

Risk Assessment on Prevention of contracting, spreading communicable diseases including COVID-19

Office Address: Edward Leonard House, Pembroke Ave, Waterbeach, Cambridge, CB25 9QR

Hazards identified which are likely to be experienced during the works	Risks & possible harm/consequences without any controls	Who might be harmed?	Likelihood of harm without control measures High Medium Low?	Controls required to minimise the risk	Likelihood of harm with control measures High Medium Low?
Prevention of contracting, spreading communicable diseases including Covid 19	Serious illness resulting in possible hospitalisation organ damage and or death	Operatives and others	High	<p>Note:</p> <p>This risk assessment has been produced in line with all current government guidance regarding working safely during COVID-19.</p> <p>The listed control measures have been developed from this guidance and will be continually reviewed as and when deemed necessary such as when new information/guidance is published.</p> <p>You are advised to check the Government Website for up to date information on local (tiered) and national (Lockdown) restrictions. https://www.gov.uk/coronavirus</p> <p>Working from Home</p> <ul style="list-style-type: none"> • Where possible staff will work from home as far as possible • Plan for the minimum number of people needed on site to operate safely and effectively • Monitor the wellbeing of people who are working from home and help them stay connected to the rest of the workforce • Keep in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security • Providing equipment for people to work at home safely and effectively, for example, remote access to work systems <p>Protecting people who are at higher risk</p> <ul style="list-style-type: none"> • Provide support for workers around mental health and wellbeing <p>People who need to isolate</p> <ul style="list-style-type: none"> • Enable workers to work from home while self-isolating if appropriate 	Low

Site specific risk assessment for COVID-19-Head office- Site specific risk assessment for COVID-19- Head Office-
 Updated 04.01.21
 ((Revision as a result of Cambridgeshire being placed in Tier 4)

Risk Assessment on Prevention of contracting, spreading communicable diseases including COVID-19

Office Address: Edward Leonard House, Pembroke Ave, Waterbeach, Cambridge, CB25 9QR

				<p>When staff should not to come to work</p> <ul style="list-style-type: none">• Do not come to the Office and self-isolate if you have a high temperature or a new persistent cough• Do not come to the Office and self-isolate if you experience a loss of sense of smell or taste• Do not come to the Office and self-isolate if you by virtue of your age, underlying health condition, clinical condition or if you are pregnant are deemed as a vulnerable person <p>Seek further guidance for any additional measures about office based working that can be taken if you are living with someone who is deemed as vulnerable.</p> <p>Social distancing</p> <ul style="list-style-type: none">• Maintain social distancing in the workplace wherever possible <p>Where the social distancing guidelines cannot be followed in full in relation to a particular activity consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.</p> <p>Mitigating actions may include:</p> <ul style="list-style-type: none">• increasing the frequency of hand washing and surface cleaning• Keeping the activity time involved as short as possible• Using back-to-back or side-to-side working (rather than face-to-face) whenever possible• Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others) <p>At the time of writing this risk assessment the governments guidance advises that the minimum social distancing should be 1m plus. However, its shall be deemed as best practice where reasonably practicable to maintain 2m social distancing.</p> <p>Social distancing applies to all parts of a business, not just the place where people spend most of their time, but also entrances and exits, break rooms, canteens and similar settings.</p>	
--	--	--	--	---	--

Site specific risk assessment for COVID-19-Head office- Site specific risk assessment for COVID-19- Head Office-
Updated 04.01.21
((Revision as a result of Cambridgeshire being placed in Tier 4)

Risk Assessment on Prevention of contracting, spreading communicable diseases including COVID-19

Office Address: Edward Leonard House, Pembroke Ave, Waterbeach, Cambridge, CB25 9QR

