

Coronavirus (COVID-19) Risk Assessment

Function, Task or Activity: Managing Provision of the Health, Safety & Wellbeing of all individuals entering Ascentis office premises, during Covid-19 pandemic

Date of this assessment: 01/10/2020

Name of Person Completing Assessment: Bernie Gudgeon/Emma Brzezinka

Assessment to be reviewed on: At two week intervals, or in the event of any change in government rules/guidelines or any specific feedback from staff

What are the significant hazards?	Who might be harmed and how?	What is being done to control this risk now?	Can you do anything else to lower the risk further?	Action By Who?	By when?
Spread of Covid-19	<p>Employees, Non-employees, Contractors, Visitors, Workers with underlying health conditions.</p> <p>Exposure from others and to others due to:-</p>	<p><u>Symptoms of Covid-19</u></p> <p>Any individual that is experiencing COVID-19 symptoms, including a new continuous cough, high temperature or loss/change of taste/smell, must stay at home and not enter the premises. They must advise their line manager of their symptoms. This process must be made clear to individuals in advance, so that they do not inadvertently attend the premises with COVID-19 symptoms.</p> <p>If anyone becomes unwell with a new continuous cough, high temperature or a loss of taste/smell in the workplace they are to advise their line manager immediately, go home and follow the stay at home guidance, as</p>	<p>Internal communication channels and cascading of messages through line managers to be carried out regularly to reassure and support employees in a fast changing situation</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Raise awareness of the symptoms of COVID-19 to ensure staff are fully aware of the reasons why they should not come into the office if they are displaying</p>	<p>All employees</p> <p>All managers and supervisors</p>	<p>Immediate</p> <p>Ongoing</p>

Coronavirus (COVID-19) Risk Assessment

	<p>1. Living with someone with a confirmed case of Covid 19</p> <p>2. Have come into close contact (within 2 meters for 15 minutes or more) with a confirmed case of Covid 19</p> <p>3. Being advised by a public health agency that contact with a diagnosed case has occurred</p> <p>4. Confirmation of a positive</p>	<p>well as apply for a coronavirus testing kit through the NHS website: https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises, this will be identified through the NHS test and trace system. However, if there is more than one case of COVID-19 associated with the workplace, the HR Team will contact the local PHE health protection team to report the suspected outbreak and assist with identifying contacts.</p> <p>All employees contact numbers and emergency contact numbers have been updated</p> <p>All employees must follow the self-isolation rules set out by the government. This is in the event that the employee, a member of their household, or a member of their support bubble contracts any coronavirus symptoms, is tested positive for coronavirus, is told to isolate by NHS Test and Trace, or if they are awaiting coronavirus test results. The self isolation rules and lengths of time an individual must self isolate, are kept up to date here:</p>	<p>symptoms</p>		
--	--	---	-----------------	--	--

Coronavirus (COVID-19) Risk Assessment

<p>test as a result of a test carried out by a medical professional, drive through testing center or a home test</p>	<p>https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/how-long-to-self-isolate/</p>			
	<p><u>Hand Washing and Personal Hygiene</u> Hand washing facilities with soap and hot water in place.</p> <p>Stringent hand washing taking place.</p> <p>Where fitted, hand dryers for drying of hands</p> <p>Paper towels are provided where hand dryers are not fitted – these are to be placed immediately into bins and bin swing lids are removed to prevent spread of infection</p> <p>Gel sanitizer in place in any area where washing facilities are not available and also at key areas on site (e.g. a designated sanitizing area in each sub-office and at entry and exit points).</p> <p>For doors with keypads that cannot be left open, individuals are to sanitize their hands on either side of the door. For the main front door, hands must be sanitized immediately after entering the door.</p> <p>Advisory signage displayed throughout the</p>	<p>Employees to be regularly reminded to wash their hands for 20 seconds with warm water and soap and the importance of proper drying – use of signage next to sinks and around offices to remind employees of hand washing requirements.</p> <p>Employees to be regularly reminded to catch coughs and sneezes in tissues and to avoid touching face, eyes, nose or mouth with unclean hands – paper towels to be provided around the building (and where necessary on desks) and bins to dispose of paper towels are provided underneath each desk in use. (Used Tissues and Paper Towels should be disposed of immediately in the nearest bin and not stored on desks or under keyboards)</p> <p>Refresh and update posters, notice board literature and advisory signage regularly so it doesn't become 'wallpaper' or illegible if it is located outside</p> <p>Moisturizer to be provided for the sanitizing stations, kitchen and staff room.</p>	<p>All employees</p> <p>Signage - H&S Committee</p> <p>Adequate stock of supplies – Estates/ Cleaning Contractors</p>	<p>Immediate On-Going</p>

