

General Risk Assessment – Reoccupying Workplaces COVID-19

Documented to comply with The Management of Health and Safety at Work Regulations 1999, Regulation 3 (Record of Significant Findings and Groups of Employees or Others Especially at Risk) and the Control of Substances Hazardous to Health Regulations 2002

Part 1 – General Details

Assessor	Steve Hedger	Job Title	Senior Health and Safety Consultant
Project or location	Citizen Machinery, Bushey		
Department/business	Safe reoccupation of workplace		
Scope of risk assessment	This document records significant findings of the assessment on measures to prevent the spread of COVID-19 on the return of personnel to the Bushey premises. It should be read in conjunction with up-to-date government advice from Public Health England (PHE) which can be accessed here: https://www.gov.uk/coronavirus .		
Employees and others potentially at risk	Employees and tenant employees on site, and their households. Visitors and contractors (which will be kept to a minimum). For the purposes of this assessment, the embedded contractor operating in Building 5 is to be treated as a necessary contractor when in attendance.		
COVID-19 properties (as of 29 April 2020)	COVID-19 is a disease caused by a virus transmitted in droplets when people are breathing, most particularly when they cough, or sneeze. It causes a lung infection which is currently estimated not to be severe in 80% of cases, but 20% of people catching it may go on to need hospital treatment. There is no current cure or vaccine. It is thought it can remain "live" on hard surfaces such as handles, switches, bannisters etc for 72 hours. If people touch a contaminated surface and then touch their nose or lips, or if they breathe in droplets from an infected person, they can be infected. They may be symptom-free but infectious during the incubation stage which is typically 5 days but can be up to a week. The virus can be killed using normal household detergents on hard surfaces.		
Main symptoms	A high temperature and a dry cough are considered the most indicative symptoms. People with these symptoms should be self-isolating following the guidance from PHE https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance .		
Control of transmission	Current guidance requires social distancing – keeping 2m from other people, and regular handwashing with soap and water. Hand-gel should be used where soap and water is not available. The Government is also advising the use of face coverings in enclosed spaces such as on public transport and in shops. Further guidance on working safely during Covid-19 can be found here: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19 .		
Vulnerable groups	PHE has specific guidance for vulnerable groups. Those defined as extremely vulnerable should be shielding and not return to work until the 12 weeks has expired at the earliest: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 . Those at risk of severe illness should remain working from home at present: https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people .		

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Travel	Travel arrangement to and from the workplace should be considered such as: <ul style="list-style-type: none">• Avoiding public transport wherever possible;• Encourage cycling and walking for employees/tenants;• If public transport is being used, avoiding peak times, avoid travelling in groups, think about hand hygiene when travelling e.g. use of hand sanitiser wipes and the wearing of face coverings;• Not car sharing with other colleagues.
Staying Covid-19 Secure in 2020 Notice	The Covid-19 Secure in 2020 Notice to be displayed in the workplace to show the Government guidance has been followed: https://assets.publishing.service.gov.uk/media/5eb97d30d3bf7f5d364bfbb6/staying-covid-19-secure.pdf .

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Part 2 – Preparation of Building and Tenants for Reoccupation

Hazards, Dangers, Problems	People At Risk	Legislation Applicable	Existing Controls	Current Risk	Further Controls Required or Issues to Consider	Risk After Further Controls
Vulnerable groups	Employees, contractors, client visitors, or members of their households	Health and Safety at Work etc Act 1974, Sections 2 & 3	N/A	High	<p>Employees should be made aware of current PHE Guidance which identifies these groups and actions to control risks to their health. See links to PHE website on page 1. Potential contractor or client visitors should be asked to confirm that neither they nor any members of their household fall within the definition of one of the high-risk groups.</p> <p>Those defined as extremely vulnerable should not return to work until the 12 weeks shielding has expired at the earliest.</p> <p>Those staff at risk of severe illness should continue to work at home for the present, where possible.</p> <p>Any member of staff with a household member in either category should continue to work at home where possible, and in any case should not be in the first phase of reoccupation.</p>	Low
Employees with symptoms of COVID-19	Employees, contractors, or visitors	Health and Safety at Work etc Act 1974, Sections 2 & 3	n/a	High	Employers should be requiring positive confirmation from staff, contractors and client visitors that they are symptom-free before they return to work.	Low

