

<b>COVID Secure Risk Assessment</b>		Site / Location: <b>Hankinson Group Office Premises</b>			Date: 24/11/2020
<u>Persons Exposed</u> Staff, Visitors, Contractors	<u>Employees</u> 32	<u>Public / Visitors</u> 3	<u>Young Persons</u> 0	<u>Total persons at risk</u> 35+	<b>Person conducting assessment:</b> D Smith <b>Person supervising work:</b> All Managers

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Risk = Likelihood x Severity

**Likelihood**  
Rating 0 = Zero to very low  
Rating 1 = Very unlikely  
Rating 2 = Unlikely  
Rating 3 = Likely  
Rating 4 = Very likely  
Rating 5 = Almost certain

**Severity**  
Rating 0 = No injury or illness  
Rating 1 = First aid injury or illness  
Rating 2 = Minor injury or illness  
Rating 3 = "3 day" injury or illness  
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Acceptable      Further review      Unacceptable risk

Hazard / Risk	1	2	3	4	5	6	7	8
	Factors of harm		Risk	Control Measures	Factors of harm		Residual risk	Control measures implemented by (name).
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Staff are unaware of the control measures to be followed	3	4	12	COVID-19 Risk Assessment to be communicated to all staff via Teams presentation induction prior to return to the offices. Risk Assessment will be available on Teams and COVID secure poster to be displayed at office entrances.	1	3	3	D Smith
The Group does not encourage all staff who can work from home to work from home	2	3	6	Leaders need to review the list of staff and their potential to work from home. Anyone that can work from home should do so. Consideration needs to be given to individual circumstances. Consideration needs to be given to roles that are required for office operational continuity and the number of staff that are required at the offices to operate safely and effectively.	1	3	3	Top Management/ Operations Managers
The wellbeing of staff working from home might not be monitored or supported.	3	3	9	Procedures are in place for regular communication from line managers to staff working from home. This includes a check on general wellbeing including mental health. Means of social interaction also being introduced to help keep staff connected. Our Group Head of HR, Clare Walker has issued guidelines around home and flexible working. We are using Microsoft Teams as a communication and video meeting platform to maintain communication across the business. Line Managers must keep in touch with their employees working from home regularly to make sure they are healthy and safe. If contact is poor, workers may feel disconnected, isolated or abandoned. This can affect stress levels and mental health. There is additional support available to staff via Employee Assistance Programme and/or our Mental Health First Aiders if required.	1	2	2	C. Walker

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Staff working from home could be at risk of musculoskeletal disorders from poor working posture.	4	4	16	All employees required to work from home on a temporary basis will not need to complete at DSE Workstation self assessment. All employees that are home working for a week or more will need to complete the DSE Workstation self assessment and submit it to Dave Smith. Actions identified will be closed out as best as possible with the resources available. There are some simple steps you can take to reduce the risks from display screen work: * breaking up long spells of DSE work with rest breaks (at least 5 minutes every hour) or changes in activity; * avoiding awkward, static postures by regularly changing position; * getting up and moving or doing stretching exercises; * avoiding eye fatigue by changing focus or blinking from time to time	1	3	3	D Smith
Clinically vulnerable and clinically extremely vulnerable staff are exposed to Coronavirus	3	5	15	Communication will take place with all staff prior to return to the offices to identify any staff that fall into these groups. This will also include individuals who live with someone who falls into these groups. We will consider how we can best support these individuals based on their individual circumstances and respond accordingly.	1	3	3	C. Walker
Symptomatic individuals or individuals who have a symptomatic person within their household may attend the office.	2	4	8	Communication of the government requirement to self-isolate when an individual or someone in their household is symptomatic will be regularly made with all staff.	1	3	3	C. Walker

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Staff may not be treated equally through the implementation of control measures	3	3	9		Understand and take into account the particular circumstances of those with different protected characteristics. Involve and communicate appropriately with staff whose protected characteristics might either expose them to a different degree of risk, or might make any potential steps inappropriate or challenging for them. Put in place any particular measures or reasonable adjustments to take account of our obligations under the equalities legislation. All steps taken do not have an unjustifiable negative impact on some groups compared to others, for example, those with caring responsibilities	1	2	2		C. Walker						
Staff may not maintain social distancing when arriving/departing from work	3	4	12		An assessment will be completed to establish if staff that need to attend the office are able to meet with staggered start and finish times. Where possible this will be spread across the following times: 07:00-09:00 and 16:00-18:00. Staff will be advised on waiting in cars until someone else has entered the building and keeping social distance in the foyer areas.	1	3	3		Team Leaders						
Staff may not maintain social distancing when moving around the office	3	4	12		Staff will be encouraged to use the 'Chat' function on Teams to coordinate with colleagues rather than moving around the office. Where corridors are 2m wide, two way segregated walkways will be allowed, operatives must keep left. Where corridors are less than 2m wide, walkways will be designated one-way where possible. If a designated one way system is not possible in a narrow walkway, staff will be advised of a stop and wait system to allow staff to safely pass through one at a time and keeping 2m distance. The Lift at Head Office has been restricted to one person at a time.	1	3	3		Team Leaders						

