

COVID-19 SECURE – RISK ASSESSMENT

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by who?	Action by when?	Done
Travel	Risk of staff being exposed to COVID-19 whilst commuting to/from work.	Requested information on means of commuting for all staff.	Analyse responses to take into account when ascertaining return to office (RTO) phasing. Signpost all staff to official guidance regarding commuting on public transport. A face covering is mandatory on public transport since 15/6	HR HR	Fri 22/5 Fri 22/5	Yes Yes
		Only one member of staff permitted in the pool car per journey. Staff prohibited from allowing another staff member in their vehicle on company business.				
		Staff have been reminded to review the advice re: car sharing, which states minimising the number of people outside of your household or support bubble travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face.				
		Ongoing review of parking arrangements to identify parking availability.				

	Risk of infection to staff resulting from inter-office travel.	Non-essential inter-office travel prohibited.				
Social distancing	Risk to staff of infection.	Reduce number of people in the office at any one time through:- <ul style="list-style-type: none"> Investigate staggered start/finish times Continuing to maintain working from home arrangements in conjunction with any RTO. 	Gather data from staff questionnaire to take into account when asking people to return to office (RTO) to ascertain potential for staggered start/finish times and ongoing work from home patterns.	HR	Fri 22/5	Yes
		Ensure that those in the office occupy desks in a pattern to allow for social distancing.	Determine and monitor daily occupancy to ensure adequate empty desks surround each occupied one.	Line Managers	Ongoing	
		Increased signage around offices to remind and enforce social distancing.	Display signage.	Facilities	Fri 15/5 (Leeds) Tues 19/5 (Hull)	Yes Yes
		One-way system on staircases where more than one in a building.	Leeds - signage will indicate that rear stairs will be up only; front stairs will be down only. Hull – a one-way system will be introduced by the managing agent once occupancy increases significantly, but at the moment all staff may use main stairs for both up and down, but observe social distancing.	Facilities Facilities	Fri 15/5 TBC	Yes

	Lifts limited to one person at a time - signage displayed in Leeds.	Liaise with Hull Landlord re: appropriate signage.	Facilities	Fri 22/5	Yes
	There are a set of social distancing rules clearly visible in each toilet across all buildings and these must be adhered to.		Facilities	Fri 07/08 (Leeds) Fri 07/08 (Hull)	Yes Yes
	Outdoor smoking and seating areas reminder signage.	Signage has been displayed in Leeds, but in Hull it is the responsibility of the letting agent for the whole site, so for our own staff we should cover this off with a communication rather than signage.	Facilities/ HR	Fri 22/5	Yes
	Confirmation that breaches of social distancing rules will be investigated in line with the disciplinary process.		HR	Fri 15/5	Yes
	Hot desking not permitted.				
	Staff must avoid non-essential movement around and between buildings.				
	First Aiders briefed on revised measures.	Face masks provided to each FA.	Facilities	Fri 15/5 (Leeds) Tues 19/5 (Hull)	Yes Yes
	One-way system to enter and exit Cardinal House.	Display signage.	Facilities	TBC (once main reception is re-opened)	
	Employees or members of the same household displaying Coronavirus symptoms are required to refrain from entering the office, in line with		HR	Fri 15/5	Yes

		current guidance, or if employees are told to self-isolate through NHS Test and Trace. Any employee feeling unwell should not attend work premises.				
		In the event of a fire evacuation, employees are required to adhere to social distancing once they are safely out of the building.		HR	Fri 29/5	Yes
		Any radios in the office are to be played at a level which does not encourage the need to raise voices/shout.				
		Employees should familiarise themselves with the remote pick up facility for the telephony system, where applicable. Employees should only use their own IT equipment e.g. telephone/keyboard.				
		The bench at the smoking shelter is not to be used and has been taped off.	Signage	Facilities	Mon 07/09	Yes
		Employees should not share any personal items at work, including making colleagues' drinks. Hot drink vending machines are on free vend.		Facilities	Tue 08/09	Yes
Office Environment	Risk of airborne contamination.	Air con is regularly serviced (all sites have already had their annual service this year) and does not automatically reduce ventilation due to lower than normal occupancy levels. Air con system does not serve multiple buildings.	No further action required as air con meets ventilation requirements.			
		Staff must swipe at every access door in order to ensure we can identify location after a shift, if necessary. Door access card do not need to physically contact the reader. It is important that you do not tailgate so we can clearly identify people's movements. This is to facilitate any NHS track and trace, if necessary.				

