

TRADING DURING CORONAVIRUS RISK ASSESSMENT

Maginus

<p>Risk Assessment of trading during Coronavirus</p> <p>Who might be affected? Employees, Visitors</p>	<p>Date of Assessment: 19th April 2021</p> <p>Name of Assessors: Rachel Board and Helen Bates</p>
<p>What is the risk assessment for?</p>	<p>This risk assessment is supplementary to our current risk assessment in that it specifically deals with a return to the workplace after the COVID-19 lockdown and includes consideration for an initial period of operation once the workplace is open.</p>
<p>How was the risk assessment done?</p>	<p>The Head of HR & Admin and the Facilities Team followed advice at www.hse.gov.uk/simple-health-safety/risk/</p>
<p>To Identify the Hazards, they:</p>	<ul style="list-style-type: none"> • Walked Around the office noting things that might pose a risk • Checked the HSE Advice on employees with disabilities – www.hse.gov.uk/disability/; • Talked to the Management team • Talked to the Office Facilities team • Conducted an Employee Survey • Followed guidance from the Government RE Covid 19
<p>How were staff notified?</p>	<p>They posted a copy of the findings on Slack (#hr-general) and on a noticeboard in the staff room/chill out area to ensure employees put the actions into practice. Document is called Return to the Workplace COVID Plan.</p> <p>A 2m distancing protocol stands.</p>
<p>When will it be reviewed?</p>	<p>The Head of HR & Admin will review the risk assessment whenever there are any significant changes such as new Government Guidance, employee questions or new joiners, or when there is further consistent office opening.</p>

What are the Hazards?	How could people be harmed?	Control Measures applied
<p>Coronavirus (Covid-19)</p>	<p>Most people are at risk from infection (team members, visitors etc). The risk of COVID-19 infection is, as we know, higher for vulnerable persons. The list of who is currently vulnerable includes: the elderly, those with chronic underlying health conditions; pregnant women. The majority of cases lead to mild symptoms (persistent coughing and temperature). The disease, however, can be fatal. Transmission is by person to person spread as airborne droplets and via surfaces contaminated with virus.</p>	<p>Government Advice:</p> <ul style="list-style-type: none"> • Government guidance is being reviewed regularly to ensure the latest available information is put into practice. • All unnecessary travel should be avoided. Increase the use of telephone calls, web conferencing etc. • All meetings on site will be observing 2m social distancing rules where possible, ideally conducted utilising technology in the first instance. • All non-essential appointments on site have been postponed and necessary appointments will be evaluated considering current guidance as they occur – only as requested and considered on an ad-hoc basis. • Social distancing of 2m applies to all parts of the building including entrances, exits, colleague facilities and office space. • All training that requires gatherings, fire drills and group exercises have been suspended within the business until September (with the exception of a practice fire drill during May-August) and have been adapted to avoid social contact in future where possible. <p>Self-Isolation:</p> <ul style="list-style-type: none"> • The business is following guidance on self-isolation. In the event of any staff member exhibiting symptoms they must self-isolate. Guidance on time scales changes. The latest advice is here: https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/staying-at-home-if-you-or-someone-you-live-with-has-coronavirus-symptoms/ • The Company will ensure employees self-isolating are made aware of the importance of social distancing in line with current Government guidelines. • The Company will undertake deep cleaning in the event of any staff member being confirmed as having coronavirus. <p>Personal Hygiene:</p> <p>Team members have been advised regarding common control measures such as sneezing into a tissue or elbow and not just into hand, followed by immediate disposal of the tissue and frequent hand washing and/or sanitising.</p>

