

Covid-19 for: Office and administration activities at SOCOTEC House					
Site Address:	SOCOTEC House Bretby Business Park Ashby Road Bretby Burton upon Trent DE15 0YZ	Equipment / Substances:	Office equipment: - Workstations, IT equipment, photocopiers, phones Welfare equipment – Microwave, kettle, fridge, chairs tables		
Prepared by:	Ben Holmes – Facilities Manager	Date:	21 May 2020	Planned Review Date:	04 June 2020

Persons effected: Employees Contractors Staff Public Other

Scope of assessment:				
Hazards / Hazardous Event / Consequences	Existing Controls	Initial Risk Level	Additional Controls	Residual Risk Level
Staff Traveling to work Breach of segregation, social distancing / Covid-19 transmission leading to infection.	<ul style="list-style-type: none"> Only 2 members of staff to use public transport to get to work, UK Government Guidelines on using public transport has been communicated to them. Adequate parking is available on site to enable social distancing when driving to work. 	High	<ul style="list-style-type: none"> Staff who use Public Transport will continue to work from home. Additional parking not required. Reverse parking to be implemented to aid 2 metre distancing. Rigorous checks will be carried out by line Managers to ensure the necessary procedures are being followed. Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to. 	Low
Cleaning of Company Vehicles Contaminated surfaces / Covid-19 transmission leading to infection.	<ul style="list-style-type: none"> No current measures in place as vehicles are out of use due to Covid-19. 	High	<ul style="list-style-type: none"> Cleaning guidance and equipment to be given to employees who require a vehicle. Equipment provided will include: <ul style="list-style-type: none"> Hand sanitiser. Antibacterial wipes. Nitrile gloves, or similar. 	Low

Hazards / Hazardous Event / Consequences	Existing Controls	Initial Risk Level	Additional Controls	Residual Risk Level
<p>Accessing and egressing offices Breach of social distancing arrangements / Covid-19 transmission leading to infection.</p>	<ul style="list-style-type: none"> Reduced number of staff on site allows them all to start at the regular time and maintain social distancing. Limited staff in the building at any one time to ensure social distancing and all external visitors are now prohibited unless responding to emergency works or authorised by a Senior Manager. 	<p>Med</p>	<ul style="list-style-type: none"> Large teams have implemented a shift pattern to reduce amount of staff on site at one time. Extra sanitiser stations installed at high traffic areas and key “Touch Point” areas (card access points and door handles). Signage at all key internal locations to inform staff to use products provided. Hourly cleaning rota on show to indicate last thorough clean of high touch point area / surfaces (handrails and door pads etc). One-way policy around internals of building including entrances and exits. Floor markings in thoroughfares to help indicate social distancing. Extra sanitiser stations installed at high traffic areas and key “Touch Point” areas (card access points and door handles). Suitable signage to be installed to remind and re-enforce social distancing and handwashing and hygiene procedures. Hourly cleaning rota on show to indicate last thorough clean of high touch point area / surfaces (handrails and door pads etc). Rigorous and regular visual checks will be carried out by Line Managers to ensure that the necessary procedures are being followed. Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to. 	<p>Low</p>

Hazards / Hazardous Event / Consequences	Existing Controls	Initial Risk Level	Additional Controls	Residual Risk Level
<p>Personnel moving through office area Breach of social distancing arrangements / Covid-19 transmission leading to infection.</p>	<ul style="list-style-type: none"> Reduced number of staff on site allows people to move around the building while maintaining social distancing. 	<p>High</p>	<ul style="list-style-type: none"> One-way policy around internals of building including entrances and exits. Floor markings in thoroughfares to help indicate social distancing. Rigorous and regular checks will be carried out by Line Managers to ensure the necessary procedures are being followed. Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it via safety briefings and regular communications. Management checks to ensure this is adhered to. 	<p>Low</p>
<p>Managing Visitors and Contractors to Site Breach of social distancing arrangements / Covid-19 transmission leading to infection. Breach of handwashing and hygiene procedures / Covid-19 transmission leading to infection.</p>	<ul style="list-style-type: none"> Visitors encouraged to seek alternate forms of communication. All non-essential visitors will not be allowed in the buildings. 	<p>High</p>	<ul style="list-style-type: none"> Contractors undertaking essential works will be required to pre-book appointments prior to arrival. All contractors are asked to complete an amended "Contractor Induction Form" which includes Covid-19 related questions and Site Information then securely stored for reference in line with GDPR. Suitable signage to be installed to remind and re-enforce social distancing and handwashing and hygiene procedures. Rigorous and regular checks will be carried out by line managers to ensure that the necessary procedures are being followed. Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it via safety briefings and regular communications. Management checks to ensure this is adhered to. 	<p>Med</p>

