants should attend 3. Rooms should be well ventilated i.e. doors open where possible 4. Ensure all attendees use a hand sanitiser when entering and leaving the meeting room 5. Avoid shaking hands, use other greeting methods 6. Attendees should maintain social distancing (e.g. keep 2 chairs between each meeting attendees / at least 1 metre apart from each other) 7. No food to be ordered or consumed during the meeting 	1	5	5	L	<ul style="list-style-type: none"> • Any specific PPE required by visitors for their own personal health circumstances must be attained by themselves before attending site • Hand sanitisers will be at the entrance and throughout the floor • Current guidance and advice is that air con is not a risk with regards to COVID-19 and the spread of virus

<p>Contamination from high touch items</p>	<p>Potential for cross contamination and infection</p>	<p>4</p>	<p>5</p>	<p>20</p>	<p>H</p>	<ul style="list-style-type: none"> • Enhanced cleaning routine is to be introduced (to be discussed and agreed with in-house team/cleaning contractor) • Hand sanitisers and wipes to be placed next to all high touch areas such as printers etc • The in-house team/cleaning contractor are to ensure that all high touch areas are thoroughly cleaned and sanitised at the end of each day • The reprographics/post room will be managed by one contractor only with limited authorised access only • The trolley will be placed in the doorway to prevent unauthorised access 			<ul style="list-style-type: none"> • Manage and record all cleaning and sanitisation activities • Employees to use antiviral wipes before and after use of high touch equipment. • All wipes must be discarded into the waste sack / bins provided.
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<p>Use of the welfare facilities Toilets/Showers and Kitchen areas</p>	<p>Risk of Employees not maintaining the social distancing requirement</p> <p>There is also a risk of being unable to sufficiently maintain hand washing supplies and the risk of managing waste hand towels etc.</p> <p>Sites are to be maintained to the highest possible standard</p>	4	5	20	H	<ul style="list-style-type: none"> • If possible, prop open doors (monitor employee concerns if any and action) • Isolate appropriate sink and urinal units • Ensure that there is a maximum limit of entry to the toilets/café areas • Ensure that there is sufficient soap, hot water and paper towels/hot air dryers in the toilets • Ensure that the toilets/tea making areas are adjusted to comply with the social distancing requirements issued by Public Health England employees • Stagger break times for entry to kitchen/canteen with a maximum of 15 minutes in the area to allow fair access to all • Ensure that there is hand sanitiser at the entrance of the kitchen. • All areas used for eating are thoroughly cleaned at the end of each break and shift, including chairs, door handles etc. • Employees urged to clean up after themselves i.e. wipe surfaces and tables. • Provide suitable and sufficient rubbish bins for regular removal and disposal. • Shower to be following use. • Sanitising wipes to be in the shower cubicle and each user is to wipe all high touch areas after use • All personal clothing/towels are to be removed from the shower room. • Personal shower gels to be used and not left in the shower area. • Personal towels to be used and removed from the area after use. 	1	5	5	L	<ul style="list-style-type: none"> • Employees to maintain social distancing within the office/sites and welfare areas • The cleaning contractor is to be briefed to make sure door handles, locks, and all high touch areas are cleaned more regularly • Ensure only paper towels/hot air driers are used • Each user is to clean the sinks and high touch areas after use • Personal soap and shower gels to be used • Employees to use own towels • All clothing/shoes to be placed into lockers or removed and not left lying around • Use of crockery is acceptable. All cups are to be washed after use by the individuals and then placed into the dishwasher. Cups are not to be left in the sink
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Site COVID Risks	Operatives working in close proximity Transmission between contractors Illness and lost time	3	5	15	H	<ul style="list-style-type: none"> • Site managers will comply with the Government guidance on COVID 19 • All operatives to observe the social distancing requirements • Operatives wherever possible to work within company bubbles • Face masks are to be worn when in identified enclosed spaces • Site managers are to enhance the cleaning regime • Site managers are to enhance the welfare facilities • Site managers are to ensure that the correct COVID 19 signage is in place 	2	5	10	M	<ul style="list-style-type: none"> • Site managers to ensure that sufficient hand washing facilities including soap water and paper towels rare available • Sufficient hand sanitiser is to be available at all times • All operatives and visitors are to sign in via the NHS track and trace app • First aiders are to read the revised and amended first aid risk assessment

Assessed By:	Eric L McCann CMIOSH	Reviewed by:		Reviewed by:	
Position:	H&S Consultant	Position:		Position:	
Signature:		Signature:		Signature:	
Date:	11 th November 2020	Date:		Date:	

Part 2. Health & Safety Risk Assessment - Briefing Record

If the risk assessment is updated the briefing of the changes must be recorded.

First Name	Surname	Signature	Time	Date

Guidance Note – IMPORTANT: If you feel your health, safety or security is at risk at any time, you must stop work immediately and seek advice.