

### RISK ASSESSMENT

7 September 2020

Work Activity: COVID 19 in the Workplace, St Georges Way, Leicester

Potential Hazard	Persons affected by Hazard	Likelihood of Harm 1-5 (1 = low)	Probable Severity 1-5 (1 = low)	Risk Rating	Current Precautions	Further Precautions	Action by & Date
Infection of COVID19 virus from contaminated surfaces	Employees and Visitors	4	4	H	<p><b>Working from home</b> Working from home is one way to reduce the risk of infection of COVID-19.</p> <p>Many colleagues are working from using equipment supplied by the Company.</p> <p>Hastings have purchased additional IT equipment to further enable WFH capabilities, including chrome books, laptops, desktop PCs and other peripherals.</p> <p>Colleagues can also purchase their own Display Screen Equipment such as laptop stands, keyboards &amp; mice (if they cannot make it to the office to collect) and an office chair to be reimbursed by the company.</p> <p>Colleagues have been sent a self-assessment checklist to assist in setting up their workspace and getting themselves comfortable.</p> <p><b>Working from the office safely</b> After consultations, many colleagues are now working from the office safely</p>		

				<p>following published govt. guidelines.</p> <p>Numbers are limited to 258 with social distancing and will not increase without further review.</p> <p>Return to work planning takes into account those particularly vulnerable.</p> <p>Provision of adequate <b>hand washing</b> facilities. Stocks of soap regularly monitored.</p> <p>Provision of adequate <b>hand sanitiser</b> stations (static serviced units plus additional bottle stations). Stocks of hand sanitiser regularly monitored.</p> <p>Provision of adequate workstation cleaning materials for colleagues to wipe down the desk and equipment. Stocks of anti-bacterial wipes regularly monitored.</p> <p>Enhanced <b>cleaning</b> regime with particular emphasis on touch points and traffic routes. Cleaning uses stabilised aqueous ozone which is effective against germs, bacteria and some viruses.</p> <p>Touch point cleaning includes, but is not limited to:</p> <ul style="list-style-type: none"><li>Printer touch screens</li><li>Internal and external handrails</li><li>Push plates and door handles</li><li>Push to exit buttons</li><li>Lift buttons and handrails</li><li>Fridge and microwave handles</li><li>Water machines</li><li>Vending machine buttons</li><li>Meeting room door handles, chair arms, screens and phones etc.</li></ul> <p>Government's recommended COVID-19 risk assessment <b>poster</b> is on display in reception.</p>		
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				<p>Colleagues to work at fixed workstation (no hot-desking) and in fixed teams or cohorts.</p> <p>Sanitising wipes placed at each <b>copy point</b> so touch surfaces can be wiped down prior and after use</p> <p>Colleagues using the <b>lifts</b> advised to press button with their elbow.</p> <p><b>Site restaurant</b> Site restaurant is using disposable containers, cups and utensils only.</p> <p>Site restaurant is taking payments by contactless only. Serving area has social distance guides on the floor.</p> <p>Catering provider (ISS) has provided their COVID risk assessment.</p> <p>Tables and seating are set put and labelled to support social distancing.</p> <p><b>Meeting Rooms</b> Selected meeting rooms are open from 7 September and limited to 3 persons (normal capacity is 8). Smaller meeting rooms and those without full AC remain closed. Additional cleaning for meeting rooms. Meetings limited to 1 hour. No materials to be shared during the meeting (pens, hand-outs etc....). Rules published in the rooms and on doors.</p> <p><b>Prayer facilities</b> Larger prayer facilities for large group prayers (on Fridays) provided across 4 large meeting rooms, each limited to 6 persons each.</p>		
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					<p><b>PPE</b> for colleagues is not mandatory at this moment but colleagues will not be prevented from using their own PPE. Cleaning, catering and security staff will wear gloves at all times</p> <p>If <b>local lockdown</b> measures are put in place, follow all published guidelines.</p>		
<p><b>Infection of COVID19 virus from close contact with infected colleague.</b></p>	<p>Employees and Visitors</p>	<p>4</p>	<p>4</p>	<p>H</p>	<p><b>Working from home</b> Working from home is one way to reduce the risk of infection of COVID-19.</p> <p>Many colleagues are working from using equipment supplied by the Company.</p> <p><b>Working from the office safely</b> After consultations, many colleagues are now working from the office safely following published govt. guidelines</p> <p>Tables used as physical barrier between reception desk and visitor area.</p> <p>Colleagues will be <b>screened for high temperatures</b> (&gt;38°C) on arrival at work and sent home if fever is detected. This is carried out from a monitoring station booth.</p> <p><b>Access controls</b> modified to place central turnstile gates out of use to keep pedestrian movements separated.</p> <p>Social distancing measures are in place to keep colleagues 2 meters apart.</p> <p><b>Seating</b> at desks will be in a 'checkerboard' pattern keeping desks opposite and either side free. Desks are 1.2 meters in width.</p> <p>Desks marked with green stickers (ok to use) or monitor notices (not ok to use).</p> <p>Colleagues working in cohorts to limit exposure.</p>		

