

Activity Risk Assessment Landscape Report



Reference	TG-002-COVID-19-RA	Activity Description	This risk assessment recognises that the Corona virus (Covid-19) is a hazard. And the virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature). This risk assessment should acknowledge that if it is passed from one person to another, while many survive infection, some may die from the disease. It should be regarded as a high hazard.
Assessment Date	18/05/2020	Publish To Portal	No
Assessor Name	joseph cryans	Assessment Title	The Garth offices Covid-19 Building Risk Assessment
Assessment Team Members	Sarah Wallace Nicky Smith Beth Blackwell	Review Date	No Review Set
Project Risk Assessment Reference		Overall Residual Risk Level	96
Org Unit	JRF -> JRF -> Corporate Services -> Health & Safety Facilities -> Facilities Offices	Overall Target Risk Level	72
Location	Garth offices	Number Of People Exposed	0
Risk Assessment Category	COVID-19 related	People Exposed	Any JRF/JRHT staff Member of the Public Contractors
Date Record Created	10/07/2020		

Hazard Category & Hazard Phrases	Persons At Risk & How Is Person At Risk	Control Measures	S	L	F	Additional Control Measures	S	L	F
Coronavirus COVID-19 Start-Up and Maintenance	Staff Visitors to our premises Cleaners Contractors Drivers Vulnerable groups –Elderly, Pregnant workers, those with existing underlying health conditions	A set of guiding principals under which a return to the office have been established ensuring that staff only return in Phase 1 where either the requirements of the role require it or where for personal or mental health reasons, return to work is required. A number of staff briefings are held to communicate plans	4 - Fatality	2 - Possible	8 - High risk	JRF/JRHT and the HSE recognise that there may be times when access to inspection and testing services becomes difficult. See the HSE guidance sheet for further information: https://www.hse.gov.uk/news/assets/docs/ole-r-pssr-during-outbreak.pdf	3 - Serious harm (RIDDOR level)	2 - Possible	6 - Medium risk

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	<p>Anyone else who physically comes in contact with you in relation to our business Building has been unoccupied for over 4 months and routine planned maintenance will not have taken place.</p> <p>Legionella poses a risk due to the potential for bacteria growth in stagnant water in pipework.</p> <p>Covid-19 Infection could be introduced by visiting contractors attending to carry out per-opening maintenance and servicing</p>	<p>and principals and managers are required to have one to one conversations with each member of their teams to identify those who wish to return to work.</p> <p>Only those wishing to return to work in Phase 1 will be asked to complete further documentation</p> <p>It is important to ensure that the equipment that we use at the Garth is maintained prior to use and this will be planned to happen before opening as far as possible.</p> <p>Contractors checked for temperature and Covid symptoms prior to admission</p> <p>Before the Garth is opened Facilities and Health and Safety have planned to ensure social distancing can be maintained in desk spacing and all other Covid-19 procedures can be observed and agreed a maximum number of occupants for Phase 1 (minimum risk)</p> <p>This plan will form part of staff guidelines and induction prior to occupancy and will be reviewed when ever office numbers are increased.</p> <p>All staff will be asked to complete a health declaration prior to returning for their first day to ensure that high risk individuals can be identified and managed.</p> <p>They will also be asked to confirm that they understand the guidelines and principals upon which they are returning.</p>			<p>Facilities team to ensure all servicing and test records are readily available if required by HSE or Fire Service for the Garth office.</p> <p>Refer to Guidance document and site plans attached to Risk Assessment for The Garth Offices.</p>		
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<p>Coronavirus COVID-19 Use of kitchen areas Personnel spaces and other common areas of the building.</p>	<p>Staff Covid-19 Infection.</p>	<p>Facilities have created a clear guidance document on how to use kitchens and what the company will provide, please note on guidance to maintain social distancing and not to stay and chat in Kitchen and common areas other may be waiting to use so keep alert.</p>	<p>3 - Serious harm (RIDDOR level)</p>	<p>2 - Possible</p>	<p>6 - Medium risk</p>	<p>The effectiveness of these measures will be monitor regularly to ensure social distancing is observed and plan changes if system is not working. Disinfectant wipes will be made available cleaning touchpoints.</p>	<p>2 - Moderate harm</p>	<p>2 - Possible</p>	<p>4 - Medium risk</p>
<p>Coronavirus COVID-19 Dealing with visiting residents and general visitors</p>	<p>Staff Visitors to our premises Cleaners Contractors Drivers Vulnerable groups –Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to our business Covid-19 Infection</p>	<p>Building is closed to visitors except for essential maintenance. Signage at the main entrance to the building advising that the building is not yet open to visitors and residents. Entry will be via the staff entrance door only where staff will be directed to Reception where they will be met by a member of the Facilities team for temperature checking Staff made aware that visitors are not permitted in Phase 1</p>	<p>4 - Fatality</p>	<p>2 - Possible</p>	<p>8 - High risk</p>	<p>Send out e-mails to customers and update social media with JRHT Covid-19 policy for visiting your premises.</p>	<p>3 - Serious harm (RIDDOR level)</p>	<p>2 - Possible</p>	<p>6 - Medium risk</p>

