

Spirit
Science with Soul



Risk assessment for managing COVID-19 in the workplace


16 September 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 following publication of the next stage of the roadmap, we are no longer required to work from home and as such are gradually planning a return to the office.


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</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. – Microfibre cloths will be used for each workstation/surface area/meeting room and laundered after every service. – 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 	Low



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	transmission overall			<p>the office opening to ensure they meet our expectations (and vice versa). This will include:</p> <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. <ul style="list-style-type: none">● 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	



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>Hygiene control to reduce the risk of transmission of COVID-19</p> <p>Poor hand hygiene and respiratory hygiene control may lead to an increase in surface contamination</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>Increased risk of surfaces becoming contaminated with pathogens including COVID-</p>	<ul style="list-style-type: none"> Sanitising facilities <ul style="list-style-type: none"> Anti-microbial gels in reception, kitchen and meeting rooms, tissues available for individual desks. Waste management <ul 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>Medium</p>	<ul style="list-style-type: none"> In the event someone develops symptoms in our Didsbury office, our contractors are able to attend to deep clean or use a fogging treatment. Guidance is available for individuals returning to the office dealing with an employee who develops symptoms at work, who are designated to clean if our cleaners are not available. Increased sanitisation facilities <ul 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 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 	<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)
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19, leading to spread of infection

- 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.



Attendance and movement within the workplace

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

Who?

- All staff
- Contractors
- Clients and visitors
- Members of the public / other organisations on site

How?

When more than one person (not from the same household) attends work, the risk of transmission is increased

- Some employees will continue to work from home and remote workers are supported whilst working at home
 - Regular contact is made.
 - Arrangements are adequate to support physical and mental wellbeing.
- Information, instruction, and guidance is provided
 - Regular communication and guidance is provided to ensure employees are aware of the updates, changes and amendments to government guidelines.
- Proactive monitoring in place
 - The Ops team are monitoring changes in government guidelines and have put together

Medium


- Controlled movement of people throughout the office
 - Use of signs to indicate maximum occupancy in shared spaces such as common areas and meeting rooms
 - Separate entrance and exit points are encouraged 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 1m+ apart via a zigzag method on the individual banks, sitting either back-to-back or side to side with the next bank
- Hot desking will be introduced to allow for a gradual return

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>an information pack for all employees to access.</p> <ul style="list-style-type: none"> • 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, 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. • Introduced Workplace Collect – rapid self-testing for COVID <ul style="list-style-type: none"> – Employees are offered 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"> – If a change of workstation occupier is required, the workstation will be sanitised in between users by the individual user and cleaning contractor overnight. • Employees will only be able to attend the workplace on their allocated days, to support social distancing. If an individual needs to attend on a different day, they would request this via the Ops team to ensure they have an allocated seat. • Information, instruction, and guidance will be provided regularly to ensure all employees are aware of updates. • All employees will be required to read the briefing document and confirm it has been read before they return to the office. • 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 social distancing where there is an 	



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				<p>emergency such as fire, accident, security threat or break in and the risk to safety is imminent.</p> <ul style="list-style-type: none"> 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 test twice per week and 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. They will also be asked to identify any close contacts so they can be notified and advised to follow current government guidelines. If all employees regularly test the risk of spreading COVID, if positive, is low. 	
 <p>Managing clients, visitors, and</p>	<p>Who?</p> <ul style="list-style-type: none"> All staff Clients Visitors Contractors 	<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. 	<p>Medium</p>	<ul style="list-style-type: none"> Remote communication will be encouraged and visitors discouraged unless there is a clear business reason for them to go ahead face-to-face. <ul style="list-style-type: none"> Where possible remote communication with clients and contractors will be used rather than attendance on site. 	<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>contractors onsite</p> <p>Tradespeople, couriers, and other contractors attending site for work purposes. This may include receiving of deliveries/packages.</p>	<p>How?</p> <p>Transmission of COVID-19 between visitors and employees</p>	<ul style="list-style-type: none"> • 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. 		<ul style="list-style-type: none"> • 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. • Where it might be difficult to maintain 1m+ social distancing, we would ask visitors to conduct a lateral flow test on the morning of the meeting as we are unable to provide them with one. • 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. Where not possible, as much distance as the room allows • 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. • Attendees will be encouraged to wear face coverings where practical • Deliveries: 	





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">- 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- 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.	



