

RISK ASSESSMENT

Form Ref. WO.01

Form Issue 5

Date R/A Form Issued 02/05/19

Company Index: File Ref:	Cov-19 003	Issue:	11
Company/Site:	Closomat Ltd		
1. Task/s or Operation/s:	Introduce more staff to flexible working back into the office environment to promote employee physical and mental wellbeing in preparation for the government's roadmap for easing lockdown restrictions.		

Date Assessed or Reviewed:	12 th May 2021	Date of Next Review:	Ongoing, Live
Assessed By:	Commercial Director / Phil Mellis - Status = National Lockdown, some restrictions are now being relaxed following the government's road map to recovery.		
Person/s involved in assessment:	HSE Representative, all staff issued with a copy through people HR		
2. Person/s Exposed:	All Employees working from Brooklands office.		



LIKLELIHOOD	SEVERITY			3 OR LESS TOLERABLE RISK
	FIRST AID	LOST TIME	FATAL / CHRONIC	
VERY UNLIKELY	1	3	5	5-9 MODERATE / SUBSTANTIAL RISK ACTION REQ. 3- 6 MONTHS
POSSIBLE	3	9	15	15 HIGH.RESTRICTED OPERATION ACTION WITHIN 1 MONTH
HIGHLY PROBABLE	5	15	25	25 INTOLERABLE Risks (PROHIBITION NOTICE TO BE SERVED. TASK TO BE STOPPED IMMEDIATELY UNTIL RISK REDUCED TO TOLERABLE LEVEL.

		5. RISK RATING (H&S Manual Section 3.1.2.2)			
3. Hazard/s	4. Existing Control Measure/s	Hazard Severity	Likelihood	Overall Risk Hazard Severity X Likelihood	6. Planned Control Measure/s
Contracting Covid - 19	<ul style="list-style-type: none"> PPE, Social Distancing, hand hygiene, following government guidelines. 	5	1	5	<ul style="list-style-type: none"> Encourage Employees to be vaccinated under the government's vaccination program. Update and re-issue the Covid -19 handbook in relation to the vaccination. Support employees throughout the government's vaccination program.
Spread of Covid - 19 Coronavirus - Hygiene	<ul style="list-style-type: none"> Hand Washing facilities with soap and hot water, hand drying facilities and hand sanitisers all in place along with hand washing guidance. Remind all employees whilst working from the office to wash hands regularly as per displayed government guidance. Daily cleaning of all office facilities and regularly used / touched areas / desks. 	5	1	5	<ul style="list-style-type: none"> Staff briefed daily



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<p>Social Distancing</p>	<ul style="list-style-type: none"> ▪ All rotational staff are aware and can socially distance to the approved government guidance. ▪ Do not cross on stairways - implemented and adhered to. ▪ No face-to-face working allowed. ▪ All office visits prohibited until further notice with the exception for statutory inspections / maintenance. ▪ Use an alcohol-based hand sanitiser that contains at least 60% alcohol throughout the working day. ▪ Avoid touching your eyes, nose, and mouth. ▪ Ensure cross over areas are effectively re social distancing, warning signs are in place. ▪ Adhere to restroom guidance – 1 person at a time and ensure vacant / in use signs are used. ▪ Staff updated on social distancing, travel, and the need to wear and the requirement to wear a face covering on public transport. ▪ All S/D warning signs in place as a constant reminder to employees. 	5	1	5	<ul style="list-style-type: none"> ▪ Staff Briefed daily
<p>Contact Cleaning</p>	<ul style="list-style-type: none"> ▪ Regular Cleaning of high contact areas is undertaken every evening – ▪ Doors can be kept open to prevent constant touching of handles, however, must be closed in the event of fire evacuation. Doors must be closed at the end of shift. Regular hand washing or the use of sanitisers must be maintained throughout the day. Due to increased people movement, we will introduce cleaning of all used desks and surfaces that come into regular contact. ▪ Cleaning company hours increased to daily for thorough cleaning of toilets, Canteen, high use areas, hard surfaces. Specialist chemical used to clean all surfaces. ▪ Waste deposited in lidded bin located in kitchen area and disposed of by cleaning company. 	5	1	5	<ul style="list-style-type: none"> ▪ Staff briefed daily



