

# ‘Coronavirus Secure’ Risk Assessment

Wescot™



## LIST OF REVIEWERS

Reviewer	Job Title	Date Reviewed
Audrey O'Brien	Office Manager	28 <sup>th</sup> June

## SIGN-OFF

Owner (Full Sign Off)	Job Title	Date Signed Off
Geoff Holmes	COO	2 <sup>nd</sup> July 2020

Title:	Coronavirus (COVID – 19) Risk Assessment	Revision No:	1 <sup>st</sup> draft
Location of Works:	Azur offices at 10 East Road, London, FLOOR 7. Includes admin office areas, meeting rooms, open plan office space and welfare areas.  This assessment formulates a review of the ‘Working safely during COVID-19 in offices and contact centres’ guidance as updated on the 25 <sup>th</sup> June 2020.	Start Date	26 <sup>th</sup> June 2020
Scope & Description of Works:	To apply task-specific risk assessments in support of controlling and preventing the spread of COVID-19. This must be read in conjunction with Coronavirus (COVID-19) the Government's recommendations on social distancing “Working safely during COVID-19 in offices and contact centres.”  Azur’s main aim is to follow the Government Guidance - Stay Alert and ensure the safety of all colleagues.  In the context of COVID-19 this means working through the control measures within this document and ensuring that all safe operating procedures are always practiced. Safe Methods of Working is at the base of this assessment		

Persons Exposed	Employees	<input checked="" type="checkbox"/>	Contractor	<input checked="" type="checkbox"/>	Young Person	<input type="checkbox"/>	Expectant Mother	<input type="checkbox"/>	Visitors and/or Public	<input checked="" type="checkbox"/>	Trespassers	<input type="checkbox"/>
Frequency of Exposure	Continually	<input type="checkbox"/>	Hourly	<input type="checkbox"/>	Daily	<input checked="" type="checkbox"/>	Weekly	<input type="checkbox"/>	Monthly	<input type="checkbox"/>	Yearly	<input type="checkbox"/>
Duration of Exposure	Less than 1hr	<input type="checkbox"/>	1-2 hrs	<input type="checkbox"/>	3-4 hrs	<input type="checkbox"/>	5-6 hrs	<input type="checkbox"/>	7-8 hrs	<input checked="" type="checkbox"/>	More than 8 hrs	<input type="checkbox"/>

Probability (Prob)	5= Very Likely, 4= Likely, 3= Quite Possible, 2= Possible, 1= Unlikely	Low	0-8	Low risk.
Severity (Sev)	5= Catastrophic, 4= Major, 3= Moderate, 2= Minor, 1= Insignificant	Medium	9-15	Medium risk ensure adequate controls are in use.
		High	16-25	High risk stop operation and implement adequate control measures.

	Task / Hazard	Initial			Control Measures	Residual			Extra Controls
		Sev	Prob	Risk		Sev	Prob	Risk	
1.	Contracting the coronavirus (COVID-19)	5	4	20	<p>Colleagues to be made aware, any person who is in self-isolation or living with a vulnerable person are advised to follow government guidance.</p> <p>Colleagues to be made aware that any person who is classified as a vulnerable person is advised to follow government guidance.</p> <p>Azur to review and if necessary, increase the frequency of surface cleaning and implemented deep cleaning schedules.</p> <p>Back-to-back or side-to-side working (rather than face-to-face) whenever possible ensuring that the 2mtr rule is achieved.</p> <p>Azur to review reducing the number of people each person has contact with by using 'fixed teams' (so each person works with only a few others) where reasonably practicable, whilst maintaining the social distancing. Initially only small numbers will be allowed back to the office</p> <p>Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, Azur will assess and consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission.</p> <p>Azur requires face masks to be worn in all areas where social distancing cannot be easily achieved such as the kitchen area. Azur will provide disposable face masks for colleagues, to be used in these areas if they do not have their own.</p>	4	2	8	

