

Assessment Number	RA0035	Activity being Assessed:	Risks from Coronavirus – Office/Manufacturing based workers
Location:	Fine Print site	Assessment Completed by:	Dan Bakewell

Who might be affected?					
Students <input type="checkbox"/>	Contractors <input checked="" type="checkbox"/>	Young person <input checked="" type="checkbox"/>	Visitor/Public <input checked="" type="checkbox"/>	Pregnant/nursing <input checked="" type="checkbox"/>	How many could be affected? 25+

Hazard

Uninformed staff. Staff who are not fully aware of the procedures and arrangements we have put in place to work within Government Policy could compromise our arrangements and jeopardise the health of others.

Control Measures (existing):

1. Staff receive regular email updates from Managing director regarding site changes
2. Staff to receive procedure information ready for returning to work
3. Signage displayed throughout the premises.
4. Staff informed by Line Manager on return to work to ensure that they are aware of the hazards and risks and understand the rules and procedures we have put in place.
5. Specific procedures and measures to reduce the risk of spreading Coronavirus have been prepared. These are based on NHS, Public Health and Government guidance and instruction. They are updated daily to reflect any changes in the official advice and guidance and discussed at regular management meetings

Further Control Measures Required:

Staff to receive formal notification of procedures and instructions

Assigned To:

Dan Bakewell

Due Date:

Asap

Staff to be informed that a risk assessment is available

Dan Bakewell

Asap

Hazard

Waste. Ill-health as a result of the transfer of coronavirus through cross contamination after contact with waste (accidental or otherwise).

Control Measures (existing):

1. Staff are required to have consideration with regards to discarded tissues, food, etc. to prevent staff being accidentally contaminated when cleaning.
2. All waste bins and receptacles are carefully and safely emptied regularly.
3. Staff instructed that disposable tissues should be used when coughing and or sneezing and put directly into a waste bin, preferably bagged, or pocketed and taken home.
4. Staff instructed to not put their hands directly into food waste or general waste bins as they may contain contaminated products, food or tissues.
5. Waste bins are provided at employee desk areas and within kitchen and toilet areas.

Further Control Measures Required:

Consider providing tissues for staff use throughout the building

Assigned To:

Dan Bakewell

Due Date:

consideration

Hazard
Food and drink preparation areas. Potential risk or transfer of virus through cross contamination and close contact

- Control Measures (existing):**
1. Staff instructed to ensure that good hygiene standards are maintained when food or drinks are being prepared. Hands must be washed thoroughly beforehand.
 2. Ensure that when spills of food or liquids occur, they are cleaned straight away, and work surfaces are left in a clean and sanitised condition. Products provided.
 3. Staff encouraged to use their own drinking mugs to prevent cross contamination or suggested to bring their own and take home with them at the end of the day.
 4. Keep their hands out of and not to touch food and waste bins or receptacles as they may contain contaminated products, food or tissues.
 5. Staff encouraged to bring prepared food with them and to take waste and cutlery home with them if possible.
 6. Leave the microwave oven in a clean condition and wiped out after use.
 7. Put half eaten food products in a clean sealed wrapper, bag, or container, if they are to be stored in the communal refrigerator.
 8. A dishwasher is available and must be used to thoroughly clean crockery and cutlery.
 9. The kitchen area is regularly sanitised and cleaned with anti-bacterial cleaner.
 10. Antibacterial spray, sanitiser, disposable paper are all provided for use.
 11. Discouraged the sharing of food or bringing foods such as cakes in to share with other staff members.
 12. Staff informed not to overcrowd kitchen areas and to keep a social distance from colleagues.

Further Control Measures Required:	Assigned To:	Due Date:
Signage for kitchen areas	Dan Bakewell	ASAP

Hazard
Communal facilities, reception, toilets, stairs, etc. Risk of close contact and cross contamination from equipment, surfaces etc. that may have been touched or otherwise contaminated by coronavirus and create a risk to health.

- Control Measures (existing):**
1. Internal professional cleaning of these areas been increased. Toilets and communal areas, along with workspaces, are cleaned more frequently than before and the cleaning routine is to a higher specification.
 2. Supplies of soap and sanitising agents provided and regularly topped-up at all hand washing stations. Hand washing advice posters displayed.
 3. Staff instructed to clean their hands after using the toilet, by washing their hands with soap and water for at least 20 seconds.
 4. Staff made aware that where welfare facilities are used during the working day, they must have an awareness of surfaces (toilets, sinks, door handles, soap, and soap dispensers, etc.) and objects which are visibly contaminated with bodily fluids must not be touched, but reported to a manager.
 5. Staff are required to ensure that coats, scarfs, and other outdoor items are stored separately at desk areas avoiding contact with other people's personal items.
 6. Signage in place to inform of social distancing.
 7. Visitor notice displayed informing of non-essential visitors.
 8. Signage in place to inform visitors to wash hands on arrival and departure, sanitiser provided in reception area.

