

# RISK ASSESSMENT

<b>Project and/or Location</b>	<b>Head Office</b>		
<b>Health hazard</b>	<b>Coronavirus – COVID -19 Illness that can affect the lungs &amp; airways</b>		
<b>Significant Hazard Identification</b>	<b>Who may be Harmed (Tick ✓)</b>		
1. Minimising the risk of spreading the coronavirus.			
2. Protecting People at Higher Risk (clinically extremely vulnerable, older males, those with a high body mass index (BMI), those with underlying health conditions, those from black, Asian, or minority ethnicity BAME backgrounds.	Employees		✓
3. Persons showing any of the following symptoms, persistent cough, high temperature or a loss or change in their normal sense of smell or taste.	Contractors		✓
4. Social distancing.			
5. Poor personal/office hygiene procedures.			
6. (a) Meetings (b) Visitors/Contractors.	Residents		✓
7. Travel to work.			
8. Outbreaks in the Workplace.	Public		✓
9. (a) If someone falls ill (b) Cleaning following a known or suspected case of COVID 19. (c) Incidents.	Visitors		✓
<b>Overall Assessment of Risk Prior to the Implementation of Control Measures (Tick One ✓)</b>			
<b>Low</b>	<b>Medium</b>	<b>High</b>	✓
<b>Control Measures to Reduce the Risks (use additional sheet if necessary)</b>			
<p>1. To help contain the spread of the virus and protect our employees and their families, the HR Team will issue the form You and Your Personal Circumstances to each individual. Once completed, this will be returned to the HR Team and treated in the strictest confidence. Following the consultation where the line manager judges that a worker can carry out their normal duties effectively from home they should do so. It is advisable that those working from home long term review the HSE DSE checklist in order to reduce the risks from display screen work i.e. workstation to be set up as to ensure ergonomic comfort to minimise health risks, pains to back, neck, shoulders, arms, wrists, hands as well as fatigue &amp; eye strain. The business will seek to supply any necessary equipment required to facilitate safe working from home. Line managers are to support home workers around mental health &amp; wellbeing, through advice &amp; telephone support.</p>			
<p>2. As from 1st August workers at higher risk can return to their workplace providing COVID-secure guidelines are in place but should work from home wherever possible. If workers at higher risk cannot work from home, they should be offered the option of the safest available on-site roles, enabling them to maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable) It may be appropriate for high risk individuals to take up an alternative role or adjusted working patterns temporarily, this is to be agreed with the individual &amp; their line manager. Particular attention should also be paid to people who live with high risk individuals.</p>			
<p>3. Any workers who have symptoms of COVID-19 - a high temperature, new and persistent cough or anosmia - however mild, should self-isolate for at least 10 days from when the symptoms started. Workers who have tested positive for COVID-19 should self-isolate for at least 10 days starting from the day the test was taken. Where a worker has tested positive</p>			

## RISK ASSESSMENT

whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day the symptoms developed.

After 10 days, if you still have a temperature you should continue to self-isolate and seek medical advice. You do not need to self-isolate after 10 days if you only have a cough or loss of sense of smell or taste, as these symptoms can last for several weeks after the infection has gone.

If you live with others, all other household members need to stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the household became ill or if they do not have symptoms, from the day their test was taken. If anyone else in the household starts displaying symptoms, they need to stay at home for at least 10 days from when their symptoms appear, regardless of what day they are on in their original 14-day isolation period.

All staff should download the Track and Trace app, check in wherever possible and strictly adhere to any subsequent notifications.

4. Higgins will ensure workers maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable), wherever possible, including arriving at and departing from work, while in work and when travelling between office areas. Higgins will reduce movement by discouraging non-essential trips within the office, Implement one-way systems where possible around the workplace, use signage such as ground markings to comply with social distancing, plan office access and egress points to enable social distancing. If required stagger start/departure times. Hand sanitizer is available at entry/exit points. Where Higgins/Contractors identifies the social distancing guidelines cannot be followed in full in relation to a particular activity, they need to consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between their staff (Specific RA required). The maximum No of persons using the lifts have been reduced to maintain social distancing, stairs are to be used where possible. To maintain social distancing between individuals when they are at their workstations they are assigned to individuals & not shared. No hot desking. Layout will be reviewed to allow workers to work further apart where required. Occupancy levels have been assessed for those as being identified as needing to come into the office. Staff to be encouraged to bring in their own food, canteen tables & seating has been re-configured to maintain spacing & prevent face to face interaction. All workers are to be encouraged to remain in the office whilst at work & when not maintain social distancing.