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Area Communication	<ul style="list-style-type: none"> ▪ Operational communication in place. ▪ Line Managers to update the rota each Friday prior to 12 o clock. ▪ Ensure you adhere to the rota and inform your line manager if circumstances change. 	5	1	5	<ul style="list-style-type: none"> ▪ Staff briefed daily
Rest Breaks	<ul style="list-style-type: none"> ▪ Employees encouraged to take own Breakfast / lunch and manage canteen social distancing. Ensure all cutlery is properly cleaned after use. ▪ Wash hands thoroughly prior to and after eating. Second rest area opened in the board room to maintain social distancing. 	5	1	5	<ul style="list-style-type: none"> ▪ Staff briefed daily
Business Communication	<ul style="list-style-type: none"> ▪ Communication from Managing Director regarding current Covid -19 updates ▪ Internal communication channels and cascading of messages through Line Managers will be carried out regularly to reassure and support employees in a fast changing situation. This communication will be delivered from the top, down. 	5	1	5	<ul style="list-style-type: none"> ▪ Staff briefed daily
Personal Hygiene	<ul style="list-style-type: none"> ▪ Follow guidance in relation to coughs and sneezes. Catch it – Bin it – kill it, use lidded bin to dispose of waste. Workstations must always be kept clean. Regularly touched surfaces should be wiped down on a regular basis by the team. ▪ All areas can be well ventilated when in use. ▪ Follow new government guidelines to stop the spread of Coronavirus 	5	1	5	<ul style="list-style-type: none"> ▪ Staff briefed daily
PPE	<ul style="list-style-type: none"> ▪ None required as social distancing and cleaning / sanitising stations in place. ▪ Face coverings are now available in reception for all employees if they need to go to the shop, government requirement. ▪ Corporate face coverings issued to all employees for personal use, ▪ Touch keys issued to all employees to reduce transmission. 				<ul style="list-style-type: none"> ▪



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<p>Site Visits</p>	<ul style="list-style-type: none"> ▪ Any essential visits must be strictly managed, visitors should be asked to carry out temperature checks, hand sanitising and adhere to instructed social distancing. ▪ Statutory inspections / maintenance must be carried out, Contractors must wear face coverings whilst carrying out essential site inspections / maintenance and adhere to social distancing of 2M. 	<p>5</p>	<p>1</p>	<p>5</p>	<ul style="list-style-type: none"> ▪ Staff briefed daily
<p>Deliveries</p>	<ul style="list-style-type: none"> ▪ Post ▪ See information below regarding handling post / packages. Ensure hand washing / sanitising is always maintained. ▪ Secure drop of location for post and packages ▪ GDPR Pickups must be planned, and social distancing is in place. 	<p>5</p>	<p>1</p>	<p>5</p>	<ul style="list-style-type: none"> ▪ Staff briefed daily
<p>Employee Wellbeing</p>	<ul style="list-style-type: none"> ▪ Employee wellbeing – Covid – 19 checks ▪ Forehead temperature checks to be carried out in office reception prior to starting work. Information on usage and procedure detailed below as part of the risk assessment and will be displayed at the temperature check station. Staff trained in Coronavirus awareness. Business communication ongoing. ▪ Perkbox wellbeing tools available for all employees free of charge. ▪ Trained Mental Health first aider in place. ▪ Staff consulted if they would like to work from the office to maintain wellbeing. <p>Extra Consideration should be given to higher-risk groups which include those who:</p> <ul style="list-style-type: none"> ▪ are older males. ▪ have a high body mass index (BMI) ▪ have health conditions such as diabetes. ▪ are from some Black, Asian or minority ethnicity (BAME) backgrounds. <p>Should follow strict government guidelines.</p>	<p>5</p>	<p>1</p>	<p>5</p>	<ul style="list-style-type: none"> ▪ Remind all returning staff that we have a trained mental health first aider and encourage staff to use if needed. ▪ Remind returning Employees about Perkbox wellbeing tools that are available, in confidence and free of charge. Please use these services if needed. ▪ Communicate with the teams daily and ensure all individuals are coping with the safe, flexible, and phased return to the office. ▪ Ensure staff are happy to return and have set days which will make the return a bit more structured! ▪ Plan for any return to the workplace in a way that cares for our people and safeguards their health and wellbeing. ▪ Extra consideration will be given to employees at a higher risk.



