

CORONAVIRUS RISK ASSESSMENT

PART A. ASSESSMENT DETAILS:

Area/task/activity: Operating in the office whilst Coronavirus is present in the community
Location of activity: Varied – UK wide

Company Name: Address & Contact details:	Key Group Baines House Midgery Court, Fulwood, Preston, PR2 9ZH 01772 508585	Name of Person(s) undertaking Assessment:	S. James, Facilities Manager
		Signature(s):	
Manager (Name & Title):		Date of Assessment:	7 th May 2020
Signature:		Reviewed: Next Review:	As guidance changes
How communicated to staff:	Email	Date communicated to staff:	June 2020

PART B1. HAZARD IDENTIFICATION AND CONTROL MEASURES:

Step 1 Identify significant hazards	Step 2 Identify who might be harmed and how		Step 3 identify precautionary measures already in place
List of significant hazards (something with the potential to cause harm)	Who might be harmed?	Type of harm	Existing controls (Actions already taken to control the risk)
Lack of awareness of guidance / new evolving disease	Colleagues, visitors	Office transmission	<ul style="list-style-type: none"> Daily updates received from Government and World Health Organization and guidance is followed Crisis Management Team meet virtually twice a week to lead on Company response as issues evolve Colleagues to be educated on the symptoms via posters, not to come to the office if they are unwell and to follow guidance on self-isolation and testing

Risk of transmission in the workplace

- Face to face meetings both internal and external are suspended
- Only essential business activities that can either only be done in the office or has a severe impact on the business if done from home to be permitted to resume if safe to do so and following guidance
- Colleagues to follow self-isolation guidance of members of their household or people they have been in close contact with
- Colleagues encouraged to download the Government Track and Trace app when launched
- Hand sanitizer stations established in receptions and open plan offices, cleaning contractor refills bottles
- Cleaning contractor to wipe each desk, keyboard, phone and mouse each night with antibacterial wipes
- Cleaning contractor to wipe high contact surfaces such as door handles mid-day and in the evenings
- Cleaning contractor to ensure soap dispensers are refilled
- Home working for the majority of colleagues to continue to keep numbers in the offices to a minimum
- Colleagues to follow Government guidance on social distancing both in and outside the office and all non-essential contact is prevented
- Access control measures to prevent non-essential visitors or contractors
- Only essential maintenance to be performed and contractors to be briefed on following control measures in place
- Reduction in visits from contractors such as shredding provider to minimise contact
- Safety brief to all returning colleagues by the Facilities Management Team
- Air conditioning and ventilation system to continue to operate to ensure correct number of air changes per hour are maintained and changes to guidance to be followed
- One way systems in operation to prevent pinch points and bottle necks
- Colleagues to stand side to side rather than face to face where possible and maintain the 2m rule
- Desks are spaced so colleagues are 2m apart
- Signage and tape to reinforce social distancing

Lack of hygiene			<ul style="list-style-type: none"> • Cleaning standards to be maintained by contractor – wiping desks, keyboard, phone, mouse each night and high contact surfaces twice a day • Posters to remind colleagues and visitors about how to wash hands and the frequency displayed in toilets, canteens and doors • Soap and water provided in the toilets and the canteens • Hand sanitiser available in receptions and in the open plan areas • Majority of desks have partitions in place • Sneeze screens to be installed to the reception area • Same teams to work in the same areas on the same shifts • Face shields and masks for responders in first aid kits
Transmission to vulnerable groups			<ul style="list-style-type: none"> • Colleague survey disseminated to identify those who can safely return to work if authorized to do so and for those in the vulnerable categories or with childcare difficulties to be identified • Advisor visits to customers suspended
Wellbeing and stress			<ul style="list-style-type: none"> • Employee Assistance Program available and signposting • 2 mental health first aiders available to colleagues • Managers to keep in touch with teams • Pregnancy risk assessments to include COVID -19
Employee shortages			<ul style="list-style-type: none"> • Managers to monitor levels of absence in teams • Operating 'reserve' colleagues to return to the office if needed may be helpful • Minimum number of colleagues on site
Lone working			<ul style="list-style-type: none"> • Colleagues to be in the office in pairs where possible • Colleagues working in isolated part of the building to check in and out with reception • Lone working colleagues to have a mobile phone with sufficient charge • Minimum amount of time in the office to complete tasks • Facilities Team to do regular walk rounds • Separate lone working assessment to be conducted if required • Only low risk activities to be conducted when lone working
Transmission through commuting			<ul style="list-style-type: none"> • Majority of colleagues drive to work • Social distancing measures in place on public transport where possible • Follow government guidance on using public transport • Staggered arrival times

Welfare facilities			<ul style="list-style-type: none"> • Limits to the number of people in the building at a time to ensure access to toilets • Number of people in the toilets to be limited to 2 at a time • Canteens to remain open for access to hot water and refrigerators but usage to be monitored and amended if needed • Colleagues encouraged to bring lunch from home to avoid leaving site • Colleagues encouraged to take breaks outside, in empty meeting rooms or in cars • Hand sanitiser placed in all meeting rooms • Smoking shelters have distancing reminders
Legal compliance			<ul style="list-style-type: none"> • First Aid provision to be maintained • Fire Marshal provision to be maintained and evacuation procedures to be altered to reflect new provisions • Facilities compliance e.g. legionella and lift maintenance to be continued following Government guidance • Public Health England guidance to be adhered to • Risk assessment to be published on website and shared with colleagues

PART B2. HAZARD IDENTIFICATION AND CONTROL MEASURES:

Further significant hazards	Who might be harmed?	Type of harm	Existing controls (Actions already taken to control the risk)

PART C: ACTION PLAN Step 4 Further action / controls required

Hazard	Action required	Person(s) to undertake action?	Priority	Projected time scale	Notes / comments	Date completed