

## COVID 19 RETURN TO WORK RISK ASSESSMENT

### Management of Health and Safety at Work Regulations 1999

*Regulation 3 - Record of Significant Findings and Groups of Employees or Others Especially at Risk*

Hazard	Who might be harmed	Controls required	Additional controls	Actions
<p>Spread of Covid-19</p> <p><b>Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.</b></p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors to premises</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Drivers</li> <li>• Vulnerable groups: pregnant workers, elderly, those with existing underlying health conditions</li> <li>• Anyone else who might come into physical contact in relation to the business</li> </ul>	<p><b>Hand Washing</b></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place.</li> <li>• Stringent hand washing in line with hand washing guidance: <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>• Drying of hands with disposable paper towels. <a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></li> <li>• Gel sanitisers in any area where washing facilities not readily available.</li> </ul> <p><b>Cleaning</b></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, stair rails, kettles and reception area using appropriate cleaning products and methods.</p> <p><b>Social Distancing</b></p> <p>Social Distancing - Reducing the number of persons in any work area to comply with government guidelines. Redesigning processes to ensure social distancing in place.</p> <p><b>Changes to work patterns</b></p> <p>Taking steps to review work schedules including start &amp; finish times/shift patterns, etc. to reduce number of workers on site at any one time.</p> <p><b>Management and supervision</b></p> <ul style="list-style-type: none"> <li>• Redesigning processes to promote social distancing.</li> <li>• Conference calls to be used wherever possible instead of face to face meetings.</li> <li>• Ensuring sufficient rest breaks for staff.</li> <li>• Social distancing observed in kitchens, meeting rooms and outdoor smoking area.</li> <li>• Tuck provided free of charge to avoid contamination through use of cash.</li> <li>• Fruit &amp; cereal will no longer be provided.</li> </ul> <p><b>Wearing of Gloves</b></p> <p>Where Risk Assessments identify the wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p>	<p>Posters on display to remind employees to wash their hands for 20 seconds with water and soap and of the importance of proper drying with disposable towels.</p> <p>Also posters displayed to remind employees 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>Hand sanitiser available throughout building as well as free standing hand sanitiser units at entrance to offices.</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Anti bac wipes on desks for staff to use at the start and end of each day.</p> <p>Staff to be reminded of the importance of social distancing both in the workplace and outside of it. Posters on display. Demarcation tape on floor.</p> <p>Amount of staff in the building at any one time to be limited</p> <p>Managers to organise rotas with their teams to arrange who is coming to the office and when.</p> <p>Line managers to ensure that workers in their charge understand risks associated with COVID-19 in the work environment and measures to control them.</p> <p>Avoidance of hot desking or sharing of workstations or equipment, where possible. Anti</p>	

**COVID 19 RETURN TO WORK RISK ASSESSMENT**  
**Management of Health and Safety at Work Regulations 1999**  
*Regulation 3 - Record of Significant Findings and Groups of Employees or Others Especially at Risk*

		<p><b><u>Wearing of Face masks/face coverings</u></b>  Wearing of face masks/face coverings may be appropriate in certain settings – these will be provided where needed or upon request.</p> <p><b><u>Symptoms of Covid-19</u></b>  If anyone becomes unwell with a new continuous cough or a high temperature in the work place they will be sent home and advised to follow the stay at home guidance.  <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></p> <p>If a member of staff lives in a household where someone else is unwell with symptoms of coronavirus (COVID-19) then they must stay at home in line with the stay at home guidance.</p> <p><b><u>Staying Covid 19 secure in 2020 Notice</u></b>  The Covid-19 Secure in 2020 Notice to be displayed in the workplace to show the Government guidance has been followed.</p> <p><b><u>Field engineers</u></b>  Procedures in place for engineers to ensure adequate welfare facilities available during their work - Reference  <a href="https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm">https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm</a></p> <p>Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p> <p><b><u>Mental Health</u></b>  Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help  Reference –  <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19</a></p>	<p>bac wipes provided for cleaning workstations before &amp; after use.</p> <p>Chairs removed and posters on display showing permitted maximum occupancy.</p> <p>Staff to be encouraged to bring in their own food &amp; drinks, use their own crockery and cutlery &amp; clean up after themselves &amp; only make drinks for themselves.</p> <p><b>No one is permitted to enter the building if displaying symptoms</b></p> <p>If an employee needs clinical advice, they should go to NHS 111 online, or call 111 if they don't have internet access. In an emergency, call 999 if they are seriously ill or injured or their life is at risk.</p> <p>Communicate with sites we work at to ensure welfare facilities will be available to our staff. Allowing engineers adequate breaks to avail of proper welfare facilities.</p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p>	
--	--	--	---	--

**COVID 19 RETURN TO WORK RISK ASSESSMENT**  
**Management of Health and Safety at Work Regulations 1999**  
*Regulation 3 - Record of Significant Findings and Groups of Employees or Others Especially at Risk*

		<p><u>Planning, monitoring and review</u></p>	<p>This assessment and its controls should be frequently reviewed, especially during the early stages of return to work to ensure they are practical and suitable.  PHE and government advice is likely to change as the pandemic moves on. The situation will need to be regularly monitored and the controls within this assessment adapted as new information and guidance is released.</p>
--	--	---	--

Assessor: Louise Corbett

Date: 30 June 2020

Signed: *Louise Corbett*

Adopted by local manager responsible: Mike Harling

Date: 30 June 2020

Signed: *Mike Harling*

The results of the risk assessment to be shared with the workforce.