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The office layout may not be suitable to provide staff with social distancing when working from their workstations.	4	4	16		Hot desking is not allowed, throughout the Group. Fixed Teams approach to be applied to minimise and manage the number of people in the office at any one time (if access is required - home working encouraged). Workstations have been distanced by at least 2 metres. Each member of staff has their own workstation. Desks situated opposite or next to each other in a 'pod' are not to be used.	1	4	4		Team Leaders						
Staff may not maintain social distancing when meetings are taking place.	3	4	12		All internal meetings should be held via Microsoft Teams from home/individual workstations where possible. The requirement to hold a meeting with any visitor to the premises must be considered essential in order to go ahead. Meeting Room at Head Office (Warbreck Room) to have no more than 6 people in the room at once, desks are separated to provide extra distance between attendees, windows to be opened to ensure adequate ventilation, floor signage to be used to help social distancing. Essential visitors must be briefed on the office layout, one way systems, toilet arrangements, location of hand washing facilities and hand sanitisers. Essential visitors must be briefed on no contact with colleagues, no sharing pens or other objects. Visitors must be escorted by the host whilst on the premises. Meeting rooms must be thoroughly cleaned at the end of any meetings and prior to any further use of the room, the host will be responsible for this.	1	3	3		Team Leaders						

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Staff may not maintain social distancing in the common areas of the office.	5	4	20	All toilets and kitchens at all offices are to be managed as 1-in-1-out. Office diagrams to be displayed to communicated to staff which common rooms are also to be managed as 1-in-1-out. Signs are displayed on doors to communicate if people are in or out. All staff will be encouraged to bring their own lunches to work, rather than use local facilities. If local shops etc. must be used then staff need to ensure that they use effective social distancing. There are no canteens throughout the Group. All lunch rooms throughout the Group have been closed. Staff will be required to eat at their desks or outside of the premises. If eating at their desks, staff are responsible for completing a thorough clean after their lunchbreak. Waste must be put into bins by the people who create it. There are no outside areas that can be utilised for breaks on our office premises, however there are local open spaces that can be used. The Reception area at Head Office is not manned and therefore there is no screen required. Staggered start/finish times will help to reduce the number of staff present using the cloakroom area at once. Senior Management to monitor social distancing in common areas to ensure that no further social distancing actions are required.	1	3	3	Team Leaders

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Staff safety may not be maintained during accidents, incidents, or security incidents.	5	4	20	In the event of the need to evacuate a premises: staff do not need to adhere to one-way systems or other restrictions, just follow emergency exit routes as per the fire evacuation plan. Hand washing/sanitisation should be completed as soon as possible after evacuating the building. Staff do not have to stay 2m apart if it will be unsafe. In the event of an accident/incident: staff involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands. First Aiders have received information on the First Aid measures to be implemented during the COVID-19 outbreak.	1	3	3	Team Leaders
Customers, visitors or contractors may be exposed to COVID-19/spread COVID-19 during a visit to the office.	3	4	12	Customers and visitors should only attend the office if the visit is essential. Remote connection should be used wherever possible. A set timeframe for attendance at the office should be set. Contractors are only permitted through prior registration of their visit and should be provided with the visitor information. All essential visitors to all premises need to be recorded. At head office sign-in should be completed on the Genee Registrar and hand sanitiser will be located next to it.	1	2	2	Team Leaders

