

Risk Assessment Number	RA066	Description: COVID-19 Top Level Risk Assessment and Summary of COVID-19 Office Rules
Revision Number	8.0	
Risk Assessment Date	1 st July 2020	
Risk Assessment Owner	Ian Robinson	
Planned Review Date	10 th August 2020	

Hazard	Who May be Harmed and How	HR	PF	RR	Current Control Risk	Further Action Required	Responsible Person
Loss of contact or engagement with employees	Employee on Furlough Leave may feel left out or become stressed or anxious about the current situation.	3	2	6	<p>Detailed Furlough Leave letters and Furlough Leave FAQs given to employees on Furlough Leave.</p> <p>Whilst on Furlough Leave employee will be contacted by their manager on a weekly basis to discuss any concerns they might have.</p> <p>Regular updates from the Directors are emailed to the employees' personal email address to make sure they are kept up to date on the current business position.</p> <p>Flexible Furlough to be considered from 1st July to help engage employee with the business.</p>	Employee to contact their manager if they feel that they need any more information or have any further questions.	Employee
Employee contracts COVID-19 whilst at work (SARS-CoV-2 virus)	Employees at high risk (clinically extremely vulnerable) from COVID-19 (Shielding) may contract COVID-19 from airborne droplets or from touching surfaces	5	1	5	<p>Employee will be contacted by NHS or GP to ask them to Shield.</p> <p>Manager to ask employee for evidence of NHS or GP contact so that we know who is Shielding.</p> <p>Employee to work from home until they are advised by NHS or GP that they no longer need to Shield themselves.</p> <p>If employee cannot work from home, they will be asked to go onto Furlough Leave or SSP for as long as they are advised by NHS or GP to Shield themselves.</p>	<p>Government support for Shielding employees who cannot work from home to be checked for changes and updates regularly.</p> <p>Current government guidance indicates that Shielding will be paused from 1st August 2020.</p>	HR Manager
Employee contracts COVID-19 whilst at work (SARS-CoV-2 virus)	Employees at moderate risk (clinically vulnerable) from COVID-19 but who are not Shielding may contract COVID-19 from airborne droplets or from touching surfaces - https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/	3	2	6	<p>Employee should work from home if this is possible.</p> <p>If working from home is not possible then the employee can work in the office with strict social distancing in force.</p> <p>If employee cannot work safely then Furlough Leave and/or SSP should be considered for those who cannot work safely to a reasonable level of productivity.</p>	If employee's role involves travel, then an individual risk assessment should be created by the line manager.	Manager

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Employee contracts COVID-19 whilst at work in the office (SARS-CoV-2 virus)	All employees who need to or are asked to work at 26 Redkirk Way including those 'popping in' to collect equipment or drop off samples.	2	2	4	<p>Government guidance will be followed where possible and this risk assessment updated periodically to reflect changes in guidance to ensure our office remains COVID-19 Secure.</p> <p>Most employees will be asked to work from home where possible to minimise possibility of virus transmission.</p> <p>Where tasks will require work in the office to be efficient and effective: Each department manager will manage who in their team will need to work in the office from their team and when, and at what desks or work area to ensure that social distancing can be maintained. See also the following Assurity Consulting Documents: – Working safely in the office during coronavirus.</p> <p>Processing and analysing samples safely in the laboratory during coronavirus</p> <p>Risk Assessment - Laboratory (all services) during COVID-19 pandemic (while Government restrictions apply)</p> <p>Employees who need to pick up or drop off equipment, samples or paperwork must not be in the office for longer than necessary and not more than 45 minutes to include kit calibration.</p> <p>Consultants must announce themselves and ask for permission to come into the lab whilst lab staff are working – they must follow instruction of where they can go in the lab and when, or to leave samples outside of the lab, etc</p> <p>Employees will be talked through this risk assessment and why they are being asked to work in the office by their manager before returning to work in the building. Concerns on safety will be fed back to Business Support and HR Manager to allow review of this risk assessment if necessary.</p> <p>All employees in the office must have their own supply of tissues on them at all times – used tissues must be disposed of in black sack bins only and then hands washed.</p>	If an employee has COVID-19 symptoms or tests positive or has been contacted by NHS Test and Trace or a member of their household has symptoms or tests positive they must inform their manager and self isolate at home. During self isolation they will not be permitted to come to the office under any circumstances at any time of day or night	Employees

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Employee contracts COVID-19 whilst at work in the office (SARS-CoV-2 virus)	All employees who need to or are asked to work at 26 Redkirk Way including those 'popping in' to collect equipment or drop off samples.	2	2	4	<p>Good hand hygiene must be maintained at all times. Employees must wash their hands thoroughly and regularly throughout the day. In addition, they must wash their hands:</p> <ul style="list-style-type: none"> • Immediately upon arrival at the office; • Before and after eating; and • After handling deliveries including the post. <p>The 2 metre rule should be maintained wherever possible. This means no passing in the corridor or at the top or bottom of the stairs. One employee must retreat to allow passing at 2 metres. A convex mirror in the corridor, at the bottom of the stairs, and adjacent to the side entrance will help with this. Employees should exit the downstairs toilets slowly and with caution to avoid bumping into or getting too close to someone passing by. Employees must take a wide berth at the bottom of the stairs and visually check before ascending the stairs.</p> <p>Only one person to use and be within the upstairs kitchen and downstairs kitchen at any one time.</p> <p>Employees must not make drinks for each other and must not sit at the same table for a break unless they are 2 metres apart</p> <p>Employees should minimise movements through the office, especially in the restricted space areas of the stairs and downstairs corridor. Employees should ring colleagues on a different floor to avoid unnecessary transit of the stairs. Employees should where possible use the kitchen and toilet facilities on the floor on which they are working.</p> <p>Employees working upstairs and in the IT area should enter and exit through the front door where possible. Employees working in the lab and downstairs office should enter and exit through the side door.</p> <p>If an essential task requires 2 employees to be closer than 2 metres this will be risk assessed and other measures such as PPE will need to be considered to help to reduce the risk.</p>	<p>Hand washing with soap and water is most effective. However some alcohol based hand sanitiser will be made available to maximise compliance with regular hand sanitisation.</p> <p>Caution should be taken when using alcohol based sanitisers to ensure it has all evaporated before touching surfaces as static discharge could cause ignition and potential burns injury.</p>	

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Office Rules

- Only enter the office if you have agreed with your manager that as part of your work you need to come into the office.
- No employee must come to the office under any circumstances at any time of day or night if they are self-isolating either due to them being unwell or a member of their household being unwell or they have been contacted by NHS Test and Trace.
- Employees coming to the office must wash their hands thoroughly immediately upon arrival.
- The 2m rule must be obeyed. This means no passing in the corridor or at the top or bottom of the stairs. One employee must retreat to allow passing at more than 2 metres.
- All signage about the use of rooms and use of desks must be observed and obeyed.
- Employees must not make drinks for each other and must not sit at the same table for a break.
- All employees in the office must have their own supply of tissues on them at all times – used tissues must be disposed of in black sack bins only.
- All employees to wash hands regularly and before and after eating or drinking.
- Employees who need to pick up or drop off equipment, samples or paperwork must not be in the office for longer than necessary and not more than 45 minutes.
- Consultants must announce themselves and ask for permission to come into the lab whilst lab staff are working – they must follow instruction of where they can go in the lab and when, or to leave samples outside of the lab, etc
- Employees should minimise their movements through the office. If you can phone a colleague please do so rather than walking around the office to find them and speak to them.
- Employees should carry their mobile phone with them at all times in the office so that they can summon help if injured, trapped in a fire etc