



Return to work guidance pack – Risk Assessment

11th January 2021

Contents

Contents	2
Introduction.....	3
Where do you start?	3
COVID-19 Health & Safety Inspection Checklist.....	5
Workplace Health & Safety Inspection Action Summary.....	9
COVID-19 Health & Safety Risk Assessment	10

Introduction

The following tools are intending to support all properties keep people safe from the risk of COVID-19 when returning to work. The tools have been created by a team of Health & Safety experts using the latest advice from the government & NHS.

The government advice is clear that where possible work should be undertaken from home. If it is not possible to undertake work from home and your business is not on the list forced to close, you can continue to work but should assess your activities in line with the latest COVID-19 prevention methods.

Please note, all information in this pack is correct as of 4th January 2021. – Chorley (Tier 4 Restrictions)

Where do you start?

There is a lot of information out there regarding COVID-19 and details change daily. Trying to stay on top of the information is incredibly difficult and has created a lot of uncertainty around how to operate as a business. We have therefore structured this toolkit to provide a logical thought process to follow:

Step 1 – Complete the FI Facilities Management COVID-19 Inspection Form

The inspection form will ask you to consider:

- Employees, social distancing and the impact of returning to work
- Travel, Access & Egress
- Cleaning and Hygiene Practices
- Building Safety

The completed inspection form will allow you to identify gaps where additional measure may be required.

Step 2 – Use the findings from your completed inspection form to complete the FI Facilities Management COVID-19 Risk Assessment

The risk assessment is setup with the same four topics as the inspection form but delves into more detail on how you intend to mitigate the risk of each identified hazard. The information contained within this document is generic and you should tailor the document to be relevant to your property and its use, take into consideration any specific regional advice given. We have created a resource list that will allow you to quickly find the information you need from the relevant source.

Step 3 – Action Plan

Completing the risk assessment will provide you with a list of different measures that you now need to implement. This is the time to evaluate the practicality of implementing each measure and determine how to take the necessary steps to ensure they are in place ready for your return to work.

Step 4 – Communication

Communication is key and there is a lot of change that your staff need to digest and consider before returning to work. Continuous communication throughout this process will demonstrate that you are putting your staff's safety at the heart of this decision.

Step 5 – Review

The information around COVID-19 changes on a frequent basis and you will need to monitor the latest advice for any changes that could impact your business. We have provided a library of useful links that can be monitored for the latest information.

Latest Government and NHS Advice

[Latest Government Social Distancing Information](#)

[Guidance for Employers & Businesses on COVID-19](#)

[Guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#)

[Closed Business & Venue List](#)

[NHS COVID-19 Latest Information](#)

Industry specific information

Construction:

- <https://www.constructionleadershipcouncil.co.uk/wp-content/uploads/2020/04/Site-Operating-Procedures-Version-3.pdf>
- <https://builduk.org/wp-content/uploads/2020/04/Highways-England-Coronavirus-Best-Practice.pdf>
- <https://www.youtube.com/watch?v=m-CoB9ukD28&feature=youtu.be>
- <https://builduk.org/wp-content/uploads/2020/04/VolkerRail-Coronavirus-Best-Practice.pdf>

British Retail Consortium

- <https://brc.org.uk/media/674414/brc-warehouse-and-distribution-implementation-practices-v3.pdf>

Electrical

- <https://www.eca.co.uk/CMSPages/GetFile.aspx?guid=9d2dd79c-c715-4b00-8040-8d6018bce61f>
- <https://www.eca.co.uk/CMSPages/GetFile.aspx?guid=a58576b8-3d9e-49c8-904d-faab9c5a9a70>

Builders Merchants

- <https://ttf.co.uk/wp-content/uploads/2020/04/Branch-Operating-Guidelines-during-COVID-19-20.04.20.pdf>

COVID-19 Health & Safety Inspection Checklist

The current COVID-19 'coronavirus' outbreak poses a serious risk to individuals and businesses. This inspection checklist assists in identifying the control measures to consider reducing the risk of workplace infections and as part of a proactive monitoring regime and checking that preventative and protective control measures are implemented in line with current health and safety general duties.