				<p>Coming to work and leaving work</p> <ul style="list-style-type: none">• Provide additional parking or facilities such as bike- racks to help people walk, run, or cycle to work where possible• Leave a minimum of 1 car space between cars when parking so social distancing can be achieved• Use markings and introducing one-way flow at entry and exit points• Providing hand washing facilities, or hand sanitizer where not possible, at entry/exit points and not using touch-based security devices such as keypads <p>Moving around the building</p> <ul style="list-style-type: none">• Reducing movement by discouraging non-essential trips within buildings and sites• Restrict access between different areas of a building• Introducing more one-way flow through building• Regulate use of high traffic areas including corridors, lifts turnstiles and walkways to maintain social distancing <p>Workplaces and workstations</p> <ul style="list-style-type: none">• Review layouts and processes to allow people to work further apart from each other• Use floor tape or paint to mark areas to help workers keep to a 2m distance• Where it is not possible to move workstations further apart, arrange people to work side by side or facing away from each other rather than face-to- face• Where it is not possible to move workstations further apart, using screens to separate people from each other• Manage occupancy levels to enable social distancing• Avoid use of hot desks and spaces <p>Meetings</p> <ul style="list-style-type: none">• Use remote working tools to avoid in-person meetings• Participants that have to attend meetings and should maintain 2m separation throughout• Avoid transmission during meetings, for example, avoiding sharing pens and other objects• Provide hand sanitizer in meeting rooms• Areas where regular meetings take place, use floor signage to help people maintain social distancing	
--	--	--	--	---	--

Site specific risk assessment for COVID-19-Head office- Site specific risk assessment for COVID-19- Head Office-
Updated 04.01.21
(Revision as a result of Cambridgeshire being placed in Tier 4)

Risk Assessment on Prevention of contracting, spreading communicable diseases including COVID-19

Office Address: Edward Leonard House, Pembroke Ave, Waterbeach, Cambridge, CB25 9QR

				<p>Common Areas</p> <ul style="list-style-type: none"> • Staggering break times to reduce pressure on break rooms or canteens • Using safe outside areas for breaks • Install screens to protect staff in receptions or similar areas • Encourage workers to bring their own food • Reconfigure seating and tables to maintain spacing and reduce face-to-face interactions • Encourage staff to remain on-site and, when not possible, maintaining social distancing while off-site <p>Accidents, security and other incidents</p> <ul style="list-style-type: none"> • 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 <p>Managing visitors and Contractors</p> <ul style="list-style-type: none"> • No visitors without prior consent. • Encourage visits via remote connection/working • Where site visits are required, guidance on social distancing and hygiene will be explained to visitors on or before arrival • Limit the number of visitors at any one time • Limit visitor times to a specific time window and restricting access to required visitors only • Determine if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night • Maintain a record of all visitors, if this is practical • Revise visitor arrangements to ensure social distancing and hygiene, for example, where someone physically signs in with the same pen in receptions <p>Providing and explaining available guidance</p> <ul style="list-style-type: none"> • Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for example, by phone, on the website or by email • Establishing host responsibilities relating to COVID-19 and providing any necessary training for people who act as hosts for visitors • Review entry and exit routes for visitors and contractors to minimise contact with other people 	
--	--	--	--	---	--

Site specific risk assessment for COVID-19-Head office- Site specific risk assessment for COVID-19- Head Office-

Updated 04.01.21

((Revision as a result of Cambridgeshire being placed in Tier 4)

Risk Assessment on Prevention of contracting, spreading communicable diseases including COVID-19

Office Address: Edward Leonard House, Pembroke Ave, Waterbeach, Cambridge, CB25 9QR

