

## General Risk Assessment

Company Name: RESOLVEit

Site Address: 14 TRAMSHED – CARDIFF – CF11 6BH

<b>Risk Assessment Reference:</b> Example	<b>Date of Assessment:</b> 21/07/2020	<b>Risk Assessor:</b> Eira Culverwell MD
<b>Title:</b> Coronavirus – Premises Based Workers	<b>People Involved in Making This Assessment:</b> GO/PS/EC/BRIGHT safe	
<b>Task or Process:</b> Risks from Coronavirus	<b>People at Risk:</b> Employees, Contractors, Visitors, Members of the Public	
<b>Date of next review:</b> ongoing in line with government guidance.		

### **Hazard (hazard and hazard description):**

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

### **Control Measures (existing):**

1. 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.
2. Every member of staff has been fully briefed to ensure that they are aware of the hazards and risks and understand the rules and procedures we have put in place.
3. Communication warning posters displayed throughout all premises.
4. Occupancy levels have been managed to permit social distancing and reduce risk for contact or spread of virus.
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. Staggered start and finish work times will be considered or introduced to reduce large gatherings and allow for increased social distancing.
7. Employees have access to BRIGHT HR guidance documents.
8. Health & Safety communications available to all employees, available on third party intranet and also a COVID 19 specific resource on inside H&S.
9. Employees can raise a concern with their line manager.
10. E-learning in place for all employees which they will complete prior to returning to work.
11. Relevant site information booklets with guidance note issued to all employees returning to the workplace.
12. Any working activities that require any form of near contact with others has been minimised with a separate risk assessment completed in relation to their role.
13. Some employees travel to work using public transport, some private cars, some cycle and some walk. All are to wash and sanitise hands upon arrival. Showers available for those that cycle and to promote cycling as a method of transport.

14. NHS and Public Health warning posters displayed throughout the premises.
15. Every member of staff has been fully briefed to ensure that they are aware of the hazards and risks and understand the rules and procedures we have put in place.
16. 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.

**Hazard (hazard and hazard description):**

Passenger and goods lifts. The enclosed space within the lift creates a risk of potential contamination through coughing and sneezing and contact with internal surfaces and controls.

**Control Measures (existing):**

1. Lifts are subject to an increased level of regular routine cleaning and sanitising by contract cleaning staff who have been fully briefed and instructed by their own managers.
2. Staff are encouraged to use the staircase to get to the floor on which they work.
3. Staff encouraged to avoid using passenger lifts when a large number of users are present.
4. Staff instructed to avoid using a fingertip to press buttons; instead to use the back of the knuckle to select the appropriate floor and to wash hands as soon as soon as possible after using a lift.
5. Staff instructed to face away from other users and avoid touching surfaces.

**Hazard (hazard and hazard description):**

Food and drink preparation areas. Potential risk or transfer of virus through cross contamination.

**Control Measures (existing):**

1. Staff 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 are cleaned straight away and work surfaces are left in a clean and sanitised condition.
3. Use their own drinking mugs and glasses to prevent cross contamination.
4. Keep their hands out of and not to touch food and waste bins or receptacles as they may contain contaminated products, food or tissues.
5. Wash their hands thoroughly before using these facilities.
6. The microwave oven should be left in a clean condition and wiped out after use.
7. Put half eaten food products in a clean, sanitised, sealed wrapper, bag or container, if they are to be stored in the communal refrigerator.
8. To thoroughly wash crockery and cutlery after each use to put them away.
9. Clean tea towels are provided on a daily basis to ensure ongoing hygiene. Single use paper tissues are also provided.
10. A dishwasher is available and must be used to thoroughly clean crockery and cutlery.
11. To wash company provided fruit before consumption.

**Hazard (hazard and hazard description):**

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 (existing):**

1. Contract cleaning services have been increased. Toilets and communal areas, along with workspaces, are cleaned more frequently than before and the cleaning routine is to a higher specification.
2. Supplies of soap and sanitising agents provided and regularly topped-up at all hand washing stations. NHS and Public Health hand washing advice posters displayed.
3. Staff instructed to clean their hands after using the toilet, by washing their hands with soap and water for at least 20 seconds.
4. Staff 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 bodily fluids must not be touched, but reported to a manager.
5. Staff instructed to ensure that the toilet seat is in the closed position before flushing to prevent aerosols becoming airborne and contaminating the facilities with potential pathogens.
6. Staff are required to ensure that coats, scarfs and other outdoor items are stored separately within coat cupboards avoiding contact with other people's personal items.