Coronavirus (COVID-19) Risk Assessment

		<p>building, especially at entrances, exits and where people congregate (e.g. kitchen).</p> <p>To avoid any allergic reaction, the contents of the hand sanitizers to be displayed at key points around the building, and communicated electronically to all staff.</p> <p>If staff choose to bring in their own hand sanitizer, they should use one that contains at least 60% alcohol and not share this with others.</p> <p>Those handling papers, should minimise the passing of papers to other individuals. However, before and after handling any paperwork, individuals must sanitise or wash their hands in case any paper sharing is required.</p> <p>Regular checks of the stock of sanitizer and soap to ensure we always have an adequate supply.</p>	<p>Regularly check that the hand sanitizer ingredients have not changed.</p>		
		<p>Cleaning</p> <p>Procedures are in place for the Cleaning Contractor to frequently clean and disinfect objects and surfaces that are touched regularly particularly in areas of high use such as key pads, stairs and door handles, light switches, water cooler, hot water boiler, kettles, vending machines, bins, scanners/printers/photocopiers,</p>	<p>Cleaning sanitizer and paper towels are provided throughout the building and also key areas on site (a designated sanitizing area in each sub-office and in the print and meeting rooms), for individuals to use throughout the day as and when necessary on frequently touched surfaces, i.e. the photocopier.</p>	<p>All employees</p> <p>Cleaning Contractor</p>	<p>Immediate On-Going</p>

Coronavirus (COVID-19) Risk Assessment

		<p>reception area, desks and office equipment (including phone handsets) using appropriate cleaning products and methods.</p> <p>Bins are to be emptied once a day, unless they become full sooner than this – this will be kept under review.</p> <p>Signing in and out board – employees are to touch their own name only.</p> <p>Gloves are to be stored on top of the signing in and out board for when the board is used in the event of a fire/fire drill, gloves are to be worn and disposed of immediately after use.</p> <p>The cleaning service provider has a business continuity plan in place to cover their own unplanned sickness and absence.</p> <p>Cleaners are using appropriate certificated materials for daily preventative cleaning with clear usage methodology.</p>	<p>Remove rugs and mats where safe to do so to make cleaning and disinfection of floors easier for cleaning operatives.</p> <p>Where blinds are being used or when the air conditioning units are being operated, individuals are to wash or sanitize their hands before and after operating them.</p> <p>Clear desk policy to keep surfaces clear, so that cleaning can be carried out more effectively. Employees can have their own personal bag or box of their belongings, to be removed from the desk they are using at the end of the day.</p> <p>When employees are bringing equipment into the workplace from their home (e.g. returning an office chair or their laptop), this should be cleaned by the employee using the sanitizing equipment.</p>		
		<p><u>Ventilation</u></p> <p>Air Conditioning should be kept on a low fan at all times</p> <p>HSE guidance state that there is little to no chance of catching COVID-19 from the air conditioning.</p>	<p>If employees need fresh air at any point, they should exit the building. Employees are to be encouraged to go outside on their break for fresh air.</p>		