Site: Botany Bay
Site Address: Canal Mill, Botany Brow
Company: FI Real Estate Management
Inspection Undertaken by: Tom Sharp
Report to: MP/JG

No of issues not closed out from previous inspection	0	No of issues that are repeated from previous report	
--	---	---	--

Findings of Inspection
Level of compliance should be included in report using a Rag Rating - Green – Full compliance (no action required), Amber - breach identified (remedial action recommended), Red – significant breach (action required)

A: Employees – Consider what impact returning to work would have on your employees and how to keep your employees safe.				
No	Issues	Y/N/NA	Rating R/A/G	Comments
1.	Has a risk assessment been undertaken for those who have a self-declared health condition which could increase their risk profile?	N/A	Green	No one with self declared health conditions
2.	Are you tracking people who have been identified as high risk/are shielding?	N/A	Green	No high-risk people identified
3.	Where practicable have staff been allowed to work from home/remotely.	Y	Green	Staff are back in the office, with the choice to work from home if they feel necessary. Head office has measures in place to ensure it is up to a suitable standard for working and COVID secure. Antigen tests are readily available also if staff are still unsure
4.	Can all staff maintain the government guidelines for social distancing based on your industry (The latest Social Distancing Guidelines available here). These could include but are not limited to the following:	Y	Green	Desks are set up 2 meters apart. There is a pop-up kitchen in the portacabin limited to 2 people use at a time. If needed look at putting in partitions up between desks for maximum effect.
4a	Are you able to segregate staff's activities to promote 2 meters distance?	Y	Green	Reducing activities where staff are together. Keep meetings to a minimal but if necessary keep the social distancing and keep the room ventilated with the door open.

4b	Are you able to limit the amount of contact staff have with each other to 15 minutes or less?	Y	Green	Meetings are kept to a minimum, 1 way system in place and also masks to be worn whilst moving around the office.
4c	Are you able to implement a one-way flow system and provide visual aids (e.g. distancing markers, signage, flow system markers) for maintaining two meters distance?	Y	Amber	One way system is in place with adequate signage and markers for 2 meter distancing
5.	Have staff been trained / notified before returning to work on any new procedures.	N	Red	Staff are kept up to date regularly on 'Tier' system and all new procedures to make sure that office is COVID secure
6.	Have staff been instructed on how to hand wash effectively, for the suggested duration and maintain good hygiene practices.	Y	Amber	All staff have been notified, signs are in place in the toilets and around the office to make sure good hygiene practices are adhered too
7.	Have staff been instructed on social distance where practicable while at work.	Y	Green	Staff have been instructed and are constantly reminded to maintain social distancing wherever possible throughout the building. Mask are also to be worn whilst moving around the office.
8.	Have staff been trained on what to do if they are experiencing COVID-19 symptoms.	Y	Green	Staff have been told self-isolate if they experience any symptoms and if symptoms continue to contact 119.
9.	Are daily alerts from government departments e.g. Public Health England / Devolved Agencies being sourced and shared with staff..	Y	Amber	Staff are informed on new guidelines and announcements. A suggestion could be to send a group email at the end of every day on further updates and any announcements
10.	Have staff been instructed to minimise business related travel and use video chat as an alternative method of maintaining contact with colleagues, suppliers and customers.	Y	Green	Staff have been instructed to minimise travel to sites and if meetings are set up to try and use a video call or phone call where possible.

B: Travel, Access & Egress – Consider how your employees will travel to work, travel for work, access and exit work safely.

