

TURPIN BARKER ARMSTRONG COVID-19 RETURN TO WORK RISK ASSESSMENT – ALLEN HOUSE, SUTTON - 25TH JUNE 2020 v3

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
<p>Spread of Covid-19 Coronavirus</p>	<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. <ul style="list-style-type: none"> • Drying of hands with disposable paper towels. <p>(https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/)</p> <ul style="list-style-type: none"> • Gel sanitisers <ul style="list-style-type: none"> • Catching coughs and sneezes 	<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.</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>Individual named anti-bac gel to be provided to each member of staff on return to office.</p> <p>Signs to be placed in common areas to remind staff and visitors to follow Catch it, Bin it, Kill it.</p>	<p>LBM/SCE</p> <p>SCE</p> <p>SCE</p> <p>SCE</p> <p>LBM/SCE</p> <p>LBM</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>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> <p>08.07.2020</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>	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. Issue return to work procedures to all staff.</p>	LBM	30.07.2020	
		<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>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	16.06.2020	19.05.2020
			<p>Other areas will be cleaned with anti-bacterial wipes and sprays by the cleaners every evening. Weekly checks to be carried out with cleaning company manager to review on-going cleaning</p>	SCE	Ongoing	Ongoing
			<p>Staff will have access to gloves and wipes and will wipe down common surfaces 4 times a day (wearing gloves provided). Checks will be carried out to ensure that the necessary procedures are being followed.</p>	Admin Staff	Upon return & ongoing	Ongoing
			<p>All staff must anti bac their desk, phone, mouse, keyboard etc at the start and end of each day.</p>	All staff	Upon return and ongoing Upon return & ongoing	Ongoing
				LBM/SCE		08.07.2020

		<p><u>Social Distancing</u> Social Distancing - Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency</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 2 metre rule. Checks will be made by Managers</p>	Managers	Upon return & ongoing	Ongoing
		<p>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.</p>	<p>Vulnerable staff (including pregnant staff) and staff travelling on public transport to be able to work remotely from home. If absolutely necessary to come in by public transport, staff must vary work hours to avoid busy times and wear a mask, gloves and use anti-bac gel once exited from the train/bus and wash hands immediately on entering the building.</p>	LBM	10.07.2020 Upon return & ongoing	10.07.2020 Ongoing
		<p>Redesigning processes to ensure social distancing in place.</p>	<p>A two weekly 50/50% work force rota to be operated so no more that 50% of the workforce are in the office at any one time.</p>	SCE/LBM	10.07.2020 Upon return & ongoing	10.07.2020 Ongoing
		<p>Social distancing also to be adhered to in kitchen area and smoking area.</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, unless appropriate screening is in place. Desk plan to be issued.</p>	LBM	10.07.2020	17.07.2020
			<p>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.</p>	LBM/SCE	Upon return & ongoing	08.07.2020
			<p>Staff to be informed in the return to work rules to remain in their own offices, using the phone to communicate to others.</p>	LBM	30.07.2020 And ongoing	
					10.07.2020	24.05.2020

		Conference calls to be used instead of face to face meetings	<p>Perspex screening to be placed in reception.</p> <p>Staff to be informed in the return to work rules that no social conversations to take place in reception, lobby or corridors.</p> <p>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.</p> <p>Elbow operated Meeting in Progress signs to be fixed on doors of training room, LBM office and isolation room.</p> <p>Visitors will have their temperature automatically taken in the lobby and if this indicates a high temperature they must leave the building.</p> <p>No lanyards to be issued and the receptionist to enter details into the visitors' book.</p> <p>No refreshments to be offered to visitors.</p> <p>All magazines and leaflets to be removed from the seating area.</p> <p>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.</p> <p>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.</p>	<p>SCE</p> <p>LBM</p> <p>All</p> <p>SCE</p> <p>Reception</p> <p>Reception</p> <p>Reception</p> <p>SCE</p> <p>SCE</p> <p>SCE</p> <p>SCE</p>	<p>30.07.20 and ongoing</p> <p>Upon return & ongoing</p> <p>24.07.2020</p> <p>Upon return & ongoing</p> <p>Upon return & ongoing</p> <p>10.07.2020</p> <p>10.07.2020</p> <p>Upon return & ongoing</p> <p>24.07.2020</p>	<p>Ongoing</p> <p>28.07.2020</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>10.07.2020</p> <p>08.07.2020</p> <p>23.07.2020</p>
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		<p>Additional steps to be taken to limit risk of Covid-19</p>	<p>Staff to be advised on how to remove gloves carefully to in order to reduce contamination and to dispose of safely.</p>	LBM	30.07.2020	
			<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>	LBM	30.07.2020	
			<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>	LBM	30.07.2020	
			<p>External keypad to be removed and replaced with a fob system.</p>	SCE	10.07.2020	08.07.2020
			<p>Front doors to be kept locked at all times.</p>	SCE	10.07.2020	08.07.2020
			<p>Front doors to be automated to eliminate need for touching doors.</p>	SCE	29.07.2020	
			<p>Ensure new automated system allows for receptionist to open and shut the doors from her desk.</p>	SCE	29.07.2020	
			<p>Install new external visitor access system that links through to reception.</p>	SCE	10.07.2020	08.07.2020
				SCE	10.07.2020	08.07.2020

			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	10.07.2020	08.07.2020
			Temperature detection systems to be fitted in the lobby to be used by all staff and visitors.	LBM	10.07.2020	28.07.2020
			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.	LBM	10.07.2020	28.07.2020
			Signage to be displayed asking anyone with a high temperature to leave the building.	SCE	10.07.2020	23.07.2020
			Foot pedal waste bin to be placed in reception by the chairs for visitors' water cups to be placed in.	LBM	30.07.2020	
			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.	SCE	24.07.2020	26.05.2020
		Deliveries and limiting external footfall into the building	Purchase disposal cups for immediate return to work.	SCE	24.07.2020	23.07.2020
			Locate small fridges, microwaves and kettles in Insolvency 1 and 2 to avoid using kitchen upstairs.	SCE	10.07.2020	10.07.2020
			Locked box to be purchased and placed externally on the doorstep for deliveries to be placed in.	Reception	Upon return Upon return	
			Royal Mail to be advised to place daily post in locked box.	SCE	Upon return and ongoing	

		<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>Aquaid 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 shredding bags will be placed in lobby upon arrival of the driver. Driver not to go to each department to collect.</p> <p>Clients to visit office by appointment only.</p> <p><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.</p> <p>Line managers will maintain regular contact with staff members when off sick.</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</p>	<p>SCE</p> <p>SCE</p> <p>SCE</p> <p>All</p> <p>All</p> <p>LBM</p>	<p>Upon return & ongoing</p> <p>Upon return & ongoing</p> <p>24.07.2020</p> <p>Upon return & ongoing</p> <p>Upon return & ongoing</p> <p>30.07.2020</p>	<p>20.07.2020</p>
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