

Risk Assessment Number	RA066	Description: COVID-19 Top Level Risk Assessment and Summary of COVID-19 Office Rules
Revision Number	12.0	
Risk Assessment Date	11 <sup>th</sup> Sept 2020	
Risk Assessment Owner	Ian Robinson	
Planned Review Date	30 <sup>th</sup> Oct 2020	

Hazard	Who May be Harmed and How	HR	PF	RR	Current Control Risk	Further Action Required	Responsible Person
Loss of contact or engagement with employees	Employee on Furlough Leave may feel left out or become stressed or anxious about the current situation.	3	2	6	<p>Detailed Furlough Leave letters and Furlough Leave FAQs given to employees on Furlough Leave.</p> <p>Whilst on Furlough Leave employee will be contacted by their manager on a weekly basis to discuss any concerns they might have.</p> <p>Regular updates from the Directors are emailed to the employees' personal email address to make sure they are kept up to date on the current business position.</p> <p>Flexible Furlough to be considered from 1<sup>st</sup> July to help engage employee with the business.</p>	Employee to contact their manager if they feel that they need any more information or have any further questions.	Employee
Employee contracts COVID-19 whilst at work (SARS-CoV-2 virus)	Employees at high risk (clinically extremely vulnerable) from COVID-19 (Shielding) may contract COVID-19 from airborne droplets or from touching surfaces	5	1	5	<p>Employee will be contacted by NHS or GP to ask them to Shield.</p> <p>Manager to ask employee for evidence of NHS or GP contact so that we know who is Shielding.</p> <p><b>Whilst shielding is active:</b> Employee to work from home. If employee cannot work from home, they will be asked to go onto Furlough Leave or SSP for as long as they are advised by NHS or GP to Shield themselves.</p> <p><b>Whilst shielding is paused:</b> Employees can return to the office if needed by their manager as our office is COVID-Secure. A personalised risk assessment is required for any site based work.</p>	<p>Government support for Shielding employees who cannot work from home to be checked for changes and updates regularly.</p> <p>Shielding has been paused from 1<sup>st</sup> August 2020 for most areas, although some localised lock-downs may require shielding to resume.</p>	HR Manager
Employee contracts COVID-19 whilst at work (SARS-CoV-2 virus)	<p>Employees at moderate risk (clinically vulnerable) from COVID-19 but who are not Shielding may contract COVID-19 from airborne droplets or from touching surfaces</p> <p><a href="https://www.nhs.uk/condition-s/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/">https://www.nhs.uk/condition-s/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/</a></p> <p>Gov.uk advice 12/8/20 states higher risk groups include those who; are older males, have a high body mass index (BMI), have health conditions such as diabetes, are from some Black, Asian or minority ethnic (BAME) backgrounds</p>	3	2	6	<p>Employee to advise manager if they believe that they are at moderate risk or in a higher risk group and feel that additional controls need to be put in place for their needs.</p> <p>If employee cannot work from home to a reasonable level of productivity and risk assessment shows that the employee cannot work safely then Furlough Leave and/or SSP should be considered.</p>	If employee advises manager that they believe that they are at moderate risk or in a higher risk group and feel that additional controls need to be put in place then an individual risk assessment should be created by the line manager in consultation with the employee..	Manager

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Independent workplace compliance

<p>Employee contracts COVID-19 whilst at work in the office (SARS-CoV-2 virus)</p>	<p>All employees who need to or are asked to work at 26 Redkirk Way including those 'popping in' to collect equipment or drop off samples.</p>	<p>2</p>	<p>2</p>	<p>4</p>	<p>Government guidance will be followed where possible and this risk assessment updated periodically to reflect changes in guidance to ensure our office remains COVID-19 Secure.</p> <p>Many employees may be asked to work from home where possible to minimise possibility of virus transmission.</p> <p>Where tasks will require work in the office to be efficient and effective: Each department manager will manage who in their team will need to work in the office from their team and when, and at what desks or work area to ensure that social distancing can be maintained. See also the following Assurity Consulting Documents: –  <b>Working safely in the office during coronavirus.</b>  <b>Processing and analysing samples safely in the laboratory during coronavirus</b>  <b>Risk Assessment - Laboratory (all services) during COVID-19 pandemic (while Government restrictions apply)</b></p> <p>Each employee will record in their Outlook calendar accurate details of the time and location of work each day to meet our obligations of records if needed by NHS Test and Trace or PHE.</p> <p>Employees who need to pick up or drop off equipment, samples or paperwork must not be in the office for longer than necessary and not more than 45 minutes to include kit calibration.</p> <p>Consultants must announce themselves and ask for permission to come into the lab whilst lab staff are working – they must follow instruction of where they can go in the lab and when, or to leave samples outside of the lab, etc</p> <p>Employees will be talked through this risk assessment and why they are being asked to work in the office by their manager before returning to work in the building. Concerns on safety will be fed back to Business Support and HR Manager to allow review of this risk assessment.</p> <p>All employees in the office must have their own supply of tissues on them at all times – used tissues must be disposed of in black sack bins only and then hands washed.</p>	<p>If an employee:  &gt; has COVID-19 symptoms,  &gt; tests positive for COVID-19,  &gt; has been contacted by NHS Test and Trace to isolate.  &gt; a member of their household has symptoms or tests positive or,  &gt; returns from a country that requires a period of quarantine, they must inform their manager immediately and self isolate /quarantine at home. During self isolation /quarantine they will not be permitted to come to the office under any circumstances at any time of day or night</p>	<p>Employees</p>
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Employee contracts COVID-19 whilst at work in the office (SARS-CoV-2 virus)	All employees who need to or are asked to work at 26 Redkirk Way including those 'popping in' to collect equipment or drop off samples.	2	2	4	<p>Good hand hygiene must be maintained at all times. Employees must wash/sanitise their hands thoroughly and regularly throughout the day. In addition, they must wash/sanitise their hands:</p> <ul style="list-style-type: none"> <li>• Immediately upon arrival at the office;</li> <li>• Before and after eating; and</li> <li>• After handling deliveries including the post.</li> </ul> <p>The 2 metre rule should be maintained wherever possible. This means no passing in the corridor or at the top or bottom of the stairs. One employee must retreat to allow passing at 2 metres. A convex mirror in the corridor, at the bottom of the stairs, and adjacent to the side entrance will help with this. Employees should exit the downstairs toilets slowly and with caution to avoid bumping into or getting too close to someone passing by. Employees must take a wide berth at the bottom of the stairs and visually check before ascending the stairs.</p> <p>Only one person to use and be within the upstairs kitchen and downstairs kitchen at any one time.</p> <p>Employees must not make drinks for each other and must not sit at the same table for a break unless they are 2 metres apart</p> <p>Employees should minimise movements through the office, especially in the restricted space areas of the stairs and downstairs corridor. Employees should ring colleagues on a different floor to avoid unnecessary transit of the stairs. Employees should where possible use the kitchen and toilet facilities on the floor on which they are working.</p> <p>Employees working upstairs and in the IT area should enter and exit through the front door where possible. Employees working in the lab and downstairs office should enter and exit through the side door.</p> <p>If an essential task requires 2 employees to be closer than 2 metres this will be risk assessed and other measures such as PPE will need to be considered to help to reduce the risk.</p>	<p>Hand washing with soap and water is most effective. However, some alcohol based hand sanitiser will be made available to maximise compliance with regular hand sanitisation.</p> <p>Caution should be taken when using alcohol based sanitisers to ensure it has all evaporated before touching surfaces as static discharge could cause ignition and potential burns injury.</p> <p>Some screens have been put in place to help mitigate risks of face to face working at some workstations and to also allow working closer than 2 meters in meeting room Green and in the lab admin area. Screens do not negate the need for careful hand hygiene and to socially distance as much as is possible.</p>	

