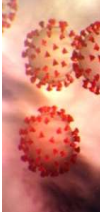


Task Details

Company Name	HomeLet - Barbon	Work Area	Offices
RA Title	COVID19 Precautions and Controls – Return to the Office.		Date 11 August 2020

Description of Situation, task etc. Returning to work in an office-based environment with COVID-19 precautions in place and new procedures to be followed. The following assumes a carrier could present in the building who is asymptomatic and could spread the virus or someone who is infectious enters the building.			
	<i>Infrequently</i>		
	<i>Daily</i>		
	<i>Weekly</i>		
	<i>Monthly</i>		
	<i>Continuous</i>		

At Risk Groups			
Employees	Visitors	Others	High Risk Groups
Operative/s	In close proximity	General Public	Pre-existing Conditions
Novice	In the area	Environmental	Pregnant
Apprentice	Contractors	Equipment	Nursing Mother
Others in Vicinity	Delivery drivers	Buildings	Children

Hazards
Hazards Biological hazards directly associated with COVID19 (Corona virus) Breathing droplets from asymptomatic infected persons Contact with infected surfaces Working in close proximity to others Using shared facilities welfare, cooking, resting. Congregating in car park, rest rooms Meetings in enclosed rooms Training in enclosed rooms Using technology and facilities used by other Treating someone or being treated by someone following an incident requiring first aid Using toilets and wash facilities

Possible Hazardous Events	Pre Control risk								
Any physical injury needing first aid help Bumping into someone Touching surfaces Crossing too close on stairs or in corridors Meeting too close at entry/exit doors Crossing too close in work areas Sitting too close to others Sitting opposite, facing each other Sharing cups, plates, cooking facilities	Using shared facilities <table border="1"> <tr> <td>Likelihood</td> <td>3</td> </tr> <tr> <td>Severity</td> <td>5</td> </tr> <tr> <td>Risk Rating</td> <td>15</td> </tr> <tr> <td>Risk Band</td> <td></td> </tr> </table>	Likelihood	3	Severity	5	Risk Rating	15	Risk Band	
Likelihood	3								
Severity	5								
Risk Rating	15								
Risk Band									

Controls

Insist on hand washing on entry to the building and frequently
Insist on 2m social distancing
Provide information markers on floors and in key areas to designate 2m gaps
Exclude high and very high risk individuals from the building
Limit number of staff in the building at any one time to ensure social distancing
Limit visitors to those that are absolutely necessary
Staff to work from home wherever possible
Monitor homeworking staff closely to ensure they remain safe and well
Hold meetings virtually wherever possible or outside maintaining social distancing
Limit numbers in meetings

Apply seating markers showing allowable numbers and locations
Place instructions on required behaviours on all doors in key areas and inside key areas as required:

- Main entrance
- Toilets
- Meeting rooms
- Training Rooms
- Rest and Welfare Rooms
- In work areas
- Top and Bottom of stairs
- Open spaces
- Reception
- On the lift access points
- Coffee and Tea areas and Fridges

Provide screens at key areas

- Reception – if distance cannot be maintained

Stop high risk activities that require close proximity

Seat staff back to back, side by side or diagonally opposed – Maintain 2m distances

No face to face working

Keep teams and shifts fixed – no swapping amongst teams

Control entry and exit behaviour

- Stagger arrival and departure time to small numbers at intervals – provide staff with rules of behaviour

Introduce a one-way system within the building

Fix automatic hold open close devices to doors removing the need to touch

- Door guards – nb door guards at bottom and top of stairs should be removed following this emergency

One desk one person – no hot swapping or changing

Once seated at desk, limit movement around the building to essential journeys only

Ensure sanitation wipes at all printers for keypad cleaning

Print only once per day unless absolutely necessary

Lift only to be used by disabled, or injured persons when necessary, only one person in the lift at any one time

Lift to be wiped down after each use

Increase cleaning frequency of communal use areas to at least 4 times a day

Provide sufficient stationery to all staff at their place of work, no sharing of stationery or its associated equipment, pens etc.