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Lone Working	<ul style="list-style-type: none"> ▪ Lone Working ▪ Building security – visual door control systems – Designated Person on site each day to open / close building and support returning staff. ▪ All staff briefed on Covid – 19 symptoms and self-isolation and reporting symptoms. ▪ Microsoft teams in place for continual communication whilst working from home. 	5	1	5	<ul style="list-style-type: none"> ▪ Staff briefed daily
Emergency Procedures	<ul style="list-style-type: none"> ▪ In an emergency, for example, an accident, fire, or break-in, people do not have to stay 2m apart if it would be unsafe. ▪ First aid in place and issued appropriate equipment to deal with incidents 	5	1	5	<ul style="list-style-type: none"> ▪
Covid - 19 compliance	<ul style="list-style-type: none"> ▪ All procedures will be audited every 3 months or any significant changes. ▪ Employees trained in Covid – 19 awareness. ▪ Covid – 19, Employee handbook developed and issued / signed off by all Employees through people HR – updated 23rd February 2021 to reflect updated government guidance. 	3	1	3	<ul style="list-style-type: none"> ▪ Planned Covid Audits.

Symptoms of Covid – 19

If anyone becomes unwell with a new continuous cough, loss of smell or taste or high temperature in the workplace, they will be sent home by their Line Manger and advised to follow the stay-at-home guidance. Line Managers will maintain regular contact with staff members during this time. If advised that a member of staff has developed Covid – 19 and were recently on our premises the management team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. Source - <https://www.publichealth.hscni.net>

Update 12/02/2021 – Government Covid – 19 vaccination.

The Health and Safety at Work Act 1974 obliges employers to take reasonable steps to reduce any workplace risks; this duty gives employers justification for encouraging their employees to be vaccinated to protect themselves and everyone else at the workplace.

COVID-19 is also a reportable disease under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (known as RIDDOR) which strengthens employers’ encouragement that employees should agree to vaccination.

If you do take the opportunity to be vaccinated, you must still always adhere to the company Covid – 19 risk assessment to protect yourself and other and continue to follow government guidelines.



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Update emailed to all staff by HR Director. 06/04/2021

As we prepare to move the next lifting of lock down restrictions, the government have announced over the weekend that rapid lateral flow COVID-19 testing will now be made available to everyone in England from Friday 9th April. The Welsh and Scottish governments are yet to offer.

The government recommend twice weekly testing for those without symptoms. It's a simple swab test with the sample being taken from your tonsils and nose and results within 30 minutes.

The purpose of the test is to identify those that have the virus and could be infectious but do not have any symptoms.

Test kits will be available from local test centres, pharmacies and for home delivery and each pack will contain 7 test kits.

Please remember that if you do have symptoms you must arrange a PCR test via the usual online booking system or by calling 119 and isolate until your results are confirmed.

**Office workday Register and Wellbeing Questions.
DAILY COMMUNICATION REGISTER / LOG**

Daily Briefing – this must be noted and saved.

Is everyone fit and well, does not have a high temperature, new persistent cough, loss of smell or taste. Are any family members suffering from high temperature, new persistent cough, loss of smell or taste?

Daily reminder of the importance of regular handwashing / hand sanitising.

Daily reminder of the importance of social distancing and adherence to social distanced zoned areas - Hands – Face – Space - **Ventilation**

Remember to report any new symptoms to your line manager immediately.

Thank all employees for attending & deliver any operational messages from management.

Date-----

Time-----

Employee Name

Log any questions / concerns / actions here.



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Source – GOV.UK

Stay alert

We can all help control the virus if we all stay alert. This means you must:

- stay at home as much as possible
- work from home if you can
- limit contact with other people
- keep your distance if you go out (2 metres apart where possible)
- wash your hands regularly

Do not leave home if you or anyone in your household has symptoms.

How test and trace help's fight the virus

The NHS test and trace service will help to control the rate of reproduction (R), reduce the spread of the infection, and save lives. By playing your part through the actions set out below, you will directly help to contain the virus by reducing its spread. This means that, thanks to your efforts, we will be able to go as far as it is safe to go in easing lockdown measures.

You can help in the following ways:

- **if you develop symptoms, you must continue to follow the rules to self-isolate with other members of your household and order a test to find out if you have coronavirus.**
- **if you test positive for coronavirus, you must share information promptly about your recent contacts through the NHS test and trace service to help us alert other people who may need to self-isolate.**
- **if you have had close recent contact with someone who has coronavirus, you must self-isolate if the NHS test and trace service advises you to do so.**

This specific guidance applies in England only. All 4 administrations are working closely together to have a consistent and joined-up approach to testing and tracing.



