



# Covid Secure Risk Assessment

## Area: Head Office

Activities	What are the significant hazards?	Who could be harmed and how?	What are the existing control measures?	Current risk		
				L	S	RR
<b>Hand Washing</b>	Spread of Covid-19 Coronavirus	A/B/C/D <ul style="list-style-type: none"> <li>•Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</li> <li>•Anyone else who physically comes in contact with you in relation to your business</li> </ul>	<ul style="list-style-type: none"> <li>• Hand washing facilities with company approved anti-bacterial hand wash &amp; water available at all sinks</li> <li>• Colleagues follow NHS advice washing for 20 seconds using anti-bacterial hand wash &amp; warm running water</li> <li>• NHS correct hand washing poster displayed at all sinks</li> <li>• Drying of hands with electric dryer or disposable paper towels</li> <li>• Hand sanitiser provided in areas where washing facilities are not readily available, high touch points such as reception, work desks &amp; printers</li> </ul>	3	4	12
<b>Cleaning</b>	Spread of Covid-19 Coronavirus	A/B/C/D <ul style="list-style-type: none"> <li>•Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</li> <li>•Anyone else who physically comes in contact with you in relation to your business</li> </ul>	<ul style="list-style-type: none"> <li>• Frequently cleaning objects &amp; surfaces that are touched regularly such as door handles, light switches, desks, lift controls &amp; other touch points</li> <li>• Colleagues must clean work equipment such as keyboards, phones &amp; desks before &amp; after use</li> <li>• PPE is available to use whilst cleaning &amp; used materials must be disposed of immediately in the dedicated bins</li> </ul>	3	4	12
<b>Social Distancing/access control</b>	Spread of Covid-19 Coronavirus	A/B/C/D <ul style="list-style-type: none"> <li>•Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</li> <li>•Anyone else who physically comes in contact with you in relation to your business</li> </ul>	<ul style="list-style-type: none"> <li>• Dedicated entrance/exit in place &amp; reducing the number of persons in all areas to comply with the 2-metre gap</li> <li>• Limiting the number of colleagues, visitors &amp; contractors to ensure 2M social distancing can be achieved</li> <li>• One way systems implemented where possible, staircases have a up or down policy &amp; 2m markings at entry/exit points &amp; throughout the building where required</li> <li>• Reduce the number of desks to ensure 2M social distancing is achieved, relocate desks to “Non-facing” where required</li> <li>• All rooms &amp; lifts display signage for the maximum people capacity</li> <li>• Colleagues requested to use the staircase where possible &amp; numbers of people per lift must not exceed the recommended level</li> <li>• Review work schedules, start/finish times &amp; shift patterns to reduce number of colleagues on site</li> <li>• Consistently reviewing processes to ensure social distancing is achieved</li> <li>• Teams meetings are used instead of face to face meetings where possible</li> <li>• Stagger break times so social distancing is maintained in kitchen areas &amp; restaurant</li> <li>• Social distancing adhered to in all areas of the building</li> <li>• Visitors complete a pre-arrival questionnaire &amp; will not be given an appointment if they fail the criteria</li> <li>• Colleagues &amp; visitors are temperature checked to highlight possible COVID-19, anyone showing symptoms will not be given access</li> <li>• Colleagues entering the building are recorded to enable “track &amp; trace”</li> <li>• Social distancing champions are in place to ensure 2m social distancing &amp; cleaning processes are being followed</li> <li>• Colleagues book “Hot desks” on line to ensure SD office capacities are maintained</li> </ul>	3	4	12
<b>Symptoms of Covid-19</b>	Spread of Covid-19 Coronavirus	A/B/C/D <ul style="list-style-type: none"> <li>•Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</li> <li>•Anyone else who physically comes in contact with you in relation to your business</li> </ul>	<ul style="list-style-type: none"> <li>• Any colleague developing Covid-19 symptoms or has someone in their household showing symptoms must not attend work, they must contact there Manager &amp; complete the on line form</li> <li>• If a colleague becomes unwell with Covid-19 symptoms whilst working they will leave work and complete the on line form</li> <li>• Colleagues are requested to report self-isolations or negative test results on our online form</li> <li>• Colleagues contact the incident line for any positive Covid-19 test results &amp; to confirm return to work from isolation</li> <li>• Where we have 2+ confirmed cases in 14 days on the same site we will inform PHE, follow the outbreak response process, deep clean where required and follow PHE advice</li> </ul>	3	4	12