No	Issues	Y/N/NA	Rating R/A/G	Comments
1.	Are you able to implement enough parking restrictions to maintain social distancing measures?	Y	Green	Enough parking spaces for staff to park at a minimum of one bay away from another vehicle to stick to social distance guidelines.
2.	Are workers using their own transport for work activities.	Y	Green	Staff have been encouraged to keep work activities to a minimal. But where needed staff will use their own transport.
3.	Are workers avoiding public transport where applicable and using alternatives (e.g. cycling, walking to work etc).	Y	Green	No staff using public transport
4.	Have you considered staff that are required to car share for their role and whether this could continue?	Y	Amber	The 2 staff that used to car share prior to guidance have now ceased to do so.
5.	Has the entry and exits to the building/site been limited to the minimum number of points required.	Y	Red	One entry point to the building via the main door, and one exit point to the building. One way system also in place to ensure no unnecessary crossing of paths in the building
6.	Has access to the building/site been restricted to visitors and contractors etc.	Y	Green	No one can gain access to the building without card access. A perimeter fence is also in place to keep people out.

7.	Is it practicable to confine visitors to strictly defined areas and avoid unnecessary movements around the building?	Y	Amber	Implement one-way system and restrict visitors movements around the building by guiding them from the entrance to the offices and then straight to the exit once finished.
8.	Have appropriate hand sanitiser pump action containers been made available in every work area and on main travel routes through the building/site including access and egress areas.	Y	Green	Hand sanitizers will be provided on each work station. They will also be provided in the pop-up kitchen area, the toilets and on the main reception.
9.	Is advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and were people congregate.	Y	Amber	Advisory signs are placed around the office and in the communal areas and toilets also around the main building for full effect
10.	Are the signs displayed reviewed and replaced as necessary?	Y	Green	Signs reviewed in line with government announcement

C: Cleaning Regime – Consider what cleaning and hygiene measures need to be implemented to reduce the risk of individuals contracting the virus on your premises / site.

No	Issues	Y/N/NA	Rating R/A/G	Comments
1.	Have you completed a deep clean of the property / site before returning?	N	Red	Deep clean to be done before anyone re enters the property. Cleaning is also done throughout the day by members of staff to all main contact points and a cleaning contract is in place at night with a weekly fogging of the offices.
2.	Is the ongoing cleaning frequency sufficient and can cleaning be undertaken when site/building/premises is occupied?	N	Red	As above
3.	Are all hand contact points cleaned on a frequent basis throughout the day including, door furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, toilets, canteen / food preparation areas.	N	Red	Cleaners will clean contact points at the end of every day and also will provide a disinfectant fogging once a week
4.	Are appropriate cleaning products being used during daily preventative clean regime.	Y	Green	Yes
5.	Have persons undertaking the cleaning been instructed with clear safe usage instructions.	Y	Green	Yes
6.	Can where practical curtains and blinds be removed to minimise the areas where viruses can be difficult or time consuming to remove.	N	Amber	Not practical to remove the blinds, part of cleaners duties to remove dust and clean
7.	Can blinds be kept opened and locked if they cannot be removed.	Y	Green	Blinds to be kept open
8.	Can rugs and mats be removed where safe to do so to make cleaning and disinfection of floors easier.	Y	Amber	Rugs can be removed from the main entrance to make easier for cleaners.

9	Is it practicable to introduce a daily steam cleaning procedure for washrooms?	N/A	Amber	Not practicable due to constant use of the washroom facilities
10	Have staff been provided with appropriate cleaning products so that they can frequently clean their workstations during the day.	Y	Green	Staff will be provided with anti-bacterial wipes and hand sanitizer to minimise the risk of contamination

D: Building Safety – Responsible Person Checks – Consider how you ensure your building remains safe for all employees and visitors.

Guidance on a suitable inspection can be [found here](#).

