

SILVERBEAN ORTUS NORTH

COVID-19 Risk Assessment Ver 1.3:

Date of this review 24/03/2021

Review: Monthly (and as guidance changes)

Hazard	Who might be harmed and how?	Controls	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Completed
COVID-19	Staff, suppliers, contractors, clients and visitors. COVID-19 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 and moisture content). If it is passed from one person to another, while the majority survive infection (including many who will not experience any symptoms), some may suffer serious illness and in a small number of cases, some may die from the disease. It is regarded as a high hazard.	<p>Employees have been working from home since the latest UK lockdown. Current government guidance as set out in the COVID Response, Spring 2021 recommends those who can work from home, should work from home. N21 have risk assessed this guidance and have concluded that for a number of our employees, a return to work, in a well-controlled manner, within a safe environment and with suitable control measure in place, is a vital intervention for their wellbeing. A phased return to work of some staff will commence Monday 29th March 2021.</p> <p>We acknowledge the importance of consultation with all our staff and appreciate that It is a two-way process, allowing our staff to raise concerns and influence decisions on managing health and safety. Regular communication between management and all employees continues.</p> <p>We have been following guidance from the government, HSE and our own health and safety consultant</p>	<p>Return to work plans to be discussed and shared with all staff including distribution of the risk assessment.</p> <p>Back to work COVID Inductions for all staff upon their return, to show and demonstrate new procedures, protocols, one-way routes etc.</p> <p>Ensure so far as is possible, that contractors, suppliers and visitors are aware of all procedures.</p>			

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COVID-19	Coronavirus (COVID-19) can make anyone seriously ill. But for some people, the risk is higher.	<p>A Coronavirus vaccination program has started within the UK and staff will be allowed time off work to arrange for their vaccinations.</p> <p>We will not ask employees who have been identified by the NHS as being at higher risk, to return to work. Provision will be made to enable them to continue to work from home with further support provided by the business. All staff who are identified as being at higher risk will be offered a priority vaccine via the NHS.</p>				
COVID-19	<p>Anxiety and stress.</p> <p>The COVID-19 pandemic will affect people in many ways and there is significant research to show this. The prospect of returning to the workplace may be traumatic for some, whilst a relief for others.</p> <p>Some employees may know or be grieving for others who have contracted the virus, whilst others may be suffering from issues caused by being in isolation without social interaction.</p>	<p>Regular communication and team meetings with staff to ensure they feel supported.</p> <p>Staff have undergone some mental health training during their time away from the office.</p>	<p>Offer continual support to both those working from home and from the office.</p> <p>Opportunities for one-to-one or small group discussions to help those who need it.</p>			

	Staff will inevitably have differing opinions regarding the pandemic which may cause upset and anxiety for those who are worried and concerned or have personal experience of the seriousness of the virus.	Management recognise COVID-19 as a high-risk hazard and appreciate the effects it may have on staff. All employees will be required to follow all new procedures imposed upon the business following completion of risk assessment.	Staff need to be informed about new procedures prior to a return with an emphasis on the need for everyone to respect and adhere to the guidelines. Any incidents of non-compliance will be dealt with promptly. Continual monitoring required to stop poor habits from emerging.			
COVID-19)	Employees working from within the office premises may be contacted by the NHS Test and Trace Service informing them that they have been in close contact with somebody testing positive to Covid-19.	If a staff member is contacted by NHS Test and Trace, they must self-isolate for 10 days and work from home. If during this time they show any of the recognised symptoms of COVID-19, they must contact NHS Test and Trace to organise a test.				

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COVID-19	Employees travelling to work could encounter infected people. The risk of transmission can be reduced by reducing the number of people you come into close contact with.	<p>Staff to be asked to try and avoid travelling by public transport as far as is possible.</p> <p>Flexible start times will be discussed to avoid staff using public transport at peak times.</p> <p>Staff asked to avoid car sharing but if not possible, limit to sharing with same person, plenty of ventilation and cleaning of common touch points (door handles, seat belt connectors)</p>				
COVID-19	Employees could become infected if a colleague returns to work infected with COVID-19	Inform all staff to stay at home and to self-isolate as per NHS guidelines if they have any of the COVID-19 symptoms or someone within their household has symptoms. Staff asked to access the NHS test and trace service.				
COVID-19	Employee could fall ill with COVID-19 whilst at work	<p>A staff member who develops symptoms at work will be asked to return home if safe to do so and avoiding use of public transport.</p> <p>A room for self-isolation will be provided if unable to leave immediately. This will then be suitably cleaned.</p> <p>Staff member will be asked to access the NHS test and trace service and follow procedures including arrangement of COVID-19 test.</p>				

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COVID-19	Evidence suggests that the virus can exist for up to 72 hours on surfaces. Good personal hygiene and regular handwashing is acknowledged as one of the most effective ways to stop the spread of COVID-19.	<p>Good washroom facilities provided with automatic sensor hand dryers.</p> <p>Hand sanitising units are positioned in strategic locations i.e. front entrance, queue for kitchen, top and bottom of stairs.</p> <p>Good personal hygiene to be encouraged through inductions, meetings, and signage. Washing hands thoroughly with soap and water for 20 seconds is the best defense.</p> <p>Staff have their own allocated workstations so no hot desking. Staff will have responsibility for cleaning their own workstation at the end of each shift. Disposable disinfectant wipes and personal hand sanitiser gel for each employee has been ordered.</p> <p>Key fobs for magnetic entry door locks have been obtained to eliminate need for staff to use key code entry</p> <p>Minimise the requirement of using meeting rooms but ensure staff clean their chair arms and table space if used.</p> <p>Avoid using sofas and soft furnishings.</p>				

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COVID-19	The risk of infection increases the closer you are to another person with the virus, and the amount of time you spend in close contact with them. Current guidelines state a 2m distance should be kept from person to person.	<p>A Phased return to work is being considered once guidelines change, this will help to ensure a controlled number of staff on site at any one time.</p> <p>Open plan nature of the premises enables good sight lines for staff to avoid the need for close contact.</p> <p>Suitable signage is used.</p> <p>Staff to observe the 2m social distancing guidelines throughout premises.</p> <p>Workstations have been arranged which will allow a 2m separation of staff.</p> <p>Where appropriate a one-way system has been implemented.</p> <p>Break times to be staggered to ensure numbers using kitchen, washrooms and break rooms are controlled.</p> <p>Staff to be discouraged from making unnecessary movement around office.</p>				
COVID-19	Evidence suggests that the virus is less likely to be passed on in well-ventilated buildings and outdoors.	<p>First floor has numerous windows which can be opened to help ventilation.</p> <p>Limit use of smaller meeting rooms which have limited airflow.</p>				

Stairs	Increased risk of trips on stairs as staff may be reluctant to use handrails	Encourage staff with signage to use the handrails for safety and to sanitise or wash after use.				
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