

TURPIN BARKER ARMSTRONG COVID-19 RETURN TO WORK RISK ASSESSMENT – ALLEN HOUSE, SUTTON - 8TH JUNE 2021 - V6

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"> • Staff • Visitors to TBA premises • Cleaners • Contractors • Drivers • Pregnant workers, those with existing underlying health conditions • Anyone else who physically comes in contact with staff and visitors within our building and in relation to our business 	<p>Hand Washing</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place. • Drying of hands with disposable paper towels. (https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/) • Gel sanitisers 	<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"> Catching coughs and sneezes <p>Cleaning 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>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 common surfaces twice a day (wearing gloves provided).</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 LBM</p> <p>SCE</p> <p>SCE</p> <p>Admin Staff</p> <p>All staff</p>	<p>10.07.2020</p> <p>10.07.2020</p> <p>30.07.2020 11.06.2021</p> <p>16.06.2020</p> <p>Ongoing</p> <p>Upon return & ongoing</p> <p>Upon return and ongoing Upon return & ongoing</p>	<p>08.07.2020</p> <p>23.07.2020</p> <p>30.07.2020 11.06.2021</p> <p>19.05.2020</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
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			Staff to be reminded of the importance of social distancing both within the workplace and outside, by signs displayed throughout the building. Staff will be instructed to report anyone not adhering to the rules.	LBM/SCE Managers	Upon return & ongoing	08.07.2020 Ongoing
		Social Distancing Social Distancing - Reducing the number of persons in any work area to comply with government guidelines.	Vulnerable staff (including pregnant staff) and staff travelling on public transport may be able to work remotely from home. Before entering the office staff travelling on public transport must put on a fresh mask and anti bac must be used and hands should be washed before going to your desk	All	10.07.2020 Upon return & ongoing	10.07.2020 Ongoing
		Taking steps to review work schedules including start & finish times/shift patterns, working from home etc., to reduce number of workers on site at any one time. Also relocating workers to other tasks.	Staff to agree working patterns with their partner in charge.	All/Partners	Ongoing	Ongoing
		Redesigning processes to ensure social distancing in place.	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,	SCE/LBM	10.07.2020 Upon return & ongoing	10.07.2020 Ongoing
		Social distancing also to be adhered to in kitchen area and smoking area.	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.	LBM	10.07.2020 Ongoing	17.07.2020 Ongoing
			Staff to be informed in the return to work rules to remain in their own offices, using the phone to communicate to others.	LBM/SCE	Upon return & ongoing	08.07.2020
			Perspex screening to be placed in reception.	LBM		

			Staff to be informed in the return to work rules that no social conversations to take place in reception, lobby or corridors.	SCE	30.07.2020 And ongoing	30.07.2020
			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.	LBM	10.07.2020	24.05.2020
		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.	All	30.07.20 and ongoing	30.07.2020
			Visitors will have their temperature automatically taken in the lobby and if this indicates a high temperature they must leave the building.	SCE	Upon return & ongoing	Ongoing
			No lanyards to be issued and the receptionist to enter details into the visitors' book.	Reception	24.07.2020	28.07.2020
			No refreshments to be offered to visitors.		Upon return & ongoing	Ongoing
			All magazines and leaflets to be removed from the seating area.	Reception		
			No more than two visitor 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
				SCE	10.07.2020	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	10.07.2020	10.07.2020
		<u>Wearing of Gloves and Masks</u>				

		<p>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided.</p>	<p>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. Apart from staff cleaning the surfaces twice daily, 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.</p> <p>Staff to be advised on how to remove gloves carefully to in order to reduce contamination and to dispose of safely.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>	<p>SCE</p> <p>Reception</p> <p>LBM</p> <p>LBM</p> <p>All</p> <p>LBM</p>	<p>Upon return & ongoing</p> <p>24.07.2020</p> <p>Upon return & ongoing</p> <p>30.07.2020</p> <p>30.07.2020</p> <p>Ongoing</p> <p>30.07.2020 Ongoing</p>	<p>08.07.2020</p> <p>23.07.2020</p> <p>21.07.2020</p> <p>30.07.2020</p> <p>30.07.2020</p> <p>Ongoing</p> <p>30.07.2020 Ongoing</p>
		<p>Additional steps to be taken to limit risk of Covid-19</p>	<p>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. Individuals must show their test result text from the NHS if requested by a partner or manager.</p> <p>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.</p> <p>External keypad to be removed and replaced with a fob system.</p>			

