

Risk Assessment - Dealing with Covid-19 in the Workplace
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Review Date: 18th September 2020

Risk Identified	Objective	Who it might harm	Controls Required
<p>Coming to and leaving the office</p>	<p>To maintain social distancing wherever possible, on arrival and departure and to ensure handwashing upon arrival</p>	<p>Staff</p>	<p>Signage at entrance advising to maintain 2 metres distance from colleagues whilst clocking in / out</p> <p>Floor markings to maintain two metre distance</p> <p>Signage at entrance advising to wash hands before returning to their workspace. Hand sanitiser provided at entrance for visitors.</p> <p>Requirement of all staff & visitors to use face and wrist scanner each time they enter the building, to test temperature and record who has visited the office. If a high temperature is registered and the alarm triggered, the individual will not be allowed access to the office and will be asked to go home to self-isolate and arrange a Covid-19 test.</p>

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			<p>One-way system in operation, floor arrows confirm direction of travel for staff to follow.</p> <p>Keep left instructions whilst ascending/descending stairs and floor markers for staff to follow</p> <p>Reminder to staff of hand washing guidance</p> <p>Hand washing facilities with soap and hot water on each floor of the building</p> <p>Hand drying facilities with use of paper towels</p> <p>Advise to use elbow to activate the button on the front door to exit the building</p>
Moving around the Building	To maintain social distancing wherever possible while people travel through the workplace	Staff	<p>Signage at entrance to each workspace advising to maintain 2 metre distance from colleagues wherever possible</p> <p>Reminder to avoid using printers / scanners if a colleague is at the equipment</p>

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			<p>Reminder to wait at the top / bottom of stairwells to allow colleagues to ascend / descend safely without the need to pass close by. If this is not possible, keep left instructions whilst ascending/descending stairs and floor markers for staff to follow</p>
Workplaces and Workstations	To maintain social distancing between individuals when they are at their workstations	Staff	<p>Occupancy levels managed to allow social distancing.</p> <p>Office to be well ventilated by opening windows whenever possible</p> <p>Staff seated 2 metres apart or where not possible screens erected between desks or sat back to back</p> <p>Anti-bacterial wipes/spray available on each floor and staff required to regularly disinfect their keyboards, mouse, desk space etc</p> <p>All interior doors, wherever possible, to be propped open whilst the building is occupied, to avoid touching of handles</p>

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Meetings	To reduce transmission due to face to face meetings and maintain social distancing in meetings	Staff, clients, pension scheme members and their advisers.	<p>Face to face meetings with clients only allowed if other forms of media cannot be utilised and by appointment only.</p> <p>All visitors must wear a face mask to enter the building, unless they are exempt.</p> <p>The client must use the face and wrist scanner on entering the building to check their temperature & record their visit. Hand sanitiser provided at reception must be used.</p> <p>Full name and telephone contact information will be collected on entry to the building to comply with the NHS Test and Trace system.</p> <p>The client will be escorted to the meeting room and asked to sit at the far end of the table furthest away from the door. The adviser or staff member attending the meeting must sit at the opposite end of the table a minimum of 2 metres apart</p> <p>Maximum of two visitors from the same household allowed to attend a meeting, unless it is a vulnerable client.</p>

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			<p>Once seated in a Covid secure meeting room, visitors may remove their face coverings if preferred.</p> <p>Staff must wear a face covering if the visitor requests that they do so.</p> <p>No hand shaking is allowed</p> <p>No refreshments, tea or coffee to be served.</p> <p>Meeting room to be thoroughly cleaned after use.</p> <p>MS Teams, Zoom and Skype promoted wherever possible as a tool to conduct meetings</p> <p>Only essential Staff meetings to be held and wherever possible the 2 metres separation adhered to throughout</p> <p>Shared equipment ie. keyboard, mouse, etc to be sanitized immediately after use</p> <p>Anti-bacterial wipes and hand sanitizer available in all meeting rooms</p> <p>Rooms to be well-ventilated</p>

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Common Areas	To maintain social distancing while using common areas	Staff	<p>Only two members of staff allowed to be seated in the kitchen area at any time</p> <p>Additional breakout space created on the 2nd floor, tables placed 2 metres apart</p> <p>Outside area created with tables</p> <p>Recommendation to all staff to use own cups/mugs/plates/bowls etc. Plastic cutlery provided for use to be disposed of after use</p> <p>Recommendation to all staff to avoid making drinks for colleagues</p> <p>Staff advised not to stand in lobby areas or stairwells whilst waiting to use toilets</p> <p>Staff encouraged to stay in the office wherever possible during the working day, and when not possible, maintain social distancing.</p> <p>Use of the lift limited to one person at any time</p>

