

## TRADING DURING CORONAVIRUS RISK ASSESSMENT

### Maginus

<p>Risk Assessment of trading during Coronavirus</p> <p>Who might be affected? Employees, Visitors</p>	<p><b>Date of Assessment:</b> 23<sup>rd</sup> July 2020</p> <p><b>Name of Assessors:</b> Rachel Board and Helen Bates</p>
<p>What is the risk assessment for?</p>	<p>This risk assessment is supplementary to our current risk assessment in that it specifically deals with a return to the workplace after the COVID-19 lockdown and includes consideration for an initial period of operation once the workplace is open.</p>
<p>How was the risk assessment done?</p>	<p>The Head of HR &amp; Admin and the Preparation Team followed advice at <a href="http://www.hse.gov.uk/simple-health-safety/risk/">www.hse.gov.uk/simple-health-safety/risk/</a></p>
<p>To Identify the Hazards, they:</p>	<ul style="list-style-type: none"> <li>• Walked Around the office noting things that might pose a risk</li> <li>• Checked the HSE Advice on employees with disabilities – <a href="http://www.hse.gov.uk/disability/">www.hse.gov.uk/disability/</a>;</li> <li>• Talked to the Management team</li> <li>• Talked to the Office Facilities team</li> <li>• Followed guidance from the Government RE Covid 19</li> </ul>
<p>How were staff notified?</p>	<p>They posted a copy of the findings on Slack (#hr-general) and on a noticeboard in the staff room/chill out area to ensure employees put the actions into practice.</p> <p>A 2m distancing protocol stands, however where this is impracticable, then 1m plus must be adhered to.</p>
<p>When will it be reviewed?</p>	<p>The Head of HR &amp; Admin will review the risk assessment whenever there are any significant changes such as new Government Guidance, employee questions or new joiners.</p>

What are the Hazards?	How could people be harmed?	Control Measures applied
<p><b>Coronavirus (Covid-19)</b></p>	<p>Most people are at risk from infection (team members, visitors etc). The risk of COVID-19 infection is, as we know, higher for vulnerable persons. The list of who is currently vulnerable includes: the elderly, those with chronic underlying health conditions; pregnant women. The majority of cases lead to mild symptoms (persistent coughing and temperature). The disease, however, can be fatal. Transmission is by person to person spread as airborne droplets and via surfaces contaminated with virus.</p>	<p><b>Government Advice:</b></p> <ul style="list-style-type: none"> <li>• Government guidance is being reviewed regularly to ensure the latest available information is put into practice.</li> <li>• All unnecessary travel will be avoided. Increase the use of telephone calls, web conferencing etc.</li> <li>• All meetings on site will be observing 2m social distancing rules where possible, ideally conducted utilising technology in the first instance.</li> <li>• All non-essential appointments on site have been postponed and necessary appointments will be evaluated considering current guidance as they occur.</li> <li>• Social distancing applies to all parts of the building including entrances, exits, colleague facilities and office space. Where a 2m distance cannot be adhered to, 1m plus distancing must be adhered to.             <ul style="list-style-type: none"> <li>• All training that requires congregations, fire drills and group exercises have been suspended within the business for the until September and have been adapted to avoid social contact in future where possible. In the event of a fire alarm sounding the one-way system around the office can be ignored.</li> </ul> </li> </ul> <p><b>Self-Isolation:</b></p> <ul style="list-style-type: none"> <li>• The business is following guidance on self-isolation. In the event of any staff member exhibiting symptoms they must self-isolate. Guidance on time scales changes. The latest advice is here: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/staying-at-home-if-you-or-someone-you-live-with-has-coronavirus-symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/staying-at-home-if-you-or-someone-you-live-with-has-coronavirus-symptoms/</a></li> <li>• The Company will ensure employees self-isolating are made aware of the importance of social distancing in line with current Government guidelines.</li> <li>• The Company will undertake deep cleaning in the event of any staff member being confirmed as having coronavirus.</li> </ul> <p><b>Personal Hygiene:</b></p> <p>Team members have been advised regarding common control measures such as sneezing into a tissue or elbow and not just into hand, followed by immediate disposal of the tissue and frequent hand washing</p>