			Front doors to be kept locked at all times.	SCE		
			Front doors to be automated to eliminate need for touching doors.	SCE	10.07.2020	08.07.2020
			Ensure new automated system allows for receptionist to open and shut the doors from her desk.	SCE	10.07.2020	08.07.2020
			Install new external visitor access system that links through to reception.	SCE	29.07.2020	30.07.2020
			Automated non-touch exit button to be installed.	SCE	29.07.2020	30.07.2020
			Non-touch antibacterial gel dispensers and soap dispensers to be fitted.	SCE	10.07.2020	08.07.2020
			Temperature detection systems to be fitted in the lobby to be used by all staff and visitors.	SCE	10.07.2020	08.07.2020
			Signage to be displayed advising all staff and visitors arriving at the building to immediately use the temperature reader and anti-bacterial gel or wash their hands, before proceeding to reception or their department.	SCE	10.07.2020	08.07.2020
			Signage to be displayed asking anyone with a high temperature to leave the building.	LBM	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.	LBM	10.07.2020	28.07.2020
			Staff to be asked to bring in their own water bottle each day.	SCE	10.07.2020	28.07.2020
			Purchase mugs with staff members name on.	LBM	10.07.2020	23.07.2020
					30.07.2020	30.07.2020
		Deliveries and limiting external footfall into the building				

			Purchase disposal cups for immediate return to work.	LBM		08.07.2020
			Locate small fridges, microwaves and kettles in Insolvency 1 and 2 to avoid using kitchen upstairs.	SCE	10.07.2020	
			Locked box to be purchased and placed externally on the doorstep for deliveries to be placed in.	SCE	24.07.2020	26.05.2020
			Royal Mail to be advised to place daily post in locked box.	SCE	24.07.2020	23.07.2020
			Stationery and other large deliveries to be left on doorstep or delivered through side gate. Smaller deliveries to be placed in locked box	Reception	10.07.2020 Upon return	10.07.2020
			Aquaid Water to be advised to deliver and collect all water bottles via side gate.	SCE	Upon return	Ongoing
			Gloves must be worn by staff handling any deliveries.	SCE	Upon return and ongoing	30.07.2020
		<u>Symptoms of Covid-19</u> 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.	Contact shredding company to advise that when shredding bags are collected mask and gloves must be worn.	SCE	Upon return & ongoing	30.07.2020
			Clients to visit office by appointment only.	SCE	Upon return & ongoing	Ongoing
			If a person is taken ill and requires an ambulance or collection, they must be placed in Interview Room 2. (Isolation Room). This room must not be used for any other purpose.	All	24.07.2020	20.07.2020
		Line managers will maintain regular contact with staff members when off sick.		All	Upon return & ongoing	Ongoing

		<p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises, the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. https://www.publichealth.hscni.net/</p> <p><u>Drivers and Cabs</u> Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p> <p><u>Mental Health</u> Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress</p>	<p>Staff to be advised by the issuing of the return to work procedures not to come into work if they or anyone they are living with have had contact with or are showing any signs/symptoms of Covid-19. Where they are well but have been in contact with someone, staff members should self-isolate and work remotely from home in line with government guidelines.</p> <p>Advise staff, unless coming to work from the same household, colleagues should not share vehicles.</p> <p>Advise staff that cabs should be avoided wherever possible but if essential mask must be worn in the cab and a fresh mask must be worn before entering the building. Once out of the cab antibacterial gel to be used immediately.</p> <p>A combination of Partners, HR Manager, Office Manager and Line Managers will offer support to staff who are affected by Coronavirus.</p> <p>Internal communication will be carried out regularly to reassure and support employees in a fast-changing situation.</p> <p>Remind staff of the Care First EAP available to all staff and any persons living in the same house.</p> <p>Regular communications with staff (more regularly with staff working remotely) of mental health information and open-door policy for those who need additional support.</p>	<p>LBM</p> <p>LBM</p> <p>LBM</p> <p>Partners and Managers</p> <p>Partners/SCE/LBM</p> <p>LBM</p> <p>LBM</p>	<p>Upon return & ongoing</p> <p>30.07.2020</p> <p>30.07.2020</p> <p>30.07.2020</p> <p>Ongoing</p> <p>Ongoing</p> <p>30.07.2020</p> <p>Ongoing</p>	<p>Ongoing</p> <p>30.07.2020</p> <p>30.07.2020</p> <p>30.07.2020</p> <p>Ongoing</p> <p>Ongoing</p> <p>30.07.2020</p> <p>Ongoing</p> <p>Ongoing</p>
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