



COVID-19

# Risk Assessment

**What are the hazards?**

Transmission of the COVID-19 coronavirus.

**Who might be harmed**

Staff - Visitors to the premises - Cleaners - Vulnerable groups (elderly - pregnant workers - those with existing underlying health conditions)

Anyone else who physically meets you in relation to your business.

**Controls Required                      Additional Controls                      Action by who?                      Action by when?                      Additional Comments**

<p><b>General Guidance</b> Any individuals displaying COVID-19 symptoms (irrespective of severity) must following Government guidelines on testing, self-isolation and must not attend the office or physically attend any offsite meetings including clients, contractors or regulators regardless of position.</p>	<p>Individuals attending the office are encouraged to Self-test with a digital thermometer at home prior to their commute. However, we note that temperature is only one of the symptoms.</p>	<p>All Staff</p>	<p>Before commute to office</p>	<p>See: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</a></p>
<p>Clinically venerable and extremely vulnerable individuals (as defined by the Government) must follow Government guidelines and not attend the office or physically attend any offsite meetings including clients, contractors or regulators regardless of position.</p>	<p>Any employee who considers themselves such an individual should notify the HR team ASAP in order to discuss any further specific arrangements.</p>	<p>Clinically vulnerable staff</p>	<p>Before return to office</p>	

Controls Required	Additional Controls	Action by who?	Action by when?	Additional Comments
<p><b>Pre-Reopening</b> Full clean of work areas.</p> <p>Confirm with Landlord that common areas have been cleaned and air conditioning systems are fully operational.</p>		<p>Head of HR</p> <p>Head of HR</p>	<p>Before return to office</p> <p>Before return to office</p>	
<p><b>Personal Hygiene</b> Hand washing facilities are provided with soap and water and guidance communicated.</p> <p>Hands should be dried with disposable paper towels or hand air dryers any re-usable towels will be removed.</p> <p>Alcohol based hand sanitiser placed at entrance/exit areas of the office.</p> <p>Staff are reminded to commit to proper respiratory etiquette respecting others around them as well as good office hygiene.</p>	<p>Employees to be reminded to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels, signs to be placed at all hand washing stations. Where hand washing is not immediately available individuals are asked to use hand sanitiser till a point in time hands can be washed with soap and water.</p> <p>“Catch it, bin it, kill it” posters to be displayed to remind individuals in the office.</p>	<p>All Staff/ Head of HR</p> <p>All Staff/ Head of HR</p>	<p>Continuously throughout office visits</p> <p>Continuously throughout office visits</p>	<p><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></p> <p><a href="https://www.publichealth.hscni.net/publications/catch-it-bin-it-kill-it-poster">https://www.publichealth.hscni.net/publications/catch-it-bin-it-kill-it-poster</a></p>

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<p><b>Office Cleaning</b> surfaces and areas that are touched regularly (e.g. door handles) will be disinfected with antibacterial cleaning products on a regular basis determined by the number of office users at a minimum of once a day when the office is open.</p> <p>Cleaning products will be supplied for staff use to regularly disinfect their work stations as they deem appropriate.</p>	<p>Existing cleaning contractors have been informed of additional measures required for ensuring risk is reduced.</p> <p>Staff are advised to clean their desk with antibacterial spray at the end of each day as a minimum or if changing work locations.</p>	<p>Head of HR/Cleaning Contractors</p> <p>All Staff/ Head of HR</p>	<p>Ongoing</p> <p>Ongoing</p>	
<p><b>Social Distancing</b> Seating arrangements and one way rules will be organised to comply with the 2- metre (6.5 foot) gap recommended by the Public Health Agency.</p> <p>Where possible consider work schedules including flexible working to reduce number of workers on site at any one time will be considered and reviewed.</p>	<p>Regular reviews will be conducted to ensure the workplace remains in line with government guidance.</p> <p>See flexible working policy.</p>	<p>Head of HR</p> <p>All Staff</p>	<p>Ongoing</p> <p>Ongoing</p>	<p><a href="https://www.gov.uk/guidance/workingsafely-during-coronavirus-covid19/offices-and-contact-centres">https://www.gov.uk/guidance/workingsafely-during-coronavirus-covid19/offices-and-contact-centres</a></p>