**Hazard (hazard and hazard description):**

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 (existing):**

1. Staff are required to have consideration for contracted cleaning staff with regards to discarded tissues, food, etc. to prevent cleaning staff being accidentally contaminated.
2. All waste bins and receptacles are carefully and safely emptied daily by the contracted cleaning staff.
3. Staff 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. Staff 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.
5. Cleaning rota visible to for staff to sign when using the kitchen and bathroom.

**Hazard (hazard and hazard description):**

Smoking shelters. Inhalation of second hand tobacco smoke and or vapours from e-cigarettes may result in adverse coronavirus health effects.

**Control Measures (existing):**

1. Smoking tobacco or e-cigarettes is confined to outdoors, towards the bin area.
2. Staff advised to avoid inhaling second hand tobacco smoke and vapour emitted from cigarettes and e-cigarettes from other persons. Although there is no evidence of transmission this is a precautionary measure.

**Hazard (hazard and hazard description):**

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

**Control Measures (existing):**

1. Staff instructed that meetings in enclosed spaces should only be undertaken when absolutely essential for business needs and kept as short as possible.
2. Staff using Conference and meeting rooms instructed to follow Govt advice and maintain social distancing.
3. Staff instructed that social distancing rules must be applied to any meetings with clients or visitors.
4. Staff 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.

**Hazard (hazard and hazard description):**

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

**Control Measures (existing):**

1. Staff instructed not to share phones, head sets and personal mobile phones with others to prevent accidental cross contamination.
2. Telephone equipment is deep cleaned at the end of each working day by the contracted cleaning staff.
3. Staff instructed that they should not use each other's IT equipment, to prevent accidental cross contamination.
4. Staff are instructed 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.

**Hazard (hazard and hazard description):**

Close contact with others. Staff working on the premises may be at risk of exposure to other members of staff or visitors who are carrying coronavirus, knowingly or unknowingly.

**Control Measures (existing):**

1. Staff instructed to avoid close face-to-face contact or touching other employees, visitors, etc. and follow social distancing guidelines.
2. Physical contact, such as handshakes, hugs, pat on the back, etc. is to be avoided.
3. Staff are required to be environmentally aware and sit out of the immediate air flow from fan heaters, cooling fans and or ventilation systems that could spread the virus. Where possible the use of such systems will be avoided.

**Hazard (hazard and hazard description):**

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

**Control Measures (existing):**

1. In accordance with Govt. policy, staff who are in the vulnerable and high risk categories may come to work, if they cannot work from home, as long as the business is COVID-safe.
2. Staff with family members in at risk categories have been instructed to inform their management team. Decisions on home working or furlough in accordance with Government policy are taken on a case by case basis.

**Hazard (hazard and hazard description):**

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

**Control Measures (existing):**

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). Cleaning staff 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 building.
4. Staff are required to report anything contaminated or spilt that requires cleaning to the groundsman.

**Hazard (hazard and hazard description):**

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

**Control Measures (existing):**

1. The importance of good personal hygiene has been explained to all staff. Particularly the need for regular thorough hand washing and the avoidance of touching eyes, nose or mouth, if their hands are not clean.
2. Staff 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 gels are provided.
3. Staff instructed that any potentially contaminated clothing should be removed and placed in a suitable plastic bag or container.
4. Staff 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.

**Hazard (hazard and hazard description):**

Legionella (biological hazard). Exposure to legionella bacterium in water droplets could lead to ill-health in those people exposed. On return to working environment after COVID-19 leave, an increased risk of biological waste would be present.

**Control Measures (existing):**

1. All water taps and showers are run before staff are to use the facility. Face masks are to be worn during this process.
2. Where showers have not been flushed for more than a week, remove the shower head and lower the shower head into a bucket of water if possible before flushing.
3. Testing of water temperatures in place.
4. If hot or cold water temperature is identified as being between 20-45 degrees, which is suitable for bacterial growth, specialist advice will need to be sought.