2.	<p>Spreading the coronavirus (COVID-19)</p> <p>Social Distancing at Work</p>	5	4	20	<p>Colleagues to be made aware, any person showing symptoms of COVID 19 will be requested to leave site.</p> <p>All colleagues must maintain social distancing in the workplace wherever possible. Information is shared across the business via communications, posters, signage. Regular colleague comms to be issued.</p> <p>Workplace signage/guidance issued on importance of hygiene and social distancing and are to be displayed throughout the premises.</p> <p>Social distancing applies to all parts of a business, not just the place where people spend most of their time, but also entrances and exits, break rooms, kitchens, and similar settings.</p> <p>Colleagues to be made aware, to avoid multi contact points e.g. photocopiers. If necessary, to use then to clean hands immediately after use and to use the antibacterial wipes to clean multiple touch points.</p> <p>Colleagues have been advised and to be aware to avoid large gatherings, unless in an emergency whereby the emergency takes precedence. Once all colleagues are safe and accounted for, social distancing should be practiced.</p>	4	2	8	
3.	<p>Spreading the coronavirus (COVID-19)</p> <p>Coming to Work and Leaving Work</p>	5	4	20	<p>Staggering arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics where possible.</p> <p>Providing additional facilities such as bike racks to help people walk, run, or cycle to work where possible.</p> <p>Hand sanitiser provided at entry and exit points and not using touch-based security devices such as keypads where possible.</p>	4	2	8	

4.	<p>Spreading the coronavirus (COVID-19)</p> <p>Moving around premises</p>	5	4	20	<p>Deep cleaning is to be organised every 12 weeks.</p> <p>Contracted cleaners ensure that all areas are thoroughly cleaned and sanitised, 5 days per week.</p> <p>Daytime cleaners introduced 5 days per week to concentrate on high touch areas, such as door handles, water taps, and printers. These areas should be cleaned regularly with disinfectant wipes/sprays.</p> <p>Sanitiser available and cleaning stations to ensure that colleagues can regularly clean.</p> <p>Hygiene stations signposted at all sites with hand sanitizer, wipes, and tissues.</p> <p>Facilities replenish daily and monitor stock levels.</p> <p>Signage to encourage colleagues to use wipes for desktops/computer keyboards/phones at start/end of working day.</p> <p>Comms and signage on handwashing. Soap/water/paper towels/hand driers to be added.</p> <p>Lifts have restricted use and a maximum occupancy, providing hand sanitiser for the operation of lifts and encouraging use of stairs wherever possible</p> <p>COVID-19 specific signage is displayed throughout the premises to provide guidance for colleagues on the correct protocols to follow to ensure safe operating procedures and to regulate the use of high traffic areas including corridors, lifts and walkways in order to maintain social distancing.</p>	4	2	8	
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5.	<p>Spreading the coronavirus (COVID-19)</p> <p>Workplaces and Workstation</p>	5	4	20	<p>Azur has reviewed layouts and processes to allow people to work further apart from each other.</p> <p>2m social distancing introduced at all workstations. A maximum of 3 desks per bank are to be marked up for use to enforce social distancing.</p> <p>Floor tape marks areas to help workers keep to a 2 metre distance to be added.</p> <p>Avoiding use of hot desks and spaces and, where not possible, for example, training rooms, cleaning and sanitising between different occupants.</p>	4	2	8	
6.	<p>Spreading the coronavirus (COVID-19)</p> <p>Meetings</p>	5	5	25	<p>Using remote working tools to avoid in-person meetings such as Zoom/Skype/Teams.</p> <p>Only where absolutely necessary should participants attend meetings and they must maintain 2 metre separation throughout. Signage to be displayed on the meeting room door/wall this provides instruction on how many delegates is allowed in order to provide that social distancing measures are practiced at all times.</p> <p>Avoiding transmission during meetings, for example sharing pens and other objects it is not permitted. The use of sanitising wipes in the area is advised before and after use.</p> <p>Hand sanitiser in meeting rooms to encourage colleagues to use on entering.</p>	4	2	8	



7.	<p>Spreading the coronavirus (COVID-19)</p> <p>Managing your Visitors and Contractors</p>	5	5	25	<p>Signage to be displayed at reception areas and entry points to provide visitors or contractors with advice on how to ensure that social distancing measures are followed whilst in our premises. Where applicable speak with contractors prior to their visit and ensure that they are bringing their own equipment to site.</p> <p>Encouraging visits using remote connection or remote working for visitors where this is an option.</p> <p>Determining 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.</p> <p>Providing and explaining available guidance to any visitors, with the objective: To make sure people understand what they need to do to maintain safety.</p>	4	2	8
8.	<p>Spreading the coronavirus (COVID-19)</p> <p>Coming into contact with equipment on premises, handling of items, contact with surfaces etc</p>	5	5	25	<p>Colleagues have been made aware that they must also help by keeping surfaces clean and virus free by tidying up their rubbish and washing/sanitising their hands frequently and to adhere to the established hand washing protocols.</p> <p>They must not share computers and workstations equipment without cleaning prior to use.</p>	4	2	8
9.	<p>Spreading the coronavirus (COVID-19)</p> <p>Common Areas Kitchen</p> <p>Fridge Seating arrangement 2Mtr Eating Food/Canteen Tea/coffee making Coming into contact with Multi Contact Points</p>	5	5	25	<p>Sanitiser available to ensure that colleagues can wipe down areas at any given time.</p> <p>Signage displayed to reiterate the 2 metre social distancing rules.</p> <p>Positions may be labelled as 'out of use' to enforce social distancing.</p> <p>Spot monitoring for occupancy levels are carried out to ensure that colleagues are following the government guidance.</p> <p>Excess chairs cannot be removed from kitchen areas, however green and red stickers will be used on all chairs to clearly</p>	4	2	8



