

**TURPIN BARKER ARMSTRONG COVID-19 RETURN TO WORK RISK ASSESSMENT – ALLEN HOUSE, SUTTON - 1<sup>ST</sup> SEPTEMBER 2021 – V7**

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>Staff</li> <li>Visitors to TBA premises</li> <li>Cleaners</li> <li>Contractors</li> <li>Drivers</li> <li>Pregnant workers, those with existing underlying health conditions</li> <li>Anyone else who physically comes in contact with staff and visitors within our building and in relation to our business</li> </ul>	<p><b>Hand Washing</b></p> <ul style="list-style-type: none"> <li>Hand washing facilities with soap and water in place.</li> <li>Stringent hand washing taking place.</li> <li>Drying of hands with disposable paper towels. (<a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a>)</li> <li>Gel sanitisers</li> </ul>	<p>Return to work procedures include handwashing instructions. Appropriate posters to be placed around the building and to remind staff and visitors to wash their hands regularly for 20 seconds with hot water and soap and the importance of proper drying with disposable towels.</p> <p>Paper towels available in ladies and gents' toilets and in the kitchen. Do not use sign to be placed on hand dryers</p> <p>Vacant/Occupied elbow operated sign to be fixed to external toilet doors to ensure that only one person occupies the toilet at any one time.</p> <p>No-touch gel sanitisers to be fitted in the building.</p> <p>Anti-bac gel to be provided to each member of staff on return to office.</p>	<p>LBM/SCE</p> <p>SCE</p> <p>SCE</p> <p>SCE</p> <p>LBM/SCE</p>	<p>10.07.2020</p> <p>10.07.2020</p> <p>10.07.2020</p> <p>10.07.2020</p> <p>10.07.2020</p>	<p>08.07.2020</p> <p>21.07.2020</p> <p>17.07.2020</p> <p>20.05.2020</p> <p>23.07.2020</p>

		<ul style="list-style-type: none"> <li>Catching coughs and sneezes</li> </ul> <p>The Imperial College REACT-1 study published on 4th August 2021 reports that unvaccinated individuals are three times more likely to be infected compared to double vaccinated and more importantly that the fully vaccinated may be less likely to pass on the virus to others, due to having a smaller viral load on average and therefore likely shedding less virus.</p> <p><b>Cleaning</b> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p>	<p>Signs to be placed in common areas to remind staff and visitors to follow Catch it, Bin it, Kill it.</p> <p>Tissues to be made available throughout the workplace – one box per individual and boxes in board room, training room and interview rooms.</p> <p>In order to protect those working in the office unvaccinated individuals should remain working from home. To be reviewed quarterly.</p> <p>To help reduce the spread of coronavirus (COVID-19) remind everyone of the public health advice with e-mails and posters. Issue return to work procedures to all staff.</p> <p>Internal and external door handles, cupboard handles, push plates, toilet cistern push buttons and stair rail to be chemically coated with an antibacterial surface lacquer to be professionally applied before the return to the office.</p> <p>Other areas will be cleaned with anti-bacterial wipes and sprays by the cleaners every evening. Monthly checks to be carried out with cleaning company manager to review on-going cleaning</p> <p>Staff will have access to gloves and wipes and will wipe down meeting rooms after use.</p> <p>All staff must anti bac their desk, phone, mouse, keyboard etc at the start and end of each day.</p>	<p>LBM</p> <p>SCE</p> <p>LBM</p> <p>LBM LBM LBM</p> <p>SCE</p> <p>SCE</p> <p>Admin Staff</p>	<p>10.07.2020</p> <p>10.07.2020</p> <p>30.11.2021</p> <p>30.07.2020 11.06.2021 02.09.2021</p> <p>16.06.2020</p> <p>Ongoing</p> <p>Upon return &amp; ongoing</p>	<p>08.07.2020</p> <p>23.07.2020</p> <p></p> <p>30.07.2020 11.06.2021 02.09.2021</p> <p>19.05.2020</p> <p>Ongoing</p> <p>Ongoing</p>
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			Staff to be reminded of the importance of social distancing within the workplace, by signs displayed throughout the building.	All staff	Upon return and ongoing	Ongoing
				LBM/SCE Managers	Upon return & ongoing	08.07.2020 Ongoing
		Taking steps to review work schedules, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.	Vulnerable staff (including pregnant staff) may be able to work remotely from home.	LBM	Upon return & ongoing	Ongoing
			Staff to agree working patterns with their partner in charge.	All		10.07.2020 Ongoing
		<b><u>Social Distancing</u></b> Social Distancing - Reducing the number of persons in any work area to comply with government guidelines.	Unless appropriate screening is in place, no one to sit at a desk next to or opposite another staff member, must have at least one empty desk between them and sit diagonally opposite,	All	10.07.2020 Upon return & ongoing	Ongoing
		Redesigning processes to ensure social distancing in place.	Only one person to be allowed in the kitchen at any one time. Lunch tables not to be used, notice to be displayed on tables. Only one person in the smoking area at any one time.	All	Ongoing	Ongoing
		Social distancing also to be adhered to in kitchen area and smoking area.				
			Staff to be informed in the return to work rules to remain in their own offices, using the phone to communicate to others.	LBM	10.07.2020 Upon return & ongoing	17.07.2020 Ongoing
			Perspex screening to be placed in reception.	LBM/SCE	10.07.2020 Ongoing	08.07.2020
			Wherever possible meetings should take place via conference calls, Microsoft Teams, Zoom or WebEx. If essential to meet, only the training room and boardroom to be used in order to socially distance.	All		Ongoing

