

Activity Risk Assessment

Employee Completing Risk Assessment
(print name): _____

Description of Activity and Who will be Involved:	Working safely during Coronavirus COVID-19 The aim of this assessment is to provide guidance to all employees, to ensure compliance with relevant sections of government guidance in respect of the Coronavirus COVID-19 pandemic and to give all employees confidence in the safe return to normal business operations Those involved: Employees, Customers, Contractors and other visitors		
Date of initial assessment:	13.05.2020 Review 1: 06.07.2020	When is this assessment to be reviewed?	Further Reviews: On production of new or updated government advice

Specific Hazards Identified i.e. What is being done? How can someone be harmed?	Control Measures i.e. What will be put in place to stop people getting hurt? How can you make sure all your control measures are implemented?	Further Controls Required Not as safe as it might be? Can you add any more control measures?
Preparing the workplace for return to operation	Follow the government guidance set out in: Working safely during coronavirus COVID19 Offices and Contact Centres https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres	Coronavirus what you need to do: https://www.gov.uk/coronavirus Guidance for businesses and employers: https://www.gov.uk/coronavirus/business-support

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Travel to and from the workplace	<ul style="list-style-type: none"> • Staggering arrival and departure times at work to reduce crowding into and out of the workplace. • Implementing markings and introducing one-way flow at entry and exit points if appropriate • Provide handwashing facilities or hand sanitiser at entry and exit points. • Provide alternatives to touch-based security devices such as keypads. 	Please wear a mask when entering / leaving the Station House office as you must pass the GP surgery where masks for all people are required.
Moving around workplace	<ul style="list-style-type: none"> • Reduce movement by discouraging non-essential trips within buildings and sites, for example, restricting access to some areas, encouraging use of radios or telephones, where permitted, and cleaning them between use. • Reduce job and location rotation. • Introduce more one-way flow through buildings, where appropriate • Encourage the use of stairs wherever possible. 	When a lift is required to be used hand sanitiser should be used after operating the lift and where possible use the lift alone or keep 2m apart from other lift users
Workplaces, work stations and work equipment	<ul style="list-style-type: none"> • Workstations should be assigned to an individual and not shared. • If workstations need to be shared they should be shared by the smallest possible number of people. • Hot desk facilities at Station House should not currently be used. • If it is not possible to keep workstations 2m apart then working patterns much be assessed to ensure a reduction in employees in the area at any one time. • Reviewing layouts, line set-ups or processes (such as in Furniture Warehouse) to allow people to work further apart from each other • Using floor tape or paint to mark areas to help workers keep to a 2m distance. • Only where it is not possible to move workstations further apart, arranging people to work side by side or facing away from each other 	It may be necessary to use screens to separate workstations

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	rather than face-to-face. <ul style="list-style-type: none"> • Reduce job and equipment rotation • Using a consistent pairing system if people have to work in close proximity, for example, during two-person working, lifting or maintenance activities that cannot be redesigned • Employees should clear their workstations and remove all belongings and waste after each period of work. • Employees should use the cleaning products provided to wipe down, and sanitise their own workstations before and after use; i.e. wiping keyboards, drawer handles and photocopier touch pad after use. • Clean down / sanitisation of all hand tools, controls, machinery and equipment after use. 	
Meetings	<ul style="list-style-type: none"> • Continue to use remote working tools to avoid in-person meetings. • Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout. • Avoiding transmission during meetings, for example avoiding sharing pens and other objects. • Provide hand sanitiser in meeting rooms. • Hold meetings outdoors or in well-ventilated rooms whenever possible. • For areas where regular meetings take place, using floor signage to help people maintain social distancing. 	
Common areas (e.g. entrances, receptions, staircases, break rooms, bathrooms)	<ul style="list-style-type: none"> • Stagger break times to reduce pressure on break rooms or kitchens. • Use safe outside areas for breaks. • Create additional space by using other parts of the workplace or building that have been freed up by remote working. • Reconfigure seating and tables to maintain spacing and reduce face-to-face interactions in break areas 	

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	<ul style="list-style-type: none"> • Encourage employees to remain on-site and, when not possible, maintaining social distancing while off-site. • Regulate use of locker rooms, changing areas and other facility areas to reduce concurrent usage. • Working collaboratively with landlords and other tenants in multi-tenant sites/buildings to ensure consistency across common areas, for example, receptions, staircases • Do not make food or beverages for work colleagues, please make you own and ensure you wash down all equipment after use. 	
Accidents and incidents	<ul style="list-style-type: none"> • In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe. • People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands. 	
Managing visitors in the workplace	<ul style="list-style-type: none"> • Encouraging visits via remote connection/working where this is an option. • Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival. • Limiting the number of visitors at any one time. • Limiting visitor times to a specific time window and restricting access to required visitors only. • Determine if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night. • Maintain a record of all visitors, if this is practical and revising visitor arrangements to ensure social distancing and hygiene, for example, where someone physically signs in with the same pen in receptions. Records should include contact details to support the NHS track & trace facility. 	