				<p>Only 2 persons will be allowed in the <b>passenger lifts</b>, with floor markings advising colleagues not to stand opposite each other.</p> <p><b>Training rooms</b> not in use but used for operational calls with occupancy limited to 5 persons.</p> <p>Social distancing signs on floors, tables and lifts in appropriate locations</p> <p>Social distancing and <b>one-way</b> signs on floors in appropriate locations</p> <p>TVs in reception and Restaurant kept to low volume so room occupants do not need to raise voices to be heard.</p> <p><b>Site restaurant</b> Site restaurant is operating a <b>one-way</b> system with 2m floor markings to help considerate queuing.</p> <p><b>Meeting Rooms</b> Most meeting rooms placed out of use and locked where possible. Where meeting rooms cannot be locked, seating removed or placed out of use as appropriate. Selected meeting rooms are open from 7 September and limited to 3 persons (normal capacity is 8). Smaller meeting rooms and those without full AC remain closed. Additional cleaning for meeting rooms. Meetings limited to 1 hour. No materials to be shared during the meeting (pens, hand-outs etc...). Rules published in the rooms and on doors.</p> <p><b>Prayer facilities</b> Larger prayer facilities for large group prayers (on Fridays) provided across 4</p>		
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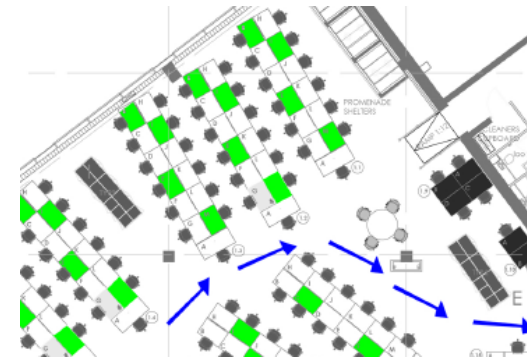
					<p>large meeting rooms, each limited to 6 persons each</p> <p><b>PPE</b> for colleagues is not mandatory at this moment but colleagues will not be prevented from using their own PPE. Cleaning, catering and security staff will wear gloves at all times.</p> <p>Face coverings can be disposed in any non-recycling bin.</p> <p>If <b>local lockdown</b> measures are put in place, follow all published guidelines.</p>		
<b>Airborne transmission of COVID-19</b>	Employees, Visitors and Contractors	2	4	L	<p>The risk if airborne transmission is not proven but there is some evidence that there is less risk in well ventilated environments, with the outdoors being the best example.</p> <p>AC and air handling units are switched on at all times the building is occupied.</p> <p>Only well-ventilated spaces are in use, so smaller meeting rooms with no mechanical air supply are not in use.</p> <p>AC is set to 22°.</p> <p>AC and air handling systems are well maintained, and filters cleaned or renewed as per guidance. PPM is up to date.</p>		
<b>Infection of COVID19 virus from close contact with infected visitor, contractor or courier.</b>	Employees, Visitors and Contractors	3	4	M	<p>No visitors from or to other Hastings locations during the pandemic</p> <p>Use of Zoom, Microsoft Teams and conference calls for meetings.</p> <p>Essential and statutory maintenance contractors permitted but all must wash hands before signing in and observe site social distancing measures.</p>		

