

COVID-19 Risk Assessment – Phase 1

Company name: Stewardship

Assessment carried out by: HR & Facilities Mgr

Date of next review: September 2020

Date assessment was carried out: May 2020

(before Phase 2 can be introduced)

Objective	Considerations	What are the hazards?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Risk level
That everyone should work from home, unless they cannot do so.	Who is needed to be on-site: i) Workers in roles critical for business and operational continuity, safe facility management, or regulatory requirements and which cannot be performed remotely. ii) Workers in critical roles which might be performed remotely, but who are unable to work remotely due to home circumstances or the unavailability of safe enabling equipment.	Travelling to and from the office.	No use of public transport.	Ensure a safe commute – walking, cycling or driving.	HR Manager to control who attends the office to ensure social distancing.	Already in place for Fridays & will be implemented for other days during Phase 1.	Low
		Social distancing.	No more than 6 (approx.) staff in the office.	Staff cannot attend the office whenever they wish-need permission.			Low
		Hygiene measures.	Hand washing facilities available, together with hand sanitiser.	Regular cleaning of shared surfaces, e.g. printer keys, door handles, etc.	Staff on the day	15/6/2020	Low
		Lone working.	Lone working policy is in place.	Ensure that IT are adhering to it.	HR Manager	26/5/2020	Low

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	Planning for the minimum number of people needed on site to operate safely and effectively.	Staff attend the office without permission	Staff must obtain permission from HR Manager	If staff attend without permission, they will be sent home.	HR Manager & keyholder on the day	Beginning of Phase 1	Low
	Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security.	Feelings of isolation, leading to stress & other mental health issues	Regular team & line manager communication. HR staff also regularly checking in with all staff.	Policy being implemented to ensure that staff have access to resources to manage their wellbeing.	HR team	29/5/2020	Low
	Providing equipment for people to work at home safely & effectively, for example, remote access to work systems.	Incorrect seating & desk arrangements, together with incorrect IT equipment can lead to physical health issues.	All staff have completed a WFH assessment. Issues have been identified & additional equipment & advice provided.	If WFH arrangements change, staff need to inform HR or IT, so that remedies can be provided	Individual staff members	Whenever required	Low
To protect clinically vulnerable and	The clinically vulnerable amongst staff were identified in early March	Staff may live with individuals who are	All staff who are affected are	These staff are likely to be classed as	HR Manager	When we are ready to	Low

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clinically extremely vulnerable individuals. Particular attention should also be paid to people who live with clinically extremely vulnerable individuals.	<p>2020 and were the first to work from home. We do not have any clinically extremely vulnerable staff</p> <p>They will be among the last to return to the office in Phase 3, once infection rates have dropped significantly or a vaccine in use.</p>	clinically extremely vulnerable individuals	currently working from home.	disabled under the Equality Act 2010. Individual risk assessments will need to be undertaken before they can return to the office.		enter Phase 3	
To make sure individuals who are advised to stay at home under existing government guidance do not physically come to work. This includes individuals who have symptoms of COVID-19 as well as those who live in a	<p>Staff can work from home while self-isolating if appropriate.</p> <p>Follow current guidance for employees and <u>employers</u> relating to statutory sick pay due to COVID-19.</p> <p>Follow current guidance for people who have</p>	Staff may be asymptomatic carriers & may pass it on to others in the office	<p>Hand washing facilities, tissues and hand sanitiser available</p> <p>We can ask staff to self declare symptoms-we cannot insist upon it. If they do or if they test positive, we can tell other staff that</p>	<p>Staff will be sent straight home if they display even mild symptoms</p> <p>Set up a system to ensure that employees consider, each day before attending, whether they have</p>	<p>Key holder on the day</p> <p>HR Manager</p>	<p>Throughout Phase 1</p> <p>By the start of Phase 1</p>	Low / medium

