

| Risk Assessment Covid-19 Virus Infection Control REIGATE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                             |                                          |                                                               |                                                              |                                |                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|------------------------------------------|---------------------------------------------------------------|--------------------------------------------------------------|--------------------------------|---------------------------------|
| <p><b>Document Reference:</b><br/>           Document Reference: The Government has provided guidance for businesses and employees in understanding how to work safely during the COVID-19 pandemic. It has advised all businesses should carry out a risk assessment for returning to work and what controls could be implemented to mitigate the identified risks. <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres</a> (11th May 2020)</p> <p><b>Assessor: Lisa Frere</b></p> <p><b>Date: 31.07.2020</b></p> |                                             |                                          |                                                               |                                                              |                                |                                 |
| Hazards identified                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Probability of event (without controls) (A) | Severity of event (without controls) (B) | Probability of event (following implementation of controls) © | Severity of event (following implementation of controls) (D) | Risk Rating Pre controls A x B | Risk Rating Post controls C x D |
| Exposure to infected person or contaminated surface                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 3                                           | 4                                        | 2                                                             | 4                                                            | 12                             | 8                               |
| Colleague developing symptoms (cough /fever/shortness of breath) prior to attending work                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 4                                           | 4                                        | 4                                                             | 2                                                            | 16                             | 8                               |
| Colleague developing symptoms (cough /fever/shortness of breath) at work                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 4                                           | 4                                        | 4                                                             | 3                                                            | 16                             | 12                              |
| Exposure to infection of 'clinically extremely vulnerable' employee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 4                                           | 5                                        | 1                                                             | 5                                                            | 20                             | 5                               |
| A negative mental or physical impact on colleagues working from home                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 3                                           | 3                                        | 3                                                             | 2                                                            | 9                              | 6                               |

|             |               | Severity     |            |            |            |            |
|-------------|---------------|--------------|------------|------------|------------|------------|
| Probability |               | Trivial<br>1 | Minor<br>2 | 7-day<br>3 | Major<br>4 | Fatal<br>5 |
|             | Very likely 5 | 5            | 10         | 15         | 20         | 25         |
|             | Probably 4    | 4            | 8          | 12         | 16         | 20         |
|             | Possible 3    | 3            | 6          | 9          | 12         | 15         |
|             | Remote 2      | 2            | 4          | 6          | 8          | 10         |
|             | Improbable 1  | 1            | 2          | 3          | 4          | 5          |

| Level of risk | Action and timescale                                                                                                                                                                                                                                                                                                                                                                                            |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>HIGH</b>   | You should not start work until the risk has been reduced. You may have to set aside considerable resources to reduce the risk. If the risk involves work in progress, you should take urgent action. If it is not possible to reduce the risk even with unlimited resources, you must stop all work.                                                                                                           |
| <b>MEDIUM</b> | You must try to reduce the risk but should carefully measure the cost of prevention. You should use measures to reduce the risk within a defined time period. If the medium risk is associated with extremely harmful consequences you may need to carry out another assessment to identify more precisely the likelihood of harm. This will help you decide whether you need to use improved control measures. |
| <b>LOW</b>    | You don't need to take action or keep documentary records. Monitoring is necessary to make sure that the controls are still effective.                                                                                                                                                                                                                                                                          |

**HARM:** Infection with Covid-19

**PERSONS AT RISK:** Colleagues, Contractors and Visitors

**CONTROLS:**

**Exposure to an Infected Person or contaminated surface**

Current government guidelines to be followed.

## Who should go to work

- In consultation with our employees we will determine who from the 01 August 2020 can come into the workplace safely taking into account a person's use of public transport, childcare responsibilities, protected characteristics, and other individual circumstances. Extra consideration will be given to those people at higher risk.
- No colleagues who fall into a 'clinically extremely vulnerable' category will be required to return to the office before further advice is published from the Government.

## Workplace and Environment

- We have worked with MJ Mapp (Managing Agent at London Court) and other tenants to ensure a co-ordinated approach is taken to managing social distancing in communal building areas:-
  - ✓ one way flow to building using lifts for upward travel and stairs for downward travel.
  - ✓ Social distancing signage throughout building and including outside smoking area
  - ✓ Reception waiting area to be put out of use.
  - ✓ Signage to remind tenants of social distancing.
  - ✓ Screen to be erected at Reception
  - ✓ Visitor passes to be completed by Receptionist and plastic wallets wiped clean after each use.
  - ✓ Lifts limited to one person occupancy.
  - ✓ Lifts will be available for both upward and downward travel for colleagues with mobility issues or disabilities.
- Implement social distancing, maintaining a 2 metre distance between individuals wherever possible. Supported by floor signage and poster reminders.
- Use back-to-back or side-to-side working whenever possible.
- All occupied workstations will be a minimum of 2 metres apart.
- Any desks between designated workstations to be put out of use and clearly marked
- No hot desking.
- If desk is shared, then desk to be thoroughly cleaned before each use by a new colleague.
- All communal areas to be put out of use, e.g. lounge area, reception area.
- Limits to number of people using meeting rooms, clear signage to indicate maximum occupancy and clear identification of which seats to use to maintain social distancing.
- Use floor signs to indicate one-way flow around the office space to maintain social distancing.
- Recommend employees bring food from home and this is consumed at their desk.
- Kitchen preparation area to have a maximum of 2 employees using at any one time.

