

TRADING DURING CORONAVIRUS RISK ASSESSMENT

Maginus

<p>Risk Assessment of trading during Coronavirus</p> <p>Who might be affected? Employees, Visitors</p>	<p>Date of Assessment: 19th August 2020</p> <p>Name of Assessors: 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 & Admin and the Preparation Team followed advice at www.hse.gov.uk/simple-health-safety/risk/</p>
<p>To Identify the Hazards, they:</p>	<ul style="list-style-type: none"> • Walked Around the office noting things that might pose a risk • Checked the HSE Advice on employees with disabilities – www.hse.gov.uk/disability/; • Talked to the Management team • Talked to the Office Facilities team • Followed guidance from the Government RE Covid 19
<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 & 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>Coronavirus (Covid-19)</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>Government Advice:</p> <ul style="list-style-type: none"> • Government guidance is being reviewed regularly to ensure the latest available information is put into practice. • All unnecessary travel will be avoided. Increase the use of telephone calls, web conferencing etc. • All meetings on site will be observing 2m social distancing rules where possible, ideally conducted utilising technology in the first instance. • All non-essential appointments on site have been postponed and necessary appointments will be evaluated considering current guidance as they occur. • 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"> • All training that requires congregations, fire drills and group exercises have been suspended within the business 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. <p>Self-Isolation:</p> <ul style="list-style-type: none"> • 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: 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/ • The Company will ensure employees self-isolating are made aware of the importance of social distancing in line with current Government guidelines. • The Company will undertake deep cleaning in the event of any staff member being confirmed as having coronavirus. <p>Personal Hygiene:</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>

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<p>Coronavirus (Covid-19) First Aiders</p>	<p>Insufficient first aid due to staff shortages, concerns of first aiders administering first aid.</p>	<p>First Aid:</p> <ul style="list-style-type: none"> • Undertake a first aid plan to determine the specific needs of the business during a reduced staff basis relative to the hazards • Adequate First Aid cover made available during the pandemic period • First Aiders made aware of the risks to themselves and others • PPE provided for first aiders to use including gloves, disposable aprons, and masks • 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. • Appropriate PPE such as gloves, a disposable apron will be worn as necessary. Masks can be worn if deemed necessary by the first aider. • 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. • If in doubt or concern, contact 111 or 999.
<p>Coronavirus (Covid-19) Fire Marshals</p>	<p>Covid 19 impacting fire procedure e.g. reduction in fire marshals</p>	<p>Fire Safety:</p> <ul style="list-style-type: none"> • 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 • 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. • 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. • Should the fire alarm sound, the one-way system can be ignored. All team members should report to their usual assembly points. • Upon re-entering the building, all team members should sanitise their hands.

<p>Receiving deliveries on site (Goods In/Despatch)</p>		<p>Deliveries and collections from site:</p> <ul style="list-style-type: none"> • Personal deliveries WILL NOT be accepted, please ensure you change your delivery preferences for personal orders. • Visitor access to the building is minimal and must be pre-approved and essential visitors only. • Hand sanitiser will be set up at entry/exit points in the office and throughout the office. • Where possible greet the driver externally to prevent the driver entering the building. Avoid social greetings such as handshakes/elbow nudges. • 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. • 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. • A cleaning rota has been put in place to allow for our new working practices. • 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. • If paperwork needs to be exchanged, this should be done at arm's length. Pens are not to be shared with visiting drivers.
<p>Spread of Coronavirus (COVID 19) during meetings offsite or visiting external</p>		<p>Site Meetings (e.g. customer visits etc):</p> <ul style="list-style-type: none"> • Unnecessary travel to sites will be avoided and where possible meetings will be held via telephone calls/web conferences. • Only if necessary, participants should attend in person and this will be assessed on a case by case basis and when pre-approved. • Attendees should be 2m apart from each other, preferable stood outdoors, 1m plus where 2m is not possible. • Hand sanitiser dispensers will be provided outside each meeting room upstairs. • Encourage regular hand washing and ensure that hands are sanitised upon entering and exiting the premises.

<p>Spread of Coronavirus (COVID-19) during colleagues working in the offices and colleague facilities</p>	<p>Office:</p> <ul style="list-style-type: none">• Hands must be sanitised upon entry to the building and every time you re-enter the building during the day.• 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.• The layout of office workstations will be re-arranged to follow social distancing guidelines.• 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.• Where possible, employees should continue to use their laptops and take home at the end of each day.• 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 & Admin or COO.• A one-way system will be in place to navigate through the office. This must always be adhered to. <p>Colleagues Health & Safety:</p> <ul style="list-style-type: none">• At all times please maintain social distancing protocols.• Employees should maintain regular hand washing and must sanitise their hands upon entry to the building.• Face masks are available and should be worn where social distancing cannot be adhered to. <p>Keeping workstations clean:</p> <ul style="list-style-type: none">• 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.• Phones in open offices must be cleaned before and after each working day.• Shared workspaces should be cleaned before and after each use, including keyboard, desk and seat arms.
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		<ul style="list-style-type: none"> • Team members to be reminded regularly of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to. <p><u>Symptoms of Covid-19</u></p> <p>If you feel unwell, you should not come into the office. Please advise your line manager if you are feeling unwell.</p> <ul style="list-style-type: none"> • If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to self-isolate. • Line managers will maintain regular contact with staff members during this time. • If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the NHS Track and Trace service 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. • A deep clean of the building will be initiated upon confirmation of a COVID-19 case within the premises. • 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. • Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.
<p>Spread of Coronavirus (COVID-19) Air Conditioning</p>	<p>Can this spread the virus?</p>	<p>Air Conditioning: 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 19th 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"> •Hands must be sanitised when entering or exiting the office or any rooms within the office. •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. •To help reduce the spread of (COVID-10) reminding everyone of the public health advice https://www.publichealth.hscni.net/news/covid-19-coronavirus <p><u>Cleaning:</u></p> <ul style="list-style-type: none"> •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. •Checks will be carried out by the facilities team to ensure that the necessary procedures are being followed. <p><u>Temperature</u></p> <ul style="list-style-type: none"> •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. <p><u>Social Distancing</u></p> <ul style="list-style-type: none"> •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. •Taking steps to review work schedules including start & finish times/shift patterns, to reduce number of workers on site at any one time. A rota system is in place. •Redesigning processes to ensure social distancing in place. •Social distancing also to be adhered to in public areas and the smoking area. <p><u>Use of Upstairs Facilities</u></p> <ul style="list-style-type: none"> •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.
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Signed by:	Signature:	Date:
Rachel Board	<i>R.E.Board</i>	19th August 2020
Simon Weeks	<i>S.C.Weeks</i>	19th August 2020