

COVID Secure Workplace risk assessment for Go Green Ltd

Assessment date: 29.03.2021

Review date: Continual (3 Monthly as a minimum)

Version: 13

Introduction

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe, or even fatal. This Risk Assessment is designed specifically for dealing with the current Covid-19 situation at Go Green Ltd Head Office (River Torne House, Bawtry Road, Bessacarr, Doncaster, DN4 7PB).

Everyone needs to assess and manage the risks of COVID-19. As an employer, we have a legal responsibility to protect workers and others from risk to their health and safety. This means we need to think about the risks our employees face and do everything reasonably practicable to minimise them, recognising that we cannot completely eliminate the risk of COVID-19.

Management

Employers have a duty to reduce workplace risk to the lowest reasonably practicable level by taking preventative measures. Employers must work with any other employers or contractors sharing the workplace so that everybody's health and safety is protected.

In addition to the findings and actions of this risk assessment, management will ensure the following:

- All staff will be made aware of the reporting requirements and all confirmed cases and suspected cases of Coronavirus will be escalated to a competent person.
- Memos / communications will be sent out as required and any updates communicated in a timely manner to the workforce. This communication will include any updates to advise staff of any changes to the Government and NHS advice on the control, prevention and management of Coronavirus.
- Staff who have isolated for 10 or 14 days (dependent on their domestic circumstances) cannot return to work until the appropriate documentation has been completed and a manager has signed off the staff members return to work interview to demonstrate they are now fit to return to work.
- Assessments to be reviewed every 3 months or where a significant change has occurred in the workplace or to any official advice
- All staff and management will be encouraged to be open and collaborative in their approach between teams on site where any issues or concerns can be openly discussed and addressed.

Sharing your workplace risk assessment

Go Green will share the results of this risk assessment with our employees. The Government also expects that businesses with over 50 employees will publish the risk assessment on their website. This can be found at <https://gogreen.co.uk/covid>

The Government have also asked employers to display a copy of the following notice within the workplace:

<https://assets.publishing.service.gov.uk/media/5eb963fcd3bf7f5d39550303/staying-covid-19-secure.pdf>

RISK ASSESSMENT FORM

Company Name: Go Green Ltd		Work Area: River Torne House, Bawtry Road, Doncaster, DN4 7PB			Activity: Office working			RA No: 13		
11 Lazarus Court, Doncaster, DN1 3PB										
Hazards & People Exposed		Risk			Residual Risk			Type of Monitoring		
		Severity	Likelihood	Total Risk	Current Controls (measures already in place)			Future Controls (things to be implemented)		
Employees Visitors Employees Family Members	Vulnerable Groups Contractors Pregnant Women Members of Public				Severity Likelihood Total Risk					
Spread of Covid-19 Coronavirus Personal Hygiene		5	4	20	<ul style="list-style-type: none"> Hand washing facilities with soap and water in place. Stringent hand washing taking place (guidance in the form of posters on how to correctly wash your hands is in place in the office bathrooms). Hand sanitiser available throughout office at key points, such as exits and entrances. 	5	2	10	<ul style="list-style-type: none"> Employees to be reminded on a regular basis to wash their hands for 20 seconds. Employees reminded to catch coughs and sneezes in tissues – follow “Catch it, Bin it, Kill it” or if unavoidable sneeze/cough into crook of arm. Employees have been issued disposable gloves; they must wear these when entering canteen/break area and when entering/exiting the building, foot operated pedal bins have been assigned to entrances and exits for staff to dispose of their gloves. Face coverings to be worn at all times by staff when not at their desk; so upon entrance, exit and whilst moving around the building, including whilst using the welfare facilities. 	Employees to ensure that they highlight to their managers if staff are not following correct procedures

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Employees Visitors Employees Family Members	Vulnerable Groups Contractors Pregnant Women Members of Public	Severity	Likelihood	Total Risk						Current Controls (measures already in place)
Spread of Covid-19 Coronavirus Cleaning		5	4	20	<ul style="list-style-type: none"> Go Green Ltd normally subcontract the office cleaning to an outside company, however aside from the toilets, kitchens & shared spaces etc this has been suspended due to the possibility of contamination between zones;; a method statement has been actioned to ensure no cross contamination between zones by the cleaner. All employees are aware that they must keep their office areas clean. 	5	2	10	<ul style="list-style-type: none"> Employees have been assigned cleaning sprays and disposable cloths and have been asked to wipe down their desk areas upon arrival and departure. All waste removed from the office daily. All 'high risk' areas are cleaned regularly using disinfectant and disposable cloths (for example work kitchen surfaces). Disposable roll & spray to wipe down toilets after use; disposable gloves provided for this reason. Doorstops provided to open doors to remove unnecessary contact points. Avoid sharing work equipment, phone, keyboard etc. 	Employees to ensure that they highlight to their manager if staff are not following the correct procedures. Ensure we have plenty of cleaning stock.

Spread of Covid-19 Coronavirus PPE	5	4	20	<ul style="list-style-type: none"> The only PPE normally issued to any staff aside from masks is for the site audit team; this is not required in the office environment There should be no situation in which staff need to wear PPE other than disposable gloves when handling deliveries & wiping down toilets etc. Go Green will ensure there are adequate supplies of disposable gloves. 	5	2	10	<ul style="list-style-type: none"> Foot pedal operated bins have been assigned to entrances and exits for staff to dispose of their gloves. Waste is removed to outside bins on a daily basis and is removed weekly by a licenced contractor. 	Regular monitoring of employees choosing to wear face coverings.
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<p>Spread of Covid-19 Coronavirus Social Distancing</p>	5	4	20	<ul style="list-style-type: none"> • All employees within the business advised that they should be avoiding any face to face meetings, and that they should ensure they are utilising video calls etc. • The office building has been split into four 'zones', this is to ensure that should the virus be prevalent at Go Green then the number of employees affected would be minimised. • Employees are aware that they should not be sharing office equipment with other employees. • Any keypad entries to the business have been disabled. 	5	2	10	<ul style="list-style-type: none"> • Desks have been re-arranged to ensure a minimum of two metres between employees. Where two metres is not feasible then staff will sit side by side or back to back and Perspex sheeting will be provided to act as a shield between employees. • Only essential meetings will be permitted to take place in allocated meeting rooms with 2 people present maximum. Room must be well ventilated, each person must wear a face covering with a Perspex screen in between each person at all times. • After meeting has taken place, room must be wiped down and decontaminated by means of fogging machine and spray. • Staff will limit the number of people using the canteen/break areas at any one time to one person only. • All touchpoints will need to be cleaned after use, using designated equipment in each area and disposed of appropriately. • Additional outdoor seating provided so that employees can have their breaks out in the open air. • Employees must only make drinks for themselves. • In regard to storage of clothes/bags, communal coat hooks should NOT be utilised, coats must be hung on an individual's chair and bags stored underneath their desks. 	<p>Line managers to ensure staff maintain social distancing at all times</p>
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Spread of Covid-19 Coronavirus Access & Egress	5	4	20	<ul style="list-style-type: none"> Stagger working times to prevent staff congregating entrances and exits (staff already start at varied times) Remove the need for contact signing in or out (done via app on phone). 	5	2	10	<ul style="list-style-type: none"> The building has been split into four zones, once assigned a zone the employee will only use that zones entrance & exit. Zones will not be mixed except in extreme circumstances by authorised personnel only, (RJW/AH/EW/MP) all of which will wear appropriate PPE at all times. Examples may be: System Breakdown/fault, On Site Testing or Health and Safety Investigations. 	Line manager to ensure staff are using correct entrances & exits

<p>Spread of Covid-19 Coronavirus Reporting Infection & symptoms</p>	5	4	20	<ul style="list-style-type: none"> • If anyone becomes unwell with a new continuous cough, loss of taste or smell, or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. • Anyone who has shown any symptoms has had to work at home for a minimum of two weeks (if capable of working) or longer if still showing symptoms of the virus after the two-week period. • Those showing symptoms & unable to work at home (if already in the office) will be tested in a secure environment to ascertain whether or not they have the virus. If a staff member tests positive and is in the office the affected area will be closed down for deep cleaning & the staff members who share that area will be asked to work from home for the two week isolation period. 	5	2	10	<ul style="list-style-type: none"> • Temperature checks prior to employees entering the building & during the afternoon. Anyone with a temperature above 37.8 will not be permitted entry to the building, or will be asked to leave if already in the building. • If more than one employee tests positive through 'track and trace' this will need to be reported to the local Public Health England Health Protection Team; use the 'Action' Cards for Contact Centres to Identify, Report & Respond. https://coronavirusresources.phe.gov.uk/reporting-an-outbreak/resources/Commercial-Workplaces-Action-Cards/ • All staff will adhere to Government guidelines and restrictions all time. Any breaches of this will be dealt with by means of instructing the offender to home work. 	<p>Line manager to take temp of all staff before allowed in building & during the afternoon. HR Manager & SHEQ Manager to be responsible for reporting outbreaks to necessary authorities.</p> <p>Regular monitoring of restrictions and workforce</p>
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Spread of Covid-19 Coronavirus Shielding Groups Clinically extremely vulnerable	5	4	20	<ul style="list-style-type: none"> Pregnant employees & those shielding working from home Staff who are at extremely high risk from coronavirus should inform HR & will be expected to home work during lockdown periods. 	5	2	10	<ul style="list-style-type: none"> Where employees have been classified as 'Clinically Extremely Vulnerable' they should continue to take extra precautions. 	HR to ensure employees make them aware if changes to their health, or if they are pregnant.
Spread of Covid-19 Coronavirus Shielding Groups Clinically vulnerable	5	4	20	<ul style="list-style-type: none"> Pregnant employees & those shielding working from home 	5	2	10	<ul style="list-style-type: none"> Employees with underlying health conditions should take extra precautions wherever possible. 	HR to ensure staff make them aware if changes to their health, or if they are pregnant.
Spread of Covid-19 Coronavirus Visitors & Contractors	5	4	20	<ul style="list-style-type: none"> No customers currently visiting the business (All meetings are taking place either on video call or via telephone) or remotely Visitors to the office minimised (no personal deliveries allowed to the office, no takeaways allowed to be delivered) 	5	2	10	<ul style="list-style-type: none"> Where contractors must come to the office social distancing must be adhered to at all times. Contractors to the business will have training on adhering to social distancing measures prior to entry & will be temp checked if gaining access to the building. They will be expected to wear a face covering. Contractors signed in remotely by management. Customers: all meetings should continue to be held via video calls or via telephone. 	Contractors monitored by management to ensure adhering to social distancing & wearing masks.
Spread of Covid-19 Coronavirus Deliveries	5	4	20	<ul style="list-style-type: none"> No personal deliveries allowed to the office Procurement team to think about 'bulk buying' to reduce need for multiples deliveries. Go Green is in the service industry so goods outbound are minimal. 	5	1	5	<ul style="list-style-type: none"> All deliveries must be processed by employees working in zone one; they must use gloves whilst initially picking the goods up. These will be taken to a secure area where they will be disinfected. Whilst distributing goods to different zones disposable gloves should be worn. This is the same for if paperwork needs to be distributed to other zones; it should be placed in an agreed 'drop zone' by an employee wearing gloves and collected by an employee wearing gloves. 	Line manager to ensure staff do not have personal deliveries to work

