

Post 19 July 2021:

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 to staff of infection	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.			Ongoing	
		Ongoing review of parking arrangements to identify parking availability.			Ongoing	
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"> • Continuing to maintain working from home arrangements in conjunction with any RTO. • Hybrid working to be trialled. 	Rotas and hybrid working trial to be implemented.	HR/Managers	Ongoing	
		Ensure that those in the office occupy desks in a pattern to allow for social distancing where reasonably possible and practical.	Determine and monitor reduced daily occupancy of offices.	Line Managers	Ongoing	
		Increased signage around offices to remind and enforce social distancing.	Display signage.	Facilities	Fri 15/5/20 (Leeds) Tues 19/5/20 (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	Fri 15/5/20	Yes
	Lifts limited to one person at a time - signage displayed in Leeds.		Facilities	Fri 22/5/20	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 07/08/20 (Leeds) Fri 07/08/20 (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 22/5/20	Yes
	Confirmation that breaches of social distancing rules will be investigated in line with the disciplinary process.		HR	Fri 15/5/20	Yes

		Hot desking should be kept to a minimum and staff are advised/reminded to use anti-bacterial spray and wipes to disinfect any shared workstations.			Ongoing	
		Staff must avoid non-essential movement around and between buildings.			Ongoing	
		First Aiders briefed on revised measures.	Face masks provided to each FA.	Facilities	Fri 15/5/20 (Leeds) Tues 19/5/20 (Hull)	Yes
		Any employee feeling unwell should not attend work premises. Employees are required to follow current guidance regarding self isolation/exemption rules, or if they are informed by NHS Test and Trace to self- isolate.		HR	Ongoing	
		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 29/5/20	Yes
		Employees should familiarise themselves with the remote pick up facility for the telephony system, where applicable.			Ongoing	
		Employees should not share any personal items at work, including making colleagues' drinks. Hot drink vending machines are on free vend.		Facilities	Tue 08/09/20	Yes
		All social distancing measures and other requirements contained in the Risk Assessment,			Ongoing	

		including signage within the offices, will remain in force and should be followed at all times. This continues to apply regardless of whether an employee has received a vaccine (either one or two doses).				
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.		Ongoing	
		Ventilation into the building is optimised to ensure a fresh air supply is provided to all areas of the offices and increased wherever possible.			Ongoing	
		Windows which can be opened are unlocked, and staff are able to open these if they wish to.			Ongoing	
		Perspex partition screens installed on office desks.		Facilities	Throughout November 20	Yes
	Risk of staff movement not being recorded	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.			Ongoing	
Meetings	Risk to staff as a result of social distancing rules	Where face-to-face meetings are unavoidable, limit the number of people allowed in each	Signage.	Facilities	Fri 15/5/20 (Leeds)	Yes

	not being set, communicated and adhered to	meeting room/area based on the size of each room, where possible.			Tues 19/5/20 (Hull)	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 22/5/20 (Leeds) Tues 19/5/20 (Hull)	Yes Yes
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 15/5/20 (Leeds) Tues 19/5/20 (Hull)	Yes Yes
		Limit one person at a time in The Lounge, Hospitality and DH1 kitchen areas.	Signage.	Facilities	Fri 15/5/20 (Leeds) Tues 19/5/20 (Hull)	Yes Yes
		Remind need for increased hand-washing before eating/drinking/handling food.	Signage.	Facilities	Fri 15/5/20 (Leeds) Tues 19/5/20 (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 22/5/20	Yes
		Limit of one person at each dining table, 2-4 at longer tables/counters (unless from same household).	Signage.	Facilities	Fri 15/5/20 (Leeds)	Yes

			Remove excess chairs to restrict numbers at tables.	Facilities	Tues 19/5/20 (Hull)	Yes
					Fri 15/5/20 (Leeds)	Yes
					Tues 19/5/20 (Hull)	
		All games (table football, PS4, space invader etc) to be put out of use .	Remove consoles and cover other games.	Facilities	Fri 15/5/20 (Leeds)	Yes
					Tues 19/5/20 (Hull)	Yes
		Cleaning products are provided to allow sanitising of surfaces before/after use, as required.	Sufficient cleaning kits in all breakout areas	Facilities	Fri 15/5/20 (Leeds)	Yes
					Tues 19/5/20 (Hull)	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 26/6/20 (Leeds)	Yes
					Hull	
Hand-washing/sanitising	Risk to staff of infection	Increases signage to remind of the importance of hand hygiene. Frequent replenishing of products.		Facilities	Fri 15/5/20 (Leeds)	Yes
				Facilities	Tues 19/5/20 (Hull)	Yes

					Ongoing	
		Staff must ensure that they wash their hands on arrival at work.	Signage.	Facilities	Ongoing	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.			Ongoing	
External visitors	Risk to staff of infection from visitors to site	External visitors by appointment only.			Ongoing	
		Staff not permitted to have personal deliveries made to the office.			Ongoing	
		Install temporary acrylic screen on CH reception desk.		Facilities		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	Equal Opportunities Policy published and circulated and actions taken with regards to Pandemic Management adhere to the principles therein.			Ongoing	

	not treated equally					
PPE	All staff	<p>PPE in a non-clinical workplace is not recommended and COVID-19 Secure guidance states that businesses should not encourage its use.</p> <p>Wearing a face covering is optional in our workplace and is not required by law. If staff 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 	Briefing to all staff.	HR	Fri 15/5/20	

		<p>not washable, dispose of it carefully in your usual waste.</p> <ul style="list-style-type: none"> 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	<p>Conduct and communicate Risk Assessment.</p> <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>HR</p> <p>MKTG</p> <p>Facilities</p>	<p>Fri 15/5/20</p> <p>Mon 18/5/20</p> <p>Fri 15/5/20 (Leeds) Tues 19/5/20 (Hull)</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
Vaccinations and Covid-19 rapid lateral flow tests	Staff awareness	<p>Supporting all staff to attend their Covid-19 vaccination appointments, with reasonable, paid time off work.</p> <p>Signposting staff to the Government's guidance on regular rapid lateral flow testing and where lateral flow tests can be readily obtained.</p>		HR	February and June 2021	Yes
Non-compliance	All staff	All staff briefed on measures in place and expectations. Non-compliance of any of the rules/measures may result in disciplinary action.		HR/Managers	Ongoing	Yes

with protocol(s)						
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