

COVID-19 VIRUS – PREMISES-BASED STAFF RISK ASSESSMENT

Company name	Safety Software Limited		
Site addresses	Rockland House, View Road, Rainhill, Prescot, Merseyside, L35 0LF Greenhill House, Thorpe Road, Peterborough, Lincolnshire, PE3 6RU		
Risk assessment reference	<input type="text"/>	Date	08/06/2020
		Assessor	Neil Harrison
People involved in making this assessment	Neil Harrison, Clare Darlington		
People at risk	Employees, Contractors, Visitors		
Date of next review	01/08/2020		
Hazard (<i>hazard and hazard description</i>): Uninformed workforce - Staff who are not fully aware of the procedures and arrangements we have put in place to work within government policy could compromise our arrangements and jeopardise the health of others.			
Control measures (existing)			
<ol style="list-style-type: none"> 1. NHS and public health warning posters displayed throughout the premises. 2. Every member of staff has been fully briefed to ensure that they are aware of the hazards and risks and understand the rules and procedures we have put in place. 3. Specific procedures and measures to reduce the risk of spreading coronavirus have been prepared. These are based on NHS, PHE and Government guidance and instruction. They are updated daily to reflect any changes in the official advice and guidance. 			
Further control measures required		Assigned to	Due date
Hazard (<i>hazard and hazard description</i>): Food and drink preparation areas. Potential risk of transfer of virus through cross-contamination.			
Control measures (existing)			
<ol style="list-style-type: none"> 1. Kitchen areas shouldn't be used for sitting and consuming food in as people will be sharing chairs and the table would need sanitising after each person uses it. Kitchens should only be used for food and drink preparation only. 2. Staff instructed to ensure that good hygiene standards must be maintained when food or drinks are being prepared. 3. Ensure that when spills of food or liquids occur, they are cleaned straight away and work surfaces are left in a clean and sanitised 			

condition.

4. Use their own drinking mugs and glasses to prevent cross-contamination.
5. Keep their hands out of and not to touch food and waste bins or receptacles as they may contain contaminated products, food or tissues.
6. Wash their hands thoroughly before using these facilities.
7. Leave the microwave oven in a clean condition and wiped out after use.
8. Put half eaten food products in a clean, sanitised, sealed wrapper, bag or container, if they are to be stored in the communal refrigerator.
9. To thoroughly wash crockery and cutlery before and after each use and to put them away. Staff have been encouraged to bring their own crockery and cutlery.
10. Single use paper tissues are provided to ensure ongoing hygiene. Tea Towels have been removed.
11. To wash company provided fruit before consumption.

Further control measures required	Assigned to	Due date

Hazard (*hazard and hazard description*): Communal facilities, entrance, toilets, stairs, etc. Risk of cross-contamination from equipment, surfaces, etc. that may have been touched or otherwise contaminated by coronavirus and create a risk to health.

Control measures (existing)

1. Contract cleaning services have been increased. Toilets and communal areas, along with workspaces, are cleaned more frequently than before and the cleaning routine is to a higher specification.
2. Supplies of soap and sanitising agents provided and regularly topped-up at all handwashing stations. NHS and public health handwashing advice posters displayed.
3. Staff instructed to clean their hands after using the toilet, by washing their hands with soap and water for at least 20 seconds.
4. Staff made aware that where welfare facilities are used during the working day, they must have an awareness of surfaces (toilets, sinks, door handles, soap, and soap dispensers, etc) and objects which are visibly contaminated with bodily fluids must not be touched, but reported to a manager.
5. Staff instructed to ensure that the toilet seat is in the closed position before flushing to prevent aerosols becoming airborne and contaminating the facilities with potential pathogens.
6. Staff are required to ensure that coats, scarfs and other outdoor items are stored separately avoiding contact with other people's personal items.

Further control measures required	Assigned to	Due date

Hazard (<i>hazard and hazard description</i>): Waste. Ill health as a result of the transfer of coronavirus and other pathogens through cross-contamination after contact with waste (accidental or otherwise).		
Control measures (existing)		
<ol style="list-style-type: none"> 1. Staff are required to have consideration for contracted cleaning staff with regards to discarded tissues, food, etc to prevent cleaning staff being accidentally contaminated. 2. All waste bins and receptacles are carefully and safely emptied daily by the contracted cleaning staff. 3. Staff instructed that disposable tissues should be used when coughing and or sneezing and put directly into a waste bin, preferably bagged, or pocketed and taken home. 4. Staff instructed to not put their hands directly into food waste or general waste bins or receptacles as they may contain contaminated products, food or tissues. 5. Waste bins are provided at employee desk areas and within kitchen areas. 		
Further control measures required	Assigned to	Due date
Hazard (<i>hazard and hazard description</i>): Meeting rooms. Potential risk or transfer of virus on account of close contact with other persons.		
Control measures (existing)		
<ol style="list-style-type: none"> 1. Staff instructed that meetings in enclosed spaces such as conference and meeting rooms should only be undertaken when absolutely essential for business needs and kept as short as possible. 2. Staff using conference and meeting rooms instructed to follow Government advice and maintain a 2m separation distance. 3. Staff instructed that the same 2m distance rule must be applied to any meetings with clients or visitors. 4. Staff told to avoid physical contact with clients and visitors, such as handshakes, hugs, etc and to give a polite explanation of this policy if required. 		
Further control measures required	Assigned to	Due date

Hazard (*hazard and hazard description*): Workstations, IT/telephony equipment and stationery. Direct contact with potentially cross-contaminated workstations, IT/telephony equipment and stationery may cause adverse coronavirus health effects.