				<p>display where staff can and cannot sit. Seating and tables to be reconfigured to maintain spacing and reduce face-to-face interactions.</p> <p>Floor markings around tables &amp; chairs, vending and kitchen areas to ensure guidance is achieved</p> <p>Encouraging storage of personal items and clothing in personal storage spaces, for example, lockers, boxes, and pedestals during shifts.</p> <p>Encourage colleagues to have pre-prepared food and refillable drinking bottles in order to reduce the use of kitchen equipment.</p> <p>Colleagues to be made aware that enhanced cleaning particularly in communal areas including - taps and washing facilities - toilet flushers and seats - door handles and handrails is required before touching them.</p>					
10.	<p>Spreading the coronavirus (COVID-19)</p> <p>Before Re-opening</p>	5	4	20	<p>Carrying out cleaning procedures and providing hand sanitiser before starting work to keep the workplace clean and prevent transmission by touching contaminated surfaces.</p> <p>Frequent cleaning of work areas and equipment between uses, using your usual cleaning products.</p> <p>Frequent cleaning of objects and surfaces that are touched regularly, such as door handles and keyboards, and making sure there are adequate disposal arrangements.</p> <p>Clearing workspaces and removing waste and belongings from the work area at the end of a shift.</p> <p>Limiting or restricting use of high-touch items and equipment, for example, printers or whiteboards.</p>	4	2	8	

11.	<p>Spreading the coronavirus (COVID-19)</p> <p>Hygiene: Handwashing &amp; Toilet Facilities.</p> <p>Toilet Seats Urinals Wash Basins</p>	5	5	25	<p>Signage to be displayed to build awareness of good handwashing technique, the need to increase handwashing frequency, colleagues are advised to avoid touching their face and to cough or sneeze into a tissue which is binned safely, or into their arm if a tissue is not available.</p> <p>Regular reminders and signage to maintain personal hygiene standards.</p> <p>Hand sanitiser to be available outside toilets and washrooms to encourage colleagues to use after exiting and touching high hand contact areas.</p> <p>Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.</p> <p>Paper towels as an alternative to hand dryers in handwashing areas are to be available.</p> <p>Enhanced cleaning of all facilities is carried out regularly during the day and at the end of the day.</p>	4	2	8	
12.	<p>Spreading the coronavirus (COVID-19)</p> <p>Handling Goods, Merchandise and other Materials</p>	5	5	25	<p>Cleaning procedures for goods and merchandise entering the site, all deliveries are to be sprayed with sanitiser and put away after the specific sanitiser contact time is achieved.</p> <p>Strict adherence to non-business deliveries not being made to the office for example, personal deliveries to workers.</p>	4	2	8	

13.	Health of workers – work related stress	4	4	16	<p>Regular comms to all colleagues to ensure that safety is communicated.</p> <p>Colleagues encouraged to use their initiative and develop new skills, by following the government guidance, adopting a common-sense approach.</p> <p>Managers to take seriously any issues that are brought to them and try to resolve quickly.</p> <p>Company support mechanisms in place for reporting of mental health or stress issues.</p>	4	2	8
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ACTION ARISING FROM RISK ASSESSMENT							
No	Risk Rating	Action Required:			Person (s) Responsible	Target Date	Date Completed
All	LOW	<p>Risk Assessment is to be reviewed in line with Government Guidance.</p> <p>Guidance to help employers, employees and the self-employed understand how to work safely</p>				6/7/20	7/7/20
All	LOW	This Risk Assessment must be communicated to all colleagues				6/7/20	7/7/20