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<b>PPE</b>	Spread of Covid-19 Coronavirus	A/B/C/D <ul style="list-style-type: none"> <li>•Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</li> <li>•Anyone else who physically comes in contact with you in relation to your business</li> </ul>	<ul style="list-style-type: none"> <li>• Follow Public Health guidance on the use of PPE</li> <li>• Company provide masks, shields &amp; gloves for colleague use</li> <li>• Colleagues are supplied with a re-usable washable face covering</li> <li>• PPE is disposed of correctly following company process</li> <li>• The guidance for the correct use &amp; removal of PPE is included in the SSOW &amp; a video is available on the intranet</li> <li>• Colleagues classed as close contact workers follow the dedicated Government guidelines &amp; use additional PPE such as face shields</li> </ul>	3	4	12
<b>Travel</b>	Spread of Covid-19 Coronavirus	A/B/C/D <ul style="list-style-type: none"> <li>•Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</li> <li>•Anyone else who physically comes in contact with you in relation to your business</li> </ul>	<ul style="list-style-type: none"> <li>• Colleagues are encouraged to find alternative means of transport such as cycling or walking rather than using public transport</li> <li>• Colleagues who use public transport are advised to take a less busy route, reduce the number of changes, use contactless payment &amp; start or end each journey using a station or mode of transport that is quieter</li> <li>• When travelling colleagues should try to maintain a 2M distance from others - where this is not possible avoid contact, try to face away from others, limit time spent near others &amp; be aware of the surfaces touched - being careful not to touch their face</li> <li>• Colleagues are advised to wash their hands as soon as they arrive at work &amp; before leaving work</li> <li>• Pool cars have been removed from use</li> </ul>	3	4	12
<b>Welfare &amp; colleague facilities</b>	Spread of Covid-19 Coronavirus	A/B/C/D <ul style="list-style-type: none"> <li>•Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</li> <li>•Anyone else who physically comes in contact with you in relation to your business</li> </ul>	<ul style="list-style-type: none"> <li>• We work with third party contractors to ensure government guidelines for restaurants, takeaways &amp; cafes is being followed in the restaurant</li> <li>• In kitchen areas - the microwave, fridge, kettle &amp; water tap must be wiped clean after every use</li> <li>• Vending machines must be wiped clean before and after use</li> <li>• Refillable water bottles can be used at water stations as disposable cups are taken out of use</li> <li>• All company crockery and cutlery must not be used</li> <li>• Disposable cups, plates &amp; cutlery will be provided &amp; must be disposed of in the bin after each use</li> <li>• Where possible colleagues will be allocated dedicated work equipment such desks &amp; computer hardware per shift</li> <li>• The staff shop has a maximum capacity, face covering policy, QR code check in &amp; rails are 2M apart</li> <li>• Vulnerable colleagues or colleagues with family members who have underlying health conditions will be supported by HR &amp; store Manager to agree a process for a safe return to work</li> </ul>	3	4	12
<b>Compliance</b>	Spread of Covid-19 Coronavirus	A/B/C/D <ul style="list-style-type: none"> <li>•Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</li> <li>•Anyone else who physically comes in contact with you in relation to your business</li> </ul>	<ul style="list-style-type: none"> <li>• Social distancing champions are available to monitor colleague, contractor &amp; visitor compliance to COVID-19 regulations</li> <li>• All social distance champions complete a weekly Covid-19 audit to measure compliance</li> </ul>	3	4	12



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<b>Communication and Training</b>	Spread of Covid-19 Coronavirus	A/B/C/D •Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions •Anyone else who physically comes in contact with you in relation to your business	<ul style="list-style-type: none"> <li>Colleagues have access to a “New Ways of Working” pack that outlines measures to reduce the risk of Covid-19</li> <li>The “COVID secure” Risk Assessment is available on our web site, intranet &amp; a hard copy is displayed on the health &amp; safety notice boards</li> <li>The “Staying COVID-19 Secure in 2020” poster is displayed along with any required posters &amp; signage for handwashing, social distancing etc</li> <li>The “COVID secure” Risk Assessment is reviewed &amp; updated following Government advice &amp; reacting to trends from COVID audits</li> <li>Colleague feedback or concerns from the “COVID secure” Risk Assessment are directed to social distancing champions</li> <li>The “COVID secure” audits are reviewed regularly &amp; required actions put in place</li> <li>Senior leads are updated on any changes of process &amp; this will be cascaded down through Managers &amp; colleagues</li> <li>Safe systems of work are updated when required to ensure we are conforming to latest advice &amp; findings from audits</li> <li>Training is updated where required for activities specific to Covid-19 or affected by changes in processes</li> </ul>	<b>3</b>	<b>4</b>	<b>12</b>
<b>Mental Health</b>	The mental stress caused by Covid-19 Coronavirus	A/B/C/D •Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions •Anyone else who physically comes in contact with you in relation to your business	<ul style="list-style-type: none"> <li>Management listen to concerns colleagues have for mental health, wellbeing &amp; promote, encourage &amp; advise staff to use the EAP line</li> <li>Islander Community hub is available for colleagues to stay connected</li> <li>Charity event involvement opportunities are available</li> <li>Riva online platform for employees, learning &amp; welfare courses available such as “Be Kind to You”</li> <li>Monitoring the well-being of people who are working from home and helping them stay connected to the rest of the workforce via teams</li> <li>Colleagues have access to a “Working From Home” guide</li> <li>Colleagues complete a working from home DSE assessment &amp; are provided with equipment to meet requirements</li> </ul>	<b>3</b>	<b>4</b>	<b>12</b>

LIKELIHOOD		CONSEQUENCE / SEVERITY	
Extremely unlikely	1	Trivial no treatment required	1
Unlikely	2	Minor injury (First aid case)	2
Possible	3	Serious injury/ill health (LTA, RIDDOR over 7 day)	3
Likely	4	Major injury/ill health (As defined by RIDDOR	4
Almost certain	5	Fatal (Work related death)	5

Who could be harmed?	
Employee / Agency -	A
Young Person / Trainee -	B
New / Expectant Mother -	C
Contractor / Maintenance -	D
Member of the Public -	E

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

Assessed By
Anthony Burns

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7

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