

# Risk Assessment

NOTE: Before completing this risk assessment please see guidance notes towards the end of the document.

Date:	30/10/20
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Assessors Name:	Sam Carter	Reference Number:		Review Date:	Ongoing (at least weekly or as per government guidance updates)
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Endorsed By:	Emma Chapman	Signature:	E Chapman	Position:	Head of HR	Date:	13/11/20
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Description of assessment	Coronavirus (COVID-19) – working in an office
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Location Details	Office Area – Hull. Matthew Good House, Bridgehead Business Park, Orchid Road, Hessle, HU13 ODH
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Identified Hazards	Who may be affected	Risk Level before control measures S x L = R				Existing control measures	Additional Control measures required	To be actioned by	Completion date	Final Risk level S x L = R			
		S	L	R	RR					S	L	R	RR
COVID-19 General	Employees, Contractors, Visitors	5	3	15	H	<ul style="list-style-type: none"> <li>Employees are to continue working from home if possible</li> <li>Working safely (Covid-19) Check-In. This is to be carried out when an employee returns to the office</li> <li>Anyone who meets one of the following criteria must follow the Governments guidance on Self Isolation.               <ul style="list-style-type: none"> <li>Has a high temperature or a new persistent cough?</li> <li>Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant)?</li> <li>Is living with someone in self-isolation or a vulnerable person.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Guidance on self-isolation found via the Government website.</li> <li>Employee Guidelines issued to all staff can also be found on the Blog in the HR Help section together with FAQs</li> </ul>	Line Managers complete Check-In in Clear Review All Team members to read guidelines / FAQs for self isolation if they are isolating and/or working from home.	All team members to review the website and HR employee guidance on first day of isolation 30.11.20	5	1	5	M

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COVID-19 Somebody showing Symptoms	Employees, Contractors, Visitors	5	3	15	H	<ul style="list-style-type: none"> <li>Return home immediately</li> <li>Avoid touching anything</li> <li>Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</li> <li>They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</li> <li>If employees' symptoms persist or deteriorate, they are to seek further advice by phoning the NHS on 111. Do not attend your local GP</li> </ul>	<ul style="list-style-type: none"> <li>All employees to download the new government app (smartphone) to track and trace the virus. Employees to stay at home if requested</li> <li>Follow Government and HR Guidelines / FAQs</li> </ul>			5	1	5	M

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<b>Vulnerable Groups</b>	Employees (including clinically extremely vulnerable and clinically vulnerable)	5	4	20	VH	<ul style="list-style-type: none"> <li>For employees with an underlying health condition, the government "strongly advises" that you work from home where possible (i.e. the clinically extremely vulnerable). If your job isn't suitable for home working the employer will consider offering you furloughed, temporarily re-deployed to a role that would allow home working for the duration of this crisis, or undertake a risk assessment to identify any additional steps that need to take, such as re-allocating some duties or providing additional personal protective equipment.</li> <li>Measures shall be explored to keep clinically vulnerable people working from home, where this cannot be avoided, stringent measures will be introduced to ensure social distancing – measures are as detailed throughout this assessment.</li> <li>Employees must speak to their GP or care team if they have not been contacted and think they should have been.</li> </ul>	<ul style="list-style-type: none"> <li>Review risk assessment immediately if the situation arises where clinically vulnerable people are in the office, and have to spend time within 2m of others to carefully assess the risk and determine whether this is acceptable or not.</li> <li>Arrange access to mental health first aider for support to be provided to those who are clinically vulnerable that cannot work from home</li> </ul>	Line Managers	As soon as possible.	5	1	5	M

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		<b>Travelling to and from the office</b> Catching and Spreading Car sharing and the use of public transport	Employees	5	3					15	H	<ul style="list-style-type: none"> <li>Where possible all employees should travel to the office alone using their own transport.</li> <li>If employees have no option but to share transport:               <ul style="list-style-type: none"> <li>Journeys should be shared with the same individuals and with the minimum number of people at any one time</li> <li>Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission</li> <li>The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces</li> </ul> </li> <li>Employees should avoid public transport. Where public transport is the only option for employees - Changing and staggering office opening hours to reduce congestion on the network.</li> <li>Hand sanitising stations to be provided at all entrances and exits for the office or employees to be told to wash their hands immediately when entering the office.</li> </ul>	<ul style="list-style-type: none"> <li>Emergency procedure to be reviewed and communicated on how someone taken ill would get home or to hospital</li> <li>For employees having to use public transport, issuing PPE should be considered. This would include hand sanitisers, nitrile gloves and face protection</li> <li>Consider providing more parking / bike spaces where necessary so employees don't have to car share.</li> </ul>