Hazards / Hazardous Event / Consequences	Existing Controls	Initial Risk Level	Additional Controls	Residual Risk Level
<p>Receipt of goods via third party delivery Breach of social distancing arrangements / Covid-19 transmission leading to infection. Breach of handwashing and hygiene procedures / Covid-19 transmission leading to infection.</p>	<ul style="list-style-type: none"> Deliveries into SOCOTEC House are made to a "Goods in area" and the courier will sign on behalf of SOCOTEC. 	<p style="color: red; text-align: center;">High</p>	<ul style="list-style-type: none"> Delivery notes should not be signed or handled without wearing gloves. Suitable welfare arrangements will be in place for visiting drivers who will be briefed on the site's Covid-19 risk control arrangements prior to accessing the office / welfare areas. Nitrile gloves or similar must be worn at all times when handling boxes as the virus can survive on surfaces for 72hrs. Suitable signage to be installed to remind and re-enforce social distancing and handwashing and hygiene procedures. Rigorous and regular checks will be carried out by Line Managers to ensure the necessary procedures are being followed. Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it via safety briefings and regular communications. Management checks to ensure this is adhered to. 	<p style="color: green; text-align: center;">Low</p>

Hazards / Hazardous Event / Consequences	Existing Controls	Initial Risk Level	Additional Controls	Residual Risk Level
<p>Cleaning arrangements especially high contact areas Inadequate cleaning of office areas / Contaminated surfaces / Covid-19 transmission leading to infection.</p>	<p>A review of the work area and processes identified the following points as likely to be high contact and so require increased cleaning arrangements.</p> <ul style="list-style-type: none"> • Workstations (including chairs, keyboards, mouse controllers, calculators, staplers etc). • Door handles, push pads, handrails • Photocopiers and printers in common resources areas. • Welfare area surfaces and associated equipment such as microwaves, kettles etc. • Plates cutlery, cups, and glasses. 	<p>High</p>	<ul style="list-style-type: none"> • Extra sanitiser stations installed at high traffic areas and key “Touch Point” areas (card access points and door handles). • Suitable signage to be installed to remind and re-enforce social distancing, increase cleaning arrangements and handwashing and hygiene procedures. • Hourly cleaning rota on show to indicate last thorough clean of high touch point area / surfaces (handrails and door pads etc). • Photocopiers and printers in common resources areas are to be wiped down with antibacterial spray after each use. • All plates cutlery, cups, and glasses to be placed directly in the dishwasher. • Rigorous and regular checks will be carried out by Line Managers to ensure the necessary procedures are being followed. • Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it via safety briefings and regular communications. • Management checks to ensure this is adhered to 	<p>Low</p>

Hazards / Hazardous Event / Consequences	Existing Controls	Initial Risk Level	Additional Controls	Residual Risk Level
<p>Use of toilets Breach of social distancing arrangements / Covid-19 transmission leading to infection. Breach of cleaning arrangements / Contaminated surfaces / Covid-19 transmission leading to infection.</p>	<ul style="list-style-type: none"> Current toilet facilities adequate for volume of staff in building. 	<p>High</p>	<ul style="list-style-type: none"> To ensure social distancing can be achieved within the washing facilities area, single occupancy to be implemented. Suitable signage to be made available (reversible occupied / unoccupied signage). Suitable signage to be installed to remind and re-enforce social distancing, increase cleaning arrangements and handwashing and hygiene procedures. Hand sanitiser to be located at the main outer door to the washing facility. Liquid soap, paper towels and hand sanitisers to be provided throughout the location as required. Staff are encouraged not to use the electric hand driers. Wash hands with warm water and soap, then dry with a paper towel and dispose of in the open top bin. Rigorous and regular checks will be carried out by Line Managers to ensure the necessary procedures are being followed. Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it Management checks to ensure this is adhered to. 	<p>Low</p>