## Hygiene and Employee Guidelines

- Good hygiene practices and regular hand washing to be encouraged and maintained, using signage to reinforce this message.
- Provide alcohol disinfectant gel/wipes where suitable handwashing is not available using designated hygiene stations.
- Toilet cubicles and washbasins to be put out of use to encourage social distancing and limit number of colleagues using at any one time.

- Disposable towels/hot air drying only in use.
- Adequate provision of pedal action (or similar) waste bins for contaminated wipes, tissues, etc.
- Limit contact with any surfaces, equipment or materials when on site, no equipment materials to be shared with other colleagues.
- Provide adequate supply of cleaning and disinfectant materials for colleagues to clean their desk areas and clean down of work surfaces, keyboards, telephone etc at start and end of each working day.
- Enhanced cleaning and regular touch point cleaning to be carried out throughout the day 2 x daily visits of 2 hours, regular evening clean and deep clean every Friday evening.

### **Travel and Commuting**

- Use onsite car parking as number of colleagues returning allow.
- We will consider staggered arrival and departure times for colleagues to reduce crowding in and out of the workplace to ease congestion if required.
- Advise colleagues to travel to site in isolation either walking, cycling or driving.
- Colleagues advised not to car share unless it is with members of their own household
- Colleagues travelling using public transport will be supplied with facemasks to use on their journeys.
- Restrict visits to other sites to essential circumstances only.
- Where visits to other sites are deemed necessary, site controls for destination should be obtained. If no adequate controls are in place then a dynamic risk assessment is required.
- Where visits to other sites are necessary it should be requested that only one person from the site attends to limit exposure. Social distancing should be maintained at all times.
- No business travel to be undertaken until further notice.

### **Meeting and Events**

- Where possible meetings should be conducted remotely using technology such as MS Teams or Zoom.
- Use remote working tools to avoid person to person meetings.
- Advise colleagues to avoid sharing pens or other materials.
- Hold meetings outside or in well ventilated rooms. Reigate Balcony area will be in use but limited to maximum of 4 people at any one time and social distancing guidelines to be followed.
- No travel or attendance at external events until further notice.

### **Visitors to site**

- Limit visits to office to essential persons only, for example emergency repairs or routine maintenance.
- Schedules for essential services and contractor visits to be revised if possible so they can be carried out to reduce interaction for example early in the morning.

## **Communication**

- We will provide clear guidance on social distancing and hygiene to people on arrival, for example, office signage or visual aids and before arrival, for example, by phone, on the website or by email.
- Office guidelines will be circulated to colleagues returning to the office in the form of a return to work pack.
- Series of campaigns to reinforce guidance on social distancing, hygiene etc.

## **Colleague developing symptoms (cough /fever/shortness of breath) prior to attending work**

- Colleague(s) with any symptoms should inform their Line Manager and HR Business Partner immediately and practice self-isolation.
- Current Government guidance to be followed.
- Procedure communicated to all staff.

## **Colleague developing symptoms (cough /fever/shortness of breath) at work**

- Current Government guidance to be followed,
- Any colleague(s) who develops symptoms of Coronavirus should be sent home and stay at home for seven days from the onset of symptoms.
- If the colleague lives in a household where someone else is unwell with symptoms of coronavirus (COVID-19) then they must stay at home in line with the [stay at home guidance](#).
- Follow the government guidelines for [cleaning in a non-healthcare setting](#).
- Colleagues Line Manager and HR Business Partner to be notified immediately

## **Exposure to infection of 'clinically extremely vulnerable' employee**

- Individuals identified as 'clinically extremely vulnerable' to inform their Line Manager and HR Business Partner and initiate 12-week self-isolation as advised by NHS. Individuals are not to undertake any site visits or attend offices.
- Current Government guidance to be followed
- Procedure communicated to all staff

## **A negative mental or physical impact on colleagues working from home**

- Monitor the wellbeing of people who are working from home and help them stay connected to the rest of the workforce
- Provide equipment for people to work at home safely and effectively, for example, remote access to work systems.
- Access to support network including MHFA, Employee Assistance Programme and Right Steps.

Personal Protective Equipment Requirements:

Face masks provided to colleagues using public transport including means of disposal at office entrance.

Face covering can be worn by colleagues if they wish to.

Rubber gloves and plastic aprons available for cleaning.

Additional Assessments Required:

none

**Have the controls implemented reduced the risk to an acceptable level?**

**Yes**

**(If no, seek guidance from Health and Safety Competent person)**

Emergency Procedures:

Trained First Aiders and Fire Wardens on site.

If there is an emergency evacuation of the office/building social distancing will not be able to be maintained. Fire Wardens/Building Manager to ensure social distancing is maintained at meeting points and re-entering the building. Advise colleagues to wash hands thoroughly/use hygiene stations.

Monitoring Procedures:

Review effectiveness of all measures and report back to TU CMT.

Other Items:

None

|                                                                          |                                                                                                           |
|--------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| <b>Date for Review:</b>                                                  | <b>31.10.2020</b>                                                                                         |
| <b>Name of Assessor:</b>                                                 | <b>Lisa Frere</b>                                                                                         |
| <b>Assessor Signature:</b><br><b>Date approved:</b>                      | <br><b>01.09.20</b>   |
| <b>Date approved by H&amp;S Committee:</b>                               | <b>01.09.2020</b>                                                                                         |
| <b>Date approved by Staff Council:</b>                                   | <b>01.09.2020</b>                                                                                         |
| <b>Approved by CEO, Steve Kingshott Signed:</b><br><b>Date approved:</b> | <br><b>01.09.2020</b> |