Coronavirus (COVID-19) Risk Assessment

		<p><u>Minimizing use of shared facilities</u></p> <p>Employees are to use their own personal mug, glass, utensils and any other crockery. No used crockery or utensils are left in the kitchen – they must be cleared away immediately after use and put away with the employees’ personal belongings.</p> <p>Individuals should make their own drinks and not make them for others.</p> <p>In the event of external visitors and hospitality requirements, food will not be offered on site. Visitors’ drinking cups are to be washed in the dishwasher before and after use. Guests are to make their own drinks.</p> <p>Staff room – chairs and tables can be sprayed with a disinfectant before sitting. No access to sofas. One chair per table. 4 tables with one chair per table are available in the staff room. Food/drinks must not be taken through closed doors. No liquids to be carried on the stairwell or through the keypad door.</p> <p>Shared kitchen facilities e.g. toaster, kettle, microwave, fridge, water cooler – individuals are to wash or sanitize their hands before and after use.</p> <p>Signing in and out book and shared pen to be</p>	<p>Ensure no sharing of crockery or utensils takes place.</p> <p>Should hospitality (e.g. lunch) be required, then visitors will need to be taken off site.</p> <p>Regular checks to be carried out to ensure furniture has not been moved and that social distancing is adhered to.</p> <p>Reduce the use of the lift to essential use only with a maximum of one person at any one time. The Lift should only be used for deliveries and for people with disabilities.</p> <p>Individual ‘track and trace’ paper forms are to</p>	<p>All employees</p>	<p>Immediately Ongoing</p>
--	--	--	---	----------------------	----------------------------

Coronavirus (COVID-19) Risk Assessment

		<p>removed from the Reception Area. Visitors are to use the Ascentis QR code linked to the Government's track and trace system before entering the building. The Host of any visitors are to log the date and time of the visitors' exit and entry, along with the visitor's full name, and contact details for the purposes of track and trace.</p> <p>In the event of unplanned visitors, they are dealt with through the intercom system and where more appropriate an appointment booked to accommodate them safely. If they must enter the premises immediately, they follow social distancing and hygiene rules set out in this risk assessment and on posters and signage displayed throughout the building.</p> <p>No stationery should be shared – e.g. Pens should not be taken from someone else's desk.</p> <p>Toilets at NFU are out of use for Ascentis staff, as we are unable to implement any control measures.</p> <p>Where individuals use lockers, they are assigned their own locker.</p> <p>Coat stands are to be removed – individuals are to keep hold of their own personal belongings e.g. storing them under their desk</p>	<p>be developed to adequately capture all visitor details, in the event of an emergency where we needed to evacuate the building and could not access the information electronically.</p>		
--	--	--	---	--	--

Coronavirus (COVID-19) Risk Assessment

		<p>or on the back their chair (as long as this does not cause a trip hazard or any DSE issues).</p> <p>Where employees are storing belongings in the drying room e.g. towels or wet coats, these are not to touch other employees' belongings.</p> <p>Showers – where employees use the showers, the users must clean it and the shower curtain after use, using bathroom sanitizer spray.</p> <p>Reading materials (e.g. leaflets and books) to be removed and put into storage or taken home. Remove shared games.</p>			
		<p><u>Social Distancing</u> As far as reasonably practical, measures have been implemented to ensure the number of persons in any work area comply with the 2 meter rule as instructed by the UK Government.</p> <p>These various measures are documented below:</p> <p>Processes have been redesigned to ensure social distancing is in place – signage at the point of arrival ensuring 2 meter spacing prior to entry.</p> <p>At finish times, employees are to ensure they maintain social distance in the corridors and</p>	<p>Staff to be reminded on a regular basis of the requirement of social distancing both in the workplace and outside of it in accordance with the UK government instructions</p> <p>Regular Management checks to ensure all social distancing measures are being adhered to including entry/exit, offices, meeting rooms, locker rooms, staff room and smoking area</p> <p>Discourage hand shaking and general close personal greetings.</p> <p>Remind staff who do not live in the same</p>	<p>All Managers</p> <p>All Supervisors</p> <p>All Employed staff</p> <p>All Agency staff</p> <p>All Contractors</p>	<p>Immediate On-Going</p>