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household with someone who has symptoms.	symptoms and those who live with others who have symptoms.		someone they have come into contact with has symptoms, but not disclose identity.	<p>symptoms and whether they should attend work.</p> <p>If there is a second peak in cases of infection, working in the office will be reviewed & may be suspended</p>			
To maintain social distancing wherever possible, on arrival & departure and to ensure handwashing upon arrival.	Providing handwashing facilities, or hand sanitiser where not possible, at entry/exit points.	Spread of infection	Cleaning station at front door, with hand sanitiser & cleaning wipes for exit button Staff will need to use their own pen for signing in and out	Social distancing reminder sticker on main entrance door	HR Manager	Before Phase 1 begins	Low

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To maintain social distancing wherever possible while people travel through the workplace.	Introducing more one-way flow through buildings. Regulating use of high traffic areas including corridors, maintain social distancing.	You could bump into a colleague entering or leaving the post room Social distancing not maintained	If approached via the train carriage, view into post room is blocked; approaching via pods enables full view Door between reception & office to be left open	Advise staff of one way route – floor markings Check corridor before entering & move back if a colleague is there	HR Manager	Before start of Phase 1	Low
To maintain social distancing between individuals when they are at their workstations.	Review layouts and processes to allow people to work further apart from each other.	Social distancing not maintained	Number of staff who will be permitted to enter the office will be significantly below capacity for social distancing.	Desk allocation to ensure distancing is maintained.	HR Manager	Before start of Phase 1	Low

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<p>To reduce transmission due to face-to-face meetings and maintain social distancing in meetings</p>	<p>Using remote working tools to avoid in-person meetings.</p> <p>Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout.</p> <p>Avoiding transmission during meetings, for example, avoiding sharing pens and other objects.</p>	<p>Social distancing not maintained</p>	<p>No face to face meetings where these can be held via Zoom</p>	<p>Some staff will need to collect laptops or have maintenance carried out on them. This will be carried out at a 2m distance</p>	<p>IT staff</p>	<p>In place already</p>	<p>Low</p>
<p>To maintain social distancing while using common areas.</p>	<p>Staggering break times to reduce pressure on break area.</p> <p>Encouraging workers to bring their own food.</p>	<p>Social distancing not maintained</p>	<p>No communal food or drink will be provided, e.g. bread, butter, tea, coffee, milk, jam, etc.</p>	<p>Staff lunch breaks will be regulated.</p> <p>Only 1 person at a time in kitchen area</p>	<p>All staff in the office</p>	<p>Throughout Phase 1</p>	<p>Low / medium</p>

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	Encouraging staff to remain on-site and, when not possible, maintaining social distancing while off-site.	May not be able to maintain social distancing whilst purchasing food	Remind staff of the need to social distance if they leave the office				
To prioritise safety during incidents.	In an emergency, e.g. an accident or fire, people do not have to stay 2m apart if it would be unsafe. People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.	Social distancing not maintained	With the numbers in the office, distancing should be possible even during evacuation		All staff in the office	Throughout Phase 1	Low
To minimise the number of unnecessary visits to offices	Encouraging visits via remote connection/working where this is an option. Determining if schedules for essential services	Social distancing not maintained	No visitors to the office, other than contractors where necessary. They will be required to adhere to our	Some maintenance is being carried out before Phase 1 to cut down on the number of contractor visits	HR Manager / staff at reception	Underway & during Phase 1	Low

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	and contractor visits can be revised to reduce interaction and overlap Maintaining a record of all visitors, if this is practical.		social distancing guidelines				
To make sure people understand what they need to do to maintain safety.	Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids & before arrival, by phone,	Staff will not adhere to guidelines if they have not been communicated to them	Signs have been purchased & will be installed before Phase 1	Those staff permitted to attend the office will have the guidelines explained to them via phone before their first day in the office	HR Manager	Before Phase 1	Low
To make sure that any site or location that has been closed or partially operated is clean and ready	Checking whether you need to service or adjust ventilation systems, for example, so that they do not automatically reduce ventilation levels due to lower than	Possible spread of virus via the AC system – HSE have advised that this is not the case	AC service is scheduled for 12 June, before Phase 1 begins		HR Manager	15/6/2020	Low