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<b>Office Access and Egress</b> Catching / Spreading. Congregation of staff	Employees, Contractors, Visitors	5	3	15	H	<ul style="list-style-type: none"> <li>No non-essential visitors are allowed to access the office</li> <li>Start and finish times to be staggered to reduce congestion at access and egress points.</li> <li>Compulsory hand cleaning / hand gels (sanitisers) to be used and provided at entry/exit points.</li> <li>Implementation of hand sanitising stations</li> <li>Ensure plenty of space is available to ensure employees are keeping 2m social distancing as a minimum. Including widening walkways/aisles and adopting a one-way system where possible.</li> <li>Monitor office access points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring</li> <li>Regularly clean common contact surfaces in reception, door handles etc,</li> <li>Booking in and out for visitors to be monitored by reception staff rather than a signing in procedure</li> <li>Protective screens to be installed in offices if required</li> </ul>	<ul style="list-style-type: none"> <li>Consider arrangements for monitoring compliance.</li> <li>Any contractors carrying out essential maintenance to complete a screening questionnaire prior to being allowed on site</li> <li>Manager to be made aware of any deliveries to site. Additional procedures to be put in place</li> <li>Review parking facilities (including bike-racks) to ensure distancing can be maintained</li> <li>Review requirement of protective screens in the office.</li> </ul>	5	1	5	M
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		<b>Office Access and Egress - Continued</b>	Employees, Contractors, Visitors	5	3					15	H	<ul style="list-style-type: none"> <li>Stairs should be used in preference to lifts but bannisters should be cleaned regularly (note: disabled access lifts must still be made available therefore additional measures are required such as below)</li> </ul>	<ul style="list-style-type: none"> <li>Cleaning of Door handles to the office inside and out on a regular basis.</li> </ul>

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Catching / Spreading. Congregation of staff						<ul style="list-style-type: none"> <li>Where lifts have to be used lower their capacity to reduce congestion and contact at all times.</li> <li>Regularly clean common touchpoints, doors, buttons etc.</li> </ul>	Especially after visitors have attended the office.	agree a schedule.					
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<b>Moving around the building/office</b> Catching / Spreading. Congregation of staff	Employees, Contractors, Visitors	5	3	15	H	<ul style="list-style-type: none"> <li>Introduce a one way system where possible, maintaining social distancing where the route will take individuals past other workstations etc.</li> <li>See above page for control measures regarding lifts and stairs</li> <li>Reduce movement where possible by:</li> <li>Removing non-essential trips around the building e.g.:</li> <li>Discourage non-essential trips or between company sites/offices</li> <li>Restrict access to certain areas of the building / office where necessary</li> <li>Encourage the use of phones (cleaning after use) / video call function and teams to avoid unnecessary trips and movement around the office/building</li> </ul>				5	1	5	M

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<b>Use of Workstations</b> Catching / Spreading – contaminated surfaces / social distancing	Employees, Contractors, Visitors	5	3	15	H	<ul style="list-style-type: none"> <li>Look to move work stations further apart and arrange them to allow for social distancing wherever possible.</li> <li>Only where it is not possible to arrange/move workstations further apart – then arrange people to work side by side or facing away from each other as opposed face to face.</li> <li>Consider the use of screens to separate people from each other if the above points are not achievable.</li> <li>Assign work stations to an individual and do not share / reduce hot desking (if this cannot be avoided, this needs to be reduced/shared by the smallest number of people/defined group possible</li> <li>Manage occupancy levels to enable social distancing</li> </ul>	<ul style="list-style-type: none"> <li>If it is not possible to keep workstations 2m apart then businesses should consider whether that activity needs to continue for the business to operate and if so take all mitigating actions possible to reduce the risk of transmission.</li> <li>Review desk space and requirement of protective screens</li> </ul>	Implementation of Screens on top of dividers upstairs and downstairs	30.09.20	5	1	5	M