## RISK ASSESSMENT

5. Signs & posters have been posted throughout the office to raise awareness of good personal hygiene measures to prevent the spread of infection – cover your mouth with a tissue or your sleeve (not your hands) when you cough or sneeze, Catch it, Bin it, Kill it.
- Put used tissues in the bin straight away.
  - Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available.
  - Do not touch your eyes, nose or mouth if your hands are not clean.
  - Avoid close contact with people who are unwell.
  - Clean and disinfect frequently touched objects and surfaces i.e. all surfaces and objects which are visibly contaminated with body fluids, all potentially contaminated high-contact areas such as toilets, door handles, telephones etc.
  - Facilities Management to advise Contractors to sanitise all hand tools, controls, machinery and equipment after use.
  - All staff have been provided with eLearning Coronavirus Awareness training.
- A fulltime cleaner has been employed to frequently clean objects & surfaces that are touched regular including door handles, keyboards, printers, light switches, work surfaces, remote controls, electronic devices etc.
- Introduce greater hand washing/hand sanitising for those handling goods that come into the office through. Restrict non business deliveries i.e. personal deliveries to workers.

6. (a) Avoid all unnecessary meetings, consider using remote working tools (video meetings) to avoid in-person meetings. Only absolutely necessary participants should physically attend meetings and should maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable). Chairs positioned in meeting rooms to ensure social distancing.
- Avoid transmission during meetings e.g. avoid sharing pens, documents and or other objects.
  - Provide hand sanitiser in meeting rooms.
  - Hold meetings outdoors or in well-ventilated rooms whenever possible using remote working tools to avoid in-person meetings.
  - For areas where regular meetings take place, use floor signage to ensure personnel maintain social distancing.
6. (b) Higgins will minimize the number of unnecessary visits to the office by encouraging remote connections where possible. The number of visitors/contractors at any one time will be limited & a visitor's record maintained. Clear guidance will be provided pre/on arrival on social distancing & hygiene procedures. Visitors will be encouraged to use the hand sanitiser on arrival.

7. Wherever possible workers should travel to the office alone using their own transport. If workers have no option but to share transport - Journeys should be shared with the same individuals and with the minimum number of people at any one time. Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission. The vehicle should be cleaned regularly using gloves and standard cleaning products, particular emphasis on handles and other areas where passengers may touch surfaces. Workers should consider walking and bicycles where possible. If workers need to use public transport then they must use a face covering.

## RISK ASSESSMENT

8. If there is more than one case of COVID-19 associated with the office within 14 days, the single point of contact (SPOC) HR/Facilities Manager must contact the local PHE health protection team to report the suspected outbreak. If the local PHE health protection team declares an outbreak, you will be asked to record details of symptomatic staff and assist with identifying contacts. HR should therefore ensure all employment records are up to date. PHE will provide information about the outbreak management process, which will help Higgins to implement control measures, assist with communications to staff, and reinforce prevention messages.
9. If a worker develops a high temperature or a persistent cough while at work, they should: Ensure their line manager is informed & return home immediately. Avoid touching anything. Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. They must then get a test & follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. From 28th September Higgins must not knowingly require or encourage someone who is being required to self-isolate to come to work.
- 9.(b) The minimum PPE to be worn following a known or suspected case of COVID-19 when the infected person has left the setting is disposable gloves & apron, hands must then be washed 20 seconds following the removal of PPE. All surfaces must be cleaned using disposable cloths, paper rolls, disposable mop heads. Waste is to be put into a waste bag & tied & then into another bag & stored securely until the individuals test results are known. Waste must not be placed with communal waste until a negative test results are known or the waste has been stored for 72hrs.
9. (c) In an emergency e.g. an accident, provision of first aid, fire or break-in workers do not have to comply with social distancing if it would be unsafe. Particular attention must be paid to sanitisation measure immediately afterwards including handwashing. First aiders must try to assist at a safe distance from the casualty as much as they can and minimise the time they share a breathing zone. First aiders are to be issued with the current guidance re-CPR during the pandemic (COVID-19 File ECM). After delivering any first aid safely discard disposable items and clean reusable ones thoroughly & wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible.

# RISK ASSESSMENT

Personal Protective Equipment Needed (Tick ✓) Remember PPE is always a last resort								
Head	Safety footwear	Hi Vis	Gloves	Respiratory Protection	Eye Protection	Hearing Protection	Harness	Other
								
			✓	<b>As Required</b>				
Information, Instruction and Training								
All employees are to be advised on the outcome of this risk assessment. All employees to undertake the ELearning Coronavirus Awareness Training.								

Overall Assessment of Risk after the Implementation of Control Measures (Tick One ✓)				
<b>Adequately Controlled Work can proceed. Monitor and review regularly.</b>	✓	<b>Further Control Needed Additional Method Statement required to reduce risk.</b>		<b>Unacceptable Work must <u>not</u> proceed.</b>

Revision No.	Revision Date	Details	Prepared By:	Authorised By:
<b>R/A 1</b>	<b>14.10.20</b>	Assessment to be reviewed if it is no longer valid or there has been a significant change in matters to which it relates.	<b>DP</b>	<b>MF</b>