Coronavirus (COVID-19) Risk Assessment

		<p>at doors, delaying exit where required.</p> <p>Work schedules will ensure that social distancing is maintained at start and finish times, using shift patterns where appropriate. Some employees will continue to work from home to reduce number of workers on site at any one time.</p> <p>Reduced numbers in locker room (maximum of 1 person at once), staff room (maximum of 5 in the room at once), upstairs kitchen (maximum of 1 person at once), print room (maximum of 2 people if one is using the franking machine/maximum of 3 people if all are using separate printers and a one way system is enforced), and meeting rooms (2 in MR4, 2 in MR3, 1 in UMR, 4 in MR1 and 3 in MR2 with markings for tables and chairs).</p> <p>2m distance between desks, to ensure individuals are a minimum of 2m apart. Where individuals have to pass one another to go to another part of the office, they must not stop and talk if there is not a 2m distance whilst they pass one another.</p> <p>Individuals who are sat back to back, must</p>	<p>household not to car share. Encourage staff, where possible, to walk or cycle to work and if possible to avoid public transport.</p> <p>Remind staff that if they have any concerns with regards to social distancing, they should raise them with their Line Manager in the first instance. The concerns will be reviewed and relevant action will be taken, where necessary, to rectify the concerns.</p> <p>Workstations to be moved further apart and arranged to ensure people are 2m apart, sitting back-to-back or side-to-side.</p> <p>Review all work areas to ensure there is adequate floor tape to keep workers at a 2 meter distance.</p> <p>Where possible, reduce the number of people each person has contact with by using 'fixed teams' or bubbles (so each person works with only a few others)</p> <p>Reduce movement around site by discouraging non- essential trips within the buildings. Encourage use of internal telephones/Teams</p> <p>Where practical, avoid the use of hot desks and personnel sharing equipment.</p>	/visitors	
--	--	---	--	-----------	--

Coronavirus (COVID-19) Risk Assessment

		<p>not turn and speak to each other. If they need to talk they must either do so via Teams or move away from the desk are to a meeting room but ensure that social distancing takes place at all times.</p> <p>Local lockdowns to be kept under constant review by HR and all employees. Any member of staff who lives in an area of local lockdown, subject to the government guidance associated with it, may be required to work from home instead of the office.</p>	<p>Where this is not possible, ensure workstations are regularly cleaned after each user.</p> <p>If staff leave the premises on their lunch break, they should maintain social distancing and should not car share.</p> <p>Furniture in the staff room has been reconfigured to maintain spacing and reduce face to face interactions. Carry out regular checks.</p> <p>Tape is placed over the desks/chairs that cannot be used</p> <p>Where necessary, a print room rota is to be drawn up to reduce traffic to and from the print room.</p> <p>Where necessary, a staff room rota is to be drawn up to ensure the maximum numbers are not exceeded and to allow teams enough time to eat their food, in line with operational requirements.</p>		
		<p><u>Meeting Restrictions</u> Unless they cannot be avoided, all meetings should take place via Teams.</p> <p>If meetings cannot be avoided there should be no more than the numbers allowed in</p>	<p>Monitor meeting rooms and check empty offices on site to ensure compliance</p> <p>If any non-compliance is observed it must be challenged.</p>	<p>All Managers</p> <p>All Supervisors</p>	<p>Immediate On-Going</p>

