

Risk Assessment Number	RA066	Description: COVID-19 Top Level Risk Assessment and Summary of COVID-19 Office Rules
Revision Number	21.0	
Risk Assessment Date	12 October 2021	
Risk Assessment Owner	Ian Robinson	
Planned Review Date	13 December 2021	

Hazard	Who May be Harmed and How	HR	RF	RR	Current Control Risk	Further Action Required	Responsible Person
Loss of contact or engagement with employees	Employee working from home may feel left out, isolated or become stressed or anxious about their situation.	2	2	4	Employees working from home should email or phone the office before 10am each day to confirm that they are safe and well, except where alternative arrangements have been agreed with their line manager to regularly check that they are safe and well.	<p>Employee to contact their manager if they feel that they need any more information or have any further questions.</p> <p>Managers will encourage employees who are working from home to take regular short breaks to move around away from their workstation. If their working hours entitle them to a lunch break, they should plan for one in their outlook diary just as they would if they were working in the office.</p>	<p>Employee</p> <p>Manager</p>
Employee contracts COVID-19 whilst at work (SARS-CoV-2 virus)	Employees at higher risk (clinically extremely vulnerable from COVID-19) may contract COVID-19 from airborne droplets or from touching surfaces	4	1	4	<p>Employee to advise manager if they believe that they are in a higher risk group and feel that additional controls need to be put in place for their needs.</p> <p>Manager will already be aware of employees who were previously asked to shield and will have asked for evidence of this.</p> <p>The shielding programme in England ended on 20<sup>th</sup> September 2021.</p>	If employee advises manager that they believe that they are 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 want to work at 26 Redkln 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 reduce the risk of COVID-19 spreading in our office.</p> <p>Many employees may continue to be asked to work from home where possible to minimise possibility of virus transmission.</p> <p>From 16<sup>th</sup> August more desks in the office will gradually be made available for use during late Summer and into the Autumn and Winter.</p> <p>Each department manager will manage who in their team will need to work in the office when, and at what desks or work area to ensure that 1m of social distancing (reduced from 2m from 16<sup>th</sup> August) can be maintained when seated at workstations. 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 UKHSA.</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>This risk assessment is available to all employees through our SharePoint pages and our website. Significant changes to this risk assessment will be communicated to all employees by email. Any concerns on safety will be fed back to Business Support and HR Manager to assist the review of this risk assessment.</p> <p>Some clear screens have been put in place to help mitigate risks of face to face working at some workstations.</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; lives in the same household or shares a support bubble with someone who has symptoms or tests positive for COVID-19 (unless exempt) or,  &gt; returns from a country that requires a period of quarantine, they must inform their manager immediately and self isolate /quarantine. 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 Redkilyn 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>Hand washing with soap and water is most effective. However, some alcohol based hand sanitiser is kept available to maximise compliance with regular hand sanitisation.</p> <p>A 1 metre social distancing rule should be maintained wherever possible. A convex mirror in the corridor, at the bottom of the stairs, and adjacent to the side entrance will help with this.</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>If an essential task requires 2 or more employees to be closer than 1 metre apart this will be risk assessed and other measures such as PPE will need to be considered to help to reduce the risk.</p>	<p>If an employee has had a recent contact with someone who has tested positive but is exempt from self-isolating as they have had two doses of vaccine plus two weeks (or another valid exemption) then the employee must:</p> <ul style="list-style-type: none"> <li>&gt; As soon as possible and before coming to the office or visiting a customer site inform their manager of the situation (or another manager if needed).</li> <li>&gt; Undertake a lateral flow test and have a negative result on the morning of their first working day before they come to the office or visit a customer site.</li> <li>&gt; Undertake further negative lateral flow tests on day 3, day 5 and day 7 to ensure that they are not asymptomatic but potentially infectious.</li> </ul>	Employee

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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 (this document).</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 RA067 – 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 RA067 – 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

- 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.
- If an employee has had a recent contact with someone who has tested positive but is exempt from self-isolating as they have had two doses of vaccine plus two weeks (or another valid exemption) then the employee must:
  - > As soon as possible and before coming to the office or visiting a customer site inform their manager of the situation (or another manager if needed).
  - > Undertake a lateral flow test and have a negative result on the morning of their first working day before they come to the office or visit a customer site.
  - > Undertake further negative lateral flow tests on day 3, day 5 and day 7 to ensure that they are not asymptomatic but potentially infectious.
- Employees coming to the office must wash (or sanitise) their hands thoroughly immediately upon arrival.
- The reduced 1m social distancing rule must be obeyed where possible.
- All signage about the use of rooms and use of desks must be observed and obeyed.
- All employees to wash hands regularly and before and after eating or drinking.
- 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 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