Mental Health & Wellbeing	5	4	20	<ul style="list-style-type: none"> HR promote mental health & wellbeing awareness to staff. HR & Management offer whatever support they can to help individuals who are struggling to cope. HR & Management make staff aware of the measure in place to protect them whilst at work. HR to pay particular attention to the open-door policy for those who need additional support, Managers must be aware of staff who are grieving. 	5	2	10	<ul style="list-style-type: none"> HR & Management will maintain regular communication to keep staff informed of changes in the workplace and requirements. HR must talk to staff who are parents and carers about the potential to agree a change to their hours whilst schools and normal care arrangements are suspended or keep them on the furlough scheme until the situation changes. HR to keep in contact with those who are home working to ensure their wellbeing is considered. 	HR to continue to check on staff wellbeing, particularly mental health in a time of uncertainty
Home Working	5	4	20	<ul style="list-style-type: none"> All staff working at home must complete a specific DSE assessment and submit this to HR. Line managers to ensure contact is kept with each member of staff working from home. 	5	2	10	<ul style="list-style-type: none"> Consider the need to introduce different working hours and patterns for employees working at home who are also caring for young children at home and juggling home schooling. Talk to parents and carers about the potential to agree a change to their contracted hours. Go Green will manage the home working of the staff based on the tiering system given by relevant authorities. 	Line manager to stay in contact with staff Line managers to monitor alert level in area
Disposing of contaminated equipment	5	5	25	<ul style="list-style-type: none"> Disposing of equipment in testing room. Outer packaging kept separate to testing cassettes and swabs that may be contaminated. 	2	5	10	<ul style="list-style-type: none"> As per government guidance of disposing of offensive waste. Go Gren Ltd must inform any third party we provide Waste Management Services to of the current guidance and best practices for disposing of waste. https://www.gov.uk/government/publications/coronavirus-covid-19-lateral-flow-tests-waste-codes/waste-codes-for-mass-testing-with-lateral-flow-antigen-testing-devices https://www.gov.uk/guidance/coronavirus-covid-19-disposing-of-waste#schools-workplace-other-settings Waste will be removed by licenced waste contractor able to take the waste and dispose of appropriately. 	Line managers responsible for access to correct equipment in area

Asymptomatic Testing of Colleagues	5	4	20	<ul style="list-style-type: none"> Testing is completed on colleagues who are suffering symptoms before arrival. Results are seen within 20 minutes. This is not in place of government guidelines and does not replace the normal NHS testing programme. Tests are completed in a secure environment. Adhering to 2m+ social distancing and disposed of appropriately. 	2	5	10	<ul style="list-style-type: none"> Go Green Ltd take part in the Government asymptomatic testing program as per the LFT Asymptomatic Testing Guidebook V3_4. Staff are tested on regular intervals and also if any symptoms appear. All operatives to be trained and validated as per the Test and Trace guidance Government guidance is followed according to reporting via the NHS Test and Trace system Correct PPE is work throughout by the operatives as per LFT Asymptomatic Testing Guidebook V3_4 	Organisation manager to ensure accessibility to testing and correct reporting
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Date:	29.03.2021	Severity (nature of injury)	Likelihood (<i>chance of injury occurring</i>)							
Assessor:	E Woodcock	1. Minor injury – no time off work	1. Unlikely	S	L	1	2	3	4	5
Review		2. Minor injury – time off work	2. Possible	1	1	2	3	4	5	
Date:	29.06.21	3. Injury resulting in over 7 days off	3. Likely	2	2	4	6	8	10	
		4. Major injury	4. Highly likely	3	3	6	9	12	15	
		5. Fatality	5. Definite	4	4	8	12	16	20	
				5	5	10	15	20	25	
				Total Risk = Severity x Likelihood						

This risk assessment has been written based on the information supplied. It is not a bespoke risk assessment, the company must take onus for the assessment and carry out further assessment to ensure the risks, current and future controls are accurate. We recommend that this risk assessment is reviewed and amended in line with HM Government Working Safely documentation applicable to your sector. This document will need to be updated over time. For further updates please refer to www.gov.uk/workingsafely and the HSE website.