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Accidents, Security and Other Incidents	To prioritise safety during incidents	Staff	<p>Health & Safety and Fire regulations must be adhered to at all times</p> <p>In the event of an emergency, staff are not required to maintain 2 metres distance if it is unsafe to do so</p> <p>First Aiders and Fire wardens must pay attention to sanitation measures immediately afterwards ie. washing hands</p>
Managing visitors and deliveries to the building	To understand what people need to do to maintain safety	Staff, visitors, delivery drivers	<p>Access to the building via the front door is restricted from 9am when all staff have arrived for the day</p> <p>Visitors to the office are requested to ring the doorbell for entry</p> <p>Visitors are requested to wait until the staff member allowing entry to the building has stepped back to create a two metre distance before they enter the building</p> <p>All visitors to wear a face covering to enter the building, unless exempt from doing so. Face covering to be worn whilst in all public areas.</p>

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			<p>Full name and telephone contact information will be collected on entry to the building to comply with the NHS Test and Trace system.</p> <p>Deliveries are to be deposited in the lobby area and the visitor leave the building before any delivery is collected by staff.</p> <p>No deliveries will be signed for</p> <p>Any visitors to the building who require to enter the building to carry out maintenance will be required to use the face & wrist scanner to check their temperature & record their visit. Hand sanitiser provided at reception must be used.</p>
<p>Providing and explaining available guidance</p>	<p>To make sure staff understand what they need to do to maintain safety</p>	<p>Staff</p>	<p>Signage provided throughout the building to remind people of social distancing and hygiene</p> <p>Changes to office procedure and guidance provided to all staff via email correspondence</p> <p>Regular, socially distanced, update meetings held with small groups of staff</p>

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Cleaning the workplace	To keep the workplace clean and prevent transmission by touching contaminated surfaces	Staff	<p>All handles, doorknobs, stair handrails, kitchens, toilets and any other multiple touch surfaces cleaned daily with anti-bacterial solution.</p> <p>Cleaner working additional hours to assist with complete sanitisation of the office on a daily basis.</p> <p>Cleaner provided with gloves to reduce contamination</p> <p>Opening of windows frequently to encourage ventilation</p>
Hygiene – Handwashing, sanitation facilities and toilets	To help everyone keep good hygiene through the working day	Staff	<p>Signage throughout the building reminding staff to wash hands</p> <p>Guidance given to staff to increase handwashing frequency and avoid touching their face</p> <p>Signage throughout the building reminding staff to cough into a tissue which is binned immediately, or into your arm if a tissue is not available</p> <p>Tissues provided on each floor in the workrooms and in each meeting room</p>

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			<p>Hand sanitiser provided in each meeting room and at various stations around the building</p> <p>9 individual areas provided to wash hands</p> <p>Paper towels provided for hand drying</p>
Face Coverings	To support the staff in using face coverings safely if they choose to wear one	Staff	<p>Washable face masks provided for each member of staff</p> <p>Staff encouraged to wear their face mask whenever they cannot maintain a 2 metre distance</p> <p>Staff advised to wash hands before putting a face covering on and after removing it</p> <p>Staff advised to wash the face covering on a daily basis, if it has been used</p> <p>Disposable face coverings provided in each meeting room.</p>

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Symptoms of Covid-19	To ensure the staff understand the symptoms and what to do	Staff	<p>Staff working in the office to advise their manager if they become unwell with a continuous cough, high temperature or loss or change to sense of smell or taste.</p> <p>The affected individual will immediately be asked to leave the office and return home.</p> <p>The affected individual must follow the Government guidance on self-isolation</p> <p>If a member of staff, who is working in the office, is sharing a household with an individual who displays symptoms of Covid-19 they must not attend the office and must notify their manager immediately.</p> <p>If a member of staff is contacted by NHS Test and Trace they must not attend the office and must follow the Government guidance on self-isolation.</p>
Protecting People who are at higher risk	To protect clinically vulnerable and clinically extremely vulnerable individuals	Staff	<p>Clinically extremely vulnerable staff will have received a communication from the NHS or their GP confirming their status</p> <p>A copy of this communication must be provided to a Director.</p>

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			<p>Clinically vulnerable staff may be required to work at the office and if they are requested to do so, they will be offered the safest available space in the workplace, enabling them to stay 2 metres away from others</p>
Covid outbreak in the office	To protect staff from transmission of Covid-19	Staff	<p>If a member of staff tests positive they must self-isolate in accordance with Government guidelines</p> <p>If more than one member of staff tests positive at the same time, the incidence will be reported to Public Health England in accordance with Government requirements and follow actions as instructed.</p>