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Hazards, Dangers, Problems	People At Risk	Legislation Applicable	Existing Controls	Current Risk	Further Controls Required or Issues to Consider	Risk After Further Controls
Fire evacuation	Employees, tenant employees and service contractors	Regulatory Reform (Fire Safety) Order 2005	Fire evacuation is operated on a simultaneous evacuation basis to identified assembly points.	Medium	<p>Review provision of fire warden cover if all staff are not back on site. Wardens could be asked to cover larger physical zones or basic training be given to additional staff to cover this.</p> <p>Assembly points may need to be revised for employees to maintain social distancing (where possible). If this is not possible, assembly times will be kept as short as possible.</p> <p>Review fire procedures for the premises to ensure arrangements are still valid during the time of Covid-19.</p>	Medium
Status of Lifting Equipment	Employees, tenant employees and service contractors	Lifting Operations and Lifting Equipment Regulations 1998	<p>The fork lift truck at site is rented and the leasing company, Handling Truck Services, retains responsibility for ensuring thorough examinations and periodic servicing are conducted, although copies of the certificates are provided.</p> <p>The overhead crane in the presentation space is serviced on an annual basis by Kone, last completed in August 2019, and is subject to annual thorough examinations by Allianz at the same time.</p>	Medium	<p>A copy of the most recent thorough examination should be available which should be within the scheduled examination period. In the event the thorough examination for lifting equipment is due and a visit cannot be scheduled, it may be possible for the competent person (Allianz) to issue an amended schedule of examination</p> <p>Where this is not available arrangements should be made for thorough examination before equipment is returned to service.</p> <p>Check that the regular servicing schedules are up to date.</p>	Low

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Part 3 – Maintaining Social Distancing in Communal Spaces

Hazards, Dangers, Issues	People At Risk	Legislation Applicable	Existing Controls	Current Risk	Further Controls Required or Issues to Consider	Risk After Further Controls
<p>Occupation of building while maintaining social distancing-</p> <p>Overall Occupation</p>	Employees, tenant employees, contractors	Control of Substances Hazardous to Health (COSHH) Regulations 2002	Current workplace standards designed to comply with the Workplace (Health, Safety and Welfare) Regulations 1992	High	<p>Non-essential site attendance by staff, contractors and/or client visitors should not be permitted. All attendance at site should be established as necessary prior to confirmation; any tasks that can reasonably be conducted by other means (conference call, web-hosted meetings, e-mail communication etc.) should be conducted using those alternative means.</p> <p>Maximum number of occupants for each space to be determined with social distancing criteria in mind to enable staff/tenants to observe 2m distance from others whilst within the workplace.</p> <p>Considerations may include:</p> <ul style="list-style-type: none"> • Relocation of desks and workstations; • Avoidance of workstations near to circulation routes and walkways where social distancing may not be possible; • Avoidance of hot desking or sharing of work stations and equipment; • Utilisation or repurposing of other areas to accommodate staff i.e. meeting rooms etc.; • A reduction of seating in rest or other areas to enable social distancing requirements to be observed; and • Phased return to work with only essential employees returning in the first phase to allow a manageable number of staff/tenants into the workplace. 	Low

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Hazards, Dangers, Issues	People At Risk	Legislation Applicable	Existing Controls	Current Risk	Further Controls Required or Issues to Consider	Risk After Further Controls
<p>Reception and signing-in arrangements</p>	<p>Employees, tenant employees, contractors, visitors</p>	<p>Control of Substances Hazardous to Health (COSHH) Regulations 2002</p>		<p>High</p>	<p>Employee’s status as symptom-free should be confirmed before return to work in the premises.</p> <p>Arrangements should be in place for the pacing of arrival for staff, contractors and visitors, avoiding peak times where possible, to avoid congestion in the reception area.</p> <p>Reception areas may not need to be staffed during the initial return phase or until arrangements such as ‘plexiglass-type’ barriers could be installed.</p> <p>Furniture should be removed from reception areas to provide more space for queuing, and discourage lingering in these areas.</p> <p>Barriers and signage for one way routes into and out of the reception area\ building should be considered to assist in maintaining social distancing.</p> <p>Arrangements will need to be in place for regular cleaning of the, door handles and other frequently touched surfaces.</p> <p>Floor markings may be used to indicate 2m spacing in areas where queues may form.</p>	