Further Control Measures Required:	Assigned To:	Due Date:
Further guidance required for visitors/contractors	Dan Bakewell	ASAP

Hazard		
Waste. Ill-health as a result of the transfer of coronavirus through cross contamination after contact with waste (accidental or otherwise).		
Control Measures (existing):		
6. Staff are required to have consideration with regards to discarded tissues, food, etc. to prevent staff being accidentally contaminated when cleaning.		
7. All waste bins and receptacles are carefully and safely emptied regularly.		
8. Staff instructed that disposable tissues should be used when coughing and or sneezing and put directly into a waste bin, preferably bagged, or pocketed and taken home.		
9. Staff instructed to not put their hands directly into food waste or general waste bins as they may contain contaminated products, food or tissues.		
10. Waste bins are provided at employee desk areas and within kitchen and toilet areas.		
Further Control Measures Required:	Assigned To:	Due Date:
Consider providing tissues for staff use throughout the building	Dan Bakewell	consideration

Hazard		
Smoking. Inhalation of second-hand tobacco smoke and or vapours from e-cigarettes may result in adverse coronavirus health effects.		
Control Measures (existing):		
1. Smoking tobacco or e-cigarettes is confined to a dedicated external smoking area. (Car park away from building)		

Hazard		
Meeting rooms. Potential risk or transfer of virus on account of close contact with other persons.		
Control Measures (existing):		
1. Staff instructed that meetings in enclosed spaces such as meeting rooms should only be undertaken when absolutely essential for business needs and kept as short as possible.		
2. Staff using meeting rooms instructed to follow Government advice and maintain a 2m separation distance.		
3. Staff instructed that the same 2m distance rule must be applied to any meetings with clients or visitors.		
4. Staff told to avoid physical contact with clients and visitors, such as handshakes, hugs, etc. and to give a polite explanation of this policy if required.		
5. Online meeting to be used where possible.		
6. Signage in place for visitors on arrival and departure, santiser provided in reception and meeting rooms.		
Further Control Measures Required:	Assigned To:	Due Date:
Consider signage in meeting room or re arrange furniture/chairs to allow 2 m distance	Dan Bakewell	

Hazard

Workstations, IT, Photocopiers and telephone equipment. Direct contact with potentially cross contaminated equipment may cause adverse coronavirus health effects.

Control Measures (existing):

1. Staff instructed not to share phones, head sets and personal mobile phones with others to prevent accidental cross contamination.
2. Staff responsible for own desk clean policy, antibacterial wipes / spray provided.
3. Staff instructed that they should not use each other's IT equipment, to prevent accidental cross contamination.
4. Staff are instructed to ensure that their workstations, IT and telephone equipment, such as keyboards, screens, phones and headsets are cleaned and sanitised on a regular basis throughout the working day. Suitable wipes and cleaners that do not damage equipment are provided.
5. Anti bac Wipes provided for Photocopier.

Hazard

Close contact with others. Staff working on the premises may be at risk of exposure to other members of staff or visitors who are carrying coronavirus, knowingly or unknowingly.

Control Measures (existing):

1. Staff instructed to avoid close face-to-face contact or touching other employees, visitors, etc. and follow the 2m rule.
2. Physical contact, such as handshakes, hugs, pat on the back, etc. is to be avoided.
3. Staff are required to be environmentally aware and sit out of the immediate air flow from fan heaters, cooling fans and or ventilation systems that could spread the virus. Where possible the use of such systems will be avoided.
4. 1-person zone tape in place.
5. Staff instructed not to over crowd communal areas.

Hazard

Vulnerable employees with existing health conditions are at a higher risk of contracting COVID-19, which may have a significant increased adverse effect on their health and wellbeing.

Control Measures (existing):

1. In accordance with Government policy staff who are in the vulnerable and high-risk categories are not allowed on the premises. They are either working from home or are furloughed.
2. Staff with family members in at risk categories have been instructed to inform their management team. Decisions on home working or furlough in accordance with Government policy are taken on a case by case basis.

Hazard
Cleaning and hygiene. Inadequate cleaning and hygiene standards pose a risk of spreading infection by way of cross contamination from surfaces contaminated with the coronavirus.

- Control Measures (existing):**
1. Frequent professional cleaning in place.
 2. Increased departmental cleaning of hard surfaces (floors, handrails, door handles, switches, etc).
 3. Suitable disinfectant cleaning products are used.
 4. Sufficient hot water, liquid soap, disposable towels and hand sanitiser dispensers are provided throughout the building.
 5. Staff are required to report anything contaminated or spilt that requires cleaning.

Hazard
Personal hygiene Poor personal hygiene standards pose a risk of passing or contracting the infection.

- Control Measures (existing):**
1. The importance of good personal hygiene has been explained to all staff. Particularly the need for regular thorough hand washing and the avoidance of touching eyes, nose, or mouth, if their hands are not clean.
 2. Staff instructed to clean their hands frequently, using alcohol-based hand sanitisers or to wash their hands with soap and water for at least 20 seconds. Soap and gels are provided.
 3. Staff instructed that disposable tissues, should be used when coughing and or sneezing. Used tissues to be bagged and put into a bin or pocketed and taken home for safe disposal.
 4. Gloves provided for drivers to use.

Further Control Measures Required:	Assigned To:	Due Date:
Stock levels of PPE and cleaning equipment monitored and managed by Tony Allen	Tony Allen	

Hazard
Legionella. Exposure to legionella in water droplets could lead to ill-health in those people exposed.

- Control Measures (existing):**
1. Site has not been left unused for a period.
 2. No showers present on site.
 3. All water taps ran off before staff are to use facility if left for a period of time. Face masks are to be worn during this process.
 4. If hot or cold-water temperature are identified as being between 20-45 degrees, which is suitable for bacterial growth specialist advice will need to be sought.

Review Date:	Reviewer:	Comments: