

Spirit
Science with Soul



Risk assessment for managing COVID-19 in the workplace


02 September 2020



Contents

.....	0
1. Scope	2
1.1. Risk rating.....	2
2. Risk assessment.....	3
Cleaning to reduce the risk of transmission of COVID-19	3
Hygiene control to reduce the risk of transmission of COVID-19	5
Attendance and movement within the workplace.....	6
Managing clients, visitors, and contractors onsite.....	7
Handling items, materials and using on-site transportation	10
Shared premises and other organisations.....	11
Individuals displaying symptoms	11
Common areas within the office workspace.....	13
Meetings rooms and people coming together in close proximity	15
Travelling to and from work	16



Risk assessment name:	Managing COVID-19 in the workplace
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1. Scope

This risk assessment sets out current controls and further measures to be put in place for the workplace and work activities in order to reduce the risk of transmission of the COVID-19 virus and demonstrate that our organisation is COVID-Secure.

As the government guidance changes regularly, it is vital to refer to the most up-to-date version. This can be found here: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

It should be noted that we are still encouraging people to work from home until further measures have been implemented.

1.1. Risk rating


The initial risk rating is measured based on the existing controls in place, and the residual risk rating is measured based on further measures to be put in place. This is so we can understand the full extent of the current risks of transmission and how we are able to reduce these by implementing further measures so that our employees are able to return to work safely. The ratings are as follows:

- **High** – High risk of infection or transmission of the virus: immediate action is required to reduce the risk/consider an alternative method of working. Activity may not go ahead.



- **Medium** – Possible risk of infection or transmission of the virus: begin to plan actions and revisit work procedures to reduce the risk. Activity may only go ahead if judged business critical, and further measures must be put in place where possible.
- **Low** – Low risk of infection or transmission of the virus if further measures are in place, but monitor government guidance and review procedures regularly. Activity may go ahead.


2. Risk assessment

Hazard and risk	Who may be harmed and how?	Current controls	Initial risk rating before (H / M / L)	Further measures	Residual risk rating (H / M / L)
 <p>Cleaning to reduce the risk of transmission of COVID-19</p> <p>Risk of exposure to the virus whilst cleaning work areas</p>	<p>Who?</p> <ul style="list-style-type: none"> • All staff • Cleaners (contractors) <p>How?</p> <p>Cleaning areas where COVID-19 may be present may lead to exposure to the virus. However, the cleaning of all areas correctly will reduce transmission overall</p>	<ul style="list-style-type: none"> • Appropriate disinfectant products are used <ul style="list-style-type: none"> – Products are used in line with COSHH assessment. – Products are used in line with instructions for use and dilution rates. • Cleaning of premises – Didsbury: <ul style="list-style-type: none"> – wiping down surfaces in the kitchen and workspaces, emptying waste and vacuuming once per day. • Cleaning of premises – Alderley Park <ul style="list-style-type: none"> – wiping down communal surfaces, emptying waste and vacuuming once per day. 	Medium	<ul style="list-style-type: none"> • Appropriate disinfectant products used: <ul style="list-style-type: none"> – Contractors at Didsbury will change their disinfectant cleaning product to ensure all surfaces are contamination free for 24hrs. – Disposable cloths will be used for each workstation/surface area/meeting room. – Appropriate PPE will be used in line with guidance (provided by the contractor). • Cleaning of premises will be agreed with Contractors before return to work: <ul style="list-style-type: none"> – changes and guidelines from the contractors will be reviewed prior to the office opening to ensure they meet our expectations (and vice versa). This will include: 	Low




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<ul style="list-style-type: none">● change of cleaning products, social distancing, touch point areas following the COSHH guidelines, increased toolbox talks and training and following government updates where necessary.● Increased cleaning frequency throughout the day.● Workspaces will be cleared of waste daily.● Clear desk policy will be introduced, and employees will need to remove personal items daily.● Government guidelines will be followed for cleaning areas of higher risk. Based on current guidelines for non-clinical settings:<ul style="list-style-type: none">– https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings● Guidance will be made available for designated individuals dealing with an employee who develops symptoms at					




