

<b>Title :</b> Verde Return to Work Stage 1	<b>Date of Assessment :</b> 27/05/2020	<b>Risk Assessor :</b> Harriet Bugg
<b>Risk Assessment Reference :</b> 005	<b>People involved in making this assessment :</b> Harriet Bugg	
<b>Task/ Process :</b> Return to work - general office activities	<b>People at Risk :</b> Employees, Contractors	

**Hazard : Employed staff** Staff who are not fully aware and understanding of the procedures and arrangements we have put in place to work within government guidelines on essential working, could compromise our arrangements and jeopardise the health of others.

**Control Measures:**

1. Employees can raise a concerns with their line manager
2. Health & Safety communications available to all employees
3. Employees have access to the 24/7 confidential EAP (Employee Assistance Programme).
4. Staggered start and finish work times will be considered or introduced to reduce large gatherings and allow for increased social distancing.
5. Phased return into the office to allow for uninterrupted operations to the business, reduce pressure on office or building services and allow for social distancing.
6. Only a small percentage of staff to return to the offices, allowing for social distancing and reduce risk for contact or spread of virus.
7. Plans and procedures have been shared and co-ordinated with our landlord on our owned or managed premises.
8. Communication warning posters displayed throughout all premises.
9. Every member of staff has been fully briefed to ensure that that they are aware of the hazards and risks and understand the rules and procedures we have put in place.
10. Specific procedures and measures to reduce the risk of spreading Coronavirus have been prepared. These are based on NHS, Public Health and Government guidance and instruction. They are updated daily to reflect any changes in the official advice and guidance.
11. Verde and the RWC office space has been adapted to support social distancing by using signage and instructions to manage the flow of people

**Hazard : Food & Drink Preparation Areas** Potential risk or transfer of virus through cross contamination

**Control Measures:**

1. Employees instructed to ensure that good hygiene standards must be maintained when food or drinks are being prepared.
2. Ensure that when spills of food or liquids occur they must ensure that the work surfaces are left in a clean and sanitised condition.
3. Use your own drinking bottles to prevent cross contamination.
4. Do not to touch food and keep hands out of waste bins or receptacles as they may contain contaminated products, food or tissues.
5. Wash your hands thoroughly for 20 seconds before and after using these facilities.
6. Leave the microwave ovens in a clean condition and wiped out after use.

7. Put uneaten food products in a clean, sanitised, sealed wrapper, bag or container, if they are to be stored in the communal refrigerator.
8. Single use paper tissues rolls are provided within kitchen areas and to be disposed of correctly in waste bins provided.
9. Dishwashers are available and must be used to thoroughly clean crockery and cutlery.
10. Kitchen areas will be marked with signage or tape to allow for social distancing.
11. Employees to make their own hot or cold drinks during the working day.
12. Employees encouraged to bring in their own prepared food and drink for lunch breaks and not to leave the office to purchase food during the day.
13. Employees are to wipe down surfaces in kitchen area after preparing food
14. Employees are to wipe down table and chair in kitchen area after eating

**Hazard : Communal facilities, entrance, toilets, stairs. etc.** Risk of cross contamination from equipment, surfaces etc. that may have been touched or otherwise contaminated by coronavirus and create a risk to health.

**Control Measures:**

1. Employees are required to ensure that coats, scarfs and other outdoor items are stored separately (where applicable) within coat cupboards avoiding contact with other people's personal items.
2. Employees made aware that where welfare facilities are used during the working day, they must have an awareness of surfaces (toilets, sinks, door handles, soap, and soap dispensers, etc. and objects which are visibly contaminated with body fluids must not be touched, but reported to a manager.
3. Employees instructed to clean their hands on arrival at the office, after using the toilet, and regularly throughout the day, by washing their hands with soap and water for at least 20 seconds.
4. Supplies of soap and sanitising agents are provided in common areas and at work stations and regularly topped-up. NHS, Public Health and hand washing advice posters displayed.

**Hazard : Waste** Ill-health as a result of the transfer of coronavirus and other pathogens through cross contamination after contact with waste (accidental or otherwise).

