

Covid-19 Risk Assessment

What are the Hazards?	Who Could be Harmed?	Controls Required	Additional Controls	Action by Who?	Action by When?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> Employees Visitors Cleaners Contractors Delivery Drivers Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact in relation to your business 	<p>Hand Washing</p> <ul style="list-style-type: none"> Hand washing facilities with soap and water in place. Air Dryers to be turned off and Single Use Paper Towels to be provided for drying hands Hand Cream to be available Gel sanitisers in any area where washing facilities not readily available 	<ul style="list-style-type: none"> Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying and moisturisation Employees to be reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Posters communicating key hygiene measures to be displayed in office 	HR & Senior Mgt Team	Return Date & then ongoing	
Ditto	Ditto	<p>Cleaning</p> <ul style="list-style-type: none"> Frequent cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, taps, printers, using appropriate cleaning products and methods. Frequent cleaning of phones, keyboards, desks 	<ul style="list-style-type: none"> Contract Cleaners to provide their own risk assessments and increased cleaning regimes for review and approval before re-commencing work. Particularly focus to be placed on glass, metal and plastic surfaces and regular touch points such as taps, door handles, etc. Deep clean of office prior to re-opening 	HR & Senior Mgt Team	Return Date & then ongoing	

		<ul style="list-style-type: none"> • Communal showers, hair dryers and hair straighteners to be disconnected and unavailable • No reusable dishcloths to be available in Diner area, only single use rolls or wipes • Paper Towels to replace re-usable Tea Towels • Company Pool Cars to only be used for essential business travel and should be cleaned by users before and after undertaking travel paying particular notice to steering wheel, handles and instruments 	<ul style="list-style-type: none"> • Diner equipment to be cleaned and serviced, (ie coffee machine filters, taps, fridge etc) prior to re-opening • Cleaners to be on site for mid-day cleaning and after 6.00 pm for main cleaning daily. Cleaners to be asked to wear face masks whilst on site during normal office hours. • <i>Anti-bac wipes</i> to be provided to all staff and to clean phones, keyboards and desks at beginning and end of each working day • Hand sanitiser and Anti-bac wipes to be available at all communal equipment for staff to use before and after touching, ie coffee machines, Hot Water Taps, fridges, printers, franking machine, weighing scales • Employees to be requested to bring in their own cutlery and crockery • Hand sanitizer and anti-bac wipes for cleaning to be available in company cars • Posters to be displayed in key areas to remind staff to use Hand Sanitiser and/or Anti-bac wipes before and after touching communal equipment 			
Ditto	Ditto	<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 2-metre (6.5 foot) gap recommended by the Public Health Agency 	<ul style="list-style-type: none"> • Posters to be prepared and displayed in office reminding staff of importance of social distancing both in workplace and outside of it. 	HR & Snr Mgt Team	Return Date &	

