

Working Safely During Coronavirus Risk Assessment

This risk assessment is for the area of the open plan office, Fisher Wharf, that PeoplePlus occupy and are responsible for. A third party have operational space with in the same open office area, but this risk assessment does not include them .

What are the hazards?	Who might be harmed & how?	What are you doing about it?	Do you need to do anything else to manage the risk?	Action by who?	Action by when?	Completed Yes/No
Virus Transmission while attending the office	<i>All Employees and learners but especially those Employee who have medical conditions which increased their vulnerability to infection which may result in them contracting the Covid-19 virus. Employees and learners who fall into these groups are: Older age group – 60+, Have underlying health conditions, Pregnant women, BAME, Those with poor health conditions due to the impact of COVID19, Parent & Carers and Those who have a disability</i>	<ul style="list-style-type: none"> • Adhere to company Work Guidance documents WG E001 & WG E010 • Phone used to contact colleagues rather than going to their desk for a face to face discussion • Wash hands more often and for 20 seconds. • Colleagues and Learners not to congregate or cluster when taking a cigarette break. • Antibacterial cleaning agents wipes are available to wipe workstation and other equipment. • Learners/visitors attendance scheduled to reduce congregating in the building. • Floor marking to identify 2 meters for learners waiting to enter the office. • Government advice to be followed especially social distancing 	<ul style="list-style-type: none"> • Colleagues who have been shielding are encouraged to return to work in line with government guidance • Centre Responsible person to monitor toilets, in the common area to ensure adequate supply of soap and water for washing of hands. Report concerns to the Landlord 	Zara MacDougall, David Pattison and learners	01.06.20 and then on-going	Yes

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Continue:- Virus Transmission while attending the office	<i>All Employees and learners but especially those Employee who have medical conditions which increased their vulnerability to infection which may result in them contracting the Covid-19 virus. Employees and learners who fall into these groups are: Older age group – 60+, Have underlying health conditions, Pregnant women, BAME, Those with poor health conditions due to the impact of COVID19, Parent & Carers and Those who have a disability</i>	<ul style="list-style-type: none"> Office contract cleaner to prioritise cleaning for door handles, door plates, areas of heavy traffic Upon arrival and departure visitors and team members to be directed to use hand sanitisers where available or directed to cloakroom facility for hand washing prior to their appointment as per government guidelines Learners to be admitted to the office one at a time. This is to be controlled by the entrance to the office. No handshaking between employee and visitors 	<ul style="list-style-type: none"> Centre Responsible person to undertaken ongoing monitoring of colleagues and visitors compliance to internal and Government guidelines regarding COVID-19 Visitors are to be asked if they are well, not just if they are showing any of the recognised symptoms of COVID-19, and if in doubt the meeting is to be cancelled and visitor directed to return home immediately Temperature of all attendees, to the office, to be taken as per WG W010. 	Zara MacDougall, David Pattison and learners	01.06.20 and then on-going	Yes
Virus Transmission from individual becoming unwell while in the workplace.	<i>All Employees and learners but especially those Employee who have medical conditions which increased their vulnerability to infection which may result in them contracting the Covid-19 virus.</i>	<ul style="list-style-type: none"> Learner and colleagues who develop COVID19 symptoms during the day are to be sent home immediately and advised to contact the NHS for advice. WG E002 	<ul style="list-style-type: none"> Tutor to keep in touch, by phone, email, or text, with learners who are advised to contact NHS. 	Zara MacDougall, David Pattison and learners	27.08.20	Yes

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Continue Virus Transmission from individual becoming unwell while in the workplace.	<i>All Employees and learners but especially those Employee who have medical conditions which increased their vulnerability to infection which may result in them contracting the Covid-19 virus.</i>	<ul style="list-style-type: none"> • Learner and colleagues that become ill with coronavirus (COVID-19) symptoms and are awaiting collection will be isolated from others, see WG E002. • Anyone who comes in contact with someone who is unwell must wash their hands thoroughly for 20 seconds or use hand sanitizer after any contact. • 	<ul style="list-style-type: none"> • Office Emergency Kit to be used by those undertaking the caring of the ill person where a distance of 2 metres cannot be maintained • Bathroom used by ill person, while waiting to be collected, are to be cleaned and disinfected using standard cleaning products before being used by anyone else. 	Zara MacDougall, David Pattison and learners	27.08.20	Yes
Virus Transmission Respiratory hygiene	Colleagues, and learners, may be infected with the virus leading to periods of illness and or death.	<ul style="list-style-type: none"> • Adequate supply of tissues for colleagues, and learners to access so that they can adhered to <u>“catch it, bin it, kill it”</u> • Adequate number of bins for colleagues and learners to access to dispose of waste tissues. 	<ul style="list-style-type: none"> • Waste bins to be emptied on a regular basis throughout the day and before office is closed for the day. See WG E004 	Zara MacDougall, David Pattison and learners	27.08.20	Yes