				<p>Security staff complete visitor book entry.</p> <p>No lanyards given out with temporary passes. Passes wiped down between uses.</p> <p>Deliveries for essential work purposes only. Personal shopping deliveries will be refused. Courier PDAs will not be signed by the security staff.</p> <p>Contractors will wear PPE as appropriate for the works carried out</p>		
<p><b>Reported case of COVID19 virus on site</b></p>	<p>Employees, Visitors and Contractors</p>			<p>Colleagues with symptoms should self-isolate and not come into the office.</p> <p>Colleagues will be screened for high temperatures (&gt;38°C) on arrival at work and sent home if fever is detected.</p> <p>Records of shift patterns and who has been on site will be retained for at least 21 days.</p> <p>Property Services must be informed of any instance of suspected COVID19 and where the colleagues was sitting.</p> <p>The colleague must remove themselves immediately to a designated Track and Trace room and call 119 to report their symptoms. They must then follow a Hasting s procedure to contact HR. The room has wipes, hand sanitiser and tissues. The furniture is able to be wiped.</p> <p>Designated rooms: 1F Armitage &amp; 3F Curry</p> <p>The team bank will be closed and access restricted. Cleaners will sanitise the area overnight or earlier if resource is on site. High traffic routes to/from the desk/area will be cleaned too.</p>		

					<p>Hastings have appointed Zoe Turner as a single point of contact to inform Public Health England if there are more than one confirmed case associated with the Leicester office.</p> <p>Public Health England East Midlands Health Protection Team Seaton House City Link Nottingham NG2 4LA Phone: 0344 2254 524 option 1</p>		
<p><b>Depleted first aid and fire warden provision while headcount on site is significantly reduced.</b></p>	<p>Employees, Visitors and Contractors</p>	2	3	M	<p>As many colleagues as possible should work from home using equipment supplied by the Company.</p> <p>Fire Wardens and First Aiders attendance to be logged daily so an assessment can be made of the available resource on a given day.</p> <p>Team leaders can be briefed on fire warden responsibilities. If no or insufficient first aiders are available this should be reported to the client Health and Safety manager immediately who can assess the risk.</p>	<p>Additional online training being sourced to train additional colleagues in Fire Warden and Awareness.</p>	<p>Scheduled to be available for online e-learning by 03/04/2020 Completed 30.03.2020</p>
<p><b>Mental well-being among colleagues working during a pandemic.</b></p>	<p>Employees</p>	2	3	M	<p>Daily touch-base calls with colleagues to share experiences, fun stories etc... and generally check in on colleagues.</p> <p>Be open with knowledge of rapidly changing circumstances.</p> <p>Usual mental well-being practices must carry on. Take time off or time to reflect when necessary.</p>		



Full capacity in the building for c.1026 workstations; currently there is a maximum of 258 colleagues working from the premises, allowing sufficient scope to observe minimum social distancing requirements throughout. Colleagues instructed to ensure seating arrangements such there is at least one workstation space either side and in front of working area.



<b>RISK ASSESSMENT MATRIX</b>			<b>LIKELIHOOD</b>			
			<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
			<b>Negligible</b>	<b>Remote</b>	<b>Possible</b>	<b>Probable</b>
<b>S E V E R I T Y</b>	<b>1</b>	<b>Minor</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
	<b>2</b>	<b>Lost Time</b>	<b>2</b>	<b>4</b>	<b>6</b>	<b>8</b>
	<b>3</b>	<b>Major RIDDOR</b>	<b>3</b>	<b>6</b>	<b>9</b>	<b>12</b>
	<b>4</b>	<b>Fatality</b>	<b>4</b>	<b>8</b>	<b>12</b>	<b>16</b>
<b>Key: 1-2 Low: 3-6 Medium: 8-16 High</b>						

Assessed by	Andrew Bodey	Position	Portal Site Account Manager	Risk Rating
Issue Date	10/07/20	Review Date	07/09/20	High