		<ul style="list-style-type: none"> • Review plan of office and desk capacity and introduce rota system to reduce number of employees on site at any time (2 x Teas – Red & Blue Team) • Review work schedules including start & finish times to assist with childcare if schools and nurseries not operating normally and those wishing to avoid peak periods on public transport. • Video conferencing to be used where possible in place of face to face meetings. • Where face to face meetings required, to be limited to communicated capacity for meeting area/room with duration kept to minimum and strict adherence to social distancing and seating that is not available or use • No more than 2 persons to be allowed in Washrooms at any time. • Only hard seating in Diner to be used and with strict adherence to advertised capacity for social or meeting purposes. • Employees to be asked to only bring pre-prepared cold food and to eat at desks • Orange Box, Chilli Bean and Creative Lounge areas to be marked as unavailable • Communal areas and seating with fabric and soft furnishing to be made unavailable (bean bags, sofas, hammocks, fabric sofas, cushions) 	<ul style="list-style-type: none"> • Keep Left messaging to be marked on freeway and one-way flow system on floor in Diner area and prominently displayed by way of Posters • Areas unavailable for use to be clearly identified as unavailable for use • Messaging to advise no more than 2 people in the Washrooms at a time with doors permanently propped open • Audit and ordering of additional webcams and headphones to facilitate video conferencing in office • Employees to be encouraged to not share cutlery and crockery and bring in own travel drinking mugs, water bottles, crockery and cutlery to avoid shared equipment • All food stored in fridges to be clearly labelled with names and sanitised before placing in fridge • Employees to be asked to not pass colleagues on stairs – Poster to be positioned at base and top of stairs as reminder • Microwaves to be unavailable until further notice to reduce traffic and time spend in communal dining area • No communal food sharing sharing, ie food, cakes, biscuits etc • Cloakroom door to be permanently wedged open 		then ongoing	
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Ditto	Ditto	<p><u>Identifying Employees and/or Visitors with Symptoms of Covid-19</u></p> <ul style="list-style-type: none"> • If anyone becomes unwell with a new continuous cough, a high temperature or experiences loss of smell and taste in the workplace they will be sent home and advised to self-isolate and follow the latest government guidelines. The latest 	<ul style="list-style-type: none"> • 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. 	HR & Snr Mgt Team	Return Date & then ongoing	

		<p>Company policies in respect of self-isolating employees can be</p> <ul style="list-style-type: none">• S:\Company Documents\Controlled Documents (Policies, Forms, Templates, Training)\Policies and Statements\SCPS052 Coronavirus temporary policies.docx• 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), HR will contact the Public Health Authority 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. https://www.publichealth.hscni.net/ <p>If a member of staff becomes unwell in the workplace with coronavirus symptoms the following actions will be taken within the workplace:</p> <ul style="list-style-type: none">- All surfaces that a symptomatic person has come into contact with to be cleaned and disinfected, with particular focus on potentially contaminated high contact areas such as washrooms.- Public areas where a symptomatic individual has passed through and spent minimal time,	<ul style="list-style-type: none">• Details of commercial cleaning company to be held on file in event deep de-clean required to sanitise office if case is confirmed for someone who has been in office in previous 14-day period			
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		<p>such as corridors, to be cleaned thoroughly as normal</p> <ul style="list-style-type: none"> - Cleaning staff to be requested to use disposable cloths or paper roll and a combined detergent disinfectant solution at a dilution of 1000 parts per million available chlorine - Cleaning staff to wear appropriate PPE - Waste from cleaning of areas where possible cases have been (including disposable cloths and tissues) to be “double-bagged” and tied off; and placed in a secure holding area for 72 hours before being disposed of in general waste 				
Ditto	Ditto	<p><u>Shielding the Vulnerable:</u></p> <ul style="list-style-type: none"> • Review previous risk assessment compiled on employee medical conditions • Circulate the government guidance around who is classed as Vulnerable to relevant employees • Circulate a Risk Assessment for employees who have identified as Vulnerable or Pregnant 	<ul style="list-style-type: none"> • Request copy of NHS letters as certification of Extremely Vulnerable • Consideration to be given to viability of longer term working from home for anyone <ul style="list-style-type: none"> - Previously advised by their Health Authority as been Extremely Vulnerable - Clinically Vulnerable (by virtue of pregnancy) - Living with anyone classed as Extremely Vulnerable 	HR	Return Date & then ongoing	
Ditto	Ditto	<p><u>Mental Health</u></p> <ul style="list-style-type: none"> • Management to continue to promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help 	<ul style="list-style-type: none"> • Regular communication of mental health information and open-door policy for those who need additional support. 	Snr Mgt Team	Ongoing	