Hazard and risk	Who may be harmed and how?	Current controls	Initial risk rating before (H / M / L)	Further measures	Residual risk rating (H / M / L)
 <p data-bbox="174 767 394 890">Hygiene control to reduce the risk of transmission of COVID-19</p> <p data-bbox="185 922 383 1182">Poor hand hygiene and respiratory hygiene control may lead to an increase in surface contamination</p>	<p data-bbox="421 448 501 475">Who?</p> <ul data-bbox="421 496 633 842" style="list-style-type: none"> • All staff • Contractors • Clients and visitors • Members of the public / other organisations on site <p data-bbox="421 914 501 941">How?</p> <p data-bbox="421 962 633 1257">Increased risk of surfaces becoming contaminated with pathogens including COVID-19, leading to spread of infection</p>	<ul data-bbox="678 448 1171 1129" style="list-style-type: none"> • Sanitising facilities <ul data-bbox="712 496 1149 624" style="list-style-type: none"> – Anti-microbial gels in reception, kitchen and meeting rooms, tissues available for individual desks. • Waste management <ul data-bbox="712 699 1149 794" style="list-style-type: none"> – Waste bins are distributed throughout the office including the kitchen and meeting rooms. • Signage around the office to encourage best practice hygiene. • Posters and signs are displayed to remind employees of best practice hygiene including washing hands for 20 seconds or more and frequently, and respiratory hygiene such as sneezing, coughing and disposing of tissues. 	<p data-bbox="1193 874 1305 901">Medium</p>	<p data-bbox="1417 347 1877 411">work, who are designated to clean if our cleaners are not available.</p> <ul data-bbox="1384 448 1910 1329" style="list-style-type: none"> • Increased sanitisation facilities <ul data-bbox="1417 496 1899 778" style="list-style-type: none"> – Sanitisation stations will be provided at entrances, exits and common areas, stocked with sanitisation products to ensure all visitors, contractors and employees have access at all times. – Hand gel and tissues will be provided for each desk. • Increased waste management <ul data-bbox="1417 850 1910 1050" style="list-style-type: none"> – Additional waste facilities will be distributed throughout the office and available under the sanitisation stations across the office. The contents will be disposed of daily by the cleaning contractors. • Use of face coverings <ul data-bbox="1417 1121 1899 1329" style="list-style-type: none"> – If employees choose to wear face coverings in the office, then they will be supported in the workplace. – Face coverings are not classed as PPE and instructions will be provided on the correct usage. 	<p data-bbox="1933 874 2000 901">Low</p>



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 <p>Attendance and movement within the workplace</p> <p>The attendance of people in the workplace where working from home is not possible will increase the number of people in the premises, which may increase the risk of COVID-19 transmission</p>	<p>Who?</p> <ul style="list-style-type: none"> All staff Contractors Clients and visitors Members of the public / other organisations on site <p>How?</p> <p>When more than one person (not from the same household) attends work, the risk of transmission is increased</p>	<ul style="list-style-type: none"> Employees work from home where possible and remote workers are supported while working at home <ul style="list-style-type: none"> Regular contact is made. Arrangements are adequate to support physical and mental wellbeing. Information, instruction, and guidance is provided <ul style="list-style-type: none"> Regular communication and guidance is provided to ensure employees are aware of the updates, changes and amendments to government guidelines. Proactive monitoring in place <ul style="list-style-type: none"> The Ops team are monitoring changes in government guidelines and have put together an information pack for all employees to access. Use of outside space <ul style="list-style-type: none"> We have use of outside space at both sites for breaks. Ventilation on site <ul style="list-style-type: none"> On both sites, ventilation is controlled used HVAC (Heating, 	<p>Medium</p>	<ul style="list-style-type: none"> Controlled movement of people throughout the office <ul style="list-style-type: none"> Use of signs and floor markings to indicate direction of movement and 2m distancing. Separate entrance and exit points to reduce the amount of people crossing over, where possible. Movement controls will be monitored and adjusted if areas of frequent crossover are identified. Workstations will be organised so that workspaces are 2m apart via a zigzag method on the individual banks. Hot desking will not be allowed <ul style="list-style-type: none"> If a change of workstation occupier is required, the workstation will be sanitised in between users. Employees will only be able to attend the workplace on their allocated days, to support 2m social distancing. Information, instruction, and guidance will be provided regularly to ensure all employees are aware of updates. All employees will be required to attend training before they return to the office. 	<p>Low</p>