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Poor air quality in indoors areas of the building	Evidence indicates that the virus is spread primarily through larger droplets and smaller aerosols, which are expelled when people cough, sneeze, laugh, talk or breathe. Indoor transmission is therefore more common than outdoor transmission, as a result of increased exposure and decreased dispersion rates for droplets and aerosols.	<ul style="list-style-type: none"> • Rooms to be vented by opening windows and or doors in the morning before individuals come into the workplace and or before delivery commences for a minimum of five minutes. • Additional room venting is to take place at break times and at the end of the day when everyone has gone home allow air to circulate. • Windows to be left slight open during delivery to allow for a fresh supply of air. 	<ul style="list-style-type: none"> • Whilst improving ventilation is a key control, site colleagues and management are to continue to ensure that the wider controls of social distancing, hand hygiene and enhanced cleaning are implemented and maintained 	Zara MacDougall, David Pattison and learners	10.03.21	Yes
Virus Transmission during business travel.	Colleagues who are required to use public transport to attend company business may be infected with the virus.	<ul style="list-style-type: none"> • Colleagues travelling on company business are to use a private vehicle where possible. • Where a public transport is the only option colleagues are to wear face covering as per government guidelines. • Travel on public transport to be planned so that it takes place outside of rush hour to limit contact with others. • 	<ul style="list-style-type: none"> • Centre Responsible person to check that vehicle of the employee being used on company business is an approved vehicle register on the Grey Fleet database. • • No passenger allowed in vehicle while driving on company business. 	Zara MacDougall, David Pattison and Learners	26.08.20	Yes

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Continue Virus Transmission during business travel.	Colleagues who are required to use public transport to attend company business may be infected with the virus.	<ul style="list-style-type: none"> • Learners, who use public transport are to be reminded of the government guidelines on wearing face covering. 	<ul style="list-style-type: none"> • Government tier restrictions, for travel, for the area the office is located in, to be adhered to. • 	Zara MacDougall, David Pattison and learners	26.08.20	Yes
Virus Transmission, Control of face covering	Evidence indicates that the Covid19 virus can be spread from person to person through small droplets from the nose or mouth which are spread when a person with COVID-19 coughs or exhales. The wearing of a face covering reduces the risk of colleagues and learner from being infected.	<ul style="list-style-type: none"> • Face covering are to be worn by all employees and learners throughout the office including training rooms. • Colleagues and learners, attending the office, are to use the office waste bins for disposing of temporary face covering or place reusable face coverings in a plastic bag. • Hands are to be washed as government guidelines after removing face coverings. 	<ul style="list-style-type: none"> • Colleagues to read Work Guidance WG W007 for further information on controlling face covering. • Until Easter 20212 or when government guidance changes Learners and Employee, are to wear a face covering in all areas of the building to includes the classroom. 	Zara MacDougall, David Pattison and learners	26.08.20	Yes
Advice & Guidance	Colleagues may need to be supplied with on-going advice and guidance.	<ul style="list-style-type: none"> • Company Work Guidance documents WG E001 – WG E008 • Promoting of Government guidance • PeoplePlus internal communications on COVID-19 • Wash Hands more often poster displayed in all areas of the office • Displaying of poster to promote social distancing 	<ul style="list-style-type: none"> • Centre Responsible person to monitor compliance to social distancing • Centre Responsible to share internal communications regarding COVID 19 with employees 	Zara MacDougall, David Pattison and learners	01.06.20 and then on-going	Yes

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Continue Advice & Guidance	Colleagues may need to be supplied with on-going advice and guidance.	<ul style="list-style-type: none"> Access to company intranet where company post coronavirus information and advice. 		Zara MacDougall, David Pattison and learners	01.06.20	Yes
Maintenance and Testing	Due to office being closed fire detection and prevention may be faulty.	<ul style="list-style-type: none"> Weekly testing of fire alarm system to continue to be continued by the Landlord. Visual inspection of fire extinguishers 		Zara MacDougall, David Pattison and learners	01.06.20 and then on-going	Yes
Maintenance and Testing	Due to office being closed lighting systems may be faulty.	<ul style="list-style-type: none"> Visual inspection of light fitting to see if they are working Emergency lighting to be tested using the flick test approach 	<ul style="list-style-type: none"> Centre Responsible to ensure emergency lighting is in working order prior to re-opening of the office. 	Zara MacDougall, David Pattison and learners	01.06.20 and then on-going	Yes
Legionella	Due to office being closed water supply may have become contaminated.	<ul style="list-style-type: none"> Water outlets are in the common area of the building and under the control of the Landlord Two cups of water to be drawn from the water fountain and disposed of 	<ul style="list-style-type: none"> 	Zara MacDougall, David Pattison and learners	01.06.20 and then on-going and Landlord of office	Yes
Location:		Grimsby				
Centre Responsible person name:		Michelle Kershaw				

Position in organisation of Centre Responsible person:	Academy Tutor
Date of Assessment:	<p>28.05.20</p> <p>26.08.20 – A review of the Grimsby office Covid19 secure risk assessment was undertaken on Wednesday 26 August between Michelle Kershaw, site responsible person, and Richard Johns, Head of Health, Safety and Environment. Following the review additional hazards and control measure have been add to the risk assessment resulting in this risk assessment supersedes the original risk assessment competed 28.05.20</p> <p>30.11.20- Risk assessment amended, by HHSE, to include:</p> <ul style="list-style-type: none"> • The use of temperature guns • Adherence to government travel guidance as per tier office location. <p>Wording change to include work guidance document WG010</p>
Date risk assessment sent to HHSE	28.05 20 & 26.08.20
Date HSSE approved risk assessment	28.05.20 & 26.08.20 Richard Johns, Head of Health, Safety & Environment.