				<p>Cleaning the Workplace</p> <ul style="list-style-type: none">• Service, or adjust ventilation/Air Conditioning systems which draws air from outside the building, so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels• Switch off ventilation if the system recirculates the same air into different rooms.• Service, or adjust air handling units that do not mix and recirculate air around the buildings- use in fresh air mode only• Open windows and doors frequently to encourage ventilation, where possible <p>Keeping the workplace clean</p> <ul style="list-style-type: none">• Frequent cleaning of work areas and equipment between uses, using your usual cleaning products• Frequent cleaning of objects and surfaces that are touched regularly, such as door handles and keyboards, and making sure there are adequate disposal arrangements• Clear workspaces and removing waste and belongings from the work area at the end of a shift• Limit or restrict use of high-touch items and equipment, for example, printers or whiteboards <p>note:</p> <p>If cleaning after a known or suspected case of COVID-19 then refer to the specific guidance.</p> <p>Hygiene hand washing sanitation facilities and toilets</p> <ul style="list-style-type: none">• Use signs and posters to build awareness of good hand washing technique, the need to increase hand washing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into arm if a tissue is not available• Provide hand sanitizer in multiple locations in addition to washrooms• Enhanced cleaning for busy areas• Provide more waste facilities and more frequent rubbish collection• Provide hand drying facilities – either paper towels or electrical dryers <p>Changing rooms and showers</p> <ul style="list-style-type: none">• Setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible	
--	--	--	--	---	--

Site specific risk assessment for COVID-19-Head office- Site specific risk assessment for COVID-19- Head Office-
Updated 04.01.21
(Revision as a result of Cambridgeshire being placed in Tier 4)

Risk Assessment on Prevention of contracting, spreading communicable diseases including COVID-19

Office Address: Edward Leonard House, Pembroke Ave, Waterbeach, Cambridge, CB25 9QR

				<ul style="list-style-type: none"> • Introduce enhanced cleaning of all at the end of the day <p>Face coverings</p> <p>Support workers in using face coverings safely if they choose to wear one. This means telling workers:</p> <ul style="list-style-type: none"> • Wash hands thoroughly with soap and water for 20 seconds or use hand sanitizer before putting a face covering on, and after removing it • When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands • Change your face covering if it becomes damp or if you've touched it • Continue to wash your hands regularly • Continue to wash your hands regularly • If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste • Practise social distancing wherever possible <p>The only areas where face coverings are optional are:</p> <ul style="list-style-type: none"> • when seated at your desk, • when seated in meetings rooms, • when <u>seated</u> in the canteen area. <p><i>Note:</i> The wearing of face masks does not remove the requirement to maintain social distancing.</p> <p>Working groups</p> <ul style="list-style-type: none"> • As far as possible, where staff are split into teams, fixed teams or shift groups so that where contact is unavoidable, this happens between the same people • Identify areas where people directly pass things to each other, for example office supplies, and finding ways to remove direct contact, such as using drop-off points or transfer zones <p>Work related travel</p> <ul style="list-style-type: none"> • Minimise non-essential travel – consider remote options first • Minimising the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face • Where workers are required to stay away from their home, centrally logging the stay and making sure any overnight accommodation meets social distancing guidelines <p>Communication and Training</p>	
--	--	--	--	---	--

Site specific risk assessment for COVID-19-Head office- Site specific risk assessment for COVID-19- Head Office-
 Updated 04.01.21
 ((Revision as a result of Cambridgeshire being placed in Tier 4)

Risk Assessment on Prevention of contracting, spreading communicable diseases including COVID-19

Office Address: Edward Leonard House, Pembroke Ave, Waterbeach, Cambridge, CB25 9QR

				<ul style="list-style-type: none">• Provide clear, consistent and regular communication to improve understanding and consistency of ways of working• Engage with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements• Develop communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work• Re-induct all employees as they return to the office <p>Inbound and outbound goods</p> <ul style="list-style-type: none">• Revise pick-up and drop-off collection points, procedures, signage and markings• Minimise unnecessary contact at security, For example, non-contact deliveries where the nature of the product allows for use of electronic pre- booking• Consider methods to reduce frequency of deliveries, for example by ordering larger quantities less often• Enable drivers to access welfare facilities when required, consistent with other guidance• Encourage drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice	
--	--	--	--	---	--