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<p>Coronavirus COVID-19 Conforming to social distance rules movement around the office. Social Distancing</p>	<p>Staff Visitors to our premises Cleaners Contractors Drivers Vulnerable groups –Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to our business Covid-19 Infection</p>	<p>Social Distancing -For Phase 1 the organisation has determined that it will continue to abide by the original guidance on social distancing thereby planning workspace around reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) rule</p> <p>At work persons can pass within 1 metre of each other, where it is not practicable to keep 2 meters apart.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Facilities team have created a Covid working procedures document for working at the Garth this document is attached to this assessment along with site drawing clearly marking out how the office will work with regards to social distancing.</p>	<p>3 - Serious harm (RIDDOR level)</p>	<p>3 - Likely</p>	<p>9 - High risk</p>	<p>Staff to be reminded via posters on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p> <p>Make sure staff are fully aware of how they enter and exit building and where they take breaks.</p> <p>Specify where they can conduct meetings (only for those who have returned to the office in Phase 1 and maximum allowable numbers and how meeting organizers set up and control meetings.</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>The effectiveness of these measures will be monitor regularly to ensure social distancing is observed and plan changes if system is not working.</p>	<p>3 - Serious harm (RIDDOR level)</p>	<p>2 - Possible</p>	<p>6 - Medium risk</p>
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<p>Coronavirus COVID-19 Personnel Hygiene</p>	<p>Staff Visitors to our premises Cleaners Contractors Drivers Vulnerable groups –Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to our business Covid-19 Infection</p>	<p>Persons should cover their mouth and nose with a tissue (not your hands) when they cough or sneeze. The used tissue should then be placed in the bin immediately. Persons should then wash their hands with soap and hot water for a minimum of 20 seconds. CATCH IT, BIN IT, KILL IT Persons should wash their hands regularly using Water and soap – use hand sanitiser gel if soap and water are not available. In addition, persons should try to avoid close contact with other people i.e. no shaking of hands etc.</p>	<p>4 - Fatality</p>	<p>2 - Possible</p>	<p>8 - High risk</p>	<p>Review latest Government / World Health Organisation guidance and update as required Ensure there is a ready supply of water, soap and also paper towels / hand drying facilities On-going monitoring by management. Posters and hand-wash guides will be displayed in key areas. To encourage personal hygiene facilities will not be providing cups plates or utensils; during this period staff will bring there own and wash and take home each day. Face masks are not required under current regulations in offices however if a member of staff wishes to wear there own they can but please be guided by government advice on how to use personal facemasks. Refer to Guidance document and site plans attached to Risk Assessment for The Garth Offices.</p>	<p>3 - Serious harm (RIDDOR level)</p>	<p>2 - Possible</p>	<p>6 - Medium risk</p>
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<p>Coronavirus COVID-19 PPE</p>	<p>Staff Covid-19 Infection</p>	<p>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours.</p> <p>However Facilities will ensure a supply of Gloves and Face masks are available for emergency use ie; situations involving injury where you may have to give first aid treatment, these will be located at key locations dependent.</p> <p>Facilities staff will wear masks in a specific location near entrance to measure staff temperatures on starting work at the Garth office.</p>	<p>4 - Fatality</p>	<p>2 - Possible</p>	<p>8 - High risk</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Refer to Guidance document and site plans attached to Risk Assessment for The Garth Offices.</p>	<p>3 - Serious harm (RIDDOR level)</p>	<p>2 - Possible</p>	<p>6 - Medium risk</p>
<p>Coronavirus COVID-19 Cleaning of all areas and external cleaners of offices.</p>	<p>Staff Visitors to our premises Cleaners Contractors Drivers Vulnerable groups –Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to our business Covid--19 Infection</p>	<p>Frequently cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate disinfectant wipes.</p> <p>Staff are expected to disinfect their workstations at start and finish of day.</p> <p>Facilities to ensure plentiful supply of disinfectant wipes across the whole of the Garth.</p> <p>Cleaning company then to complete a thorough deep clean of all areas including all desks used during the day (as indicated by the laminated sheet on each desk.</p> <p>Master list of the desks used during the day in place as a double check</p>	<p>3 - Serious harm (RIDDOR level)</p>	<p>3 - Likely</p>	<p>9 - High risk</p>	<p>Refer to Guidance document and site plans attached to Risk Assessment for The Garth Offices.</p>	<p>4 - Fatality</p>	<p>2 - Possible</p>	<p>8 - High risk</p>