No	Issues	Y/N/NA	Rating R/A/G	Comments
	Has your responsible person carried out checks on your building in the following areas?			
1.	Fire Safety Systems / Emergency Lighting.	Y	Green	Up to date
2.	Ventilation / Humidity / Lighting & Heating.	N	Amber	Air con system is recycled air, recommended that systems stays off. Windows to be opened frequently to allow fresh air in to the building
3.	Gas Installations.	N/A	Green	Gas has been purged on the site.
4.	Legionella Controls.	Y	Green	Legionella samples up to date and frequent checking of water temperatures
5.	Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance.	Y	Green	Up to date
6	Lift Statutory Inspections.	Y	Green	Up to date

E: Other Issues

No	Issues	Y/N/NA	Rating R/A/G	Comments
----	--------	--------	-----------------	----------

		Choose an item.	Choose an item.	
		Choose an item.	Choose an item.	
		Choose an item.	Choose an item.	
		Choose an item.	Choose an item.	
		Choose an item.	Choose an item.	
		Choose an item.	Choose an item.	
		Choose an item.	Choose an item.	
		Choose an item.	Choose an item.	
		Choose an item.	Choose an item.	
		Choose an item.	Choose an item.	

Inspection undertaken by:

Tom Sharp
TS

Signed:

Date: 04/01/21

Workplace Health & Safety Inspection Action Summary

Point Ref	Details of Corrective Action Required	Timescale	Responsible Person	Closed Out
Additional Comments				

Signed: _____

Date: _____

COVID-19 Health & Safety Risk Assessment

Property Name: Botany Bay Location: Chorley

Ref No:

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Employee Safety –								
Psychological well being	Staff	<p>Regular communication is in place (individual and group) to ensure staff are not ill-informed about returning to work safely.</p> <p>New workplace/controls put in place to reduce risk of exposure to COVID 19 are documented in procedures and policies and disseminated to employees through line managers and HR.</p> <p>Line managers are aware of how big changes to working arrangements may cause additional work-related stress and affect their employees' mental health and wellbeing.</p> <p>Managers hold regular informal discussions with their team and look at ways to reduce causes of stress.</p> <p>Concerns on workload issues or support needs are escalated to line manager.</p> <p>Managers are trained to recognise signs and symptoms that a person is working beyond their capacity to cope and deal sensitively with employees experiencing problems outside of work.</p> <p>Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs</p> <p>Undertake a review of your stress risk assessment to reflect new working arrangements. Where you have made significant adjustments to employee's working practices, a review must be undertaken.</p> <p>Employees are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, HR, etc) through line managers.</p>	Choose an item.	Moderate	Possible	Medium	01/06/20	Managers to keep an eye on members of their team to make sure they are coping. Hold meetings with members they find may be struggling and work out ways to help them, also to then hold review meetings to keep track on where staff are up to.
Psychological wellbeing Continued	Staff							

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
<p>Virus transmission in the workplace</p> <p>Virus transmission in the workplace – Continued</p>	<p>Staff, visitors, contractors</p> <p>Staff, visitors, contractors</p>	<p>Specific individual worker risk assessment been undertaken for those who have a self-declared health condition which could increase their risk profile.</p> <p>An inspection checklist has been undertaken to identify the control measures to consider reducing the risk of workplace infections and as part of a proactive monitoring regime and checking that preventative and protective control measures are implemented in line with current health and safety general duties.</p> <p>Staff are requested to work remotely where possible and for the foreseeable future (provided it does not interfere with workload commitments).</p> <p>A tracking system is utilised to keep track of when staff can return to work after the symptom free period.</p> <p>Training arrangements have been developed including refresher sessions to ensure staff have been trained before returning to work on any new procedures.</p> <p>Work has been arranged so that staff are able to maintain the government guidelines for social distancing based on our industry (The latest Guidance on these measure can be found by clicking the following link Social Distancing Guidelines).</p> <p>Staff activities are segregated to promote 2 meters distance.</p> <p>Staff face to face contact has been limited with each other to 15 minutes or less.</p> <p>A one-way flow system is implemented and visual aids, such as floor strips, signage are used for maintaining two meters distance.</p> <p>Employees are educated on preventative care.</p> <p>Hygiene guidance is given such as avoiding touching eyes, nose, mouth and unwashed hands, cover your cough or sneeze with a tissue, and throw it away in a bin and wash your hands.</p>	Choose an item.	Major	Possible	High	01/06/20	Working from home should be kept too until further guidelines and announcements have been made from the government. In regards to the office, daily cleaning and disinfecting of contact points throughout the building to minimise the chance of infection. Social distancing guideline to be adhered to with a one way system to be introduced.