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Managing contact with householders or visiting other locations	<ul style="list-style-type: none"> • Communicate with households / other locations prior to arrival, and on arrival, to ensure the household / location understands the social distancing and hygiene measures that should be followed once work has commenced • Ensure social distances measures, hand hygiene, access and use/cleaning of equipment have been reviewed for Community Works using method statement form (OS/178) prior to work starting • Allocate the same employees to the same household each time there is a visit, for example, the same Community Works team members each time • Frequent cleaning of objects and surfaces that are touched regularly, using your usual cleaning products. • Arrange methods of safely disposing of waste with the householder. • Removing all waste and belongings from the work area at the end of a shift and at the end of a job. • If handwashing facilities are not accessible, you should carry hand sanitiser • Where employees need to move between different homes and locations to complete their work, social distancing and hygiene advice should be considered, especially before entering other homes • Minimise contact during deliveries wherever possible. • Where possible and safe, have single employees load or unload vehicles 	Guidance for tradespeople: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19#working-in-peoples-homes-as-a-tradesperson-cleaner-or-nanny
Cleaning	<ul style="list-style-type: none"> • Make sure that any site or location that has been closed or partially operated is clean and ready to restart • Provide hand sanitiser before restarting work • Open windows and doors frequently to encourage ventilation, where possible. • Frequent cleaning of work areas and equipment (including tools) 	

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	between uses, using usual cleaning products. <ul style="list-style-type: none"> • Frequent cleaning of objects and surfaces that are touched regularly, such as door handles and keyboards, and making sure there are adequate disposal arrangements. • Employees should clear workspaces and remove waste and belongings from the work area at the end of a shift. • If you are cleaning after a known or suspected case of COVID-19 then you should refer to the specific guidance here. 	
Hand Hygiene and Personal Hygiene	<ul style="list-style-type: none"> • Signs and posters will be displayed to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available. • Provide hand sanitiser in multiple locations in addition to washrooms. • Enhanced cleaning for busy areas will be implemented • Increase provision of waste facilities and more frequent rubbish collection. • Where possible paper towels will be provided as an alternative to hand dryers in handwashing facilities. • Greater handwashing and handwashing facilities for workers handling goods and merchandise and providing hand sanitiser where this is not practical. 	Link to poster: https://www.nsft.nhs.uk/Find-help/Documents/Coronavirus%20Print%20Friendly%20A4%20Poster.pdf
Work related travel	<ul style="list-style-type: none"> • Minimise non-essential travel –consider remote options first. • Minimise the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face. • Clean shared vehicles between shifts or on handover. • Limit the number of passengers in organisation vehicles, for example, work minibuses. This could include leaving seats empty. 	

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	<ul style="list-style-type: none"> • Regular cleaning of vehicles that employees may take home. • Ensure that delivery drivers maintain good hygiene and wash their hands regularly 	
Food Preparation	Follow government guidance: https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19 <ul style="list-style-type: none"> • Kitchen access to be limited to as few people as possible. • Minimise interaction between kitchen staff and other employees, including when on breaks. • Separate teams into shifts to restrict the number of employees interacting with each other. • Spacing workstations 2m apart as much as possible, recognising the difficulty of moving equipment such as sinks, hobs and ovens. • Providing floor marking to signal distances of 2m apart if appropriate • Using 'one way' traffic flows to minimise contact. • Minimise access to walk-in pantries, fridges and freezers, for example, with only one person being able to access these areas at one point in time. • Minimise contact at 'handover' points with other employees, such as when presenting food to serving staff and delivery drivers 	
Collections & take away services (Furniture Warehouse & Appleby Hub)	<ul style="list-style-type: none"> • Encourage contactless payments where possible. • Limit access to premises for people waiting for or collecting goods from Furniture Warehouse or takeaways from Appleby Hub. Setting out clear demarcation for 2m distances for customers queuing. Asking customers to wait in their cars if appropriate and safe. • Ask customers to order online, on apps or over the telephone to reduce queues and agree staggered pick up times. 	

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Known Exposure to Covid – 19 (corona virus):	<ul style="list-style-type: none"> • Do not come into work where someone you live with has been diagnosed. • Follow NHS / 111 advice as required. Do not attend GP surgery or public places if confirmed to help reduce spread of the disease. • Ensure vulnerable persons (elderly, pre-existing health condition, lower immunity etc.) employees are individually assessed. 	See Appendix 1 of Business Continuity Plan / Employee Briefing for flow chart to follow including how to report that you are unwell
<p>For easy read information to support customers and learners please see 'easy read' section on General server where several documents are available including: introduction to coronavirus, feeling anxious about coronavirus, information about covid19, easy ready guidance on shielding and others.</p>		