<p><b>Coronavirus (Covid-19)</b></p>	<p>Most people are at risk from infection (team members, visitors etc). The risk of COVID-19 infection is, as we know, higher for vulnerable persons. The list of who is currently vulnerable includes: the elderly, those with chronic underlying health conditions; pregnant women. The majority of cases lead to mild symptoms (persistent coughing and temperature). The disease, however, can be fatal. Transmission is by person to person spread as airborne droplets and via surfaces contaminated with virus.</p>	<p><b>Travel to site:</b></p> <ul style="list-style-type: none"> <li>• Wherever possible team members should travel to the office alone using their own transport. Where this is not possible and public transport is used, social distance guidelines and Government guidance should be followed. Travel to customer site will be assessed on a case by case basis. Initially this will be disallowed and will be reviewed.</li> </ul> <p><b>Social Distancing/Personal Hygiene:</b></p> <ul style="list-style-type: none"> <li>• All team members have been informed to follow the Government’s guidance on handwashing and ensure hands are washed on a regular basis.</li> <li>• The hand scanner will not be used. For fire safety, employees will sign in on the iPad located in reception via a personal QR code which is generated in NHR. All employees/contractors will receive their own personal QR code &amp; lanyard on their first day back in the office. You will be required to clock in and out when entering/leaving the building. Employees will have to press the screen once when signing in or out but there is hand sanitiser located directly next to the iPad. Alternatively, if you have your own personal stylus pen, this can be used to avoid direct contact with the iPad screen.</li> <li>• Single use PPE will be disposed of so it cannot be re-used. This will be in the designated bins throughout the office.</li> <li>• Stairs will be used. The lift will only be used for disability purposes.</li> <li>• Team members are informed to clean and disinfect their desks and equipment at the beginning and end of each day, using only the company provided wipes.</li> <li>• Encourage social distancing (2m) in break areas. Limit the amount of staff allowed in break areas.</li> <li>• Identify any team members who fit into the vulnerable groups – they should be encouraged to complete social distancing.</li> <li>• Employees will not be allowed to use other employees’ personal phones, work equipment, office supplies. cups and drinking/eating vessels.</li> <li>• Avoid physically greeting others, including other employees and visitors, such as shaking hands and nudging elbows. A simple “good morning” or “good afternoon” will suffice and can adhere to the 2m clear social distancing measures. This also applies to drivers making deliveries to site.</li> <li>• Hand sanitisers and masks will be supplied. The use of a mask is optional.</li> <li>• There will be a one-way system around the office that employees must always follow. This will be clearly displayed by posters on the office walls and floors.</li> <li>• Family members will not be permitted onto company premises.</li> </ul>
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<p><b>Coronavirus (Covid-19) First Aiders</b></p>	<p>Insufficient first aid due to staff shortages, concerns of first aiders administering first aid.</p>	<p><b>First Aid:</b></p> <ul style="list-style-type: none"> <li>• Undertake a first aid plan to determine the specific needs of the business during a reduced staff basis relative to the hazards</li> <li>• Adequate First Aid cover made available during the pandemic period</li> <li>• First Aiders made aware of the risks to themselves and others</li> <li>• PPE provided for first aiders to use including gloves, disposable aprons, and masks</li> <li>• Gloves worn or hands covered when dealing with injured persons, particularly those with open wounds. Cuts and grazes on hands or arms covered with a waterproof dressing.</li> <li>• Appropriate PPE such as gloves, a disposable apron will be worn as necessary. Masks can be worn if deemed necessary by the first aider.</li> <li>• If possible, do not place your face close to the casualty to hear for breathing. Watch the chest. Ensure CPR is performed using chest compressions and if necessary, use the defibrillator located in reception.</li> <li>• If in doubt or concern, contact 111 or 999.</li> </ul>
<p><b>Coronavirus (Covid-19) Fire Marshals</b></p>	<p>Covid 19 impacting fire procedure e.g. reduction in fire marshals</p>	<p><b>Fire Safety:</b></p> <ul style="list-style-type: none"> <li>• Social distancing will be maintained at the assembly points (2m, 1m+ if you cannot adhere to 2m rule.)– this will be led by the fire marshals and all team members have been informed about maintaining social distancing in the workplace. Usual in-house testing of the fire alarm/emergency lighting will continue. All team members will be advised on any changes to fire evacuation procedures</li> <li>• Ultra Security have been in and tested all the fire alarms through-out the office. The report concluded that they are all in working order.</li> <li>• Fire doors will not be propped open, even as a measure to minimise surface contact. Door handles and touch points will be cleaned throughout the days per Government guidance.</li> <li>• Should the fire alarm sound, the one-way system can be ignored. All team members should report to their usual assembly points.</li> <li>• Upon re-entering the building, all team members should sanitise their hands.</li> </ul>

