

Covid-19 Risk Assessment Record

Covid-19 is a new illness that can affect lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal. This risk assessment deals with the current Covid-19 situation in the workplace. This document will be updated as government advice changes. Where new risks are identified, controls will be put in place.

| Areas covered by this assessment: Quartz House – Office Areas | | Assessor's Name: Harvey Thiara | Date: 3 rd November 2020 | Review Date: Ongoing |
|--|--------------------------------------|---|--|-----------------------------|
| Hazards | People at Risk | Existing Controls | Further Controls | |
| Spread of Covid-19 Coronavirus | Employees Visitors Contractors | <p>Employees may be furloughed, laid off or reduced hours as a consequence of the outbreak. Occupation of the workplace will be limited to allow for implementation of social distancing guidelines.</p> <p>Visitors are not to be invited to the building unless meetings to take place over remote media.</p> <p>Contractors are restricted to essential maintenance only and must follow hygiene and social distancing measures.</p> | <p>Hand Washing</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Drying of hands with disposable paper towels. • Gel sanitisers in any area where washing facilities not readily available. <p>Cleaning</p> <p>Frequently cleaning of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>Social Distancing</p> <p>Social Distancing to reduce the number of persons in any work area to comply with the 2-metre gap recommended by Public Health England. Taking steps to review work schedules including start & finish times/ working from home etc. to reduce number of workers in the building at any one time.</p> <ul style="list-style-type: none"> • Redesigning processes to ensure social distancing in place. • Conference calls to be used instead of face to face meetings or • Essential training and meetings that cannot be taken via conference calls, can be addressed on premises, adhering the social distance guidelines at all times. • Social distancing to be adhered to in all areas e.g. enclosed work rooms, café area, meeting rooms. <p>Ventilation</p> <ul style="list-style-type: none"> • Air conditioning systems can be turned on, but all windows must be opened to allow fresh air coming into the building. • Meeting room windows and doors must be opened when not in use to help ventilate all areas of the building. | |

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| | | | <p>PPE PPE is not a requirement to protect against COVID-19 in an office setting however an adequate supply of gloves and masks will be made available for staff wishing to use them. Individuals are asked to observe social distancing measures and practice good hand hygiene behaviour.</p> <p>Symptoms of Covid-19 If an individual becomes unwell with any of the symptoms of Covid-19 listed in the government guidance, they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time. If advised that a member of staff has developed Covid-19 and were recently on the premises, the management team of the workplace will contact the Public Health England to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p>Mental Health Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help by maintaining close links with staff.</p> <p>Visitors</p> <ul style="list-style-type: none">• To reduce risk, meet visitor(s) by the front door.• Use of gel hand sanitiser as entering building.• Take visitor(s) to the meeting room. |
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Covid-19 Risk Assessment Record

| Areas covered by this assessment: Quartz House – Gym and Showers | | | Assessor's Name: Harvey Thiara | Date: 3 rd November 2020 | Review Date: Ongoing |
|---|----------------|-------------------------------------|--|--|-----------------------------|
| Hazards | People at Risk | Existing Controls | Further Controls | | |
| Spread of Covid-19 Coronavirus | Employees | Gym was out of use for staff safety | <p>Schedule for using the Gym The gym will be open twice – AM (before work (8.30am) – 1 person only) & PM (lunchtime – 1 person only), to allow for adequate cleaning time in between usage.</p> <p>Ventilation Windows to be kept opened at all times when the gym is being occupied.</p> <p>Hand Sanitisers Gel sanitisers will be available as the gym is entered.</p> <p>Cleaning Cleaning of gym equipment before each use and after each use using the appropriate cleaning products provided. Thorough clean of gym (i.e. light switch, door handle etc.) & equipment when gym is not occupied.</p> | | |

Further Action Required

| Action | Assigned to | Target Date | Date completed |
|---|--|--------------------------|--------------------------|
| Employees to be reminded to wash their hands for 20 seconds with water and soap and drying with disposable towels. | Karon Eeles | 31/05/2020 | 31/05/2020 |
| Posters displayed explaining how to move around the building safely and use bathroom, kitchen facilities and gym. | Natasha Haywood Harvey Thiara | 31/05/2020 17/07/2020 | 31/05/2020 20/07/2020 |
| Checks will be carried out by line managers to ensure that the necessary procedures are being followed. E.g. social distancing, use of shared facilities, moving around the building. | Chris Macey Paul Savidge | Ongoing | - |
| Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast-changing situation. | Paul Savidge | Ongoing | - |
| Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. | Paul Savidge (technical team) Angela Elliott (accounts team) Natasha Haywood (admin team) | Ongoing | - |
| Regular support via “open door policy” both in the office and those working remotely for those who need additional support. | Paul Savidge (technical team) Angela Elliott (accounts team) Natasha Haywood (admin team) | Ongoing | - |

Other measures:

- Non-essential parcel deliveries prohibited e.g. personal deliveries.
- Nominated workstation usage only on any given day until end of day cleaning has taken place.
- Gym area and showers are now in full use.
- Lift taken out of use (no disabled members of staff on premises).
- Signing in book taken out of use. Non-touch solution has now been put in place – usage of signing in app.
- Door fobs are now in use to enter the building (no touching off keypad).
- Air conditioning systems can now be used – windows to be opened to allow for ventilation.