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<p>Coronavirus (Covid-19) First Aiders</p>	<p>Insufficient first aid due to staff shortages, concerns of first aiders administering first aid.</p>	<p>First Aid:</p> <ul style="list-style-type: none"> • Undertake a first aid plan to determine the specific needs of the business during a reduced staff basis relative to the hazards - ensure employees are aware of the location of First Aid boxes. • First Aiders made aware of the risks to themselves and others • PPE provided for first aiders to use including gloves, disposable aprons, and masks • Gloves worn or hands covered when dealing with injured persons, particularly those with open wounds. Cuts and grazes on hands or arms covered with a waterproof dressing. • Appropriate PPE such as gloves, a disposable apron will be worn as necessary. Masks can be worn if deemed necessary by the first aider. • If possible, do not place your face close to the casualty to hear for breathing. Watch the chest. Ensure CPR is performed using chest compressions and if necessary, use the defibrillator located in reception. • If in doubt or concern, contact 111 or 999.
<p>Coronavirus (Covid-19) Fire Marshals</p>	<p>Covid 19 impacting fire procedure e.g. reduction in fire marshals</p>	<p>Fire Safety:</p> <ul style="list-style-type: none"> • Social distancing of 2m will be maintained at the assembly points, this will be led by the fire marshals and all team members have been informed about maintaining social distancing in the workplace. Usual in-house testing of the fire alarm/emergency lighting will continue. All team members will be advised on any changes to fire evacuation procedures • Ultra Security have been in and tested all the fire alarms through-out the office. The report concluded that they are all in working order. • Fire doors will not be propped open, even as a measure to minimise surface contact. Door handles and touch points will be cleaned throughout the days per Government guidance. • Upon re-entering the building, all team members should sanitise their hands.

<p>Receiving deliveries on site (Goods In/Despatch)</p>		<p>Deliveries and collections from site:</p> <ul style="list-style-type: none"> • Personal deliveries WILL NOT be accepted, please ensure you change your delivery preferences for personal orders. • Visitor access to the building is minimal and must be pre-approved for essential visits only. • Hand sanitiser will be set up at entry/exit points in the office and throughout the office. • Where possible greet the driver externally to prevent the driver entering the building. Avoid social contact. • Conversations should take place at a minimum 2m distance and if paperwork needs to be exchanged, this should be done at arm's length. Pens should not be shared between driver and member of staff. • Increased cleaning and disinfection of frequently handled or touched surfaces within common and welfare areas such as door handles, light switches, toilets, rest areas. Any vending machines will also be cleaned regularly. • A cleaning rota has been put in place to allow for our new working practices. • Drivers collecting goods will be asked to go to a designated location e.g. visitors car park and wait for goods to be brought to them. They will be asked to turn the engine off and to wait in their vehicle for instructions before getting out of the vehicle and abide by the 2m distance. • If paperwork needs to be exchanged, this should be done at arm's length. Pens are not to be shared with visiting drivers.
<p>Spread of Coronavirus (COVID 19) during meetings offsite or visiting external</p>		<p>Site Meetings (e.g. customer visits etc):</p> <ul style="list-style-type: none"> • Unnecessary travel to sites should be avoided and where possible meetings will be held via telephone calls/web conferences. • Only if necessary, participants should attend in person and this will be assessed on a case by case basis and when pre-approved. • Attendees should be 2m apart from each other. • Hand sanitiser dispensers will be provided outside each meeting room upstairs and throughout the office. • Encourage regular hand washing and ensure that hands are sanitised upon entering and exiting the premises.

<p>Spread of Coronavirus (COVID-19) during colleagues working in the offices and colleague facilities</p>		<p>Office:</p> <ul style="list-style-type: none">• Hands must be sanitised upon entry to the building and every time you re-enter the building during the day.• Face masks will be supplied and are optional.• The layout of office workstations may be re-arranged to follow social distancing guidelines.• Computer keyboards, desks, phones etc should be cleaned at the end of every day by each individual employee and should not be shared with other team members. These should only be cleaned with the wipes provided by the company.• Where possible, employees should continue to use their laptops and take home at the end of each day.• Suppliers and visitors to the office should remain restricted, with only urgent meetings to take place, where a video meeting cannot take place. This will be assessed on a case by case basis and will need prior approval from the Head of HR & Admin. <p>Colleagues Health & Safety:</p> <ul style="list-style-type: none">• At all times please maintain social distancing protocols.• Employees should maintain regular hand washing and must sanitise their hands upon entry to the building.• Face masks are available and are optional unless expressly requested by another member of staff during a meeting in a meeting room. <p>Keeping workstations clean:</p> <ul style="list-style-type: none">• Please ensure that when you complete your working day at the office you clean the area you are leaving ready for the next day with the products provided by the company.• Phones in open offices must be cleaned before and after each working day.• Shared workspaces should be limited, however where this is not possible, they should be cleaned before and after each use, including keyboard, desk and seat arms.
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<p>Spread of Coronavirus (COVID-19) Air Conditioning</p>	<p>Can this spread the virus?</p>	<p>Air Conditioning: We have sought advice from our air conditioning providers who have advised there is no evidence to suggest that using the air conditioning units could help spread the virus.</p> <p>On Tuesday 30th March 2021, we had our air flow checked to ensure that it was safe for a return to the office. All air is filtered and Schneider Electrical have advised us accordingly.</p> <p>On Tuesday 23rd March & Wednesday 24th March 2021, we have our air conditioning serviced to ensure everything was in working order. No action required.</p>