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6. Going to work – Source – Gov.UK

National restrictions – Spring 2021.

On 22 February the government published the [COVID-19 Response - Spring 2021](#) setting out how COVID-19 restrictions will be eased over 4 steps.

The roadmap has set out indicative, 'no earlier than' dates for the steps which are 5 weeks apart. It takes around 4 weeks for the data to reflect the impact of the previous step and the government will provide a further weeks' notice to individuals and businesses before making changes.

Offices and contact centres can open under all steps if they're COVID-secure. Office workers should continue to work from home where they can.

This is essential to keeping the country operating and supporting sectors and employers.

Where it is necessary for you to [work in other people's homes](#) - for example, for nannies, cleaners or tradespeople - you can do so. Otherwise, you should avoid meeting for work in a private home or garden, where COVID-19 Secure measures may not be in place.

Employers and employees should discuss their working arrangements, and employers should take every possible step to facilitate their employees working from home, including providing suitable IT and equipment to enable remote working. Where people cannot work from home, employers should take steps to help employees avoid busy times and routes on public transport.

The risk of transmission can be substantially reduced if [COVID-19 secure guidelines](#) are followed closely. Extra consideration should be given to those people at higher risk.

Handling delivered goods.

Employees encouraged regarding increased handwashing and introducing more handwashing facilities for workers handling goods and merchandise or providing hand sanitiser where this is not practical.

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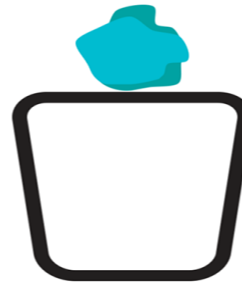
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CATCH IT.



BIN IT.



KILL IT.

To be displayed on office notice board.

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HM Government



Coronavirus

**Wash your hands
with soap and water
more often
for 20 seconds**

Use a tissue to turn off the tap.
Dry hands thoroughly.



Palm to palm



The backs of hands



In between the fingers



The back of the fingers



The thumbs



The tips of the fingers

CORONAVIRUS

**PROTECT
YOURSELF
& OTHERS**

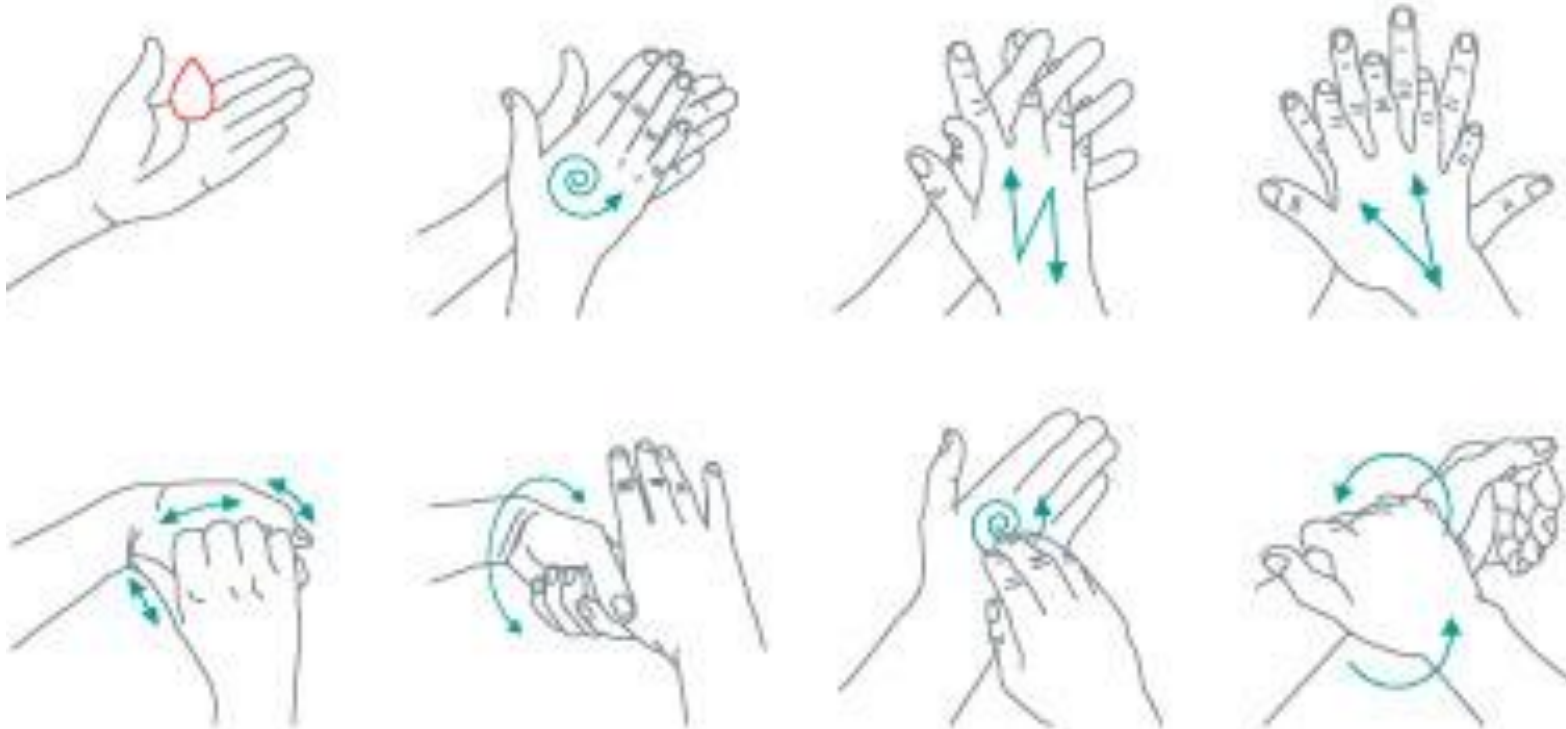
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To be displayed next to sanitiser locations. All staff issued with individual bottled sanitiser