		Conference calls to be used instead of face to face meetings	Elbow operated Meeting in Progress signs to be fixed on doors of training room, LBM office and isolation room.	SCE	Upon return & ongoing	24.05.2020
			Visitors will have their temperature automatically taken in the lobby and if this indicates a high temperature they must leave the building.	Reception	30.07.2020 And ongoing	Ongoing
			No lanyards to be issued and the receptionist to enter details into the visitors' book.	Reception	Ongoing	Ongoing
			Visitor refreshments can be provided upon request in disposable cups.	Reception	Ongoing	Ongoing
			All magazines and leaflets to be removed from the seating area.	SCE		
			No more than three visitors to be in the reception seating area at the same time. Other visitors will be asked to wait outside until the meeting room is available.	Reception	Upon return & ongoing	Ongoing
			Arrange a new time for cleaners to arrive to ensure no staff members or other visitors are in the building when the cleaners are present.	SCE	24.07.2020	Ongoing
		<b><u>Wearing of Gloves and Masks</u></b> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided.	On entering the building and whilst in common areas (inc reception, corridors, toilets etc) masks must be worn at all times. Masks do not need to be worn whilst you are in your own office. All visitors must wear masks when entering the building and during meetings.	All	Upon return & ongoing	Ongoing
			Apart from staff cleaning meeting rooms, it is not felt that gloves are essential, but gloves to be available for any staff and visitors wishing to wear them. Supplies to be left at reception.	SCE	Upon return & ongoing	Ongoing

			Staff to be reminded that wearing of gloves is not a substitute for good hand washing.	LBM	10.07.2020	23.07.2020 Ongoing
		<b>Additional steps to be taken to limit risk of Covid-19</b>	Windows and doors to be kept open during the day to aid ventilation.	All	Ongoing	Ongoing
			Air conditioning units to be fitted with an antibacterial substance which will be renewed every 3 months.	SCE	Upon return & ongoing	Upon return and ongoing
			In line with government guidelines all partners, staff, workers and consultants attending the office must take two lateral flow tests each week, the first being on the evening before or morning of the first day in the office that week. Test results must be recorded on the NHS website and the NHS confirmation forwarded to covidtest@turpinba.co.uk	All	Ongoing	Ongoing
			Staff to adhere to government guidelines when returning from abroad. If current advice is to quarantine on return from foreign country they must work remotely for the required period.	All	30.07.2020	Ongoing
			External keypad to be removed and replaced with a fob system.	SCE	30.07.2020	30.07.2020
			Front doors to be kept locked at all times.	All	Ongoing	Ongoing
			Front doors to be automated to eliminate need for touching doors.	SCE	30.07.2020	30.07.2020
			Ensure new automated system allows for receptionist to open and shut the doors from her desk.	SCE	30.07.2020 Ongoing	30.07.2020 Ongoing
				SCE		30.07.2020

			Install new external visitor access system that links through to reception.		10.07.2020	
			Automated non-touch exit button to be installed.	SCE	10.07.2020	08.07.2020
			Non-touch antibacterial gel dispensers and soap dispensers to be fitted.	SCE	29.07.2020	08.07.2020
			Temperature detection systems to be fitted in the lobby to be used by all staff and visitors.	SCE	29.07.2020	30.07.2020
			Signage to be displayed advising all staff and visitors arriving at the building that their temperature will be automatically taken and to use anti-bacterial gel before proceeding to reception or their department.	LBM	10.07.2020	30.07.2020
			Signage to be displayed asking anyone with a high temperature to leave the building.	SCE	10.07.2020	08.07.2020
			Foot pedal waste bin to be placed in reception by the chairs for visitors' water cups to be placed in.	SCE	10.07.2020	08.07.2020
			Staff to be asked to bring in their own water bottle each day.	LBM	10.07.2020	08.07.2020
			Purchase mugs with staff members name on.	LBM	10.07.2020	08.07.2020
			Purchase disposal cups for immediate return to work.	SCE	10.07.2020	28.07.2020
			Locate small fridges, microwaves and kettles in Insolvency 1 and 2 to avoid using kitchen upstairs.	SCE	10.07.2020	28.07.2020
			Locked box to be purchased and placed externally on the doorstep for deliveries to be placed in.	SCE	30.07.2020	23.07.2020
				Reception		30.07.2020

		<p><b>Deliveries and limiting external footfall into the building</b></p> <p>Royal Mail to be advised to place daily post in locked box.</p> <p>Stationery and other large deliveries to be left on doorstep or delivered through side gate. Smaller deliveries to be placed in locked box</p> <p>Aquaaid Water to be advised to deliver and collect all water bottles via side gate.</p> <p>Gloves must be worn by staff handling any deliveries.</p> <p>Contact shredding company to advise that when shredding bags are collected mask and gloves must be worn.</p> <p>Clients to be encourage to visit the office by appointment only.</p> <p><b><u>Symptoms of Covid-19</u></b> If anyone becomes unwell with a new continuous cough, a high temperature, aching limbs etc.in the workplace they will be sent home and advised to follow the stay at home guidance.</p>	<p>All</p> <p>SCE</p> <p>All</p> <p>SCE</p> <p>All</p> <p>All</p> <p>Managers</p> <p>LBM</p> <p>LBM/</p>	<p>10.07.2020</p> <p>24.07.2020</p> <p>Ongoing</p> <p>24.07.2020</p> <p>30.07.2020</p> <p>Ongoing</p> <p>Ongoing</p> <p>10.07.2020 Upon return</p>	<p>Ongoing</p> <p>26.05.2020</p> <p>Ongoing</p> <p>30.07.2020</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
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