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<b>Meetings</b> Catching / Spreading – contaminated surfaces / social distancing	Employees, Contractors, Visitors	5	3	15	H	<ul style="list-style-type: none"> <li>Use remote tools wherever possible to avoid face to face meetings e.g. skype calls, zoom, Microsoft teams or conference telephone calls etc.</li> <li>Where face to face meetings must be held and are absolutely necessary, only essential or necessary participants should be asked to attend – keeping numbers of participants to a minimum whilst maintaining social distancing throughout</li> <li>Provide hand sanitiser in meeting rooms if applicable</li> <li>Where possible, hold meetings outdoors or in well ventilated rooms</li> <li>Install all office posters for Social Distancing and Office Covid -19 Safety in all areas including all kitchen, toilets and office areas</li> <li>If meeting rooms are used, ensure surfaces are cleaned after use</li> </ul>				5	1	5	M

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<p><b>Use of common areas such as break rooms, canteens, shared corridors/foyers with other tenants etc.</b></p> <p>Catching / Spreading – contaminated surfaces / social distancing</p>	<p>Employees, Contractors, Visitors</p>	5	4	20	VH	<ul style="list-style-type: none"> <li>• Work with landlords and other tenants in multi-tenant sites/buildings to ensure consistency across common areas, for example, receptions and staircases.</li> <li>• Stagger break times to reduce pressure on break rooms or canteens.</li> <li>• Use safe outside areas for breaks where possible.</li> <li>• Creating additional space by using other parts of the workplace or building that have been freed up by remote working.</li> <li>• Consider installation of screens to protect staff.</li> <li>• Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions.</li> <li>• Encouraging staff to remain on-site and, when not possible, maintaining social distancing while off-site to minimise further spread/contact potential from outside the organisation.</li> <li>• Utilise signage, posters. to demark clear social distancing measures</li> </ul>				5	1	5	M

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<b>Welfare Facilities</b> Catching / Spreading Congregation of staff Sharing of welfare facilities such as toilets or kitchen appliances Poor Personal Hygiene	Employees, Contractors, Visitors	5	3	15	H	<b>Hand Washing</b> <ul style="list-style-type: none"> <li>Allow regular breaks to wash hands</li> <li>Ensure soap and fresh water is readily available and kept topped up at all times</li> <li>Provide hand sanitiser (recommended 60% alcohol based) where hand washing facilities are unavailable</li> <li>Regularly clean the hand washing facilities and check soap and sanitiser levels</li> <li>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</li> </ul> <b>Toilet Facilities</b> <ul style="list-style-type: none"> <li>Restrict the number of people using toilet facilities at any one time. Use a simple one in one out method with temporary signage on the main door.</li> <li>Where this may not be possible block off every other cubicle or urinal.</li> <li>Washing of hands before and after using the facilities.</li> <li>Increase cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</li> <li>Provide more bins for hand towels where necessary.</li> </ul>	<ul style="list-style-type: none"> <li>Consider a documented cleaning regime to ensure the cleaning requirements are being met and maintained</li> </ul>	Line Manger to develop formal schedule for cleaning high risk areas.	ASAP	5	1	5	M

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<b>Welfare Facilities – Continued</b> Catching / Spreading Congregation of staff Sharing of welfare facilities such as toilets or kitchen appliances Poor Personal Hygiene	Employees, Contractors, Visitors	5	3	15	H	<b>Kitchen and Eating Arrangements</b> <ul style="list-style-type: none"> <li>• Employees should be asked to bring pre-prepared food and refillable drinking bottles</li> <li>• If preparing food and drink is necessary, social distancing should still be maintained</li> <li>• Employees should only make their own drinks and not accept drinks/meals made by others that could transfer the virus through contact with utensils or crockery</li> <li>• Introduce a means of keeping equipment clean between use, kettles, microwaves etc. may have to be removed from use if this is not possible. Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced</li> <li>• Crockery, eating utensils, cups etc. should not be used unless they are disposable or are washed and dried between use</li> <li>• Employees should clear their own waste and not leave to others to do.</li> <li>• Break times should be staggered to reduce congestion and contact at all times.</li> <li>• Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by employees when entering and leaving the area.</li> </ul>					5	1	5	M