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WARNING
THIS IS A SOCIAL DISTANCING
WORK ZONE
Maintain the 2m – 6.5ft guidance
rule

To be displayed at current working desks.

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To be displayed on notice boards

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Check station set up in reception with displayed guidance.



**EMPLOYEE TEMPERATURE
TESTING ZONE.
PLEASE ENSURE SOCIAL
DISTANCING IS MAINTAINED AT
ALL TIMES.**

STAY ALERT STAY SAFE



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Temperature Testing & Results

1. Press the trigger of the test probe and aim at the centre of your forehead (1.2 to 2 inches away). Providing the reading is below **38C (100.4F)** you can commence work.
2. If the initial reading is above **38C (100.4F)** you should report the reading to your line manager immediately.
3. You will then be asked to wait in an isolated space for 15 minutes before the test is repeated.
4. Should the second reading be below **38C (100.4F)** you can commence work.
5. Should the reading remain above **38C (100.4F)**, the temperature reading will be recorded along with the date and time and you will be asked to return home and arrange a COVID-19 test appointment via the government website. Results will be sent to HR and recorded confidentially.
6. Self-isolation will be required until test results have been returned.

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**ISOLATION ZONE.
PLEASE WAIT 15 MINUTES
BEFORE RETAKING THE TEST.**



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This Risk Assessment is based on current Government advice, guidelines, and recommendations. We will constantly monitor the current situation and this risk assessment will be updated in relation to any changes noted by the government. Any changes will be promptly communicated to all concerned with this Risk Assessment. (Changes noted as of the 22nd of February 2021)

