

**TURPIN BARKER ARMSTRONG COVID-19 RETURN TO WORK RISK ASSESSMENT – WEST BYFLEET - 8<sup>TH</sup> JUNE 2021 V3**

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.</li> </ul> <p><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></p> <ul style="list-style-type: none"> <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.</p> <p>Anit-touch gel sanitiser to be placed by entrance.</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>10.07.2020</p> <p>10.07.2020</p> <p>10.07.2020</p> <p>10.07.2020</p>	<p>07.07.2020</p> <p>07.07.2020</p> <p>07.07.2020</p> <p>23.07.2020</p>

		<ul style="list-style-type: none"> <li>Catching coughs and sneezes</li> </ul>	<p>Signs to be placed in common areas to remind staff and visitors to follow Catch it, Bin it, Kill it.</p>	SCE/LBM	10.07.2020	23.07.2020
			<p>Tissues to be made available throughout the workplace – one box per individual and boxes in meeting room.</p>	LBM/SCE	10.07.2020	23.07.2020
			<p>To help reduce the spread of coronavirus (COVID-19) remind everyone of the public health advice with e-mails and posters.</p>	LBM/SCE	10.07.2020	30.07.2020
			<p>Issue return to work procedures to all staff.</p>	LBM	10.07.2020	30.07.2020 11.06.2021
		<p><b><u>Cleaning</u></b></p> <p>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>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>	SCE	10.07.2020	30.06.2020
			<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>	SCE	Upon return & ongoing	30.06.2020 Ongoing
			<p>Staff will also have access to gloves and wipes and will wipe down common surfaces twice a day (wearing gloves provided).</p>	SCE and Manager	Upon return & ongoing	Ongoing

		<p><b><u>Social Distancing</u></b></p> <p>Social Distancing - Reducing the number of persons in any work area to comply government guidelines.</p> <p>Taking steps to review work schedules including start &amp; 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.</p> <p>Redesigning processes to ensure social distancing in place.</p>	<p>All staff must anti bac their desk, phone, mouse, keyboard etc at the start and end of each day.</p> <p>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.</p> <p>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</p> <p>Staff to agree working patterns with their partner in charge.</p> <p>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.</p>	<p>All</p> <p>LBM/SCE</p> <p>All</p> <p>All</p> <p>LBM/SCE</p>	<p>Upon return &amp; ongoing</p> <p>10.07.2020 Upon return &amp; ongoing</p> <p>Upon return &amp; ongoing</p> <p>Upon return and ongoing</p> <p>Upon return &amp; ongoing</p> <p>Upon return &amp; ongoing</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Upon return and ongoing</p> <p>Upon return and ongoing</p> <p>Upon return and ongoing</p>
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			<p>Wherever possible meetings should take place via conference calls, Microsoft Teams, Zoom or WebEx. If essential to meet, only the ground floor meeting room to be used and no visitors to go upstairs.</p>	All	Upon return & ongoing	Ongoing
		<p>Conference calls to be used instead of face to face meetings</p>	<p>Visitors must use the wrist temperature reader installed by front door and if temperature is too high must leave the building.</p>	All	10.07.2020 Upon return & ongoing	Ongoing
			<p>Any visitors to the building must be entered into the visitors book by a member of staff.</p>	All	10.07.2020 Upon return & ongoing	Ongoing
			<p>No refreshments to be offered to visitors.</p>			
			<p>Confirm cleaning time with cleaners to ensure no staff members or other visitors are in the building when the cleaners are present.</p>	All	10.07.2020 Upon return & ongoing	Ongoing
			<p>Disposable masks are available for staff and visitors. Mask must be worn by everyone unless sitting at your desk. All visitors must wear masks when entering the building and during meetings.</p>	All	Upon return & ongoing	Ongoing

		<p><b><u>Wearing of Gloves and Masks</u></b></p> <p>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided.</p> <p><b>Additional steps to be taken to limit risk of Covid-19</b></p>	<p>Apart from staff cleaning the surfaces twice daily, gloves are not essential, but are available for any staff and visitors wishing to wear them.</p> <p>Instructions to be distributed 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>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 a foreign country they must work remotely for the required period.</p>	<p>All</p> <p>LBM</p> <p>LBM</p> <p>All</p> <p>All</p>	<p>Upon return &amp; ongoing</p> <p>30.07.2020</p> <p>30.07.2020</p> <p>Ongoing</p> <p>30.07.2020</p>	<p>Ongoing</p> <p>30.07.2020</p> <p>30.07.2020</p> <p>Ongoing</p> <p>Ongoing</p>
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			Non-contact antibacterial gel dispenser to be placed by entrance.	SCE	10.07.2020	10.07.2020
			Temperature reader to be fitted by front door to be used by all staff and visitors.	SCE	30.07.2020	30.07.2020
		<b>Deliveries and limiting external footfall into the building</b>	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 other areas of the building, anyone with a high temperature must leave the building immediately and ring a member of staff.	LBM/All	Upon return & ongoing	Ongoing
			Foot pedal waste bin to be placed in meeting room for visitors' water cups to be placed in.	LBM	Upon return & ongoing	30.07.2020
			Staff to be asked to bring in their own water bottle each day.	LBM	Upon return & ongoing	30.07.2020
			Purchase mugs with staff members name on.			
			Purchase disposal cups, knives, forks and spoons for immediate return to work.	SCE		30.07.2020
			Stationery and other large deliveries to be left on doorstep.	All	Upon return and ongoing	Ongoing
			Gloves must be worn by staff handling any deliveries.	All	30.07.2020	Ongoing
			Client visiting office by appointment only.	All	Upon return and ongoing	Ongoing

		<p><b><u>Symptoms of Covid-19</u></b></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.</p> <p>Line managers will maintain regular contact with staff members during this time.</p> <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.</p> <p><a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a></p> <p><b><u>Drivers and Cabs</u></b></p> <p>Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p>	<p>If a person is taken ill and requires an ambulance or collection they must be placed in the empty office on the first floor (Isolation Room). This room must not be used for any other purpose. Ensure a suitable chair is available in the room.</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>All</p> <p>All</p> <p>LBM</p>	<p>Upon return and ongoing</p> <p>Upon return and ongoing</p> <p>30.07.2020</p>	<p>Ongoing</p> <p>Ongoing</p> <p>30.07.2020</p>
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