Hazards / Hazardous Event / Consequences	Existing Controls	Initial Risk Level	Additional Controls	Residual Risk Level
<p>Welfare Facilities Breach of social distancing arrangements / Covid-19 transmission leading to infection.</p> <p>Breach of cleaning arrangements / Contaminated surfaces / Covid-19 transmission leading to infection.</p>	<ul style="list-style-type: none"> Current break room facilities adequate for reduced volume of staff within the building. 	<p>High</p>	<ul style="list-style-type: none"> Canteen layout changed and chairs / tables removed to accommodate social distancing (please see attached). Hourly cleaning rota on show to indicate last thorough clean of high touch point area / surfaces (handrails and door pads etc). Kitchen surfaces and areas have sanitiser spray and signage to indicate clean down after each use. Water dispenser located in the canteen and first floor kitchen and to be wiped down with anti-bacterial wipes before and after use. Staff to be informed not to fill own water bottles from this dispenser. Staff directed to use their own items only (cups plates etc) and clean after each use. Suitable signage to be installed to remind and re-enforce social distancing, increase cleaning arrangements and handwashing and hygiene procedures. Rigorous checks will be carried out by Line Managers to ensure the necessary procedures are being followed. Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it via safety briefings and regular communications. Management checks to ensure this is adhered to. 	<p>Low</p>

Hazards / Hazardous Event / Consequences	Existing Controls	Initial Risk Level	Additional Controls	Residual Risk Level
<p>First Aid Breach of social distancing arrangements / Covid-19 transmission leading to infection.</p>	<ul style="list-style-type: none"> Review First Aid Requirements Risk Assessment. 	<p>High</p>	<ul style="list-style-type: none"> First aid provisions are stocked and within date. Additional 1-Way resuscitation masks have been added to prevent Covid-19 in the unlikely event that someone should need resuscitating. Brief first aiders regarding Covid-19 specific arrangements for the delivery of first aid. Rigorous and regular checks will be carried out by Line Managers to ensure the necessary procedures are being followed. Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it via safety briefings and regular communications. Management checks to ensure this is adhered to. 	<p>Med</p>
<p>Smoking Areas Breach of social distancing arrangements / Covid-19 transmission leading to infection.</p>	<ul style="list-style-type: none"> No existing processes 	<p>High</p>	<ul style="list-style-type: none"> Smokers should maintain social distancing on their breaks. Suitable signage to be installed to remind and re-enforce social distancing and handwashing and hygiene procedures. Rigorous and regular checks will be carried out by Line Managers to ensure the necessary procedures are being followed. Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it via safety briefings and regular communications. Management checks to ensure this is adhered to. 	<p>Low</p>

Hazards / Hazardous Event / Consequences	Existing Controls	Initial Risk Level	Additional Controls	Residual Risk Level
<p>Ventilation Reduction in effectiveness of social distancing arrangements / Covid-19 transmission leading to infection.</p>	<ul style="list-style-type: none"> Staff are encouraged to open windows for fresh air ventilation, all windows are in good order. 	<p>High</p>	<ul style="list-style-type: none"> Staff are encouraged to open windows for fresh air ventilation, all windows are in good order. Rigorous and regular checks will be carried out by Line Managers to ensure the necessary procedures are being followed. Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it via safety briefings and regular communications. Management checks to ensure this is adhered to. 	<p>Low</p>
<p>Team Working Breach of social distancing arrangements / Covid-19 transmission leading to infection.</p>	<ul style="list-style-type: none"> Meeting rooms cleaned daily. 	<p>High</p>	<ul style="list-style-type: none"> Meeting rooms out of use for group sessions as social distancing cannot be achieved in these spaces. Rigorous and regular checks will be carried out by Line Managers to ensure the necessary procedures are being followed. Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it via safety briefings and regular communications. Management checks to ensure this is adhered to. 	<p>Low</p>








