

CALICO RISK ASSESSMENT



Job / Task Assessed:	Workplace Management for Coronavirus	Area:	The ARC	Assessor:	Tina Patel
Person assessed (if any):		Date:	12/06/2020	Job Number:	

Hazard <i>What is the potential for harm?</i>	Hazardous Event <i>How could the harm be realised?</i>	Risk Assessment			Who is Affected	Controls Measures <i>What are the current controls? How can the risk be reduced further?</i>	Residual Risk Rating
		Likelihood (A)	Harm (B)	Risk Rating (C)			
<p>Covid-19 virus. The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p>	<p>Exposure to and transmission of covid-19. Contact with someone who has Covid-19 in the workplace, touch points or air droplets from coughing, sneezing, talking and breathing.</p>	4	3	12	<p>Staff Visitors Contractors customers Members of the public</p>	<p><u>EVERYONE MUST</u> follow the stay at home guidance if they have symptoms consistent with the coronavirus infection (e.g. a new persistent cough, high temperature or loss of taste / smell) or someone else in their household has symptoms. If you develop symptoms whilst on site, <u>YOU MUST</u></p> <ul style="list-style-type: none"> Return home immediately Avoid touching anything Cough or sneeze into a tissue and put it in a bin, if no tissues are available cough and sneeze into the crook of your elbow. Arrange to take a test <p>The NHS test and trace service has been established to minimise community transmission of COVID-19. It is designed to:</p> <ul style="list-style-type: none"> ensure that anyone who develops symptoms of COVID-19 can quickly be tested to find out if they have the virus help trace close recent contacts of anyone who tests positive for COVID-19 and, if necessary, notify them that they should self-isolate at home to help stop the spread of the virus <p>Therefore, if you have had close recent contact with someone who has COVID-19, healthcare workers must self-isolate if the NHS test and trace service advises you to do so. Close contact excludes circumstances where PPE is being worn in accordance with current guidance on infection, prevention and control.</p> <p><u>Protecting People Who are at Higher Risk</u> Managers will think about:</p> <ul style="list-style-type: none"> planning for clinically extremely vulnerable (shielding) workers who must not work outside the home; planning for people working at home who have someone shielding in their household; helping workers at increased risk to work from home, either in their current role or an alternative role; where people at increased risk cannot work from home, offering them the safest available roles; planning for people who need to self-isolate. <p><u>Social Distancing</u> Employees must maintain 2m social distance as much as possible with the aid of floor markings Maximum occupation to be identified for each work space and public reception area Managers to walk the floor to ensure social distancing protocols are being followed Floor markings outside and inside reception areas indicating the 2m social distancing points,</p>	2x3=6

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					<p>with possible use of portable Tensa barriers if necessary Consider a security person outside reception to ensure social distancing measures are adhered to by visitors, customers, deliveries (Centenary Court only)</p> <p><u>Coming To and Leaving Work</u> Encourage employees to travel alone in their own transport (or walk, or cycle if it is safe to do so) when getting to and from work to maintain social distancing Provide a secure area for storing bikes The Government has advised that from 15th June 2020 anybody using public transport MUST use a face covering Arrival and departure times are staggered so people can keep to the 2 m social distancing rules by not using entry/exit points at the same time Congestion to be reduced by having more entry points if possible</p> <p><u>Moving Around Buildings and Work Sites</u> One way systems around the workplace, with floor markings and floor plans on each level One way entrances, exits and stairways where possible No visiting of other, desks, floors or departments unless pre-agreed</p> <p><u>Workplaces and Workstations</u> No hot desking or sharing of work stations Workstation layout to be reconfigured wherever possible into alternate, diagonal desk occupation Employees should not face each other, and be positioned back to back or side onto each other</p> <p><u>Meetings</u> Hold virtual meetings where possible. Where virtual meetings are not possible only essential participants should attend meetings and maintain 2m distance Hand sanitiser should be available at meetings Small meeting rooms not to be used, but utilise as individual offices Holding meetings outdoors or in well-ventilated rooms whenever possible</p> <p><u>Common Areas</u> Rest rooms, kitchens, lifts, printers and toilets to be used 1 person at a time where possible Upon entering a kitchen area, employees must wash their hands before touching any equipment Chairs and tables will be physically moved to ensure 2m distance Use outside areas for breaks if the locations are suitable and it is safe to do so Encourage employees to remain on site during working hours Work collaboratively with landlords and other tenants in multi-tenant sites/buildings to ensure</p>		

