

Ref: **Markerstudy MARK110** – Date– 22 May 2020 – Page 1 of 7

RISK ASSESSMENT

DATE: Guidance as from 22 May 2020
REVIEW DATE: Ongoing

LOCATION: Various sites
NATURE OF ACTIVITY: Back to Work procedure relating to Covid-19

ASSESSMENT BY: Markerstudy Group HSE
IPML working to provide guidance and best practice.

| Risk assessment | People concerned | Information/Rationale | Further requirements/Comments |
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| Back to work risk assessment | All staff | <p>This risk assessment is a living document and has been prepared in line with Government and Public Health England Guidance.</p> <p>It will be reviewed and updated in line with Government and Public Health England guidance.</p> <p>It will be supported with a suite of documents to achieve and record compliance and corrective actions taken.</p> <p>The contents have been discussed with colleagues and hazards and corrective actions agreed to bring colleagues back into their workplace in a safe and controlled manner and to promote confidence(during this transition) throughout the workforce.</p> | Line Managers to collate any communications from their teams regarding the return to their workplace and pass these to Group Property and Facilities or Group Health, Safety and Environmental Teams for any issues to be dealt with. |

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| | | <p>It will be made available electronically to all colleagues and a communication will also be sent out to all colleagues informing them of the changes they are to expect when returning to their place of work.</p> <p>When premises have reached the correct standard the government "Staying COVID-19 Secure in 2020" signage will be displayed</p> | |
| <p>Employee Safety</p> <p>Clinically extremely vulnerable individuals</p> | <p>People at risk</p> <p>Staff</p> | <p>Control Measures</p> <p>These persons are strongly advised to work from home and should be shielding. Where unable to work from home the appropriate Group HR procedures should be put in place.</p> | <p>Further control measures/Comments</p> <p>Specific risk assessment reviews to be completed prior to return</p> |
| <p>Clinically vulnerable individuals</p> | <p>Staff</p> | <p>These persons advised to work from home however if unable to work from home line manager should fully assess the risk in their workplace in enabling them to stay 2m away from others.</p> <p>Should this not be possible carefully assess whether this involves an acceptable level of risk and look at other HR measures.</p> <p>Group HR will collate information on number and location of all these colleagues. Where unable to work from home the appropriate Group HR procedures should be put in place.</p> | <p>Specific risk assessment reviews to be completed prior to return</p> |

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| <p>Peoples who have shown to be particularly vulnerable to the virus.</p> | <p>Staff</p> | <p>Consideration should be given to the safety of peoples who have shown to be particularly vulnerable to the virus in Government statistics.</p> | <p>Specific risk assessment reviews to be completed prior to return</p> |
| <p>All colleagues</p> | <p>Staff</p> | <p>Where possible all colleagues should work from home. Colleague's mental and physical health and well being should be monitored when working from home. Colleagues will be provided with adequate equipment and support to achieve their roles.</p> | <p>Communication chains in place to notify colleagues of where to get help.</p> |
| <p>Workers in critical roles who cannot work from home</p> | <p>Staff, visitors, contractors</p> | <p>The number of colleagues on site should be kept to a minimum. Colleagues should follow social distancing rules, hand washing and sanitising regimes, keep activity on site to as short a time as possible and keep to a minimum the number of persons they need to meet in order to achieve their task. Managers to consider fixed teams or partnering to reduce contacts. If unable to achieve social distancing Manager to consider whether the task is necessary or if it can be modified or eliminated.</p> | |



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| <p>Psychological Well being</p> | <p>Staff</p> | <p>Regular communications are in place (individual and group) to ensure staff are not ill-informed about returning to work safely.</p> <p>New workplace/controls are being put in place to reduce risk of exposure to COVID 19 are documented and disseminated to employees through line managers, H&SE Intranet, Group Intranet and Group HR.</p> <p>Line managers are aware of how big changes to working arrangements may cause additional work-related stress and affect their employees' mental health and wellbeing. External confidential support is available for all colleagues and contact details provided</p> <p>Managers hold regular informal discussions with their team and look at ways to reduce causes of stress.</p> <p>Colleagues who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs</p> <p>Supportive measures are available via Group intranet, Group HR or line managers.</p> | |
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| Virus Transmission in the workplace | People at Risk | Control Measure | Further control measures/comments |
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| Working from Home/ Workers in critical roles | Staff | <p>Where possible to do so all colleagues will work from home for the duration of the lockdown.</p> <p>Where work cannot be done at home colleagues may be allowed to work from their usual place of work but must follow social distancing and good hygiene guidance. Hand wash and hand sanitising facilities will be available to colleagues and visiting delivery drivers must be allowed to use facilities if needed.</p> <p>The number of workers in critical roles who cannot work from home will be kept to a minimum.</p> <p>Colleagues should follow social distancing rules, hand washing and sanitising regimes, activity on site to be kept to as short a time as possible and keep to a minimum the number of persons they need to meet in order to achieve their task.</p> <p>Consideration will be given to fixed teams or partnering to reduce contacts.</p> | <p>All colleagues to be provided with equipment and support in order to work effectively from home.</p> <p>HSE.GOV.UK Guidance on Homeworking desk assessment to be provided via Group intranet</p> <p>Managers should ensure support of colleagues general wellbeing is also provided and that colleagues are contacted regularly.</p> <p>Colleagues attending site are encouraged to drive, cycle or walks to their place of work and avoid public transport if possible.</p> |
| Handwashing and hand sanitiser | Staff, visitors, contractors | Adequate facilities will be placed to ensure colleagues can wash hands and use sanitiser if soap and water is not available. Hand sanitiser will be available at entry points to the premises. | |