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<b>Welfare Facilities - Continued</b> Catching / Spreading Congregation of staff Sharing of welfare facilities such as toilets or kitchen appliances Poor Personal Hygiene	Employees, Contractors, Visitors	5	3	15	H	<ul style="list-style-type: none"> <li>The capacity of each kitchen or rest area should be clearly identified at the entry to each facility</li> <li>Employees should sit 2 metres apart from each other whilst eating and avoid all contact</li> <li>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines, water fountains and dispensers</li> <li>Employees should use outside areas for breaks if possible</li> </ul> <p><b>Note that the Welfare Regulations must still be adhered to in regard to providing clean fresh water and means to heat food and drink.</b></p>				5	1	5	M

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<b>First Aid Provisions</b> <b>Applying First Aid</b> Catching / Spreading	Employees, Contractors, Visitors	5	3	15	H	<ul style="list-style-type: none"> <li>Provide PPE for all first aiders, this should include face mask eye protection latex gloves and apron. Gloves apron and masks should be disposed of after use and eye protection cleaned.</li> <li>Any waste created following any treatment should be correctly disposed of as soon as possible</li> <li>Limit access to first aid facilities to only trained first aid personnel and / or appointed person(s)</li> <li>First aiders must wash hands before and after using the first aid facilities or applying first aid</li> <li>Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources</li> <li>Consider preventing or rescheduling high-risk work or providing additional competent first aid or trauma resources.</li> </ul>	<ul style="list-style-type: none"> <li>Emergency plans including contact details should be kept up to date</li> <li>Consideration to be given to ensure suitable first aid cover is available when reducing the workforce in the office. A dedicated risk assessment maybe necessary</li> </ul>	Manager	06.11.20	5	1	5	M

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Cleaning Catching / Spreading	Employees	5	3	15	H	<ul style="list-style-type: none"> <li>Enhanced cleaning procedures should be in place across the office, particularly in communal areas and at touch points including:               <ul style="list-style-type: none"> <li>Taps and washing facilities</li> <li>Toilet flush and seats</li> <li>Door handles and push plates</li> <li>Handrails on staircases and corridors</li> <li>Lift and hoist controls</li> <li>Food preparation and eating surfaces</li> <li>Telephone equipment</li> <li>Keyboards, photocopiers, and other office equipment</li> </ul> </li> <li>Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.</li> <li>Deep clean of office if positive case identified</li> </ul>	<ul style="list-style-type: none"> <li>Reduce hot desking if possible, enforce clean desk policy</li> </ul>			5	1	5	M

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<b>Outside visitors to the office/site</b> Catching / Spreading	Employees, Contractors, Visitors	5	3	15	H	<ul style="list-style-type: none"> <li>• Encouraging visits via remote connection/working where this is an option i.e. video calling. Use Teams / Zoom</li> <li>• Where this cannot be achieved, only essential visits to the premises shall be permitted.</li> <li>• Where essential visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival.</li> <li>• Limit the number of visitors at any one time.</li> <li>• Limit visitor times to a specific time window and restricting access to required visitors only.</li> <li>• 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.</li> <li>• Maintaining a record of all visitors.</li> <li>• Revising visitor arrangements to ensure social distancing, cleaning and hygiene, for example, where someone physically signs in with the same pen in receptions.</li> </ul>	<ul style="list-style-type: none"> <li>• The same considerations above should be given to your employees required to visit sites/premises outside of your organisation – a risk assessment will also be required for such unavoidable, essential visits.</li> </ul>		06.11.20	5	1	5	M



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<b>Deliveries – handling goods, stock and merchandise etc. that come into the office/site</b> Catching / Spreading	Employees, Contractors, Visitors	5	3	15	H	<ul style="list-style-type: none"> <li>Introducing greater handwashing and handwashing facilities for workers handling goods and merchandise and providing hand sanitiser where this is not practical.</li> <li>Restricting non-business deliveries, for example, personal deliveries to workers.</li> <li>Arrange such deliveries to be contactless – where possible avoid face to face contact when taking deliveries at all times</li> </ul>				5	1	5	M

