

COVID 19 - Premises [Return to Work] Risk Assessment

Address/Responsible Person	Myers & Co 33-43 Price Street, Burslem, Stoke on Trent. ST6 4EN.	Date of Assessment:	29/6/2020
Name of Assessor	Tony Guest TIOSH IFSM.	Date of Review:	04.01.21

No	Hazard & Potential Consequences	Persons at Risk	Control Measures	Current Risk Rating (High, Med, Low)	Additional Control Measures Necessary	Residual Risk Rating (High, Med, Low)
<i>Each hazard should be listed individually</i>	<i>This column should be used to identify all significant hazards associated with the activity.</i>	<i>Employees Contractors Members of Public</i>	<i>These control measures (if applicable) are mandatory and should already be in place, where not, an action should be added to the additional control measures (column on the right) to implement this as soon as possible. There may be additional control, which you have in place that should also be added to this column.</i>	<i>When evaluating risk, consider both the likelihood of the hazard occurring and the potential severity</i>	<i>This column should contain any additional measures that need to be put in place to reduce the risk as far as is reasonably practicable. The additional measures within this column are only a suggestion; other additional controls may be appropriate and should be identified here. If Current Risk Rating is High or Medium, additional control measures must be considered.</i>	
1	Biological - Virus - COVID 19 Transmission through: Contact with hard surfaces - indoors Airborne by aerosols, cough, sneeze, talking. Infection Illness Fatality	Staff Clients [CS] Contractors Specific Groups: 1. Clinically Extremely Vulnerable Persons 2. Clinically Vulnerable Persons 3. BAME Black Asian Minority Ethnic	General Any staff or CS showing symptoms will be asked to leave the premises and self-isolate. Persistent or new cough, raised temperature, loss of taste or smell. All Staff and contractors attending the premises must adhere to all control measures. All work carried out by contractors must be risk assessed for all work activities before commencing, taking into consideration the possible spread of COVID 19. 2m self-distancing where possible: 1M+ with adequate controls in place. Hand hygiene procedure to be followed. Information signage to be displayed. Hand sanitiser to be provided in designated areas around the premises. Entrance/reception & all workstations in use, WC & kitchen areas.	Med - High	General All guidance from Public Health England/Government will be reviewed and updated on a regular basis. Appointments to be arranged by phone, text, or e-mail to determine service type and time required. Cleaning of the premises is ongoing. No client appointments are currently taking place in the office. To be reviewed regularly. Should any persons show symptoms and NHS tracing system require information, a list of staff/appointments can be made available for reference. Should CS wait outside the premise: 2m social distancing to be implemented. Markers should be displayed to indicate 2m.	Low

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		Persons	<p>1-way system in place. Enter Jenkins street - exit Price street. Internal, access to upper floors kitchen/middle staircase, access from upper floor reception staircase. Signage to be displayed.</p> <p>Travel to work: staff should be advised to travel to work alone, within their own transport or walking/bike.</p> <p>Specific Control Measures - Vulnerable Persons</p> <p>Doctors in England have identified specific medical conditions that, place someone at greatest risk of severe illness from COVID-19.</p> <p>Clinically extremely vulnerable people and clinically vulnerable people include people listed in Appendix 1.</p> <p>24/6/2020. Updated government guidance.</p> <p>Specific Group 1.</p> <p>Persons within this group will have received letters/instructions from government/General Practitioners' to shield at home.</p> <ul style="list-style-type: none"> • From July 6 such persons can visit other households outside. • Identified staff should not return until 1st August; subsequently should work from home if possible. • From August 1st such persons can return to work - providing all reasonable practical measures are in place: to ensure the workplace is COVID safe. • All identified staff returning should work within the recommendations listed ● <p>4/1/2021. Updated Government Guidance</p> <ul style="list-style-type: none"> • Persons within this group are instructed to work from home until further notice <p>Specific Group 2</p>		<p>Specific</p> <p>Staff Training</p> <p>On site inductions to be completed on return. This must include all contractors carrying out essential work onsite. Induction content, explanation of:</p> <ul style="list-style-type: none"> - Entry, exiting, 1way system - Emergency procedures - 1st Aid - Fire - Lone working procedure - Hand hygiene procedure - Safe working with workstations <p>Online systems: All staff to be updated regularly with government advice and local arrangements issued through internal communications.</p> <p>Inform all designated persons of the findings and control measures of this assessment</p> <p>Lone Working - Office Areas</p> <p>Staff to designate a 'buddy' to contact on a regular basis.</p> <p>All staff to make regular contact as agreed between the 2 parties. Use TEAMS, mobile phone, or e-mail.</p> <p>Pre-occupation</p> <p>Essential Services. Gas, electric, water & ventilation will require inspection/checking.</p> <p>Air conditioning units serving more than 1 enclosed area must be isolated and not used.</p> <p>All walkways and exit doors will require checking for slip, trip and fall hazards and to ensure correct operation. Internal areas, doors, walls, floors will require checking for dis-repair.</p> <p>Record all service checks and inspections.</p> <p>During occupation</p> <p>Specific Working Arrangements - Office Areas</p>	

