

Risk Assessment Number	RA066	Description: COVID-19 Top Level Risk Assessment and Summary of COVID-19 Office Rules
Revision Number	19.0	
Risk Assessment Date	16 th August 2021	
Risk Assessment Owner	Ian Robinson	
Planned Review Date	1 st October 2021	



Independent workplace compliance

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>

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Hazard	Who May be Harmed and How	HR	RF	RR	Current Control Risk	Further Action Required	Responsible Person
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>Manager will already be aware of employees who were asked to shield and will have asked for evidence of this.</p> <p>Shielding advice was paused on 1st April 2021.</p> <p>Whilst shielding is paused: Employees can return to the office if needed by their manager. A personalised risk assessment is required for any site based work whilst guidance says that the CEV should take extra precautions.</p> <p>Gov.uk guidance currently states that everyone on the shielded patient list should have been offered 2 doses of the COVID-19 vaccine. Booster vaccines will be offered to the most vulnerable from September 2021 to 'provide additional resilience against variants. COVID-19 vaccine appointments will be treated the same as any other medical appointment to assist employees to access vaccinations.</p> <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>Government support for Shielding (CEV) employees who cannot work from home to be checked for changes and updates regularly. The Coronavirus Job Retention Scheme will be considered where applicable to support CEV employees. This scheme ends on 30th September 2021.</p> <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.</p>	<p>HR Manager</p> <p>Manager</p>

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<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 Redkiln 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 16th August more desks in the office will gradually be made available for use during late Summer and into the Autumn.</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 16th August) can be maintained when seated at workstations. See also the following Assurity Consulting Documents: –</p> <p>Working safely in the office during coronavirus.</p> <p>Processing and analysing samples safely in the laboratory during coronavirus</p> <p>Risk Assessment - Laboratory (all services) during COVID-19 pandemic (while Government restrictions apply)</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>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: > has COVID-19 symptoms, > tests positive for COVID-19, > has been contacted by NHS Test and Trace to isolate, > lives in the same household or shares a support bubble with someone who has symptoms or tests positive for COVID-19 (unless exempt) or, > 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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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.
- Hot desks should 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 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