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Reception and signing-in arrangements (cont'd)	As above	As above	As above	As above	<p>Pedestrians In addition to pedestrian traffic flow restrictions within the main entry\reception routes, other routes should be designated as single direction, where possible, to reduce bottlenecks and ease the flow of people and maintain social distancing. Nb. Emergency procedures must also be considered.</p> <p>Cyclists To avoid the use of public transport where possible, cycling and other transport methods should be encouraged. Arrangements will need to be put into place for the storage of cycles and for changing facilities\showers etc. Changing rooms are to be marked with maximum occupation and alternative showers\ facilities made available to avoid queueing (including those in other\tenant areas if possible). This should be monitored closely. Cleaning arrangements should already be in place, though may need to be increased if usage increases significantly.</p> <p>Car Use/ Parking Where alternate forms of transport are not practical, private car use should be encouraged for commuting to reduce risks from use of public transport. Employees should be dissuaded from offering lifts or car sharing during this period. Additional parking arrangements may need to be considered to accommodate for the increase in private car use.</p>	Low

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Reception and signing-in arrangements (cont'd)	As above	As above	As above	As above	If there is a significant increase in numbers of cyclists using the facilities it is unlikely that social distancing measures can be maintained. Timed slots for arrival could be considered if practical, with clear information that if the slot is missed, queuing will be necessary. Changing room facilities may have to be withdrawn if users breach social distancing rules.	Low
Stairwells	Employees, client visitors and contractors	Control of Substances Hazardous to Health (COSHH) Regulations 2002	N/A	High	Alternate route and emergency stairs to be designated UP or DOWN if possible (in non-emergency situations). Limitations on stair usage (in non-emergency situations) staggered start/finish and break times. Floor markings may be used, where appropriate, to provide a visual reference of social distancing requirements.	Low

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Welfare facilities	Employees, tenant employees, contractors and cleaners	The Workplace (Health, Safety and Welfare) Regulations 1992 Control of Substances Hazardous to Health (COSHH) Regulations 2002	There are toilets and break out areas for staff, along with provision for storing and heating food and making hot and cold drinks.	High	For kitchen facilities consider: <ul style="list-style-type: none"> • Limiting numbers in facility to allow for social distancing; • Halting any provision of food (cereals/fruit etc) that is open to all to reduce risks from multiple handling (tea and coffee only); • Requesting staff to bring in food from home for lunch; • Staff to be required to clean up immediately after themselves, including wiping of touch points such as taps and fridge doors; • Consider requesting staff to bring cutlery/mugs/plates from home and wash personally in kitchen; • Food to be consumed at desks (or elsewhere if social distancing can be maintained) to allow others to use the facilities; • Displaying posters to regularly remind people of personal hygiene standards; • Staggered break-times to keep occupancy levels as low as possible. 	Low

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Hazards, Dangers, Issues	People At Risk	Legislation Applicable	Existing Controls	Current Risk	Further Controls Required or Issues to Consider	Risk After Further Controls
<p>First aid cover</p>	<p>Employees, tenants and contractors</p>	<p>The Health and Safety (First Aid) Regulations 1981</p>	<p>A general purpose first aid kit and an eyewash station were situated in Building 5, and were not due to expire until 2023.</p> <p>Sufficient first aiders for the population at site were identified and trained.</p>	<p>Medium</p>	<p>Arrangements will need to be in place to provide first aid cover whenever employees are at work.</p> <p>The first aid needs assessment will have determined the level of risk within the workplace and the facilities required for the specific work environment. Many actions (such as issuing plasters) could be completed while maintaining social distancing. However, some interventions might require hands-on treatment. Employers should also review the levels of first aid equipment that they have on site and ensure that these are still adequate to minimise risk to first aiders in a COVID-19 context. In particular, consideration should be given to the purchase of additional resuscitation face shields, disposable gloves and aprons.</p> <p>If CPR is required, then the Resuscitation Council in the UK has provided some useful advice on how to keep safe: https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community</p> <p>If not all staff return to work, ensure sufficient first aid cover is provided. The return of first aid trained staff may need to be prioritised. First aid kits should include disposable face masks, if these can be sourced, for first aider use and for the casualty if applicable.</p>	<p>Low</p>

