

COVID-19 Risk Assessment

What are the hazards	Who might be harmed	Category	Controls required	Additional controls	Action when	by	First action	Initial set up completed
Spread of Covid-19 Coronavirus	Elderly, Pregnant workers, those with existing underlying health conditions • Anyone else who physically comes in contact with employees in relation to the business	Personal Hygiene	<p>Hand Washing Hand washing facilities with soap and water in place. Stringent hand washing taking place.</p> <p>Drying of hands with disposable paper towels.</p>	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Signage to be put up around office.</p> <p>Encourage staff to report any problems and carry out skin checks</p> <p>Posters, leaflets and other materials to be distributed.</p>	Ongoing		Hand washing facilities in place	16/07/2020
			<p>Sanitisation Staff encouraged to protect the skin by applying emollient cream regularly</p> <p>Gel sanitisers available</p> <p>Coughs and Sneezes Also reminders to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p>	<p>Regular stock check, replenish in advance to avoid running out</p>	Ongoing	Sanitiser dispenser set up and in place outside kitchen	04/08/2020	
			<p>As the workplace is outside a clinical setting and hSo does not respond to a suspected or confirmed case of COVID-19, hSo will not encourage the precautionary use of extra PPE to protect against COVID-19.</p>		Ongoing	N/a	N/a	
		PPE	<p>hSo encourages staff to wear PPE nitrile gloves and face coverings when using public transport. The equipment to be provided personally.</p>	<p>Employees using face coverings will be encouraged to:</p> <ul style="list-style-type: none"> •Wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it. •When wearing a face covering, avoid touching their face or face covering, as it could contaminate them with germs from their hands. •Change their face covering if it becomes damp or if they have touched it. •Continue to wash their hands regularly. •Change and wash face coverings daily. •If the material is washable, wash in line with manufacturer's instructions. If it is not washable, dispose of carefully in usual waste. 	Ongoing	Include in letter to employees returning to work in the office	NOC completed 24/07/2020	
			<p>hSo encourages staff to wear PPE nitrile gloves and face coverings when travelling to customer or supplier premises and at those premises including but not limited to data centres. The equipment to be provided by hSo.</p>		Ongoing	Include in letter to employees returning to work in the office	16/07/2020	
		Office Cleanliness	<p>On full return to work frequent cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>Introduce enhanced cleaning of all facilities regularly during the day and at the end of the day.</p>	<p>All staff to have access to anti-bacterial cleaning materials to ensure desks are cleaned at the end and start of each shift. Hot desking in NOC removed each allocated separate desk.</p> <p>Daily cleaning checklist will be carried out by Management Team and Office Manager to ensure that the necessary procedures are being followed.</p> <p>Deep clean of entire office to be carried out prior to return</p>	Ongoing	Purchase supplies	16/07/2020	
					Ongoing	Allocate rota responsibilities to management on full return to work		
					Before office re-opens	Obtain quotes	04/08/2020	
		Office attendance	<p>The aim is to maintain two-metre social distancing wherever possible, including while arriving at and departing from work, while in work, and when travelling for business purposes.</p> <p>Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p>	<p>Consider introducing cycle to work scheme</p>	Before office re-opens	Highlight importance in correspondence with all staff working in the office	NOC completed 24/07/2020	
			<p>Rota system for office attendance during lockdown</p>	<p>Ensure minimum of two people attend office Monday to Friday with back up personnel in event of non attendance</p>	13.7.20	Update once NOC return to office established	27/07/2020	
			<p>For areas where regular meetings take place, using floor and wall signage to help people maintain social distancing.</p>	<p>Add hand sanitiser to meeting rooms</p>	Before office re-opens	Ordered- wall signs en route	16/07/2020	
			<p>Install floor markings throughout entire office creating 2 metre sq areas to encourage maintenance</p>		Before office re-opens	Ordered and delivered. Markings set for chairs in meeting rooms to ensure social distancing adhered to.	16/07/2020	
			<p>Introduce one way flow where possible</p>		Before office re-opens	Plans created for main office.	16/07/2020	
			<p>Consider antiviral screens between desks</p>		Before office re-opens	Screens not necessary where other precautions maintained- no one to sit directly opposite or next to each other at any time controlled by shift rota.	16/07/2020	
			<p>Consider seating arrangements - including kitchen to keep people at 2 metre distance, as well as lift the ban on food eaten at desks</p>	<p>Ensure desk utilisation is such that no-one sits opposite or besides another person. Diagonal or facing away is best.</p>	Before office re-opens	Distance tape ordered	16/07/2020	
			<p>Staggering break times to reduce pressure on break room.</p>	<p>Ask line managers to coordinate between teams when in the office and submit to management to check</p>	When employees return to office		N/a	
			<p>Work collaboratively with landlord to ensure consistency across common areas, for example reception, back entrance, toilets, smoking area.</p>		Before office re-opens	First meeting with landlord set for 16.7.20	16/07/2020	
			<p>Restriction of non-business deliveries, for example personal deliveries to employees.</p>	<p>Encourage staff to avoid ordering personal items and food to office. Non hSo deliveries to be collected from outside main office.</p>	When employees return to office	All staff to be notified of restrictions	In initial communications with staff on move to WFH. March 2020	
			<p>Ensure employees are aware that 2m distancing not applicable in the event of a fire</p>		When employees return to office	will need to add to any covid-19 policies and correspondence to employees working in the office	NOC completed 24/07/2020	
			<p>Risk assess vulnerable workers</p>	<p>Line manager to confirm authorisation to wfh until a vaccine is available.</p>	Before employees return to office	Check if we have any vulnerable workers by asking employees to confirm they have omitted to tell us/ fill out health assessment. Make adjustments to accommodate where necessary.	Vulnerable workers identified and guidance issued. 16/07/2020	

