



BRANCH DETAILS: GROUP GENERIC RISK ASSESSMENT

Risk Assessment Name: Working Safely during Coronavirus (COVID-19)

Employers have a responsibility to protect workers and others from risk to their health and safety and do everything reasonably practicable to minimise them, recognising that the risk of COVID-19 cannot be completely eliminate. Guidance issued by the devolved governments of the UK will be taken into consideration.

This risk assessment does not supersede any legal obligations relating to health and safety, employment or equalities.

Risk Assessment carried out by:	Signed	Position	Date
Catherine Rockley	e-signature	Group Health and Safety Manager	12 th May 2020
Reviewed by:	Signed	Position	Date
Colin O’Hara	e-signature	Group Facilities Director	12 th May 2020

Factors affecting risk	Identify who could be harmed	Risk rating	Considerations	Control measures	Additional comments	Sources of further information
Sharing business information	All employees	L	<ul style="list-style-type: none"> Communicating the measures the business is taking to minimise risk 	<ul style="list-style-type: none"> Government checklist statement to be displayed on the main internal intranet page Risk Assessment to be displayed on the main internal intranet page Government checklist statement to be displayed within each office 	<ul style="list-style-type: none"> Employees should raise any concerns they may have with their Line Manager in the first instance 	<ul style="list-style-type: none"> Covid-19 Policy Offices and Contact Centres Government publication

Who should go to work	Extremely vulnerable employees Vulnerable employees New and expectant mothers Employees who are also carers	M	<ul style="list-style-type: none"> • Certain members of the workforce will be more at risk than others due to underlying health conditions • Certain members of the workforce will be more at risk of transmitting the disease to extremely vulnerable and vulnerable people • Minimum number of employees required to work safely in the workplace 	<ul style="list-style-type: none"> • Employees who are identified as shielding or self-isolating should continue to do so • Home Working should be offered to employees who can work from home • Line Managers to keep in regular contact with home workers • Only role critical employees should be in the workplace • Minimum number of 2 employees to avoid lone working where possible 	<ul style="list-style-type: none"> • Roles and duties to be changed temporarily to allow employees to work from home if possible • HR to advise new and expectant mothers who cannot work from home • Employees to have relevant systems available to them at home • Maximum number of employees in the workplace to be calculated to achieve 2m social distancing 	<ul style="list-style-type: none"> • HR Department • Mental Health First Aiders • Government publications for full health conditions • IT Help Desk • Home Working Risk Assessment • Lone Working Risk Assessment
Minimising and managing the risk of transmission	All employees	M	<ul style="list-style-type: none"> • Social distancing of 2m apart • Entering and leaving the workplace • Workstations • Moving around the workplace • Meetings • Common areas • Accidents and emergencies 	<ul style="list-style-type: none"> • Workplace signage to help employees, customers and contractors to maintain 2m distancing • Hand sanitiser to be provided around the workplace • Employees to work back-to-back, or side-to-side where 2m distancing cannot be achieved • Workstations, keyboards etc. cleaned regularly throughout the day • Meetings to be avoided. Where needed, video conferencing to be used • Phased break schedule. Signs on chairs not be used • Hand washing and cleaning of common equipment such as photocopiers • A fire emergency takes precedence over 2m distancing 	<ul style="list-style-type: none"> • Start and end times staggered • Where more than entrance, different doors used for entering and leaving the workplace where possible • Not use hot desks. Not all desks will be in use • Face-to-face workstations not to be used • Unusable desks to be signed • In large workplaces, one-way systems signed • Avoid sharing stationery such as pens • Lifts to be used for employees requiring mobility assistance • Work collaboratively with other tenants where applicable • Employee to wash hands immediately after any first aid treatment 	
Managing customers, visitors and contractors	All employees General Public Contractors	M	<ul style="list-style-type: none"> • Social distancing • Shared working spaces • Work collaboratively with other tenants where applicable • Hygiene measures • Visiting other properties 	<ul style="list-style-type: none"> • Drop-off areas for managing the allocation of keys • Workplace signage to indicate 2m distancing • Visitors to be managed and avoided 	<ul style="list-style-type: none"> • Electronic signatures used whenever possible • Customer not present card transactions whenever possible • Visits to the vulnerable to be taken only in emergency 	

				<ul style="list-style-type: none"> • Signage to communicate hygiene measures • Face coverings and gloves to be used when visiting other properties • Wash hands and face before and after the visit • Avoid touching face • Ask if anyone is self-isolating or shielding prior to visit • Use virtual viewings whenever possible 	<p>situations where their health would be more effected if the visit didn't take place</p> <ul style="list-style-type: none"> • Pool cars to be cleaned before and after each use on common touch points 	
Cleaning and hygiene	All employees General Public Contractors	M	<ul style="list-style-type: none"> • Risk of transmission • Cleaning after a known or suspected case of COVID-19 	<ul style="list-style-type: none"> • Frequent cleaning of work areas and equipment • Frequently cleaning of common touch points such as door handles • Leave doors and windows open whenever possible • Daily emptying of waste bins • Paper disposal towels to be used at all times for handwashing • Hand sanitiser available around the workplace • Notice in toilets stating the last time they cleaned – cleaning schedule established to ensure cleaning is maintained • 	<ul style="list-style-type: none"> • Fire doors must remain closed • Avoid frequent use of equipment such as photocopiers, printers etc. • Handwashing posters and use of face covering posters on display • Cleaning of pool cars before and after use on common touch points • Specific government guidance followed for cleaning after a suspected or known COVID-19 case • Hands to be washed after receiving a delivery or opening post • Personal items not be to delivered to the workplace 	<ul style="list-style-type: none"> • Government publication – COVID-19: cleaning in non-healthcare settings
Face coverings	All employees General Public Contractors	L	<ul style="list-style-type: none"> • PPE is not required for normal duties 	<ul style="list-style-type: none"> • Face coverings to be used when 2m distancing cannot be achieved • Any face covering should cover your mouth and nose • Face coverings should be washed daily or thrown away • Wash your hands and face before and after putting on/taking off face coverings 	<ul style="list-style-type: none"> • Avoid touching your face • Change the face covering if it becomes damp or you have touched it • Pool cars to be cleaned before and after use on all common touch points • Use protective gloves and a facemask when administering any first aid treatment 	<ul style="list-style-type: none"> • Government guidance personal protective equipment

				<ul style="list-style-type: none"> Personal hygiene measures and social distancing always take priority over face coverings 		
Workforce Management	All employees General Public Contractors	M	<ul style="list-style-type: none"> Work-related travel Communication Awareness of Mental health Clear signage 	<ul style="list-style-type: none"> Work related travel should be avoided wherever possible Regular communication to employees Encourage feedback from employees 	<ul style="list-style-type: none"> Use alternative methods such as video calling Ensure all new workers to work have been trained in social distancing measures, hygiene measures etc. 	<ul style="list-style-type: none"> Government publication – guidance on the mental health and wellbeing aspects of coronavirus covid-19

Review Date		Reviewed by		Reason for review	
Review Date		Reviewed by		Reason for review	
Review Date		Reviewed by		Reason for review	
Review Date		Reviewed by		Reason for review	