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<p>to restart, including:</p> <p>an assessment for all sites, that have been closed, before restarting work.</p> <p>Carrying out cleaning procedures and providing hand sanitiser before restarting work.</p>	<p>normal occupancy levels.</p>	<p>Spread of virus via contaminated surfaces</p>	<p>Office is currently being cleaned once a week during the minimal occupation</p>	<p>Thorough clean before Phase 1, including clearing the tops of desks allocated for use to ensure that thorough daily cleaning can take place</p>	<p>Cleaning company</p>	<p>15/6/2020</p>	<p>Low</p>
<p>To keep the workplace clean and prevent transmission by touching contaminated surfaces.</p>	<p>Frequent cleaning of work areas and equipment between uses, using your usual cleaning products.</p> <p>Frequent cleaning of objects and surfaces that are touched regularly, such as door handles and keyboards, & making sure</p>	<p>Transmission of virus</p>	<p>Cleaning products provided at main door, in the office, in toilets & next to the printers</p>	<p>Leave inner door open between office and reception</p> <p>New cleaning guidelines provided to cleaner</p>	<p>All staff throughout the day</p> <p>HR Manager</p>	<p>Throughout Phase 1</p> <p>15/6/20</p>	<p>Low</p> <p>Low</p>

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	<p>there are adequate disposal arrangements.</p> <p>Limiting or restricting use of high-touch items & equipment, for example, printers whiteboards.</p> <p>Ensure all shared cutlery & crockery is thoroughly washed.</p> <p>If you are cleaning after a known or suspected case of COVID-19 then you should refer to the specific guidance.</p>		<p>All shared items should be cleaned via the dishwashers, not hand wash</p> <p>Guidelines will be available for staff & cleaner</p>	<p>Tea towels removed – only paper towel to be used</p>	<p>All staff throughout Phase 1</p>	<p>15/6/20</p>	
<p>To help everyone keep good hygiene through the working day.</p>	<p>Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing</p>	<p>Transmission of virus</p>	<p>Already in place</p>				<p>Low</p>

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	<p>frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available. Providing regular reminders and signage to maintain personal hygiene standards.</p> <p>Providing hand sanitiser in multiple locations in addition to washrooms.</p> <p>Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.</p>		<p>Already in place</p> <p>Only one member of staff at a time in the gender toilets.</p>	<p>Queuing system to be set up</p> <p>Staff to be advised toilet lids should be shut before flushing</p>	<p>HR Manager</p>	<p>15/6/20</p>	

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To minimise the risk of transmission in changing rooms and showers.	Where shower and changing facilities are required, setting clear use and cleaning guidance for showers, to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible.	Transmission of virus	Staff who use the shower are already responsible for cleaning it after use		Staff member using shower	Throughout Phase 1	Low
To reduce transmission through contact with objects that come into the workplace	<p>Cleaning procedures for goods and merchandise entering the site.</p> <p>Restricting non-business deliveries, for example, personal deliveries to workers.</p> <p>Encourage staff to wash clothes frequently</p>	Transmission of virus	Deliveries to be quarantined at reception in a designated area for several hours before opening	<p>Advise staff regarding their personal deliveries & clothes washing</p> <p>Consider methods to reduce frequency of deliveries, for example by ordering larger quantities less often.</p>	HR Manager	15/6/20	Low

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To make sure all workers understand COVID-19 related safety procedures.	Providing clear, consistent and regular communication to improve understanding and consistency of new ways of working.	To maintain social distancing & prevent transmission of virus	Re-orientation process for returning staff. Encourage and support every manager to have a 1:1 return meeting with every employee, where a key focus is on health, safety and well-being.		HR & line managers	15/6/20	Low
To make sure all workers are kept up to date with how safety measures are being implemented or updated.	Ongoing engagement with workers to monitor and understand any unforeseen impacts of changes to working environments.	To maintain social distancing & prevent transmission of virus	Regular communication with those staff who need to attend the office		HR Manager	Ongoing throughout Phase 1	Low