**Control Measures:**

1. Waste bins are provided at employee desk areas and within kitchen areas.
2. Employees instructed to not put their hands directly into food waste or general waste bins or receptacles as they may contain contaminated products, food or tissues.
3. Employees instructed that disposable tissues should be used when coughing and or sneezing and put directly into a waste bin, preferably bagged, or pocketed and taken home.
4. All waste bins and receptacles are carefully and safely emptied daily by the contracted cleaning staff.
5. Employees are required to have consideration for contracted cleaning staff with regards to discarded tissues, food, tins etc. to prevent cleaning staff being accidentally contaminated or injured.

**Hazard : Meeting rooms** Potential risk or transfer of virus on account of close contact with other persons.

**Control Measures:**

1. Employees instructed that meetings in enclosed spaces such as conference and meeting rooms should only be undertaken when absolutely essential for business needs and kept as short as possible. Small rooms have been marked as closed.
2. Employees using conference and meeting rooms instructed to follow Govt advice and maintain a 2m separation distance.
3. Employees instructed that the same 2m distance rule must be applied to any meetings with clients or visitors or meetings held by video conferencing.
4. Employees told to avoid physical contact with clients and visitors, such as handshakes, hugs, etc; and to give a polite explanation of this policy if required.
5. Meeting room capacity signage will be posted to instruct on maximum capacity for that particular meeting room.
6. Hand sanitiser is provided within the meeting for use by employees.
7. Employees to avoid the use of white boards or white board pens in meeting rooms to reduce risk of cross contamination. If they must be used they staff will use their own pens that have been provided and disinfect after use.

**Hazard : Workstations, IT and telephony equipment** Direct contact with potentially cross contaminated workstations, IT or telephony equipment may cause adverse coronavirus health effects.

**Control Measures:**

1. Employees are advised to ensure that their workstations, IT and telephony equipment, such as keyboards, screens, phones and headsets are cleaned and sanitised on a regular basis throughout the working day. Suitable wipes and cleaners that do not damage equipment are provided throughout the building.
2. Employees instructed that they should not use each others IT equipment, to prevent accidental cross contamination.
3. Employees instructed not to share phones, headsets and personal mobile phones with others to prevent accidental cross contamination.
4. Employees are to only sit/work at their allocated workstation and not to hot desk or use other desk locations. Signs in place to ensure adjacent desks are not to be used
5. Any ICT equipment that is unserviceable to be reported to your line manager or reported via the service desk. No other equipment is to be used from other locations to reduce risk of cross contamination.
6. The use of personal fans and heaters in not permitted.

**Hazard : Close contact** Employees working on the premises may be at risk of exposure to other employees or visitors who are carrying coronavirus, knowingly or unknowingly.

**Control Measures:**

1. Employees instructed to avoid close face-to-face contact or touching other employees, visitors, etc. and follow the 2m social distancing rule.
2. Physical contact, such as handshakes, hugs, pat on the back, etc. is to be avoided.
3. Directional signage will be in place on common and floor areas to allow for social distancing.
4. One way systems are implemented (where applicable) to allow for free movement allowing social distancing. This will be denoted by signage, posters or hazard tape.
5. Controls on access and egress to buildings at all sites.
6. Only two people to use office kitchen area at a time to allow for social distancing. Signage or tape markings will highlight this control.
7. Visitors to sites are to be limited to essential visits only. Zoom to be utilised to reduce face to face contact.
8. Contractors to sites will be managed and controlled by building management or office services for only essential maintenance.

9. The reception team must be notified at least 24 hours in advance of any external visitors coming to siye

**Hazard : Vulnerable employees** Vulnerable employees with existing health conditions are at a higher risk of contracting COVID-19, which may have a significant increased adverse affect on their health and wellbeing.

**Control Measures:**

1. In accordance with Govt guidelines employees who are in the vulnerable and high risk categories are to continue to work from home.
2. Employees with family members in high risk categories have been instructed to inform their management team. Decisions on home working in accordance with Govt. guidelines are taken on a case by case basis.
3. Those employees who fall within the extremely vulnerable category (Shielded) in accordance with Govt are to continue to work from home.
4. Employees who are high risk vulnerable (but not extremely clinically vulnerable) that cannot work from home, then management should offer the option of the safest available on-site role, enabling them to stay 2 meters away from others.