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| | | <p>The number of stations will be adequate for the number of colleagues on site with supplies available to top up soaps and sanitisers or add further stations.</p> <p>Consideration will be given to the use of hand towels rather than electric hand dryers in high use areas where social distancing may not be possible.</p> <p>Signage will be posted within the premises to remind colleagues of good hand hygiene.</p> | |
| <p>Social Distancing</p> | <p>Staff, visitors, contractors</p> | <p>P&F & H&SE will work to Government and PHE Guidelines to design and adapt workstations so colleagues sit back to back or side to side working at a 2m distance rather than face to face.</p> <p>Workplaces will be arranged to ensure adequate space is available for colleagues to move around working colleagues without entering their workspace if possible.</p> <p>Use of screens or barriers to protect colleagues working in high footfall areas (eg Reception) if space is not available to achieve 2m distance options are in place.</p> <p>Use of marker tapes on floors and desks to show required distance is in place.</p> <p>Instructional signage is on display</p> | |

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| <p>Maximum number of colleagues needed on site to operate safely at work stations</p> | <p>Staff</p> | <p>Measurements will be carried out at all sites to determine possible occupancy levels to achieve social distancing measures where it is deemed safe to bring more colleagues into the workplace.</p> <p>Desk spaces that do not comply with social distancing rules will be identified by tape or signage and photographs taken to ensure audit trail available.</p> <p>Hot desks and spaces will be avoided.</p> <p>Wipes or similar products for colleagues to clean their own workspaces during their shifts and to clean down any areas causing concerns to them and between normal cleaning regimes that are in place will be made available.</p> <p>Fire marshals will be appointed from those returning. First Aid provisions will be on a self-treat basis (if possible) with guidance from NHS 111 if further treatment is required.</p> <p>Premises alarms and colleague entry fobs may be reprogrammed for staggering arrival/departure times to reduce crowding at entrances and exits where departments stagger shifts</p> | |
| <p>Changing attendance times to maintain social distancing</p> | <p>Staff</p> | | <p>Line Manager and Group HR to notify P&F should this arrangement be required.</p> |

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| <p>Maintaining social distancing at entry to and exit from the premises</p> | <p>Staff, Visitors, Contractors</p> | <p>Where necessary entry and exit doors will be designated as in/out to form one way entry system.</p> <p>Consideration will be given to utilising final exit doors designated as fire doors to reduce congestion entering and exiting the premises (if locking systems do not compromise site safety) and if no other access points are available.</p> <p>Instructional signage will be displayed asking colleagues and any visitors to form a queue and observe social distancing if they are unable to access the premises with a fob.</p> <p>Non essential visitors and contractors will be discouraged and asked to make appointments to visit at a future date.</p> | |
| <p>Moving around the premises and use of common areas to ensure social distancing and fixing instructional signage</p> | <p>Staff, Visitors, Contractors</p> | <p>One way systems may be implemented to move around the premises and the floor marked with directional arrows.</p> <p>For toilet areas queuing procedures with colleagues forming queues at appropriate distances and outside of enclosed spaces to maintain social distancing will be introduced.</p> <p>Notices will be posted inside each cubicle/toilet facility to encourage hand washing due to all touch points within the area.</p> | |

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| | | <p>A procedure for use of lifts, one in one out or all occupants facing each of the four corners and giving priority to less mobile colleagues will be posted at lift landings.</p> <p>Hand sanitiser will be provided at or near to lift landings.</p> <p>Where premises use shared facilities managing agents should be approached for their recommendation in the use of lifts and toilet facilities. These will be shared with colleagues.</p> <p>The use of stairs will be encouraged and where access points/number of staircases allow one way systems will be considered and directional instructions displayed.</p> <p>Instructional signage and directional arrows will be displayed throughout premises where appropriate</p> | |
| Locker space and storage of colleagues belongings | Staff | <p>The amount of and placement of colleague storage facilities will be checked and extended if space allows.</p> <p>If not possible instructions to ensure colleagues queue at suitable distances to use lockers will be displayed.</p> <p>Colleagues will be encouraged to leave coats in their vehicles if they will not fit in lockers and to leave any valuables at home.</p> | |