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Virus transmission in the workplace – Continued	Staff, visitors, contractors	<p>Staff informed not to wear neck ties and scarves due to the risk of transmitting the virus when working near colleagues.</p> <p>Posters are displayed that encourage staying home when sick, cough and sneeze etiquette.</p> <p>Alcohol hand gel has been placed at the entrance to the workplace and in other areas where they will be seen.</p> <p>Staff have been instructed to clean their hands frequently, to wash their hands with soap and water for at least 20 seconds followed using an alcohol-based hand sanitiser that contains at least 60-95% alcohol.</p> <p>Soap and water and alcohol-based hand rubs are provided in the workplace and adequate supplies are maintained.</p> <p>Social distancing while at work is maintained by continuing to limit social interactions by staggering start/finish times and lunchtime.</p> <p>Staff bring their own provisions in for lunch.</p> <p>The canteen is only to be used to provide seating, with staggered entry to maintain social distancing rules.</p> <p>Social gathering amongst employees have been discouraged whilst at work.</p> <p>Staff requested to keep in touch through remote technology such as phone, internet and social media.</p> <p>Staff have been separated into teams to reduce contact between employees.</p> <p>Desks are arranged to maintain a minimum of 2 meters from each other, with employee's facing in opposite directions.</p> <p>PPE is considered for work processes where close contact is required.</p>						Keeping staff contact to a minimal and site visits and meeting to a minimum unless social distancing can be adhered to. Signs will be placed around the office to remind staff about personal hygiene and also hand sanitizer will be provided throughout the building

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Virus transmission in the workplace – Continued	Staff, visitors, contractors	<p>Adequate training has been made on what PPE is required (i.e. gloves, masks, aprons, Filtering Face Pieces (P3), goggles, the correct donning/doffing of PPE and face fit testing.</p> <p>PHE quick guides for correct donning and doffing of PPE for <u>non-AGPs</u> as well as for <u>AGPs</u>. 19 has been utilised for examples in best practice for putting on and taking off (donning and doffing).</p> <p>The government's e.g. Public Health England / Devolved Agencies response page is monitored regularly for latest details on guidance and advice.</p> <p>Advice is shared with staff members and staff have been fully briefed and kept up to date with current advice on staying protected through the company lines of communications (i.e line managers, HR) and shared with staff.</p> <p>Business related travel is reduced</p> <p>All non-essential meetings have been changed to digital consultations with essential face to face meetings following government social distancing guidelines.</p> <p>Staff discouraged from hand shaking and general close personal greetings</p> <p>Employees are made aware of the impact of COVID 19 on their job/change of working environment.</p>						

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Someone entering the workplace with COVID-19	Staff, visitors, contractors	<p>Request that companies who regularly attend our premises or those we work alongside us to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19.</p> <p>Work with our supply chain to ensure that they're adopting good practices to prevent the spread of COVID-19 to discuss arrangements and control measures.</p> <p>Staff are made aware of COVID-19 symptoms via training sessions and visual aids such as posters in key locations, screensavers</p> <p>Anybody visiting site will be informed that they are not to enter if they're experiencing COVID-19 symptoms and will be advised to self-isolate in line with government recommendations</p> <p>Staff will be informed to self-isolate if they have a person living in the same household or if they've been in contact with someone displaying COVID-19 symptoms</p>	Choose an item. Choose an item.	Extreme	Possible	High	01/06/20	Trying to keep visitors to a minimal to avoid any risk of coming in contact with the virus. Staff to make sure that if they are feeling unwell or have any of the symptoms to self isolate and not risk the contamination of the office.