<p>Receiving deliveries on site (Goods In/Despatch)</p>		<p><b>Deliveries and collections from site:</b></p> <ul style="list-style-type: none"> <li>• <b>Personal deliveries WILL NOT be accepted, please ensure you change your delivery preferences for personal orders.</b></li> <li>• Visitor access to the building is minimal and must be pre-approved and essential visitors only.</li> <li>• Hand sanitiser will be set up at entry/exit points in the office and throughout the office.</li> <li>• Where possible greet the driver externally to prevent the driver entering the building. Avoid social greetings such as handshakes/elbow nudges.</li> <li>• Conversations should take place at a minimum 2m distance and at the very least 1m plus when this is not possible, and if paperwork needs to be exchanged, this should be done at arm's length. Pens will not be shared between driver and member of staff.</li> <li>• Increased cleaning and disinfection of frequently handled or touched surfaces within common and welfare areas such as door handles, light switches, toilets, rest areas. Any vending machines will also be cleaned regularly.</li> <li>• A cleaning rota has been put in place to allow for our new working practices.</li> <li>• Drivers collecting goods will be asked to go to a designated location e.g. visitors car park and wait for goods to be brought to them. They will be asked to turn the engine off and to wait in their vehicle for instructions before getting out of the vehicle and abide by the minimum 1m plus distance, 2m if possible.</li> <li>• If paperwork needs to be exchanged, this should be done at arm's length. Pens are not to be shared with visiting drivers.</li> </ul>
<p>Spread of Coronavirus (COVID 19) during meetings offsite or visiting external</p>		<p><b>Site Meetings (e.g. customer visits etc):</b></p> <ul style="list-style-type: none"> <li>• Unnecessary travel to sites will be avoided and where possible meetings will be held via telephone calls/web conferences.</li> <li>• Only if necessary, participants should attend in person and this will be assessed on a case by case basis and when pre-approved.</li> <li>• Attendees should be 2m apart from each other, preferable stood outdoors, 1m plus where 2m is not possible.</li> <li>• Hand sanitiser dispensers will be provided outside each meeting room upstairs.</li> <li>• Encourage regular hand washing and ensure that hands are sanitised upon entering and exiting the premises.</li> </ul>