Ditto	Ditto	<p>Senior Management Training</p> <ul style="list-style-type: none"> • Heads of Department to be briefed on management of return to work and policing of adherence when back in the office 	<ul style="list-style-type: none"> • Guidance notes to be prepared by HR covering: <ul style="list-style-type: none"> - New Procedures & Policies - Protocol in event that we have a confirmed or expected case within the office - Key Messages including consequences of not following - How to deal with employees who are reluctant to return to the office - How to deal with employees with childcare responsibilities and challenges - Mental Health check-ins 			
Ditto	Ditto	<p>PPE</p> <ul style="list-style-type: none"> • Disposable masks and gloves to be made available for staff to use whilst at office and during commute to and from office • Wearing of mask to be compulsory for any Face to Face Meetings where close collaboration and 2 metre social distancing cannot be strictly adhered to. 	<ul style="list-style-type: none"> • Staff to be encouraged to wear masks whilst commuting on public transport. • Face masks and gloves to be readily available for anyone who wants to use more widely. Gloves to only be used for single use and disposed of immediately afterwards to avoid cross contamination. Gloves not to be considered as an effective alternative to good hygiene and single most successful measure everyone can 	OW	Ongoing	

			follow is to thoroughly wash hands regularly with soap and water. Staff to be advised to regularly replace Masks and Gloves and at least once a day as a minimum			
Ditto	Ditto	<u>Administering First Aid</u> <ul style="list-style-type: none"> First Aiders administering and employees receiving assistance to wear Face Mask and Gloves where possible 	<ul style="list-style-type: none"> Face Masks and Gloves and reminders to be added to First Aid Boxes and Equipment 	HR	Return	
Ditto	Ditto	<u>Laboratory</u> <ul style="list-style-type: none"> Social Distancing to be strictly adhered to in Lab Access to be restricted to only R&D staff No one allowed in Lab without lab coats	<ul style="list-style-type: none"> Goggles and Lab Coats not to be shared and to be clearly labelled with employee's names Lab Coats to be washed at minimum at 60 degrees every 2 weeks 	TC & JV	Return Date & then ongoing	
Ditto	Ditto	<u>Visitors, External Meetings & Travel</u> <ul style="list-style-type: none"> Visitors to Studio 19 only with prior Director approval to attend the office to be admitted to the building. Employees only to undertake external meetings and travel when business critical and with prior Director approval All visitors to be requested to complete brief questionnaire on arrival 	<ul style="list-style-type: none"> Hand sanitiser to be available and visitors requested to use in main entrance and reception areas on arrival in building Employees undertaking approved external meetings to be reminded of need to continue to observe strict hygiene and social distancing measures 	OW	Return Date & then ongoing	
Ditto	Ditto	<u>Contractors</u> <ul style="list-style-type: none"> Admittance during working hours for contractors to be restricted and by Director approval only and kept to out of normal hours where possible 	<ul style="list-style-type: none"> Any Contractors (window cleaners, plant maintenance, pest control) to submit their own risk assessment and protocols for hygiene and social distancing for approval prior to admittance 	OW	Return Date & then ongoing	

Ditto	Ditto	<p>HVAC: HVAC system to be run continually on minimum setting during operating hours to ensure continual flow of fresh air</p>	<ul style="list-style-type: none"> Woodwards recommend maximise fresh air intake, disable recirculation system, minimise flow through air conditioning units Only IT support to adjust room temperature controls Legionella Risk Assessment and if required Testing to be undertaken prior to re-opening due to period of inactivity 	TC Sean &	Return Date & then ongoing	
Ditto	Ditto	<p>Deliveries and Post</p> <ul style="list-style-type: none"> Access for any Deliveries and Collections to be managed with no access to main office area Staff to wash hands after handling and unpacking delivered goods and ensure cardboard is packed away and disposed of promptly. 	<ul style="list-style-type: none"> Protocol and rules for deliveries and post to be communicated to all staff All employees to be reminded personal deliveries or post are not to be directed or accepted to the office 	OW	Return Date & then ongoing	

Useful Websites for Additional Information:

<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

<https://www.publichealth.hscni.net/news/covid-19-coronavirus>

<https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/>

www.hseni.gov.uk/stress