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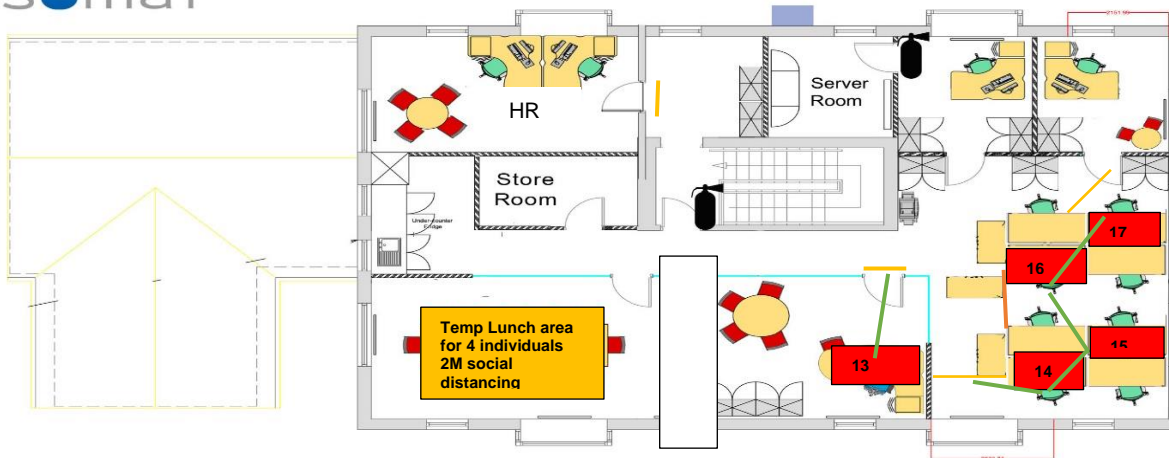
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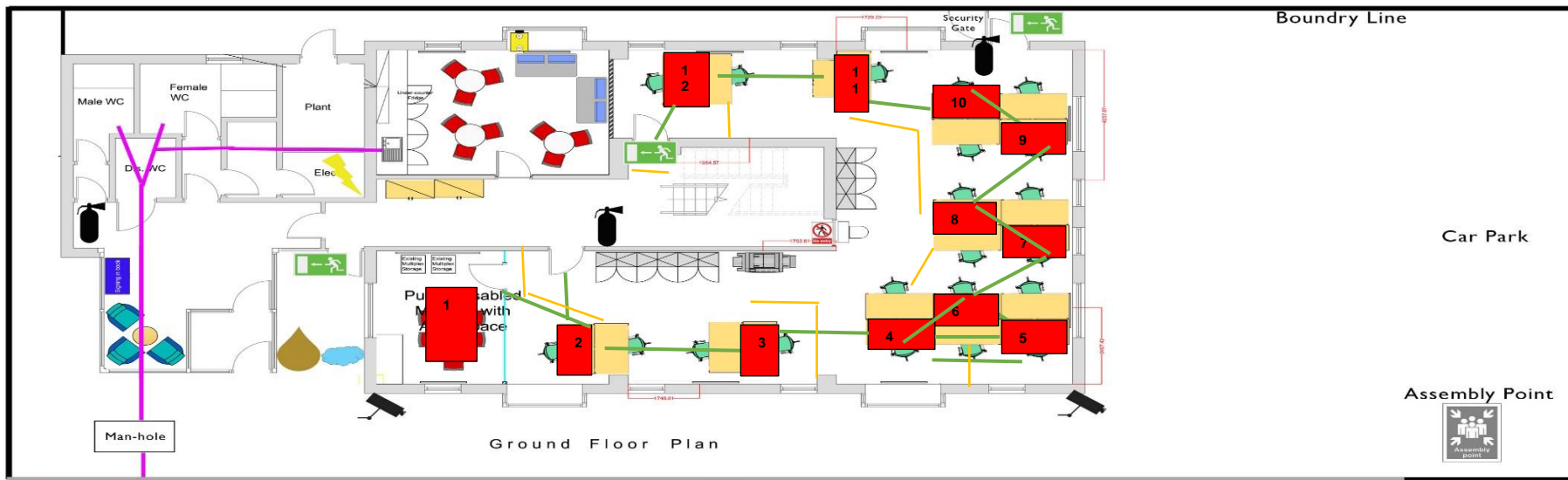
October 2019



First Floor Plan

KEY

-  Water Shut off
-  Electricity Shut off
-  Fire Extinguisher
-  Emergency Exit
-  Foul Drains
-  Surface Drains
-  CCTV
-  Gas Shut off
-  Air-con unit R407c
-  Battery disposal box EWC: 16 06 04



Ground Floor Plan

Grid



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Used Desks to maintain office social distancing.

- 1 – Set up
- 2 – Set up
- 3 – Set up
- 4 – Set up
- 5 – Set up
- 6 – Set up

- 7 – Set up
- 8 – Set up
- 9 – Set up
- 10 – Set up
- 11 – Set up
- 12 – Set up

2M Social Distance achieved, however there are crossover areas which are short duration and minimal activity and back-to-back.

Ground floor canteen suitable for 3 employees at 2M Social Distance.

1st Floor canteen suitable for 4 employees at 2M Social Distance.

Marked zoned work areas to remind Employees not to breach the 2M social distancing rule.