Customer/Supplier Meetings	Use remote working tools (Teams wherever possible) to avoid in-person meetings.		Ongoing		In situ
	Revise visitor arrangements to ensure social distancing and hygiene, for example where someone physically signs in with the same pen in reception, visitor checklist.		When employees return to office/ Ongoing	Revise visitor process to include sanitisation, ensure visitor policy is adhered to at all times to assist with requirements under NHS test and trace scheme. 21 day rolling log to be kept- ensure contact details available for visitors to be issued with testing requirements.	When visitors reintroduced to office
	Allow only absolutely necessary participants to attend meetings and maintaining two-metre separation throughout.		When employees return to office/ Ongoing	Implement no visitor rule unless absolutely necessary	In initial communications with staff on move to WFH. March 2020
	Hold meetings outdoors or in well-ventilated rooms whenever possible.	Add garden to meeting rooms on outlook	When employees return to office/ Ongoing	Request additional room to be added to outlook calendar for the Garden.	Increase from 5 persons in office implemented
	Determine if schedules for essential services and contractor visits (air con for example) can be revised to reduce interaction and overlap between people, for example, carrying out services at night.	Arrange next air con visit for weekend or on a day when number of people in office is minimal	Ongoing	First service visit completed 18.3.20.	18/03/2020
Confirmed Covid-19 Incident	If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.	Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.	Ongoing	Publish guidance on symptoms and self isolation	In initial communications with staff on move to WFH. March 2020
	If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as data centres) the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.	Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. Individual to inform employees, customers and suppliers they have been in contact with under NHS Test and Trace requirements where a positive case has been identified.			
Employee and visitor awareness	To make sure people understand what they need to do to maintain safety.	Provide clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for example, by phone, on the website or by email.	When employees return to office/ Ongoing	Publish guidance and re-iterate	In initial communications with staff on move to WFH. March 2020
		To help reduce the spread of coronavirus (COVID-19) regular reminders of the public health advice.	Ongoing		
Mental Health	Management and HR will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help	Regular communication of mental health information and open door policy for those who need additional support.	Ongoing	Publish guidance and re-iterate	In initial communications with staff on move to WFH. March 2020