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Member of the public is infected with COVID-19 by one of our employees whilst at work (SARS-CoV-2 virus)	Visitors to our building  People within our customer buildings and those encountered whilst travelling to and from customer buildings	2	2	4	No visitors will be allowed in the building without a confirmed appointment.  All visitors must be given the following information in advance of their visit: <ul style="list-style-type: none"> <li>A copy of our health and safety procedures; and</li> <li>A copy of our COVID-19 Top Level Risk Assessment.</li> </ul> When they sign in visitors must provide their full name and a contact phone number so that we have these details if requested from NHS Test and Trace.  If a visitor becomes unwell while in the office, they should be asked to leave immediately.  See separate risk assessment: <b>Risk Assessment – Consultant Visits (all services) during COVID-19 pandemic (while Government Restrictions apply)</b>		Host of visitor
Employee contracts COVID-19 whilst at work at a customer site (SARS-CoV-2 virus)					See separate risk assessment: <b>Risk Assessment – Consultant Visits (all services) during COVID-19 pandemic (while Government Restrictions apply)</b>		

<b>Hazard Rating (HR)</b>				
Catastrophic (5)	Major (4)	Moderate (3)	Minor (2)	Insignificant (1)
<b>Probable Frequency (PF)</b>				
Almost Certain (5)	Very Likely (4)	Possible (3)	Unlikely (2)	Rare (1)
<b>Risk Rating (RR) HR x PF = RR</b>				
1-3 – Low risk – no immediate action required				
4-8 – Moderate risk – Investigate if risks can be reduced. If extra controls are put into place record these in the site specific risk section.				
9-15 – High Risk – Reduce risk before work commences. Record the extra control(s) put in place to reduce the risk in the site specific risk section.				
16-25 – Major Risk – stop ongoing work, do not proceed until risk has been reduced.				

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## Office Rules

- Only enter the office if you have agreed with your manager that as part of your work you need to come into the office.
- No employee must come to the office under any circumstances at any time of day or night if they are self-isolating or in quarantine. This may be due to returning from foreign travel, being told by Test and Trace to isolate, showing symptoms or testing positive for COVID-19. It also includes if a member of their household shows symptoms or tests positive for COVID-19.
- Employees coming to the office must wash (or sanitise) their hands thoroughly immediately upon arrival.
- The 2m rule must be obeyed. This means no passing in the corridor or at the top or bottom of the stairs. One employee must retreat to allow passing at more than 2 metres.
- All signage about the use of rooms and use of desks must be observed and obeyed.
- Employees must not make drinks for each other and must not sit at the same table for a break.
- All employees in the office must have their own supply of tissues on them at all times – used tissues must be disposed of in black sack bins only.
- All employees to wash hands regularly and before and after eating or drinking.
- Employees who need to pick up or drop off equipment, samples or paperwork must not be in the office for longer than necessary and not more than 45 minutes. Hot desks upstairs can be pre-booked for office based working.
- Consultants must announce themselves and ask for permission to come into the lab whilst lab staff are working – they must follow instruction of where they can go in the lab and when, or to leave samples outside of the lab, etc
- Employees should minimise their movements through the office. If you can phone a colleague please do so rather than walking around the office to find them and speak to them.
- Employees should carry their mobile phone with them at all times in the office so that they can summon help if injured, trapped in a fire etc