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			<p>5/11/2020. Updated government guidance.</p> <ul style="list-style-type: none"> • Persons over 60 [no medical conditions] are now included in the clinically vulnerable group • From July 6 such persons can visit other households outside. • It is strongly recommended [if possible] that identified staff work from home. • From July 6th such persons can return to work - providing all reasonable practical measures are in place: to ensure the workplace is COVID safe. • All identified staff returning should work to the adequate measures listed ❶ <p>Specific Group 3</p> <ul style="list-style-type: none"> • It is strongly recommended that identified staff work from home. • Such persons can return to work - providing all reasonable practical measures are in place: to ensure the workplace is COVID safe. • All identified staff returning should work to the adequate measures listed ❶ <p>❶ Adequate measures:</p> <ul style="list-style-type: none"> - 2m social-distancing. - Staff 'bubble'. - lone working. - minimal contact with other persons, - minimal time on site. - staggered work time with other staff. <p>With all groups' consultation may be necessary to re-assure all persons that control measures in place</p>		<p>24/6/2020. If 2m Social distancing cannot be achieved 1m+ with additional control measures in place is acceptable. Conversely all offices will be operated with 2m distancing in place. This applies to standing or sitting. Should 1m+ be adopted - screens should be positioned between staff.</p> <p>All staff to sit 2m apart at workstations/and or in offices:</p> <ul style="list-style-type: none"> - Diagonally - Side by side - Back to back - Prohibit sitting straight across <p>All escape routes and exits must be checked on a regular basis to ensure no slip, trip and fall hazards.</p> <p>1ST Aid</p> <p>Dial 999 if emergency medical treatment is required.</p> <p>Fire Safety</p> <p>Discovery of Fire: Raise the alarm - activate call point. Leave the building by the nearest exit. Assist all CS's to evacuate. Report to the assembly point.</p> <p>On hearing the Fire Alarm: Leave the building by the nearest exit. Assist all CS's to evacuate. Report to the assembly point.</p> <p>NOTE: In both situations the use of the 1-way system and social distancing is not required.</p> <p>Monitor/review procedures</p>	

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			<p>are adequate to ensure a safe return.</p> <p>If identified staff are concerned or unsure, they should discuss their concerns with their GP or hospital clinician and gain written permission to return to work.</p> <p>With all groups' consultation may be necessary to reassure all persons that control measures in place are adequate to ensure a safe return.</p> <p>Reception</p> <p>2 Reception staff to clean their own equipment - working on a week on/week off basis.</p> <p>No waiting area. This area to be prohibited from use.</p> <p>No papers/magazines to be used.</p> <p>No client attendance. To be reviewed regularly.</p> <p>Reception staff to control building entrance. Assist all CS to designated meeting rooms when attendance allowed.</p> <p>Staff & contractors to sanitize hands before signing in, entering, and exiting the building.</p> <p>Signage to be displayed:</p> <ul style="list-style-type: none"> - Catch it, kill it, bin it. - Wash hands/use sanitisers regularly. - Use only your workstation and personal items. - Government poster - COVID 19 Safe premise. - Use 1-way system. <p>Office Areas/Workstations/Associated Equipment</p> <p>Prohibit 'hot desking' within office areas.</p> <p>Introduce a 'clear desk and office policy' when working. Ensure desk and office is cleared of all personal non/essential items before leaving.</p>		Monitor/review procedures	