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Customers, visitors or contractors may not understand the actions required whilst on our premises.	3	3	9		All customers, essential visitors and contractors assigned to visit the offices need to receive a copy of the office layout diagram and brief of the control measures to be followed, prior to attending the office (via email). The office diagrams will be displayed at the sign-in points in reception. The host staff will be responsible for this communication prior to and upon arrival at the premises, also providing an office walkaround to induct visitors on the measures and their locations, providing any necessary training. Visitors will be required to wait in the allotted visitor waiting bay in the reception area until collection by their host. There must be no more than 2 visitors in the visitor waiting bay at once, to be managed by staff through prior communication of visitor arrangements with reception. All visitors will be escorted around the building by the host who has arranged their visit.	1	2	2		Team Leaders						
Office cleaning and ventilation requirements are not met before being fully reopened	4	4	16		Head Office: ventilation requirements have been reviewed. The Air Conditioning will remain on and the offices located on the perimeter of the building will open windows to ensure adequate ventilation as required. The meeting room windows will be opened when meetings are taking place. Provision of hand sanitisers to be in place before full reopening. Full clean of all areas required before full reopening. All taps etc. must be sufficiently run at all office to ensure that the legionella risk is negated.	1	3	3		Team Leaders						

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The offices are not kept clean allowing transmission through touching contaminated surfaces	5	4	20		Head Office: Cleaning company used for maintaining clean office. Consultation to take place with them about the service, our requirements and arrangements for cleaning in accordance with requirements and actions to be taken after any known or suspected cases of COVID-19 within the office. Frequent cleaning of work areas and equipment required throughout the day and will be completed by staff of their own work area using normal cleaning materials and disposable roll. Frequent cleaning is required of objects and surfaces that are touched regularly, such as door handles and keyboards. Waste to be bagged and placed straight into waste bins at the premises. Staff responsible for ensuring that their waste is place in bins and not left lying around. The use of the photocopier must be restricted as far as possible through use of electronic communication, hand sanitiser must be located next to the copier to allow people to sanitise after use.	1	3	3		Team Leaders						
Office hygiene facilities are not sufficient for staff to maintain good hand and respiratory hygiene.	3	4	12		Hand hygiene and respiratory hygiene posters will be displayed in numerous locations throughout the office. Tissues and bins will be available. Hand sanitisers will be available in multiple locations in addition to hand washing facilities. Clear cleaning regime will be set up with cleaners with an enhanced regime for common areas. Social distancing measures detailed above to be used for common areas. Paper towels must be used and hand dryers isolated. Any cloth tea towels or cloth hand towels are to be removed from the premises.	1	2	2		Team Leaders						
There is a risk of transmission in changing rooms and showers.	2	4	8		Any showers are not to be used and will be clearly marked up as 'Not to be used'.	1	1	1		Team Leaders						



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There is a risk of transmission from goods inwards	2	4	8	There are to be no personal deliveries made to the offices at the moment. Deliveries should be straight to yard areas where possible. Office goods being delivered should be placed in the reception area by the delivery driver, face to face interaction with staff must be minimised. Goods should be unpackaged and packaging disposed of. Staff can wipe goods with antibacterial wipes if they wish. Hand washing/sanitiser must be used as soon as delivery is dealt with.	1	2	2	Team Leaders
There is a risk of transmission from sharing of company cars	3	4	12	Company car drivers will have personal hand sanitisers to remain in their vehicles. The driver is responsible for ensuring regular cleaning of vehicles in accordance with the government advice, which will be issued to them. Wipes will also be issued for this purpose. Car sharing is to be avoided until further notice. There are no shared cars.	1	3	3	All employees
There is a risk of transmission from sharing or passing objects between staff	3	4	12	There should be an allotted small area within each working zone as a nominated drop off point. Any items that need to be exchanged between staff should be deposited in the drop off area to be collected by the relevant person to minimise face to face time and close contact. An email should be sent to the person required to pick up items from the drop off point if the material is confidential to ensure a prompt collection. Staff must make their own food and drinks and not make drinks for other employees.	1	3	3	Team Leaders
There is a risk of transmission from the requirement to stay overnight for work	3	4	12	Any overnight accommodation must meet with social distancing rules.	1	2	2	Team Leaders

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Hazard / Risk	1	2	3	4	5	6	7	8
	Factors of harm		Risk	Control Measures	Factors of harm		Residual risk	Control measures implemented by (name).
	Likelihood	Severity	Multiple of columns 1 x 2		Likelihood	Severity	Multiple of columns 5 x 6	
Staff may have concerns about measures put in place	3	2	6	Communication prior to return to the workplace will be key to the successful implementation of the control measures. Staff can raise any concerns that they have at any time with their line manager or the SHEQ Co-ordinator. Ongoing communication will be maintained and mental health communication will be maintained with use of the Employee Assistance Programme.	1	2	2	Team Leaders

COVID Secure Risk Assessment written by: Dave Smith - Group SHEQ Manager

Control Measures fully implemented: 01/06/2020

COVID Secure Risk Assessment accepted by: Neil Hand - Group Managing Director



COVID Secure Poster Displayed from: 01/06/2020

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