



Spirit
Science with Soul



Risk assessment for managing COVID-19 in the workplace

28 April 2021



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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 discussed following publication of the next stage in the roadmap on 17th May 2021.

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



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">● 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 individuals returning to the office dealing with an employee who develops symptoms at work, who are					



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="421 448 501 472">Who?</p> <ul data-bbox="421 496 633 839" style="list-style-type: none"> • All staff • Contractors • Clients and visitors • Members of the public / other organisations on site <p data-bbox="421 914 501 938">How?</p> <p data-bbox="421 962 640 1257">Increased risk of surfaces becoming contaminated with pathogens including COVID-19, leading to spread of infection</p>	<ul data-bbox="680 448 1173 1126" style="list-style-type: none"> • Sanitising facilities <ul data-bbox="714 496 1144 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="714 695 1144 791" 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="1200 871 1305 895">Medium</p>	<p data-bbox="1424 344 1899 408">designated to clean if our cleaners are not available.</p> <ul data-bbox="1391 448 1906 1326" style="list-style-type: none"> • Increased sanitisation facilities <ul data-bbox="1424 496 1899 775" 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="1424 847 1906 1046" 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="1424 1118 1899 1326" 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="1939 871 2000 895">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>



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		<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"> • Introduced Workplace Collect – rapid self-testing for COVID <ul style="list-style-type: none"> – Employees are offered a collection date to collect LFD testing kits to self-test before they come to the office on their allocated day, reducing the spread of COVID within the office. 		<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. • Employees will be encouraged to report a positive result to the Ops team confidentially and in line with GDPR to ensure that measures are put in place if the individual has been in the office within 48hrs. All communications and guidelines within the office ensure there should be no close contact made with anyone in the office and therefore the risk of spreading COVID, if positive, is low. 	



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 contractors onsite</p> <p>Tradespeople, couriers, and other contractors attending site for work purposes. This may include receiving of deliveries/packages.</p>	<p>Who?</p> <ul style="list-style-type: none"> All staff Clients Visitors Contractors <p>How?</p> <p>Transmission of COVID-19 between visitors and employees</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 <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>Medium</p>	<ul style="list-style-type: none"> 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 coming to site, and visitor guidance will be provided prior to arrival. 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. 	<p>Low</p>



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				<ul style="list-style-type: none">- 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- 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.	



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>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 	Medium	<ul style="list-style-type: none"> 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. 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). 	Low
<p>Employees sharing the use of common equipment</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>	<p>Who?</p> <ul style="list-style-type: none"> All staff Contractors Clients and visitors Other organisations onsite <p>How?</p> <p>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>	<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, stairwells, hallways and shared kitchens: <ul style="list-style-type: none"> Alderley Park (Link here) Didsbury (Link here) 	<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 ensure there is guidance on being responsible with social distancing and personal hygiene in shared areas 	<p>Low</p>
	<p>Who?</p> <ul style="list-style-type: none"> All staff Contractors Visitors 	<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: 	<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. 	<p>Medium</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>Individuals displaying symptoms</p> <p>COVID-19 reportedly spread through exposure or contact cough droplets. People at work developing onset symptoms within the workplace</p>	<p>How?</p> <p>An individual could develop symptoms of high/raised temperature or new/continuous cough whilst at work.</p>	<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. - Government guidelines and updates. 		<ul style="list-style-type: none"> - Investigations will be carried out to determine whether the transmission could be work-related, and incidents will be reported under RIDDOR, if appropriate. • 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. • All individuals will be responsible 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 in the return to the office briefing. 	



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>Who?</p> <ul style="list-style-type: none"> All staff Contractors (cleaners, maintenance, trades people) <p>How?</p> <p>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>Kitchen</p> <ul style="list-style-type: none"> Majority of employees bring their own food but use communal electrical items in the kitchen such as the microwave, dishwasher, kettle, fridge and Quooker tap. 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>High</p>	<p>Kitchen</p> <ul style="list-style-type: none"> 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 maintained whilst allowing access to facilities and equipment. 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 	<p>Medium</p>



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				<p>contained, named and removed at the end of the day.</p> <ul style="list-style-type: none">- Employees must clear up any mess and disinfect the touch points in the kitchen after use with sanitiser and disposable cloths.- The use of communal facilities will be closely monitored, and further restrictions will be introduced if the hygiene measures are not being observed. <ul style="list-style-type: none">• 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.	



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"> Regular cleaning throughout the day of common touchpoints such as door handles and light switches will be carried out by the cleaning contractors. 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. 	<p>Medium</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>Travelling to and from work</p> <p>Sharing a vehicle to, from and within work or public transport may lead to inability to maintain social distancing</p>	<p>Who?</p> <ul style="list-style-type: none"> All staff Members of the public <p>How?</p> <p>Exposure to the virus due to inability to maintain social distancing</p>	<ul 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>Medium</p>	<ul style="list-style-type: none"> Clear desk policy will be applied to meeting rooms, with all personal items to be removed. 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 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>Low</p>