Hazard and risk	Who may be harmed and how?	Current controls	Initial risk rating before (H / M / L)	Further measures	Residual risk rating (H / M / L)
 <p>Managing clients, visitors, and</p>	<p>Who?</p> <ul style="list-style-type: none"> All staff Clients Visitors Contractors <p>How?</p>	<p>Ventilation & Air Conditioning) systems without the possibility of opening windows or doors for natural ventilation. However, the systems allow natural airflow to come through into the office.</p> <ul style="list-style-type: none"> Visitors attending site <ul style="list-style-type: none"> We have a visitor policy and procedure in place at AP and visitor numbers are generally low. At Didsbury, visitors ring the bell to the office on arrival and are let in through the entrance. Contractors attending site 	<p>Medium</p>	<ul style="list-style-type: none"> All measures will be proactively monitored and adjusted if necessary. Employees will be encouraged to use outside space for breaks where possible. Emergency plans will be updated and communicated <ul style="list-style-type: none"> People do not have to adhere to the 2m social distancing where there is an emergency such as fire, accident, security threat or break in and the risk to safety is imminent. Those assisting others in emergencies should ensure they use PPE where possible and carry out stringent hygiene control afterwards, including thorough handwashing. Remote communication will be encouraged and visitors discouraged <ul style="list-style-type: none"> Where possible remote communication with clients and contractors will be used rather than attendance on site. All visits must be requested and pre-booked via the Ops team before 	<p>Low</p>



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<p>contractors onsite</p> <p>Tradespeople, couriers, and other contractors attending site for work purposes. This may include receiving of deliveries/packages.</p>	<p>Transmission of COVID-19 between visitors and employees</p>	<ul style="list-style-type: none"> - Currently includes contractors such as: InLeaf, ShredIT, Home2Office and maintenance/site managers – some of which are pre-arranged. • Deliveries (including personal items) <ul style="list-style-type: none"> - These sometimes arrive without warning. • Documentation issued electronically <ul style="list-style-type: none"> - Signing is usually done via a device used by the courier but sometimes hand signatures are required. 		<p>coming to site, and visitor guidance will be provided prior to arrival.</p> <ul style="list-style-type: none"> • All visitors will be allocated a specific and staggered timeslot to manage entry. • The number of people permitted inside the premises at one time will be restricted to allow for social distancing. • A waiting area will be assigned for visitors. • Signs and markers (internal and external to office) will be used to remind visitors of the requirements. • Visitor records will be maintained. • Deliveries: <ul style="list-style-type: none"> - employees will not be permitted to have personal items delivered to the office. - the Ops team must be made aware of any deliveries to the office so that they are able to arrange staggered arrival times where possible. - where possible, the Ops team will meet delivery personnel outside of the office 	




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				<ul style="list-style-type: none">- deliveries will be handed over by placing in a designated location whilst deliverer and receiver maintain 2m distance.- Documentation will be issued electronically where possible.• Good hand washing and hygiene procedures will be observed / regular touchpoints<ul style="list-style-type: none">- Visitors will be asked to wash/sanitise their hands-on arrival.- Employees will be asked to wash/sanitise their hands before and after meeting a visitor and after receiving a delivery.- Sanitiser will be available in locations where visitors will be present.- Increased cleaning regime will be put in place for touchpoints around entrances/exits.• Protective interface will be established by use of markings to delineate socially distanced visitor zones.	



Hazard and risk	Who may be harmed and how?	Current controls	Initial risk rating before (H / M / L)	Further measures	Residual risk rating (H / M / L)
 <p>Handling items, materials and using on-site transportation</p> <p>Employees sharing the use of common equipment</p>	<p>Who?</p> <ul style="list-style-type: none"> All staff <p>How?</p> <p>Inability to maintain social distancing or coming into contact with contaminated surfaces which may lead to contraction of COVID-19</p>	<ul style="list-style-type: none"> Good hand hygiene in place to mitigate risk of spreading of the virus 	<p>Medium</p>	<ul style="list-style-type: none"> All commonly used items will be cleaned regularly <ul style="list-style-type: none"> Any goods or items entering the site will be cleaned using the appropriate cleaning products (where applicable). All commonly used equipment such as printers, copiers and IT equipment will be cleaned on a frequent basis. Commonly used individual equipment such as IT or stationery must not be shared. Good handwashing hygiene will be encouraged through guidance and signage. AP have provided specific guidance for workplace transport that will need to be followed (Link here). 	<p>Low</p>
	<p>Who?</p> <ul style="list-style-type: none"> All staff Contractors Clients and visitors 	<ul style="list-style-type: none"> Regular communication and cooperation with both site managers at Didsbury and AP to ensure that controls are in place to reduce the risk of transmission. Increased precautions and changes at both sites within the guidance below on common areas such as toilets, onsite facilities, lifts, 	<p>Low</p>	<ul style="list-style-type: none"> Maintain regular communication with site managers for any changes, updates or guidance onsite that needs to be communicated to employees Staggered break time with other organisations Unable to do this due to the number of organisations on site, but we will 	<p>Low</p>