		Ventilation into the building is optimised to ensure a fresh air supply is provided to all areas of the offices and increased wherever possible.				
		Windows which can be opened are unlocked, and staff are able to open these if they wish to.				
Meetings	Risk to staff as a result of social distancing rules not being set, communicated and adhered to.	Where face-to-face meetings are unavoidable, limit the number of people allowed in each meeting room/area based on the size of each room.	Signage.	Facilities	Fri 15/5 (Leeds) Tues 19/5 (Hull)	Yes Yes
	Risk to staff from contaminated surfaces in meeting rooms.	Cleaning products are provided to allow sanitising of surfaces before/after meetings, as required.	Cleaning kits	Facilities	Fri 22/5 (Leeds) Tues 19/5 (Hull)	Yes Yes
		All external face-to-face meetings prohibited where it is possible to conduct via tele / video conference.				
Breakout and communal areas	Risk to staff through social distancing not being observed or contaminated surfaces.	Requirement to maintain 2m distance at all times in all breakout areas including around sinks, kettles, microwaves, fridges, etc.	Signage.	Facilities	Fri 15/5 (Leeds) Tues 19/5 (Hull)	Yes Yes
		Limit one person at a time in The Lounge, Hospitality and DH1 kitchen areas.	Signage.	Facilities	Fri 15/5 (Leeds) Tues 19/5 (Hull)	Yes Yes
		Remind need for increased hand-washing before eating/drinking/handling food.	Signage.	Facilities	Fri 15/5 (Leeds) Tues 19/5 (Hull)	Yes Yes
		Move microwaves to create more room around them. One microwave to move to DH1 kitchen temporarily.	Review position of microwaves in Hull.	Facilities	Fri 22/5	Yes

		Limit of one person at each dining table, 2-4 at longer tables/counters (unless from same household).	Signage. Remove excess chairs to restrict numbers at tables.	Facilities Facilities	Fri 15/5 (Leeds) Tues 19/5 (Hull) Fri 15/5 (Leeds) Tues 19/5 (Hull)	Yes Yes Yes Yes
		All games (table football, PS4, space invader etc) to be put out of use .	Remove consoles and cover other games.	Facilities	Fri 15/5 (Leeds) Tues 19/5 (Hull)	Yes Yes
		Cleaning products are provided to allow sanitising of surfaces before/after use, as required.	Sufficient cleaning kits in all breakout areas	Facilities	Fri 15/5 (Leeds) Tues 19/5 (Hull)	Yes Yes
		Shower cubicle: Personal shower items will need to be used. No personal belongings should be left. Cleaning provisions will be made available for use before and after taking a shower.	Sufficient cleaning products provided.	Facilities	Fri 26/6 (Leeds) Hull	Yes TBC
Hand-washing/sanitising	Risk to staff of infection.	Increases signage to remind of the importance of hand hygiene. Frequent replenishing of products.		Facilities Facilities	Fri 15/5 (Leeds) Tues 19/5 (Hull) Ongoing	Yes Yes
		Staff must ensure that they wash their hands on arrival at work.	Signage.	Facilities		Yes
Office cleaning	Risk to staff of infection.	Cleaning services to be increased to full service once again, plus additional sanitising/cleaning				

		of desktops, handrails, door handles, switches, etc. To avoid risk of cross-contamination, all staff to be provided with cleaning equipment on each floor to sanitise personal IT, telephony equipment and desktop.				
External visitors	Risk to staff of infection from visitors to site.	Essential visitors by appointment only.				
		Staff not permitted to have personal deliveries made to the office.				
		Install temporary acrylic screen on CH reception desk.	Ordered screen, awaiting delivery.	Facilities		Yes
		Revised sign-in process for any essential visitors.		Facilities	Fri 22/5	Yes
Vulnerable staff	Additional risks for clinically extremely vulnerable and clinically vulnerable staff.	Identification and appropriate support of those with known conditions that fall into these categories.	Ongoing validation of central records for all staff members and ensure line managers are made aware of any changes.	HR	Ongoing	
Equality	Different groups of workers or individuals are not treated equally.	Equal Opportunities Policy published and circulated and actions taken with regards to Pandemic Management adhere to the principles therein.				
PPE	All staff.	PPE in a non-clinical workplace is not recommended and COVID-19 Secure guidance states that businesses should not encourage its use. Wearing a face covering is optional in the workplace and is not required by law. If staff	Briefing to all staff.	HR	Fri 15/5	

		<p>choose to wear one, it is important to use face coverings properly and wash hands before putting them on and taking them off.</p> <p>Employers should support their workers in using face coverings safely if they choose to wear one. If you choose to do so please follow these guidelines:</p> <ul style="list-style-type: none"> • Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and before and after removing it. • When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands. • Change your face covering if it becomes damp or if you've touched it. • Continue to wash your hands regularly. • Change and wash your face covering daily. • If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste. • Practise social distancing wherever possible. <p>If staff choose to wear a mask, please be mindful that for individuals who lip read, it may inhibit communication.</p>				
Government guidance	All staff.	Conduct and communicate Risk Assessment.		HR	Fri 15/5	Yes

		<p>Publish Risk Assessment to website.</p> <p>Display COVID-19 Secure notice.</p> <p>The single point of contact (SPOC) to lead on contacting Public Health Teams, if necessary, is the HR Manager.</p>		<p>MKTG</p> <p>Facilities</p>	<p>Mon 18/5</p> <p>Fri 15/5 (Leeds)</p> <p>Tues 19/5 (Hull)</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>
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