<p>Spread of Coronavirus (COVID-19) during colleagues working in the offices and colleague facilities</p>	<p><b>Office:</b></p> <ul style="list-style-type: none"><li>• Hands must be sanitised upon entry to the building and every time you re-enter the building during the day.</li><li>• Face masks will be supplied and are optional. If working in an office by yourself, you may remove the face mask, however where social distancing cannot be observed, face masks should be worn.</li><li>• The layout of office workstations will be re-arranged to follow social distancing guidelines.</li><li>• Computer keyboards, desks, phones etc should be cleaned at the end of every day by each individual employee and should not be shared with other team members. These should only be cleaned with the wipes provided by the company.</li><li>• Where possible, employees should continue to use their laptops and take home at the end of each day.</li><li>• Suppliers and visitors to the office should remain restricted, with only urgent meetings to take place, where a video meeting cannot take place. This will be assessed on a case by case basis and will need prior approval from the Head of HR &amp; Admin or COO.</li><li>• A one-way system will be in place to navigate through the office. This must always be adhered to.</li></ul> <p><b>Colleagues Health &amp; Safety:</b></p> <ul style="list-style-type: none"><li>• At all times please maintain social distancing protocols.</li><li>• Employees should maintain regular hand washing and must sanitise their hands upon entry to the building.</li><li>• Face masks are available and should be worn where social distancing cannot be adhered to.</li></ul> <p><b>Keeping workstations clean:</b></p> <ul style="list-style-type: none"><li>• Please ensure that when you complete your working day at the office you clean the area you are leaving ready for the next day with the products provided by the company.</li><li>• Phones in open offices must be cleaned before and after each working day.</li><li>• Shared workspaces should be cleaned before and after each use, including keyboard, desk and seat arms.</li></ul>
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<p><b>Spread of Coronavirus (COVID-19)</b> <b>Air Conditioning</b></p>	<p>Can this spread the virus?</p>	<p><b>Air Conditioning:</b> We have sought advice from our air conditioning providers who have advised there is no evidence to suggest that using the air conditioning units could help spread the virus.</p> <p>On Friday 19<sup>th</sup> June 2020, we had our air flow checked to ensure that it was safe for a return to the office. All air is filtered and Schneider Electrical have advised us accordingly.</p>

<p>Spread of Coronavirus (COVID-19) General</p>	<p>Staff Contractors Visitors</p>	<ul style="list-style-type: none"> <li>•Hands must be sanitised when entering or exiting the office or any rooms within the office.</li> <li>•Team members are also encouraged to cough or sneeze into a tissue – Catch it, Bin it, kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</li> <li>•To help reduce the spread of (COVID-10) reminding everyone of the public health advice <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></li> </ul> <p><b><u>Cleaning:</u></b></p> <ul style="list-style-type: none"> <li>•Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, print machines using appropriate cleaning products and methods.</li> <li>•Checks will be carried out by the facilities team to ensure that the necessary procedures are being followed.</li> </ul> <p><b><u>Temperature</u></b></p> <ul style="list-style-type: none"> <li>•Temperature checks are not mandatory; however, we do have the equipment available if you would like your temperature checking. Anyone who feels as though they have COVID related symptoms prior to coming into the office should advise their manager and stay at home.</li> </ul> <p><b><u>Social Distancing</u></b></p> <ul style="list-style-type: none"> <li>•Social Distancing -Reducing the number of persons in any work area to comply with the 2m gap recommended by the Public Health Agency, 1m plus minimum where 2m is not possible.</li> <li>•Taking steps to review work schedules including start &amp; finish times/shift patterns, to reduce number of workers on site at any one time. A rota system is in place.</li> <li>•Redesigning processes to ensure social distancing in place.</li> <li>•Social distancing also to be adhered to in public areas and the smoking area.</li> </ul> <p><b><u>Use of Upstairs Facilities</u></b></p> <ul style="list-style-type: none"> <li>•The use of meetings rooms in the office should be avoided unless the 1m plus minimum social distancing rule can be fully adhered to (ideally 2m) and if you wish to book a meeting room you must always book it through the booking system and wait for your confirmation. It is compulsory to follow this procedure.</li> </ul>
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Signed by:	Signature:	Date:
Rachel Board	<i>RBoard</i>	23rd July 2020
Helen Bates	<i>HBates</i>	23rd July 2020