**Hazard : Cleaning and hygiene** Inadequate cleaning & hygiene standards pose a risk of spreading infection by way of cross-contamination from surfaces contaminated with the coronavirus.

**Control Measures:**

1. Cleaning regimes have significantly increased and the frequency of cleaning of hard surfaces (floors, handrails, door handles, passenger lifts, building equipment buttons, switches, etc). Contract cleaning staff resource have been increased in line with the increased cleaning regimes.
2. Suitable disinfectant cleaning products are used by the contracted cleaning staff.
3. Sufficient hot water, liquid soap, disposable towels and hand sanitiser dispensers are provided throughout the buildings.
4. Line management and employees are required to report anything contaminated or spilt that requires cleaning.

**Hazard : Personal hygiene** Poor personal hygiene standards pose a risk of passing or contracting the infection.

**Control Measures:**

1. The importance of good personal hygiene has been explained to all employees. Particularly the need for regular thorough hand washing and the avoidance of touching eyes, nose or mouth, if their hands are not clean.
2. As the alcohol based hand sanitizer falls under a COSHH item. Employees who use this to disinfect their hands are not to touch their face until the sanitizer dries out due to irritation risk if the goes into eyes.
3. If alcohol gel comes into contact with eyes then employees are to (remove glasses or contact lenses if worn) and rinse eyes with water for several minutes, then seek first aid assistance.
4. If eye irritation persists then employees to seek medical advice or assistance.
5. Employees with a diagnosed skin condition are advise not to use the alcohol hand sanitizer as this may exacerbate their condition, but to use soap and water for 20 seconds.
6. Employees to to avoid inhaling the vapours from the alcohol hand sanitizer as this may cause dizziness or drowsiness.
7. Alcohol gel hand sanitizer spillages are to be cleaned up immediately with water and area dried off.

- 8. Free standing hand sanitizers will be in place at access points.
- 9. Employee instructed that disposable tissues, should be used when coughing and or sneezing. Used tissues to be bagged and put into a bin or pocketed and taken home for safe disposal.
- 10. Employees instructed that any potentially contaminated clothing should be removed and placed in a suitable plastic bag or container.
- 11. Employees instructed to clean their hands frequently, using alcohol-based hand sanitisers or to wash their hands with soap and water for at least 20 seconds. Soap and hand gels are provided.

**Hazard : Cold / Infections** There is a risk that any cold and or infection could be consistent with COVID-19 symptoms and there is a risk that accidental cross infection could be transmitted to other persons.

**Control Measures:**

- 1. Where symptoms of a cold/infection starts at work employees are required to notify their management team immediately. Decisions to refrain from working will be made accordingly where the is a potential risk. Thermometers available onsite.
- 2. Employees who are currently self isolating due to having tested positive for COVID 19, experiencing symptoms or have a family member who have tested positive or have symptoms are not to return to work and inform their line manager.
- 3. Employees are advised to isolate in accordance with Government guidelines.
- 4. Tracking mechanism for all staff has been put in place to identify staff in any of the above categories

**Hazard : Emergency Evacuations** Inhalation of smoke or exposure to fire leading to injury or fatality

**Control Measures:**

- 1. All employees are to wash or sanitise their hands at the earliest opportunity.
- 2. PEEP's (personal emergency evacuation plans) are in place for those employees who require assistance during an emergency evacuation from the premises.
- 3. In an emergency, for example, an accident or fire, employees do not have to stay 2m apart as it would be unsafe to do so.
- 4. Employees are to follow the emergency evacuation procedures for their relevant location.
- 5. Trained fire wardens are in place.

**Hazard : First Aid Provision** Lack of first aid provsion leading to injury, further injury or prolonged pain.

**Control Measures:**

- 1. Face guards, gloves and masks added to first aid kit to reduce risk of cross-contamination.
- 2. Additional first aid equipment provided in first aid boxes to reduce risk to first aiders. PPE provided

<b>Documents Associated with this Risk Assessment:</b>	
<b>Review Date :</b> 01/08/2020	<b>Reviewer :</b> Harriet Bugg