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			<p>Only work essentials to be placed/used on desk: Monitor, laptop, laptop riser, phone, mobile phone, pen/pencil, notepad, limited essential documents.</p> <p>Staff to clean their own equipment/desk with product provided - before & after use.</p> <p>Workstations to be arranged in line with 2m social distancing measures.</p> <p>Natural ventilation can be used - open windows.</p> <p>Each employee to use same workstation and office location when on site.</p> <p>Note. The use of screens is not required once 2m distance is achieved.</p> <p>Meeting Rooms</p> <p>Meeting rooms located on the ground floor are designated for client meetings with 2m social distancing in place.</p> <ul style="list-style-type: none"> - Rooms 2, Training Room - 4 Persons - Rooms 1, 3, 4, & 5 - 2 Persons - Printer/store/post rooms - 1 Person - Boardroom - 6 Persons <p>Documents that require signing or reading should be placed in a central area for CS to pick up/return to staff.</p> <p>WC areas</p> <p>All staff to hand sanitize/wash before entry/after exit.</p> <p>Access/egress/Door Controls/handles</p> <p>Clean twice daily. High touch points - Door controls/handles/windows mechanisms to entrance & exit doors, interior doors.</p> <p>Kitchen areas/kettles/Utensils</p> <p>Prohibit the use of fridges/microwaves.</p>		<p>When not in own office, face coverings must be used for that particular time. An instruction sheet for correct use of face coverings will be distributed to all staff.</p> <p>No client meetings are taking place. Review regularly.</p> <p>Monitor/review procedures</p> <p>Monitor/review procedures</p>	

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			Prohibit use of shared kettles, cups, mugs, cutlery, plates, dishes, tea towels. Staff to bring own food, drink, cups, mugs, cutlery. Items for keeping food cool/hot - thermos flasks. Cool bag/box. Staff to use onsite facility/sink to wash utensils, using personal tea towel.			

APPENDIX 1	
Clinically Extremely Vulnerable People <ul style="list-style-type: none"> - Solid organ transplant recipients. People with specific cancers - People with cancer who are undergoing active chemotherapy - People with lung cancer who are undergoing radical radiotherapy - People with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment - People having immunotherapy or other continuing antibody treatments for cancer - People having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors - People who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs - People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary (COPD). - People with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell). - People on immunosuppression therapies sufficient to significantly increase risk of infection. - Women who are pregnant with significant heart disease, congenital or acquired. 	Clinically Vulnerable People <ul style="list-style-type: none"> - Aged 60 or older (regardless of medical conditions) - Under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab each year on medical grounds): - Chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis - Chronic heart disease, such as heart failure - Chronic kidney disease - Chronic liver disease, such as hepatitis - Chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), or cerebral palsy - Diabetes - A weakened immune system as the result of certain conditions, treatments like chemotherapy, or medicines such as steroid tablets - Being seriously overweight (a body mass index (BMI) of 40 or above) - Pregnant women
Action Plan	
Staff Training - Induction Before Return to Work	Date Completed: by Whom
Risk Assessment - Outline - Explanation.	Date: _____ Person: _____

COVID 19 Symptoms - Awareness	Date:	Person:
COVID 19 Vulnerable Groups - Explain who is at most risk.	Date	Person:
Office Control Measures - Explain procedures.	Date	Person:

Name of Manager:	Stephen Myers
Date:	04.01.21