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| <p>Food and drink</p> | <p>Staff, Visitors, Contractors</p> | <p>Vending machines and water fountains will be taken out of service if they cannot be used hands free.</p> <p>Crockery and cutlery used in common areas is to be removed as it cannot be washed at high enough temperatures to kill germs.</p> <p>Kettles, toasters and microwave ovens will be taken out of service.</p> <p>Colleagues will be informed that they need to provide sufficient food and drink for their shift patterns as no refreshments will be available on site.</p> <p>Fridges (if used) are to be emptied at close of each shift and disinfected.</p> <p>On re- opening canteens should be used cash less and entry controlled to ensure 2m ruling.</p> | <p>Checks that all cold water taps provide potable supply to be completed and utilised as wholesome drinking water.</p> <p>Colleagues to bring own drinking vessels under current pandemic circumstances.</p> <p>Further risk assessment review to be completed prior to opening canteen cooking/servery facility</p> |
| <p>Break areas – smoking facilities (where allowed)</p> | <p>Staff, Visitors, Contractors</p> | <p>Break areas will be made available outside the premises where space allows.</p> <p>Access to and numbers at smoking areas and break out areas should be monitored by the site management and numbers restricted.</p> <p>Tables and chairs in internal break rooms will be spaced to ensure social distancing can be achieved and chairs/tables taped off or removed.</p> | |

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| <p>Meetings</p> | | <p>Remote working tools/conference calls/Lync/Zoom to be used to avoid in-person meetings.</p> <p>Meeting rooms at all premises will be closed.</p> <p>For areas where it is deemed necessary to meet, these will be in open areas identified by signage and kept to no more than 15 minutes practicing social distancing and good hygiene measures throughout.</p> | <p>A further risk assessment will be required when meeting rooms are brought back into use.</p> |
| <p>Communications</p> | | <p>Prior to return to premises all colleagues will be provided with information on how the site will now operate, what facilities are available, how they will be expected to react to the measures and to perform within our requirements to keep them as safe as we can.</p> <p>All communications will be reinforced if non compliance is identified or new instructions sent out where Government guidance changes.</p> <p>This document will be made available to all colleagues on Group Intranet.</p> <p>Where colleagues fail to follow the businesses requirements and Government/PHE guidelines it may be necessary to instigate disciplinary proceedings.</p> | |

| Cleaning, Maintenance and other Workplace Activities | Peoples at Risk | Control Measures | Further control Measures/Comments |
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| Cleaning | Staff, Visitors, Contractors | <p>Hygiene guidance is provided in all premises such as avoiding touching eyes, nose, mouth and unwashed hands, cover your cough or sneeze with a tissue, and throw it away in a bin and wash your hands.</p> <p>Colleagues will be informed to self-isolate if they experience any Covid-19 symptoms or have a person living in the same household or if they've been in contact with someone displaying COVID-19 symptoms.</p> <p>Colleagues will be told to remove themselves to a safe place preferably outside until they can leave site alone or be collected by a member of their own household should they display any symptoms.</p> | |

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| | | <p>Increased frequency of cleaning of work areas, door handles, touch points and equipment will be instigated.</p> <p>Where appropriate cleaning materials for use on reusable delivery boxes will be provided or a new procedure agreed to remove the need for re-use.</p> <p>Waste disposal processes/bins are lidded and extra care will be required. Consider making lifting the bin lid a one person task periodically throughout the day and hand hygiene procedures followed.</p> <p>Cleaners emptying the bins will use PPE and remove and tie the bin liners prior to removing from the waste bin.</p> <p>The use of white boards other than for instructional purposes will be limited.</p> <p>Signage will be checked to ensure it is still appropriate and is still in place regarding hand washing and good hygiene practices.</p> <p>P&F to provide instructions/guidance on cleaning of toilet facilities after discussions with cleaning contractors to achieve best practice.</p> <p>Showers will be shut down indefinitely however legionella water run off procedures will continue.</p> | |
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| | | <p>Procedures for the use of high-touch items and shared office equipment will follow discussions with line managers</p> <p>Where practical, curtains and blinds may be removed to minimise the areas where viruses can be difficult or time consuming to remove.</p> <p>Blinds be kept opened and locked if they cannot be removed.</p> <p>Rugs and mats may be removed where safe to do so to make cleaning and disinfection of floors easier providing this does not result in slip, trip fall hazards being introduced.</p> <p>Appropriate cleaning products will be used during daily preventative clean regime and COSHH assessments reviewed with Contractor.</p> | |
| <p>Site services, PPM and high touch shared office items – eg printers/cash machines/vend machines etc</p> | <p>Staff, Visitors, Contractors</p> | <p>Consideration has been given to the possibility of carrying out contractor PPM services at night. This is being completed during the day time in lockdown.</p> <p>Servicing and adjusting of ventilation systems is being completed to check systems do not recirculate air/ and promote the spread of diseases. If no option exists to avoid this then systems will be turned off, colleagues notified and informed to dress for the conditions in the office.</p> | <p>All normal premises and PPM tasks will continue to be undertaken and risks assessed.</p> |