<p>Spread of Coronavirus (COVID-19) General</p>	<p>Staff Contractors Visitors</p>	<ul style="list-style-type: none"> •Hands must be sanitised when entering or exiting the office or any rooms within the office. •Team members are also encouraged to cough or sneeze into a tissue – Catch it, Bin it, kill it and to avoid touching face, eyes, nose or mouth with unclean hands. •To help reduce the spread of (COVID-19) reminding everyone of the public health advice https://www.publichealth.hscni.net/news/covid-19-coronavirus <p><u>Cleaning:</u></p> <ul style="list-style-type: none"> •Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, print machines using appropriate cleaning products and methods. •Checks will be carried out by the facilities team to ensure that the necessary procedures are being followed. <p><u>Temperature</u></p> <ul style="list-style-type: none"> •Temperature checks are not mandatory; however, we do have the equipment available if you would like your temperature checking. Anyone who feels as though they have COVID related symptoms prior to coming into the office should advise their manager and stay at home. <p><u>Social Distancing</u></p> <ul style="list-style-type: none"> •Social Distancing -Reducing the number of persons in any work area to comply with the 2m gap recommended by the Public Health Agency. •Taking steps to review work schedules including start & finish times/shift patterns, to reduce number of workers on site at any one time. A rota system is in place. Office is open 8am-6pm. •Redesigning processes to ensure social distancing in place. •Social distancing also to be adhered to in public areas and the smoking area. <p><u>Use of Upstairs Facilities</u></p> <ul style="list-style-type: none"> •The use of meetings rooms in the office should be avoided unless the 2m social distancing rule can be fully adhered to and if you wish to book a meeting room you must always book it through the booking system and wait for your confirmation. It is compulsory to follow this procedure. Limit numbers in meeting rooms.
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		<p><u>Other</u></p> <ul style="list-style-type: none">•Lunch orders will not be in place whilst the office is only open one day per week. This will be reviewed after four weeks of office opening. Food can be brought from home to the office, but this must be removed daily. We will not be providing milk for cereal, only for drinks. The tuck shop will also be closed. Foodstuffs for sharing e.g., sweets, cakes and biscuits are prohibited.•Drinks/brew rounds will not be allowed. After making your own individual drink you should wash your hands after using milk, spoons etc.•Any crockery you bring in from home must be removed daily for cleaning. Personal and company mugs and cutlery must NOT be kept on desks after use, they must be placed in the dishwasher for cleaning or washed immediately.•Shopping can be left in the fridge/freezer on the day purchased but must be removed at the end of the day. Any open food items cannot be left in the fridge/freezer overnight. The facilities team will throw any food away that is left there prior to office opening in the morning.•The use of fans on employees' desks will not be permitted.•At the end of each day, please ensure no rubbish is left on desks. The office will be cleaned by the Facilities team each day. In addition to this the correct cleaning solutions and equipment will be provided to the Facilities team to ensure safe fulfilment of their job.•The use of the pool table and ping pong table will be the employee's personal responsibility for use. If using, employees must ensure equipment is cleaned both before and after use.•All employee circumstances will be considered and Managers and/or HR 121's will be arranged to assess each individual case. These can be arranged prior to the office opening at the employees' request and will be done via Zoom/Slack where possible. <p>All the above will be monitored strictly and assessed as and when required.</p>
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Signed by:	Signature:	Date:
<i>Helen Bates</i>	<i>H Bates</i>	<i>19th April 2021</i>
<i>Rachel Board</i>	<i>R Board</i>	<i>19th April 2021</i>