Hazards / Hazardous Event / Consequences	Existing Controls	Initial Risk Level	Additional Controls	Residual Risk Level
<p>Work Distance Planning Breach of social distancing arrangements / Covid-19 transmission leading to infection.</p>	<ul style="list-style-type: none"> • Current occupancy of the building allows people to move relatively freely while maintaining social distancing. • As workplace occupancy increases, measures have evolved to ensure the safety of the employees and allow them to work safely and effectively. 	<p>High</p>	<ul style="list-style-type: none"> • Desk layout and occupancy changed to accommodate social distancing (please see attached). • Large departments using a shift rota to minimise traffic within building. • One-way policy around internals of building including entrances and exits. • Floor markings in thoroughfares to help indicate social distancing. • Suitable signage to be installed to remind and re-enforce social distancing, increase cleaning arrangements and handwashing and hygiene procedures. • Stairwells allocated to up only and down only. Signage to be displayed. • Small areas (i.e. printers / stores allocated to one person only. Signage to be displayed. • Rigorous and regular checks will be carried out by Line Managers to ensure the necessary procedures are being followed. • Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it via safety briefings and regular communications. • Management checks to ensure this is adhered to. 	<p>Low</p>

Hazards / Hazardous Event / Consequences	Existing Controls	Initial Risk Level	Additional Controls	Residual Risk Level
<p>Use of PPE Breach of cleaning arrangements / Contaminated surfaces / Covid-19 transmission leading to infection.</p> <p>Breach of handwashing and hygiene procedures / Covid-19 transmission leading to infection.</p>	<p>Wearing of Gloves</p> <ul style="list-style-type: none"> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. 	<p>High</p>	<ul style="list-style-type: none"> Rigorous checks will be carried out by Line Managers to ensure the necessary procedures are being followed. Staff to be reminded that wearing of gloves is not a substitute for good hand washing. 	<p>Low</p>
<p>Communication, Information Instruction and Training Lack of awareness of risk controls, Personnel unaware of the COVID 19 risk control measures / Covid-19 transmission leading to infection.</p>	<ul style="list-style-type: none"> 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. 	<p>High</p>	<ul style="list-style-type: none"> All personnel must have received a suitable briefing on the internal arrangements detailed in SOCOTEC offices Covid-19 risk assessment and Safe system of work. Managers to ensure that current arrangements are effectively communicated, understood, and reinforced. 	<p>Low</p>

Hazards / Hazardous Event / Consequences	Existing Controls	Initial Risk Level	Additional Controls	Residual Risk Level
Impact to mental wellbeing / mental ill health.	<ul style="list-style-type: none"> Company policy in operation and access to mental health support for all employees. 	High	<ul style="list-style-type: none"> Management will promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. Regular communication of mental health information and open-door policy for those who need additional support. Ensure that personnel have access to suitable resources in regard to maintain personal wellbeing and good mental health. 	Med
Activity authorised by: 			Date: 21 May 2020	

ON SITE PRE WORK ASSESSMENT

Hazards / Consequences	Existing Controls	Additional Controls	Action by Who	Action by When
All Additional controls to implemented by COB 29 May 2020.	Sanitiser, bleach spray, signage, demarcation.	These include; Anti Bac Wipes, Additional signage, additional floor demarcation, removal of chairs, moving of tables, supply of 1-way masks, additional hand sanitiser and visitor log.	BH / SS	29 May 2020
Additions authorised by: B. Collins			Date: 29 May 2020	

KEY				Risk Rating Chart							
High Risk – Do not proceed				Likelihood Severity	5: Probable	4: Likely	3: Possible	2: Unlikely	1: Rare		
Medium Risk – Seek to reduce risk, ensure all controls are implemented				5: Catastrophic	25	20	15	10	5		
Low Risk – Proceed and monitor for changes				4: Major	20	16	12	8	4		
PPE				3: Moderate	15	12	9	6	3		
 No	 No	 Yes/No	 No	2: Minor	10	8	6	4	2		
 Yes	 Yes	 No	PPE Specific Type: Nitrile gloves; FFP2 FFP3 disposable respirators.								
				1: Insignificant	5	4	3	2	1		

Section 10

Additional Information: N/A		
Communication: By signing below, I confirm my understanding of my duty in law:		
<p>To take care for my own safety and that of others. To cooperate with my employer on health and safety including the content of this assessment. To comply with training received. To report defects in health and safety in carrying out this task.</p>		
Name	Signature	Date