Hazard	At Risk	Control Measures	Probability Worst Case Outcome					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Travel, Access & Egress								
Travelling to work	Staff, visitors, contractors	<p>Sufficient parking restrictions to maintain social distancing measures in place.</p> <p>Workers will be instructed to use their own transport for work activities.</p> <p>Workers told to avoid public transport where applicable and using alternatives e.g. cycling, walking to work etc</p>		Minor	Likely	Low	01/06/20	All meetings to be kept to a minimum and staff interaction recommended to be via phone/email
Driving at work	Staff, Contractors	Staff roles that are required to car share are considered and whether this could continue.	Choose an item.	Minor	Very Unlikely	Low	01/06/20	No staff car sharing
Entry and exit to building	Staff, visitors, contractors	<p>Entry and exits to the building/site are limited to the minimum number of points required.</p> <p>Access and exit from a building involving signing in/out at reception digitally managed, any touchscreen technology avoided.</p> <p>Access to the building/site been restricted to visitors and contractors etc.</p> <p>Visitors confined to strictly defined areas and unnecessary movements around the building avoided.</p> <p>Hand sanitiser pump action containers are available in every work area and on main travel routes through the building/site including access and egress areas</p>	Choose an item.	Moderate	Possible	Medium	01/06/20	Entry and exit points down to 1 each. With one way system installed with adequate signage around the property

Hazard	At Risk	Control Measures	Probability Worst Case Outcome					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Entry and exit to building – Continued	Staff, visitors, contractors	Advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and where people congregate. Signs displayed reviewed and replaced, as necessary.						

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Cleaning and hygiene measures								
Environmental Cleaning	Staff, visitors, contractors	A deep clean of the property / site before returning is performed if required.	Choose an item.	Minor	Possible	Low	04/01/21	Done
Cleaning Frequency	Staff, visitors, contractors	The ongoing cleaning frequency is made sufficient enough such that cleaning can be undertaken when site/building/premises is occupied.	Choose an item.	Minor	Possible	Low	04/01/21	Cleaning contract in place that takes place every night in line with COVID-19 guidelines. Also members of staff clean contact points throughout the day to maximise effect
Commonly touched surfaces	Staff, visitors, contractors	All hand contact points cleaned on a frequent basis throughout the day including, door handles, light switches, furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, toilets, canteen / food preparation areas. Where practical, curtains and blinds are removed to minimise the areas where viruses can be difficult or time consuming to remove. Blinds be kept opened and locked if they cannot be removed.	Choose an item.	Major	Likely	Medium	04/01/21	As above

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
		<p>Rugs and mats are removed where safe to do so to make cleaning and disinfection of floors easier. Appropriate cleaning products are used during daily preventative clean regime.</p> <p>Staff avoid touching common pieces of equipment such as printers/scanners/faxes and use only dedicated work equipment on the workstations.</p> <p>Any use of common work equipment is restricted and managed.</p>						
Use of cleaning products	Staff, Contractors	<p>Persons undertaking the cleaning been instructed with clear safe usage instructions.</p> <p>The relevant Safety Data Sheet and COSHH assessment is provided for the substances in use</p> <p>Correct PPE is provided for the use of cleaning materials</p>		Choose an item.	Choose an item.	Choose an item.	04/01/21	Done
Housekeeping	Staff, Contractors	<p>Appropriate cleaning products are provided, so that staff can frequently clean their workstations during the day.</p> <p>Staff provided with waste bins lined with a plastic bag so that they can be emptied without contacting the contents.</p> <p>Staff are instructed that the emptying of bins and wastepaper baskets should be followed by hand washing.</p>	Choose an item.	Moderate	Possible	Medium	04/01/21	Done

Work must continue alongside COVID-19 and you still have a duty to ensure a safe place of work for your staff, visitors etc. If you're intending to bring your staff back to your workplace and your workplace has been sat idle, we would suggest giving some consideration to the following topics:

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME						
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial	
Fire Safety Systems / Emergency Lighting - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here									
Fire, heat, burns, smoke inhalation	Staff, visitors, contractors	Responsible person has carried out checks on your building in the following areas: Emergency lighting suitable, sufficient and maintained. Suitable number fire extinguishers available in required locations. The sprinkler system including head's maintained (if fitted). Fire blankets available in required location. Fire alarm and detection system for the building tested, inspected and maintained. Means of escape clear. Fire doors provided and maintained in good working order. Building has suitable lightning conductors / protection. The fire risk assessment suitable & sufficient / current.	Choose an item.	Moderate	Possible	Medium	04/01/21	Done	

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Ventilation / Humidity / Lighting & Heating Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Temperature/ Humidity	Staff, visitors, contractors	<p>Workplace temperatures are not too hot or too cold (at least 17 degrees Celsius).</p> <p>Measures can be taken to control temperature extremes and/or humidity levels such as through computerised EHAV system.</p>	Choose an item.	Minor	Possible	Low	04/01/21	Trying to keep office at a set temperature that suits all
Ventilation	Staff, visitors, contractors	<p>Natural ventilation is available in the workplace, e.g. windows or open doorways.</p> <p>If natural ventilation is insufficient, ventilators, fans or air conditioners provided to ensure a consistent flow of fresh air.</p> <p>Air exchange rate of the air handling system meet standard requirements for the occupants in the building.</p> <p>Ventilation systems have been adequately maintained and serviced.</p>	Choose an item.	Minor	Possible	Low	04/01/21	Done

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Gas Installations - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Gas Installations	Staff, visitors, contractors	N/a	Choose an item.	N/A	N/A	N/A	04/01/21	

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Legionella/Water Systems/Hygiene - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Water outlets Legionella	Staff, visitors, contractors	Tanks, taps and shower outlets inspected and maintained. Suitable controls in place to reduce the risk of legionnaires disease. Showers been run at maximum temperature for 5mins to eliminate standing water and eradicate legionella bacteria.	Choose an item.	Minor	Possible	Low	04/01/21	Legionella test done
Drinking water	Staff, visitors, contractors	Drinking water facilities safe for use i.e. provided at refreshing temperatures (not warm). Drinking water should ideally be "live" from the potable water main or from storage that is properly designed, sealed from ingress of dirt, vermin etc. and with good circulation.	Choose an item.	Minor	Possible	Low	04/01/21	Fridge provides filtered water suitable for drinking. Also hot water dispenser for hot drinks

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Routine Inspections e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems and Equipment Maintenance - Responsible person has carried out checks on your building in the below areas. Guidance on this topic can be accessed here								
Statutory Inspections	Staff, visitors, contractors	Responsible person has carried out checks on your building in the following areas: Thorough examination, inspection, test and maintenance certificate and logs available and up to date for the premises, plant and equipment e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems.	Choose an item.	Minor	Possible	Low	04/01/21	Done
Lift Statutory Inspections	Staff, visitors, contractors	The thorough examination, inspection, testing and maintenance records for the lifts in date.	Choose an item.	Minor	Possible	Low	04/01/21	Done
Plant and Equipment	Staff, visitors, contractors Staff, visitors, contractors	There is a planned preventative maintenance schedule and inventory available for key items of plant and equipment and are up to date All fixed guards on machinery in place, secure and well maintained. The safety devices and controls e.g. emergency stops, light guards etc been checked to ensure safe operation. Defective equipment been taken out of service awaiting repair. Enough space is available for personnel to undertake their tasks safely and comfortably. Personnel have the appropriate competences and/or trained to use machines/work equipment.	Choose an item.	Minor	Possible	Low	04/01/21	Done

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY WORST CASE OUTCOME					
			EXISTING/ PROPOSED 'E' or 'P'	Possible Outcome	Likelihood	Risk rating: High Medium Low	Proposed Timescale	Action Completed Date/Initial
Consider: premises work, equipment, specific tasks etc.	People at risk	Control By: guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.						
Signed:	TS	Assessment Date: 11/01/21	Further action required: Yes	Action Review Date(s): Jan 18 th 2021				
Name:	Tom Sharp			Next Review Date: Jan 18 th 2021				