Control measures (existing)

1. Staff instructed not to share phones, headsets and personal mobile phones with others to prevent accidental cross-contamination.
2. Staff instructed not to share stationery e.g. pens, whiteboard markers etc.
3. Telephone equipment is deep cleaned at the end of each working day by the contracted cleaning staff.
4. Staff instructed that they should not use each other's IT equipment, to prevent cross-contamination.
5. Staff are instructed to ensure that their workstations, IT and telephony equipment, such as keyboards, screens, phones and headsets are cleaned and sanitised on a regular basis throughout the working day. Suitable wipes and cleaners that do not damage equipment are provided.

Further control measures required	Assigned to	Due date

Hazard (*hazard and hazard description*): Close contact with others. Staff working on the premises may be at risk of exposure to other members of staff or visitors or members of the public who are carrying coronavirus, knowingly or unknowingly.

Control measures (existing)

1. Staff instructed to avoid close face-to-face contact or touching other employees, visitors, etc and follow the 2m rule.
2. Physical contact, such as handshakes, hugs, pat on the back, etc is to be avoided.
3. Where a distance of 2m cannot be achieved, a face covering is to be worn that covers the nose and mouth.
4. Staff are required to be environmentally aware and sit out of the immediate air flow from fan heaters, cooling fans and or ventilation systems that could spread the virus. Where possible the use of such systems will be avoided.
5. Staff should be encouraged to bring their own lunches with them as there is possibility of cross contamination with members of the public when visiting the shops at lunchtime.

Further control measures required	Assigned to	Due date

Hazard (*hazard and hazard description*): Vulnerable employees with existing health conditions are at a higher risk of contracting COVID-19,

which may have a significant increased adverse effect on their health and wellbeing.		
Control measures (existing)		
<ol style="list-style-type: none"> 1. In accordance with Government policy, staff who are in the vulnerable and high-risk categories are not allowed on the premises. They are either working from home or are furloughed. 2. Staff with family members in at risk categories have been instructed to inform their management team. Decisions on homeworking or furlough in accordance with Government policy are taken on a case-by-case basis. 		
Further control measures required	Assigned to	Due date
Hazard (hazard and hazard description): Cleaning and hygiene. Inadequate cleaning and hygiene standards pose a risk of spreading infection by way of cross-contamination from surfaces contaminated with the coronavirus.		
Control measures (existing)		
<ol style="list-style-type: none"> 1. Cleaning regimes have significantly increased and the frequency of cleaning of hard surfaces (floors, handrails, door handles, building equipment buttons, switches, etc). Contract cleaning staff have been increased in line with the increased cleaning regimes. 2. Suitable disinfectant cleaning products are used by the contracted cleaning staff. 3. A colour coded cleaning system is used by cleaning staff, to prevent cross-contamination of surfaces. 4. Sufficient hot water, liquid soap, disposable towels and hand sanitiser dispensers are provided throughout the building. 5. Staff are required to report anything contaminated or spilt that requires cleaning. 		
Further control measures required	Assigned to	Due date
Hazard (hazard and hazard description): Personal hygiene. Poor personal hygiene standards pose a risk of passing or contracting the infection.		
Control measures (existing)		
<ol style="list-style-type: none"> 1. The importance of good personal hygiene has been explained to all staff. Particularly the need for regular thorough handwashing and the avoidance of touching eyes, nose or mouth, if their hands are not clean. 2. Staff instructed to clean their hands frequently, using alcohol-based hand sanitisers or to wash their hands with soap and water for at 		

least 20 seconds. Soap and gels are provided.

3. Staff should be encouraged to wear clean (washed) clothing daily to avoid cross contamination from people they live with.
4. Staff instructed that any potentially contaminated clothing should be removed and placed in a suitable plastic bag or container.
5. Staff instructed that disposable tissues should be used when coughing and or sneezing. Used tissues to be bagged and put into a bin or pocketed and taken home for safe disposal.

Further control measures required	Assigned to	Due date

Hazard (*hazard and hazard description*): Legionella (biological hazard). Exposure to legionella bacterium in water droplets could lead to ill health in those people exposed. On return to a working environment after COVID-19 closure, an increased risk of biological waste would be present.

Control measures (existing)

1. All water taps run off before staff are to use facility. Face masks are to be worn during this process.
2. Testing of water temperatures in place.
3. If hot or cold water temperatures are identified as being between 20–45 degrees, which is suitable for bacterial growth, specialist advice will need to be sought.

Further control measures required	Assigned to	Due date