10a Greencoat Place COVID-19 Risk Assessment
Sep-21

Version Control:				
Completed by	Mark Cox	Facilities Manager	Initial completion	29 May 2020
	Tom Tollis	HoG & Co. Sec.	First Review	03 June 2020
	Mark Cox	Facilities Manager	CIBSE maintenance guidance added	05 June 2020
	David Lanfranchi	CSM Risk Manager	BG Revision and update	08 July 2020
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TOPIC	WHAT ARE THE HAZARDS	RISK LEVEL	CONTROLS	ACTIONS REQUIRED	COMPLETE?
Infection Control (General)	Risk of uncontrolled access by staff: staff entering without permission, risk of too many people accessing premises.	LOW	Have staff been instructed not to enter the workplace? - Employee Need to know statement. Employees to liaise with line manager	Clear communications strategy in place outlining that our workplaces will be opening from **1st September 2021**.	Yes
	Risk of infection spread through lack of clear guidelines on the return to office procedures/ when to self-isolate.	LOW	Have instructions been provided to staff about self isolation for both them and their household if they test positive for COVID-19 ? Have clear guidelines on applicable conditions for the return to the office/ workplace been provided?	**Updated CSM Welcome to GS** guide published	Yes
	Risk of confusion / misunderstanding of individual circumstances through lack of consultation.	LOW	Encourage and facilitate open and honest feedback	Updated **(April 2021)** consultation with colleagues and online questionnaires for all staff to understand the broad range of viewpoints and concerns CSM need to consider.	Yes
		LOW	Direct access to senior management and/or helplines to provide support	Details of the RTW team included in the **Updated CSM Welcome back guide** - We will also make available a centralised email box where concerns can be raised in complete confidence and addressed in a sensitive manner.	Yes
	Risk of infection spread through inadequate cleaning processes in the workplace.	MEDIUM	We will consider the workplace environment, and this will include the requirement for (and availability of) cleaning, handwashing and hygiene requirements.	Adequate personal hygiene facilities / hand sanitiser stations / comprehensive office cleaning regime.	Yes
Travel to Work	Risk of too many staff returning to the Workplace without adequate planning/ guidelines. Increased risk of infection for staff, households and third parties.	LOW	Staff returning to the office from 1st September - Attendence is voluntary from 01 September with an intention to move to a hybrid 2days in minimum model from 01 October.	Monitor office numbers - Entry card system	Yes
	Risk of infection to staff returning to Workplace using public transport.	MEDIUM	Recommendation for travel avoiding crowded transport e.g. by bike or on foot - Cycle to work scheme highlighted	Limited cycle places/ Shower access will need to be managed and will all be included in the revised **Welcome to GS Guide**	Yes
		MEDIUM	Travel should be arranged to avoid peak times (policy for flexible hours and staggering departure / arrival times)	Consistent CSM messaging to be adapted for agencies - **included in the CSM Guide**	Yes
		HIGH	On public transport colleagues should, wear masks as required, maintain good hygiene practices, and where possible keep the time near others to a minimum.	Guidance to be provided in the **CSM Guide**.	Yes
Access Arrangements (Common Areas)	Risk of infection through lack of clear guidelines with regard to use of common areas by staff.	MEDIUM	Handwash facilities or hand sanitiser available at all entry and exit points?	Hand sanitiser is available at all entry and exit points	Yes
		MEDIUM	Signage in place in shower areas and changing rooms that states the facilities must be kept free of personal items and that social distancing must be maintained?	**CSM LIVE SIGNAGE**	Yes
		MEDIUM	Enhanced Cleaning implemented within shower facilities?	Cleaner is regularly checking and cleaning these facilities	Yes
		MEDIUM	Procedures implemented for courier and postal deliveries, including requesting only business post and parcels delivered?	Staff **instructed** not to have personal items delivered to site, hand sanitiser is readily available.	Yes
Maintenance	Risk of infection and H&S Breach due to inadequate processes	MEDIUM	Office will reopen in accordance with CIBSE guidelines.	Review of guidelines action plan to be developed. Ref: CIBSE GUIDE: COVID-19 EMERGING FROM LOCKDOWN SAFELY RE-OCCUPYING BUILDINGS DOC	Yes
	Ventilation is required in all occupied areas.	HIGH	Ventilation rates should not be reduced in line with reduced occupancy but maintained to mitigate any risk of airborne transmission.	New heating ventilation system / HVAC by Systemair	Yes
	Water - water stagnation can occur due to lack of use, increasing the risk of Legionnaires' disease.	MEDIUM	Revised water system installation / including showers	Systems are cleaned and disinfected as part of the commissioning process before the building is occupied.	Yes