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"> Sanitiser will be available in locations where visitors will be present. Increased cleaning regime will be put in place for touchpoints around entrances/exits. 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. This can be found on our Operations Intranet site. 	<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>	<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 Didsbury 	<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 <ul style="list-style-type: none"> We are unable to stagger breaktimes 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 data-bbox="174 722 387 818">Common areas within the office workspace</p> <p data-bbox="174 847 387 1174">Due to being frequently used by staff, the potential for infection is increased. This includes waiting areas, seating areas, kitchen and toilets</p>	<p data-bbox="421 347 499 371">Who?</p> <ul data-bbox="421 400 640 576" style="list-style-type: none"> • All staff • Contractors (cleaners, maintenance, trades people) <p data-bbox="421 647 499 671">How?</p> <p data-bbox="421 700 640 1094">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 data-bbox="678 347 779 371">Kitchen</p> <ul data-bbox="678 400 1171 863" 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 data-bbox="678 887 947 911">Other common areas</p> <ul data-bbox="678 940 1144 1078" 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 data-bbox="1193 839 1272 863">High</p>	<p data-bbox="1395 347 1496 371">Kitchen</p> <ul data-bbox="1395 400 1910 1366" 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 food where possible <ul data-bbox="1429 700 1910 1366" style="list-style-type: none"> – Employees will be advised to load the dishwasher or clean any shared utensils and mugs/crockery – Food that needs to be kept in the fridge must be contained and removed at the end of the day. – Employees may use the kitchen to prepare drinks <ul data-bbox="1462 1019 1910 1214" 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. 	<p data-bbox="1933 839 2045 863">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)
				<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 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 social distancing at all times.• Posters will be used to indicate social distancing requirements.• Regular cleaning of common touchpoints such as door handles and light switches will be carried out by the cleaning contractors in the morning and evening	



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. Maintain maximum occupancy in meeting rooms, if using one is absolutely necessary using the guidance below: <ul style="list-style-type: none"> each meeting room is marked with a maximum capacity, which must not be exceeded desks and chairs have been arranged to support 1m+ social distancing and must not be rearranged a strict clear desk policy applies to all meeting rooms, and all personal items must be removed after use once you have finished with the meeting room, use the cleaning products provided to wipe down any points you have touched, including table top, chair arms and other touchpoints 	<p>Medium</p>




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<ul style="list-style-type: none">- hand sanitisers are provided in meeting rooms.• For indoor face to face meetings that need to go ahead for business reasons, but where it might be difficult to maintain 1m+ social distancing, we have put together the following mitigations:<ul style="list-style-type: none">- Informing and consulting with the Ops team beforehand- Keeping number of attendees to a minimum at all times- Social distancing must be maintained at all times. Desks and chairs will be arranged to support this. Where not possible, as much distance as the room allows- Requesting attendees to follow government guidelines and maintain social distancing, and if relevant any guidance specific to the local area of concern- Adequate ventilation and where possible, to hold meetings where doors or windows can open (common spaces, outside areas or coffee shops which proactively encourage social distancing)					



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"> - Encouraging attendees to wear face coverings where practical - Requiring attendees to take a lateral flow test the night before or the morning of the meeting and to send the Ops Team confirmation of the result (i.e., forward on the confirmation email from NHS Test and Trace) - Ensuring nobody feels pressured to attend and that we will make provision for people to attend remotely wherever possible (especially for anyone who is clinically vulnerable, or who lives with someone who is clinically vulnerable) - 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. 	
	<p>Who?</p> <ul style="list-style-type: none"> • All staff • Members of the public 	<ul style="list-style-type: none"> • Walking and cycling are supported, and facilities are available at both Didsbury and Alderley Park. • Some Employees will continue to work from home and options are 	<p>Medium</p>	<ul style="list-style-type: none"> • Car sharing from different households will be discouraged • If an individual uses public transport, they will be advised and encouraged 	<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 data-bbox="174 539 389 603">Travelling to and from work</p> <p data-bbox="174 632 389 893">Sharing a vehicle to, from and within work or public transport may lead to inability to maintain social distancing</p>	<p data-bbox="421 400 501 424">How?</p> <p data-bbox="421 448 618 611">Exposure to the virus due to inability to maintain social distancing</p>	<p data-bbox="712 352 1106 408">available for those that want to come into the office</p>		<p data-bbox="1429 352 1868 408">to wear a face covering, in line with government guidance.</p> <ul data-bbox="1391 432 1899 611" style="list-style-type: none"><li data-bbox="1391 432 1845 496">• Alternatives such as walking, and cycling will be supported.<li data-bbox="1391 512 1899 611">• Guidance will be provided on what options are available at both Didsbury and Alderley Park	