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					<p>consistency across common areas, for example, receptions and staircases.</p> <p><u>Accidents, Security and Other Incidents</u> In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe. People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands Reduced numbers of employees in the building may result in fire wardens and first aiders not being readily available. The most senior manager on site will be appointed as the responsible person for any emergency situation Upon discovering a fire, raise the alarm by pressing a call point and leave the building by the nearest exit (disregard any one way instructions in emergency situations) Upon activation of the fire alarm, leave the building by the nearest exit (disregard any one way instructions in emergency situations) It is important that all employees sign in and out of their work area so that they can be accounted for at the fire assembly point by a manager (this will also help with track and trace in the event of a covid-19 positive case) If somebody injures themselves at work and the injury requires treatment call 999 All equipment and safety features of the building will be serviced and maintained in line with manufacturer's guide lines Water systems have been flushed prior to re-occupation and checks are ongoing.</p> <p><u>Managing Customers, Visitors and Contractors</u> Only essential visitors to be allowed on site, health questions to be asked prior to attendance and temperature checks and site induction to be conducted upon arrival Consider appointment only system for visitors / customer / client contact Visitor waiting area seats placed 2m apart</p> <p><u>Providing and Explaining Available Guidance</u> All Covid-19 related Risk Assessments and guidance will be available on the company websites Managers will go through the risk assessments with employees Guidance for colleagues will be issued to all employees for their specific work places and activities Clear guidance on social distancing and hygiene will be provided to people on arrival, for example, signage or visual aids</p> <p><u>Cleaning the Workplace</u> Additional anti-viral cleaning of touch points, handles, rails, lift call buttons etc Anti-viral wipes available to wipe down workstations and touch points Open windows and doors frequently to encourage ventilation, where possible</p>		

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					<p><u>Hygiene</u> Employees are asked to wash their hands upon arrival Temperatures to be taken upon arrival using infra-red thermometers Regular washing of hands with soap and warm water for at least 20 seconds Signs and posters will be displayed to increase awareness of good handwashing technique Employees encouraged not to touch their faces Hand sanitiser dispensers installed at key points Electronic documents to be used rather than physical copies where possible Equipment should not be shared where practical and cleaned down in between different users if necessary Perspex screens installed in public facing areas such as reception desks Air conditioning and ventilation systems to be assessed for safety by seeking manufacturer's guidance and that of your specialist HVAC contractor If equipment needs to be passed between people or departments a 'drop off / pick up zone' should be set up with cleaning products to wipe down the items.</p> <p><u>PPE and Face Coverings</u> The risk of covid transmission is being managed through social distancing and hygiene Managers to be informed if 2m distance cannot be maintained for certain tasks in order for a decision to be made as to whether that task is carried out or not If 2m distance cannot be maintained but the task is essential, avoid face to face positioning, wear face covering and keep the time to a minimum</p> <p><u>Shift Patterns, Working Groups and Work-Related Travel</u> Employees are encouraged to work from home if possible Home working rota to be set up in each department to reduce numbers of staff Maximum of 30% of agreed teams to be in the office at any one time More vulnerable employees, based on age, pregnancy, mental health, BAME and relevant underlying illnesses not to be in the office Establish fixed teams in order to reduce the number of people coming into contact with each other Only essential trips to other buildings should take place Virtual visits to be conducted instead of physical visits where possible Minimise the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face. Cleaning shared vehicles between shifts or on handover.</p> <p><u>Communications and Training</u> All employees coming back into work to receive a mini-induction or return to work interview Communication notices and signage in place informing staff and customers of rules Training will be carried out virtually where possible</p>		

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					<p>Staff are encouraged to feedback any queries or concerns in order for them to be addressed Employees must inform their manager or HR if they, or a member of their household, becomes unwell The Government's 'covid-secure' notice must be displayed to assure people that we have followed guidance Ongoing engagement with workers (including through employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments. Awareness and focus on the importance of mental health at times of uncertainty.</p> <p><u>Inbound, Outbound and Handling of Goods and materials</u> Deliveries will be managed to a minimum and scheduled to avoid multiple deliveries at the same time Handwashing facilities for employees handling inbound goods Restricting non-business deliveries, for example, personal deliveries to employees</p>		

Providing the recommendations are followed and the training and instructions provided then the risks can be reduced to acceptable levels.

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PPE REQUIRED FOR TASK (tick/complete as appropriate – Refer to Control Measures over page making specific)



Hard Hat		Ear Protection		Welding Helmet	
Safety Footwear		Goggles		Respirator (Type)	Surgical masks
High Vis Vest		Overalls		Gloves (enter type)	
Gas Welding Goggles		Safety Spectacles		Other (specify type)	

Col (A) - Likelihood of Injury or Hazard	Col (B) - Severity of Injury or Hazard	Who Could Be Affected
1. Improbable - (Extremely Unlikely To Occur)	1. Minor (No First Aid Required)	Operators
2. Remote (Small Chance Of Occurring)	2. Harmful (Minor First Aid Required)	Maintenance / Quality
3. Occasional (Could Occur Sometime)	3. Critical (Serious Fractures, Burns, L.T.A.)	Contractors
4. Probable (Unsurprised If It Happened)	4. Severe (Amputations, Loss Of Eyesight)	Visitors
5. Frequent (Almost Certain To Happen)	5. Catastrophic (Fatality, Explosions Etc)	Special Cases (Pregnant Worker/Young People Under 18)



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Persons affected by this Risk Assessment – Have been instructed and understand the contents of this risk assessment and associated documentation, by signing below you are accepting that all the associated hazards and risk involved with this work activity have been assessed and will abide to the control measures detailed within.

Print Name:	Sign:	Trade / Occupation:	Date:

Overall Risk Rating: 6	Date of Next Review: when guidance changes
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