Coronavirus (COVID-19) Risk Assessment

		<p>each meeting room used. The meeting room should be of adequate size so that the 2 meter social distancing should be adhered to</p>	<p>Provide hand sanitizer in meetingrooms</p> <p>Mark meeting rooms using tape on the desk or floor to identify the 2 meter distancing.</p> <p>Limit or restrict the use of frequently touched items for example, whiteboards/pens and screen.</p>		
		<p><u>Identification of any clinically vulnerable individuals who are required to work at our premises & Equality of Opportunity/Measures</u></p> <p>Those working from the office are selected based on business needs, physical needs (e.g. if an employee does not have a conducive working environment at home), or personal needs (e.g. for mental health/feeling isolated reasons). This selection is undertaken by the manager/Head of Department, through them discussing with the employee any individual concerns about the working environment, any health vulnerabilities and any caring responsibilities that may impede their ability to attend work premises or work from home effectively.</p> <p>Where an employee is identified as clinically vulnerable to COVID-19, in most cases they will continue to work from home wherever possible whilst Coronavirus is still</p>	<p>Where an employee identifies a health condition or disability and they are required/desire to enter the office, the line manager will reassure them of the control measures in place and discuss any necessary, reasonable adjustments to health and safety measures in place.</p>		

Coronavirus (COVID-19) Risk Assessment

		<p>considered to be a risk, unless there is an urgent business need (in which case, social distancing and hygiene measures must be followed at all times).</p> <p>Where individuals have a protected characteristic, ensure they are communicated with to best understand the degree of risk they are exposed to. Consider whether there are any adjustments or measures to put in place to avoid putting those individuals at a disadvantage.</p>			
		<p><u>Wearing of Face Coverings</u></p> <p>Where individuals that might be harmed are to come into contact with another person, less than 2m away (but this is not required in the office), they must wear a face covering over their nose and mouth. In other circumstances, it is not necessary to wear a face covering as the additional protection is extremely limited - this is in line with government guidance.</p> <p>If individuals choose to wear a face covering, to minimise the risk of transmission of COVID-19, they should follow this guidance:</p> <ul style="list-style-type: none"> • Wash your hands thoroughly with soap and water for 20 seconds or use hand 	<p>In the rare case where two or more employees are required to work between 1m and 2m of each other, they should use a face covering. In this event, the employer will provide disposable face coverings to employees.</p> <p>Where face coverings are used, make appropriate adjustments to the types of face coverings when communicating with any individuals who rely on lip reading, facial expressions and clear sound.</p>		

Coronavirus (COVID-19) Risk Assessment

		<p>sanitiser before putting a face covering on, and before and after removing it.</p> <ul style="list-style-type: none"> • When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands. • Change your face covering if it becomes damp or if you've touched it. • Continue to wash your hands regularly. • Change and wash your face covering daily. • If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste. • Practice social distancing of at least 1m. Please be mindful that the wearing of a face covering may inhibit communication with people who rely on lip reading, facial expressions and clear sound. 			
		<p><u>Travel to Work Guidance</u></p> <p>Where workers are using their own transport to travel to work, they are to follow social distancing and hand sanitising guidelines at all times.</p> <p>Workers travelling to work using public transport are to wear a face covering.</p> <p>It is advised that car sharing between</p>	<p>If a worker has no alternative but to use public transport methods to get to work and cannot source a face covering themselves, the employer will provide the worker with an adequate supply of face coverings, in order to facilitate the travel to work.</p> <p>Line managers to discuss timing of public transport and alter working patterns of</p>		