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| | | <p>Line managers to appoint nominated colleagues in order to limit the use of high-touch items and shared office equipment either by use of fob controls or eliminating the process.</p> <p>Extra cleaning anti bac wipes for colleagues to disinfect prior to use can be made available on request providing this does not raise other hazardous conditions with their use.</p> <p>Contractors will be encouraged to provide further information regarding their colleagues understanding of Covid-19 precautions.</p> | |
| <p>Controlling Visitors</p> | <p>Staff, Visitors, Contractors</p> | <p>Remote visits should be encouraged by all colleagues. Specific instructions will be provided to any colleague wanting to host a meeting.</p> <p>Meeting rooms will not be available.</p> <p>All visitors will be recorded by Receptionist using their own pen rather than visitors/contractors etc signing in using communal stationery items.</p> <p>Notices at entry points will be posted to remind visitors of 2m ruling.</p> <p>P&F will liaise with landlords and others tenants in buildings regarding their procedures to ensure that social distancing, good hygiene and housekeeping can be maintained.</p> | <p>Authorised Visitors and Contractors to be encouraged to bring own lanyards and pens during the initial telephone contact.</p> <p>Further risk assessment review to be done when premises are opened to Visitors.</p> |

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| <p>Movement of goods in and out</p> | <p>Staff, delivery drivers</p> | <p>Non business deliveries eg personal deliveries to workplace will be restricted/ceased.</p> <p>Contactless deliveries only will be accepted.</p> <p>Where 2 person tasks are unavoidable consistent pairing for deliveries will be adopted.</p> <p>Delivery drivers will be allowed use of toilet facilities whilst following good hygiene practices.</p> | |
| <p>Work related travel</p> | <p>Staff</p> | <p>Non essential travel between sites and for job roles will be minimised.</p> <p>Only essential trips will be undertaken.</p> <p>The number of persons in one vehicle will be minimised with a view to social distance 2 m rule being achieved. Opening of windows and fresh air ventilation is to be encouraged.</p> <p>Shared vehicles should be cleaned between shifts or on handover.</p> <p>Where available and necessary ensure overnight accommodation meets 2m social distancing measures.</p> | |

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| <p>Personal Protective Equipment</p> | <p>Staff</p> | <p>Where this is required for a colleague's role it should continue to be used.</p> <p>Where colleagues wish to use face coverings this should not be discouraged however they should be aware that this does not take away from their responsibilities under the Covid-19 rules on site or 2m social distancing requirements.</p> <p>Government and PHE guidance will be followed regarding provision of further PPE items.</p> | <p>If businesses provide any further PPE it should be noted that full training must be provided on when to wear, the fitting and disposal procedures for single use items. Suitable storage to be provided for PPE that is not single use.</p> |
| <p>Company Mini Bus/Deliveries/Company vehicle use</p> | <p>Staff</p> | <p>The number of passengers in all vehicles will be limited, with a maximum designated number of seats per vehicle to be used. Instructional signage will be fixed.</p> <p>Hand sanitiser will be available for employees to use boarding vehicles or handling deliveries prior to and after use.</p> | |
| <p>Car Parking and cycle storage</p> | <p>Staff, Visitors, Contractors</p> | <p>Colleagues will be encouraged to drive, work or cycle to work to avoid the use of public transport.</p> <p>Car parking is available at suitable distances to ensure social distancing in some areas.</p> | |

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| | | <p>Communications on the requirements for safe parking will be provided to colleagues prior to return to the workplace.</p> <p>A number of cycle storage points are available and if they are not sufficient it may be possible to provide alternative secure storage.</p> | |
| <p>Risk Assessment prepared by Vanessa Jones</p> | <p>Version 2</p> | <p>Position Group Health, Safety and Environmental Manager</p> | <p>Date 22 May 2020</p> |