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COVID-19 Lack of awareness	Employees, Contractors, Visitors	5	3	15	H	<ul style="list-style-type: none"> <li>The latest HR posters will be displayed in the welfare areas and in suitable places around the office</li> <li>We will continually adopt and review new government / WHO guidance as and when it is available.</li> <li>A Working Safely Webinar / safety brief will be provided to all staff</li> <li>A Working Safely (Covid-19) Check-In will take place when returning to work in the office</li> <li>The company procedures and plans should be clearly identified so visitors to the premises have a clear understanding of their responsibility</li> </ul>	<ul style="list-style-type: none"> <li>Stallard Kane Website and webinars available for further information</li> </ul>	All employees		5	1	5	M

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## Guidance Notes

<b>SEVERITY</b>	<b>5</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>	<b>25</b>
	<b>4</b>	<b>4</b>	<b>8</b>	<b>12</b>	<b>16</b>	<b>20</b>
	<b>3</b>	<b>3</b>	<b>6</b>	<b>9</b>	<b>12</b>	<b>15</b>
	<b>2</b>	<b>2</b>	<b>4</b>	<b>6</b>	<b>8</b>	<b>10</b>
	<b>1</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
	<b>LIKELIHOOD</b>					

<b>LIKELIHOOD</b>	
<b>5</b>	<b>Almost Certain – Very High Risk</b>
<b>4</b>	<b>Probable – High Risk</b>
<b>3</b>	<b>50/50 – Medium Risk</b>
<b>2</b>	<b>Improbable – Low Risk</b>
<b>1</b>	<b>Almost impossible – Low Risk</b>

<b>SEVERITY</b>	
<b>5</b>	<b>Fatality – Very High Risk</b>
<b>4</b>	<b>Severe incapacity – High Risk</b>
<b>3</b>	<b>Absent 3 weeks – Medium Risk</b>
<b>2</b>	<b>Absent less than 1 day – Low Risk</b>
<b>1</b>	<b>Insignificant – Low Risk</b>

<b>1-4 LOW</b>	<b>5-9 MEDIUM</b>	<b>10-15 HIGH</b>	<b>16-25 VERY HIGH</b>
<p>Continue with existing control, however monitor for changes. Implement any additional control measures required, within the timescales given in the risk assessment.</p>	<p>Requires attention to reduce the rating as well as regular ongoing monitoring. Implement any additional control measures required, within the timescales given in the risk assessment.</p>	<p>Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the risk assessment and continue to review working practices to reduce the probability of an accident to the lowest possible level.</p>	<p>Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible.</p>

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**Additional comments:**

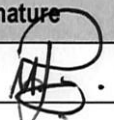

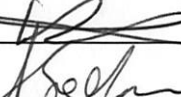

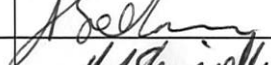
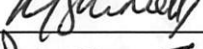
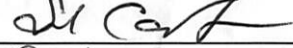
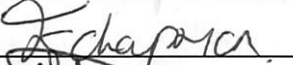
1. This risk assessment needs to be discussed with employees to ensure that they are fully aware of all control measures
2. Employees are to sign an acknowledgement sheet for their understanding of this risk assessment
3. The risk assessment is to be reviewed on an ongoing basis as per government guidance
4. This risk assessment must be approved by the nominated person for health and safety before being issued as a live document

<b>Assessor 1 name:</b>	S Carter	<b>Signature:</b>	S Carter	<b>Date:</b>	30.10.20
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<b>Assessor 2 name:</b>		<b>Signature:</b>		<b>Date:</b>	
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# Risk Assessment

NOTE: Before completing this risk assessment please see guidance notes towards the end of the document.

I, the undersigned, have been fully briefed on this risk assessment and other control measures in place to reduce the risk of injury to the lowest possible level. I fully understand my duties as an employee, to follow the control measures in this risk assessment and the method statement.				
Employee name	Job description	Date	Employee comments/recommendations	Signature
MICHAEL PRICE	IMPORT OPS MANAGER	24/11/2020		
DANNY PRICE	Account Manager	24/11/2020		
MIKE ISRAHALL	Export Ops	24/11/2020		
Katie Foster	Import Ops	24/11/20		
ANDREW SEMAN	IT Support Supervisor	24/11/20		
MARK SHIMMELS	FINANCIAL CONTROLLER	24/11/20		
SAM CARTER	PAYROLL MANAGER	24/11/20		
J Chapman	Head of HR	24/11/20		
KEVIN DEAR	DAW SEC OPS DIRECTOR	24-11-2020		