Provide floor markings outside the main door and throughout the building for way marking and 2m distancing

Supply paper hand towels in toilets and wash stations with open or foot operated bins – remove the use of air blown hand dryers

Shared facilities will be available with plentiful supplies of sanitiser, soap and water available to all employees and clear guidelines on the requirement to wash hands before and after use of any shared facilities

Withdraw suggestions and reporting boxes – any suggestions or reporting to be done verbally to Line Manager

Withdraw all vending facilities

Remove excess furniture and chairs where feasible

Withdraw games machines etc.

Control TVs and remote controls limit access and use

Presentation and meeting equipment only to be used when can't be avoided

Affix positional markers to all locations in all areas where it is permitted for someone to sit

Ensure staff have face masks and gloves available for use as required – ensure they are taught how to don and doff PPE.

Provide emergency treatment kits for first aiders

- Masks

- Safety Glasses

- Aprons

- Nitrile Gloves

- Face shield for high fluid risk

Dispose of all used PPE iaw government Guidelines i.e. place into bag, close and store for

Employees must take their coats and bags etc to their desks and store there

Hold open the front door at all times if possible but at high traffic times at least

HSE guidance advises ducted AC systems can be used as normal.












Stagger break times to limit numbers in rooms

Introduce outside seating that allows for social distancing

Limit numbers at smoking facilities

Place markers on floor for smoking facility to maintain social distancing

Set markers in canteen for seating and distance limits

	Face Shield		Gloves Chemical		RPE		Hi-Viz	
Type	EN166 EN169	Type	EN374-1	Type	EN140 Half EN136 Full	Type	EN471-	
	Safety Glasses		Gloves Mechanical		Overalls/Clothing		Hard Hat	
Type	EN166	Type	EN388-3	Type	EN340 EN381	EN471 EN510	Type	EN397 EN812 EN140
	Safety Goggles		Hearing Protection		Safety Boots		Item	
Type	EN166	Type	EN351-1 EN352-1	Type	EN345-1 CI		EN.....	

Emergency Procedure

If there is a belief that anyone has COVID19 or a belief contamination is known in the working area works are to cease and operatives move to a safe area. Care is to be taken to not spread any contamination further.

If there is evidence or obvious signs and symptoms someone has COVID-19 they are to safe isolate, call 111

The symptoms of coronavirus are:

- a cough
- a high temperature
- shortness of breath

But these symptoms do not necessarily mean you have the illness.

The symptoms are similar to other illnesses that are much more common, such as cold and flu. Line Manger is to be informed immediately who in turn will inform management.

On-Site Procedure	<p>All operatives will be briefed on risk and control measures contained within this risk assessment. They are to share this knowledge widely.</p> <p>Clean signage/posters have been situated throughout the property regarding new procedures which must be followed.</p> <p>Separate travel arrangements to limit the risk of any infection spread, staggered entry into the building to prevent a build-up of people in reception.</p> <p>On arrival, receptionist will direct all persons to the toilet where they can wash hands following the guidelines.</p> <p>One-way system has been implemented; access/egress is via main reception.</p> <p>Non-contact deliveries all items to be handled with gloves, do not handle or sign any PDA's.</p> <p>Clean down your work area and equipment as best as possible.</p> <p>Occupancy has been calculated to ensure that personnel workstations are at least 2m apart. No hotdesking is permitted.</p> <p>Staggered break times to minimise the amount of people requiring the shared facilities at once. Clean the toilet facilities before and after use and then wash your hands when leaving.</p> <p>Keep 2 meters away from anyone even during work to include any meetings/briefings if carried out.</p> <p>At the end of the workday, clean down your work area.</p>
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Health and Safety Monitoring

	General	Occupational	
Monitoring	Supervisor to monitor and check for any signs and symptoms of individuals. They will ensure that contact with clients and client staff is kept to a minimum and social distancing of 2m is to be maintained.	Eyesight Hearing Spirometry Vibration Blood Pressure Blood Glucose	Stress DSE WRULD

Responsible Person Signature	Written in association with	Residual Risk if all controls are followed	
	Arion Ltd	Likelihood	2
	Date	Severity	5
		Risk Rating	10
		Residual Risk Rating	

Review

This Risk Assessment is to be reviewed:

When any circumstances change such as but not limited to:

- Government, NHS or WHO advice changes
- Work circumstances change
- Clients request reasonable changes

The Supervisor responsible for the area is to be aware of change and instigate review of this document.