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<p>Meetings rooms will have a restricted amount of occupancy at any one time, any meetings exceeding this capacity should be held in collaborative working zones on the 7th floor.</p>	<p>Where face to face meetings cannot be conducted safely conference calls should be used instead.</p>	<p>All Staff</p>	<p>Ongoing</p>	
<p><b>Visitors</b>                      Visitors should only be invited in to the office where absolutely essential and no other alternative can be found (e.g. maintenance staff).</p> <p>Any visitors displaying COVID-19 symptoms (irrespective of severity) must not attend the office.</p>	<p>If arranging meetings with visitors all staff must obtain manager approval prior to confirming any meetings.</p> <p>Staff must send COVID19 visitor notice with all meeting invites. Meetings must not be arranged during the hours of 11 - 3pm when movement is most present in the office.</p>	<p>All Staff</p> <p>All Staff</p>	<p>Ongoing</p> <p>Ongoing</p>	
<p><b>External Meetings</b>                      External meetings including meetings with Brokers, Customers, Clients, Suppliers and other third parties should only be conducted where it is necessary and assurance is given that government guidelines can be followed.</p>	<p>All staff must confirm with their meeting contact 24 hours ahead of the meeting that no-one displays any symptoms of COVID19 and they are still able to visit.</p>	<p>All Staff</p>	<p>Ongoing</p>	

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<p><b>Accidents, security and other incidents</b></p> <p>In an emergency situation, individuals must act in their best interests of the largest risk present.</p> <p>If the fire alarm sounds individuals must leave the office in an orderly and prompt fashion, staff must make use of the full range of the evacuation point to maintain safe social distancing when safely evacuated from the building.</p>	<p>Individuals involved in an emergency situation should pay particular attention to sanitation measures immediately after, including washing hands, or seeking guidance from emergency responders.</p>	<p>All Staff</p>	<p>Ongoing</p>	
<p><b>Mental Wellbeing</b></p> <p>Landbay is dedicated to supporting staff through the challenging times we have and are yet to face.</p>	<p>EAP phone and app:  <b>Freephone: 0800 243 458</b>  <b><a href="https://www.aiglif-smarthealth.com">https://www.aiglif-smarthealth.com</a></b>                      Scheme number in return to work pack.</p>	<p>All Staff</p>	<p>Ongoing</p>	
<p><b>Outbreak procedures</b></p> <p>Individuals who have symptoms or live in the same household with those who have symptoms must remain home and self-isolate in line with government instructions.</p>	<p>If an individual attends the office with COVID-19 Symptoms they will be asked to return home and follow the government guidance on self-isolation. Surfaces in the office will then be disinfected.</p>	<p>All Staff</p>	<p>Ongoing</p>	<p><b><a href="https://www.aiglif-smarthealth.com">https://www.aiglif-smarthealth.com</a></b></p>

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<p>Self-isolation must be logged in HiBob under the following categories:</p> <ul style="list-style-type: none"> <li>○ Self-Isolating COVID19 - Working: For those that are self-isolating due to a member of their household displaying symptoms but are able to continue working.</li> <li>○ Self-Isolating COVID19 - Sickness absence: Individuals who are unable to work due to COVID 19 symptoms.</li> </ul>	<p>Individuals involved in an emergency situation should pay particular attention to sanitation measures immediately after, including washing hands, or seeking guidance from emergency responders.</p> <p>Individuals exposed to any risk of contracting COVID-19 and have concerns are invited to make use of the face to face GP services offered by Smart Health AIG for a consultation.</p>	<p>All Staff</p> <p>All Staff</p>	<p>Ongoing</p> <p>Ongoing</p>	<p><a href="https://www.aiglife-smarthealth.com">https://www.aiglife-smarthealth.com</a></p>
<p><b>Food and Drink</b></p> <p>Food preparation must not be carried out in the kitchen area to avoid staff being unable to maintain social distancing. Staff are encouraged to bring in premade food or packed lunches. Microwaves should only be used briefly to heat prepared food.</p>	<p>6th Kitchen area is limited to 2 individuals at any time.</p>	<p>All Staff</p>	<p>Ongoing</p>	

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<p><b>Food and Drink</b> Hot and cold drinks must only be prepared by the individual consuming the drinks.</p>	<p>7th floor kitchen area will accommodate 4 individual preparing food and 8 seated individuals.</p> <p>No food to be stored in fridges overnight.</p> <p>All dinnerware used for the consumption of food must be cleaned using the dishwasher, not handwashed. All used items must be placed in the dishwasher and never left on the side or in the sink.</p>	<p>All Staff</p> <p>All Staff</p> <p>All Staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	