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DSE and workstations	Employees	The Health and Safety (Display Screen Equipment) Regulations 1992	A comprehensive set of DSE assessments were conducted by Quadriga in early 2018, supplemented with further inspections as required.	Medium	<p>Staff to use only the desk spaces made available.</p> <p>Equipment issued on an individual basis is not to be shared. It should be stored onsite in individual lockers when not in use or taken home by the owner.</p> <p>Mobile phones to be used rather than desktop phones.</p> <p>Individuals are responsible for cleaning equipment on a regular basis with cleaning products supplied on-site.</p> <p>Staff relocating to alternative desks to achieve social distancing should be asked to complete a self-assessment questionnaire for the new desk.</p>	Low
Cleaning	Employees, tenant employees and cleaners	Control of Substances Hazardous to Health (COSHH) Regulations 2002	A contract cleaning company is engaged for a schedule based on normal requirements and operational levels	Medium	<p>Plans to be developed to include extra cleaning of touch points. This should include: door handles and panels; handrails, taps; showers; lift buttons and any other frequently touched surfaces.</p> <p>If more use is to be made of staircases (the use of the stairs should be encouraged in preference to lifts where possible) increased cleaning of handrails in stairwells should also be considered.</p>	Low

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Deliveries	Drivers and employees.	The Workplace (Health, Safety and Welfare) Regulations 1992	No specific controls listed in general risk assessments as not considered a significant risk.	Medium	<p>Restrict the use of couriers where possible. Consider requesting staff/tenants not to use the workplace for personal deliveries at this time.</p> <p>Consider sanitising deliveries with disinfectant (using disposable gloves) before onward movement in the building.</p> <p>Access must be maintained for delivery drivers to use toilet facilities if necessary.</p>	Low
Stress	Employees	The Management of Health and Safety at Work Regulations 1999	<p>Staff are afforded regular direct communication with line management in formal and informal settings.</p> <p>Where necessary, there are clear channels of formal communication to report issues.</p> <p>None of the staff are identified as working particularly long hours, night work or without sufficient control over their own working conditions.</p>	Medium	<p>Extra stress for staff may be expected as a result of the pandemic. Staff should be encouraged to report any concerns to their line manager.</p> <p>Line managers will potentially need to show more flexibility. Depending on the length of continued coronavirus measures consider extra mental health first aid support (if this can be arranged online).</p>	Low
Consultation and information	Employees, tenant employees, contractors and others	The Health and Safety (Consultation with Employees) Regulations 1996	Details of the Employee Consultation methods and systems are contained in HSM 04 Employee Consultation.	Medium	<p>Specific briefing to be produced for staff/tenants before return to prepare them for the new ways of working.</p> <p>This risk assessment should also be communicated.</p>	Low

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Planning, monitoring and review	Employees, tenant employees, and contractors	The Management of Health and Safety at Work Regulations 1999	N/a	Low	<p>This assessment and its controls should be frequently reviewed, especially during early stages of return to reoccupation to ensure they are practical and suitable.</p> <p>PHE and government advice is also likely to change as the pandemic moves on. The situation will need to be regularly monitored and the controls within this assessment adapted as new information and guidance is released.</p>	Low

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Part 4 – Action Plan

Action	Priority	Owner	Target	Current Status/Progress	Complete

Actions are indicated High, Medium and Low for the purpose of prioritising. As an indication of the timescales within which action should be taken, it is recommended that:

- 'Urgent' priorities must be actioned immediately
- 'High' priorities should be actioned within one month
- 'Medium' within two months
- 'Low' priorities within three months

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Assessor:


Signed: 

Date: May 2020

Review date: Ongoing during COVID-19

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Quadriga Health & Safety Ltd

Adopted by Local Manager Responsible:

Signed: 

Date: May 2020

Print name: Trevor Haase
Facilities Manager

The results of the risk assessment are to be shared with the workforce.