Hazard and risk	Who may be harmed and how?	Current controls	Initial risk rating before (H / M / L)	Further measures	Residual risk rating (H / M / L)
<p>Shared premises and other organisations</p> <p>Due to areas being frequently utilised by other organisations, the potential for infection is increased</p>	<ul style="list-style-type: none"> Other organisations onsite <p>How? The activities other people in the premises may lead to variations in the level of controls in place which may increase the risk of transmission of COVID-19</p>	<p>stairwells, hallways and shared kitchens:</p> <ul style="list-style-type: none"> Alderley Park (Link here) Didsbury (Link here) 		<p>ensure there is guidance on being responsible with social distancing and personal hygiene in shared areas</p>	
 <p>Individuals displaying symptoms</p> <p>COVID-19 reportedly spread through exposure</p>	<p>Who?</p> <ul style="list-style-type: none"> All staff Contractors Visitors <p>How? An individual could develop symptoms of high/raised temperature or</p>	<ul style="list-style-type: none"> Records are made of those who are isolating or who develop symptoms at work. Pandemic plan in place and guidance communicated to staff, which covers: <ul style="list-style-type: none"> Employees displaying symptoms whilst at work and guidance on self-isolating in the office. Employees to go home immediately if displaying symptoms. 	<p>High</p>	<ul style="list-style-type: none"> Enhanced process for recording and investigating cases, including: <ul style="list-style-type: none"> Immediate questionnaire action plan if someone is displaying symptoms. Investigations will be carried out to determine whether the transmission could be work-related, and incidents will be reported under RIDDOR, if appropriate. 	<p>Medium</p>



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<p>or contact cough droplets. People at work developing onset symptoms within the workplace</p>	<p>new/continuous cough whilst at work.</p>	<ul style="list-style-type: none"> Government guidelines and updates. 		<ul style="list-style-type: none"> Review government advice on NHS Test and Trace services and add to guidance: <ul style="list-style-type: none"> https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace A temporary record of staff shift patterns will be kept for 21 days to assist with NHS Test and Trace, if requested. Arrangements will be put in place for cleaning following a symptomatic individual, in line with government guidance. Responsible individuals will be present at all times across both offices to monitor compliance with guidance and to manage any individual displaying symptoms <ul style="list-style-type: none"> Guidance and training will be provided. 	



Who?

- All staff
- Contractors (cleaners,

Kitchen

- Majority of employees bring their own food but use communal electrical items in the kitchen such as

High

Kitchen

- The number of people permitted into the kitchen (or kitchen area at AP) at any one time will be restricted to ensure social distancing can be

Medium




Hazard and risk	Who may be harmed and how?	Current controls	Initial risk rating before (H / M / L)	Further measures	Residual risk rating (H / M / L)
<p>Common areas within the office workspace</p> <p>Due to being frequently used by staff, the potential for infection is increased. This includes waiting areas, seating areas, kitchen and toilets</p>	<p>maintenance, trades people)</p> <p>How? It may be difficult to maintain social distancing of 2m at all times in common areas. Due to heavy foot fall, surfaces may be touched more frequently and individuals may cross paths more often</p>	<p>the microwave, dishwasher, kettle, fridge and Quooker tap.</p> <ul style="list-style-type: none"> Regular cleaning (by our cleaning contractors and Ops team) in the kitchen is maintained using the appropriate disinfectant in line with COSHH. Signs and posters reminding employees to practice good hygiene in the kitchen. <p>Other common areas</p> <ul style="list-style-type: none"> Use of posters to indicate best practice hygiene around the office. Common areas are relatively open and allow for social distancing. 		<p>maintained whilst allowing access to facilities and equipment.</p> <ul style="list-style-type: none"> Employees will be advised to bring in their own ready-to-eat food where possible <ul style="list-style-type: none"> Employees will not be allowed to prepare food or use the microwaves. Employees will be advised to bring their own utensils and mugs/crockery which are to be kept on their desks and must be taken home every evening. Food that needs to be kept in the fridge must be named, contained and removed at the end of the day. Employees may use the kitchen to prepare drinks <ul style="list-style-type: none"> Milk, tea, coffee and sugar will be provided by Spirit, but individuals have the option to bring in their own as long as it is contained, named and removed at the end of the day. Employees must clear up any mess and disinfect the touch points in the kitchen after use with sanitiser and disposable cloths. 	