Coronavirus (COVID-19) Risk Assessment

	<p>employees should not take place unless they are from the same household.</p>	<p>employees accordingly, to further minimize the risk of an employee coming into contact with others (e.g. where necessary, using public transport outside of peak times).</p>		
	<p><u>Business Travel Restrictions</u> Business related travel will only be required for exceptional reasons. A separate risk assessment will be undertaken for any required business travel.</p> <p>Should a staff member need to travel on urgent company business staff should not share vehicles or cabs, where suitable distancing cannot be achieved.</p> <p>Car sharing between employees for business travel should not take place unless they are from the same household.</p>	<p>Drivers must ensure they have adequate breaks and that they must stick to the social distance rules.</p>	<p style="text-align: center;">All Managers</p> <p style="text-align: center;">All Supervisors</p>	<p style="text-align: center;">Immediate On-Going</p>
	<p><u>Personal Travel Quarantine</u> Employees are aware of the government guidance on quarantine, following return from any foreign country requiring a period of quarantine on re-entry to the UK.</p> <p>Employees are aware of the requirement to book enough annual leave prior to making a foreign holiday booking. In the event an employee does not have the holiday available, prior to their return to the office they can work from home.</p>	<p>Employees are encouraged to carefully consider the quarantine rules before travelling abroad.</p>		

Coronavirus (COVID-19) Risk Assessment

		<p><u>Mental Health Support</u> Management are promoting mental health and wellbeing awareness to staff during the Coronavirus outbreak and are offering whatever support they can to help</p>	Regular communication of mental health information and open door policy for those who need additional support Refer to MIND guidance: https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/	All Managers All Supervisors	Immediate On-Going
		<p><u>Visitors and Contractors Rules</u> Visitors and Contractors are only permitted onto the premises in cases where it cannot be avoided.</p> <p>Visitors and Contractors are confined to strictly defined areas. They are instructed to use hand sanitizer stations and to follow the social distance guidelines</p>	<p>Avoid any unnecessary visitor movement around the site. Supervise all visitors and contractors and do not prolong the visit</p> <p>Remind visitors and contractors when entering and leaving the building to use the hand sanitization points</p> <p>Monitor to ensure the number of visitor on site at any one time is limited</p> <p>Maintain the visitor and contractor signing in / out and induction system to a high standard</p>	All Managers All Supervisors Ops Office staff	Immediate On-Going
		<p><u>Accidents and Emergencies Procedures</u> In an emergency, for example an accident or a fire, staff do not have to stay 2 meters apart if it would be unsafe – but they should make every effort to maintain social distancing</p>	<p>Remind staff who are involved with the provision of assistance to others that they should pay particular attention to sanitation measures immediately afterwards, including washing hands</p> <p>Review the contents of the First Aid kits to ensure there are masks and gloves available.</p>	Managers/ Supervisors /First Aiders	Immediate On-Going

Coronavirus (COVID-19) Risk Assessment

		<p><u>Collection and Deliveries</u></p> <p>When a courier enters the premises a 2 meter distance must be adhered to at all times whilst on the premises.</p> <p>Desks should be wiped down after the collection/delivery has been removed.</p>	<p>Carry out regular checks to ensure compliance</p> <p>Ensure couriers use the hand sanitizer and hand washing facilities.</p> <p>Table to be placed by the front door for the delivery of post.</p> <p>Trolley to be used for the collection of parcels/post.</p>	<p>All Managers</p> <p>All Supervisors</p> <p>Ops Office staff</p>	<p>Immediate On-Going</p>
		<p><u>Communication & Training</u></p> <p>Ensure that all workers understand the COVID-19 related safety procedures and internal policies / rules, prior to entry into the office.</p> <p>Ensure all signage is suitable for those that are colour blind.</p>	<p>Asking all staff to complete a COVID-19 Back to Work online course through WorkRite, prior to re-entry to the office.</p> <p>Prior to reentry to the office, asking all staff to read and confirm their understanding of the control measures in place as a result of this risk assessment (in writing)</p> <p>Ensure notice boards are up to date, displaying the latest staff briefings and posters.</p> <p>Display the 'COVID-19 Secure in 2020' poster on the notice board.</p> <p>Display a completed copy of this risk</p>	<p>All Managers</p> <p>All Supervisors</p>	<p>Immediate On-Going</p>

Coronavirus (COVID-19) Risk Assessment

			<p>assessment electronically in a central location – Sharepoint.</p> <p>Make a copy of the completed risk assessment available on our Ascentis and IDLS website.</p>		
--	--	--	--	--	--