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Coronavirus COVID-19 Mental Health	Staff Covid-19 Infection	Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference - https://www.mind.org.uk/information-support/coronavirus-and-yourwellbeing/ www.hse.gov.uk/stress	4 - Fatality	2 - Possible	8 - High risk	Regular communication of mental health information and open door policy for those who need additional support. Refer to Guidance document and site plans attached to Risk Assessment for The Garth Offices.	3 - Serious harm (RIDDOR level)	2 - Possible	6 - Medium risk
Coronavirus COVID-19 Fire	Staff and visitors to site Covid-19 Infection	Staff to be informed in event of fire alarm to try when possible to observe social distancing rules especially if no evidence of a fire when leaving building. Staff to observe social distancing when outside in Assembly area which is big enough to allow this so staff need to be aware and follow advice from Fire Wardens	4 - Fatality	2 - Possible	8 - High risk	Site fire wardens to be updated on procedure and report in fire book if staff have adhered to social distancing during event.	3 - Serious harm (RIDDOR level)	2 - Possible	6 - Medium risk
Coronavirus COVID-19 Travelling to and from work.	Staff using own vehicles Bikes and electric vehicles. Covid-19 Infection	Persons should not share vehicles unless from same household where possible. Homestead electric cars to be used by Facilities and IT only. Staff coming to the Garth with bikes need to ensure they observe social distancing when using bike racks, and when changing before starting work to use specific locations as instructed by facilities team.	4 - Fatality	2 - Possible	8 - High risk	Clear guidance of use of electric cars and bikes will be in Guidelines document, this will also include guides to parking staff cars and changing areas.	3 - Serious harm (RIDDOR level)	2 - Possible	6 - Medium risk

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<p>Coronavirus COVID-19 Deliverys/Post In and Out</p>	<p>Staff Visitors to our premises Cleaners Contractors Drivers Vulnerable groups –Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to our business Covid-19 Infection</p>	<p>Staff not to sign for any deliveries take photos if possible to prove receipt and have notices at front door with clear instructions of procedures for site. Inform Post office of procedure and have clear instructions at entrance of Post procedure. Internal postman to be fully briefed of procedure for delivering and collecting internal mail.</p>	<p>4 - Fatality</p>	<p>2 - Possible</p>	<p>8 - High risk</p>	<p>Staff to be informed not to arrange personal deliveries to work.</p>	<p>3 - Serious harm (RIDDOR level)</p>	<p>2 - Possible</p>	<p>6 - Medium risk</p>
<p>Coronavirus COVID-19 Water</p>	<p>Staff Visitors to our premises Cleaners Contractors Drivers Vulnerable groups –Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to our business Covid-19 Infection - Water coolers can spread the virus as persons touch the spouts or levers with contaminated cups/glasses</p>	<p>Inform staff to disinfect spouts and levers prior to and after use each time with supplied disinfectant wipes.</p>	<p>4 - Fatality</p>	<p>2 - Possible</p>	<p>8 - High risk</p>	<p>Ensure there is an adequate supply of wholesome drinking water through taps. Staff should not share drinking cups/glasses/bottles. Refer to Guidance document and site plans attached to Risk Assessment for The Garth Office.</p>	<p>3 - Serious harm (RIDDOR level)</p>	<p>2 - Possible</p>	<p>6 - Medium risk</p>

Assessment Conclusion

Signatures

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Full Name	Job Title	Signature
Nicky Smith	Facilities Coordinator	
Bethany Blackwell	Facilities Coordinator	
Sarah Wallace	Facilities Manager	