Hazard and risk	Who may be harmed and how?	Current controls	Initial risk rating before (H / M / L)	Further measures	Residual risk rating (H / M / L)
				<ul style="list-style-type: none">- The use of communal facilities will be closely monitored, and further restrictions will be introduced if the hygiene measures are not being observed.• Good cleaning standards will be maintained using the appropriate disinfectant in line with COSHH and correct PPE.• Signage and markings will be used to remind employees of the need to maintain social distancing and hygiene<ul style="list-style-type: none">- Markers or signs on the floor and wall will be used to indicate where people can wait to use the facilities <p>Other common areas</p> <ul style="list-style-type: none">• Number of people in common areas will be kept to a minimum at all times.• Posters and markings will be used to indicate social distancing requirements.• Regular cleaning throughout the day of common touchpoints such as door handles and light switches will be carried out by the cleaning contractors.	



Hazard and risk	Who may be harmed and how?	Current controls	Initial risk rating before (H / M / L)	Further measures	Residual risk rating (H / M / L)
 <p>Meetings rooms and people coming together in close proximity</p>	<p>Who?</p> <ul style="list-style-type: none"> All staff Clients and visitors Contractors <p>How?</p> <p>Increased risk of transmission on surfaces and within close proximity to each other</p>	<ul style="list-style-type: none"> Where possible, meetings are carried out remotely to avoid the need for coming together in the same room. Sanitisers and tissues are provided within each meeting room. Some meeting rooms have the space to maintain social distancing. 	<p>High</p>	<ul style="list-style-type: none"> Individuals will be responsible for cleaning the area, workspace or touchpoint after use. Meetings should be carried out remotely where possible, even if individuals are in the same office. Where meeting in meeting rooms is necessary: <ul style="list-style-type: none"> meetings will be held in well ventilated areas where doors or windows can open (common spaces, outside areas or coffee shops which proactively encourage social distancing) where possible. Social distancing must be maintained at all times. Desks and chairs will be arranged to support this. Guidance on max. persons in each meeting room will be provided. Signs and markings will be used to indicate 2m social distancing. Clear desk policy will be applied to meeting rooms, with all personal items to be removed. 	<p>Medium</p>



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 <p data-bbox="174 722 389 783">Travelling to and from work</p> <p data-bbox="174 810 389 1074">Sharing a vehicle to, from and within work or public transport may lead to inability to maintain social distancing</p>	<p data-bbox="421 483 501 507">Who?</p> <ul data-bbox="421 531 607 643" style="list-style-type: none"> • All staff • Members of the public <p data-bbox="421 715 501 738">How?</p> <p data-bbox="421 762 613 930">Exposure to the virus due to inability to maintain social distancing</p>	<ul data-bbox="678 483 1160 730" style="list-style-type: none"> • Walking and cycling are supported, and facilities are available at both Didsbury and Alderley Park. • Employees are encouraged to work from home where possible to prevent the need to travel and enter the workplace. 	<p data-bbox="1200 762 1303 786">Medium</p>	<ul data-bbox="1388 352 1906 962" style="list-style-type: none"> • Cleaning policy will be implemented on wiping down surfaces (desk, chair arms, touch points) after use. • Car sharing from different households will be discouraged as will use of public transport <ul data-bbox="1429 603 1895 762" style="list-style-type: none"> – If an individual uses public transport, they will be advised and encouraged to wear a face covering, in line with government guidance. • Alternatives such as walking, and cycling will be supported. • Guidance will be provided on what options are available at both Didsbury and Alderley Park 	<p data-bbox="1939 762 1998 786">Low</p>