	Heating systems	MEDIUM	Where heating systems have been isolated, annual pre-heating season service checks should be undertaken prior to restarting the system	New heating ventilation system / HVAC by Systemair	Yes
	Risk of infection spread through unclear guidelines for contractors accessing premises (non-cleaning staff).	MEDIUM	Contractor RAMS consider social distancing measures and processes to control infectious disease transmission?	Contractor to submit COVID-19 specific RAMS policy with permit to work request	Yes
		MEDIUM	Site arrangements communicated to contractors appropriately prior to attendance (site rules etc)?	Number of contractors accessing building is regulated to prevent overcrowding?	Yes
	Risks specifically derived from common areas/ public visiting areas within the office environment. Risk of infection of staff/ clients and other visitors by lack of clear processes and guidance, and measure implemented to maintain social distancing.	MEDIUM	Extended hours implemented to enable more flexible working arrangements for staff	Agree flexible working arrangements are in place - **In the CSM guide**	Yes
		MEDIUM	Occupiers encouraged to reduce visitors to the building, where possible?	Staff asked to restrict visitors where possible	Yes
		MEDIUM	Centralised Record of visitors held?	Visitors will be logged in /out by reception	Yes
		MEDIUM	Maximum numbers identified for lifts?	Maximum of 1 persons per lift (Noting size of internal lift)	Yes
		LOW	Enable and encourage use of stairs instead of lifts where possible?	Front Desk encouraging use of stairs where possible.	Yes

Social Distancing Measures	Risks specifically derived from the office environment / working at desks. Risk of infection spread to staff from poor hygiene / lack of controls/ processes to minimise risk of infection.	**LOW**	Hand sanitiser stations provided within entrance areas and near common touch	Hand sanitiser provided at receptions.	Yes
		MEDIUM	Meeting rooms / other confined areas to have **maximum stated** occupancy to ensure distancing	Clear capacity signage and have cleaning products available for surfaces and AV controls - **Cleaning protocol drafted**	Yes
	Risk of infection spread through poor planning/ lack of arrangements for high risk areas including kitchen and catering areas.	**MEDIUM**	Break times staggered to reduce number of people in break-out areas?	No official break times - Emphasise need for sensible action in guide	Yes
		MEDIUM	Hot water and soap provided within kitchen areas and stock levels are checked regularly?	Part of the revised Cleaning regime	Yes
WC Areas	Risk of infection spread through inadequate cleaning processes / arrangements in high risk areas including WC facilities.	**MEDIUM**	Ventilation systems maintained regularly and systems do not reduce levels where there are low occupancy levels?	Systems are monitored by site engineer.	Yes
		MEDIUM	Hot water and soap provided within WC areas and stock levels are checked regularly?	Yes	Yes
Cleaning Regimes	Risk of infection spread through: - inadequate cleaning regimen - failure to implement measures to address infection risk from materials brought into office environment - failure to ensure adequate waste storage and removal - failure to provide adequate resources - implement enhanced hygiene arrangements for staff and visitors to premises	**MEDIUM**	Cleaning regime to be benchmarked against HSE guidelines for office environment.	Guidelines sourced and reviewed with cleaning providers.	Yes
		MEDIUM	Provision to be made for enhanced hygiene facilities for staff and visitors - hand sanitiser, wipes, paper hand towels.	Identification and purchase of adequate resources.	Yes
		MEDIUM	Office environment to be reviewed to remove unnecessary items - Restate clear desk policy for effective cleaning.	**Guidelines** to staff to include restatement of clear desk policies.	Yes
		MEDIUM	Shared equipment to be identified and either removed or facilities made available for cleaning after use.	Examples may include printers, office supplies etc. Removal or cleaning facilities to be made available. Include in guidelines for cleaning.	Yes
Communications	Risk of infection through lack of clear guidelines to staff.	**MEDIUM**	Communications should include general safety measures and controls; - required ways of working - Expectations on staff, contractors, visitors; - Agency commitment and undertakings; - Reporting of concerns or safety incidents.	**Updated Welcome to GS Guide** published by email, training, posters etc. Periodic review to ensure communications are up to date.	Yes
		MEDIUM	Consistent messaging across all comms channels; Consideration of audiences with disabilities/ language barriers (staff and visitors etc)	Check against all channels and audiences - Agency statements, Group statements, Employee and staff comms, websites, intranet etc. Agree responsibilities for updating and review.	Yes
		MEDIUM	Clear guidelines for raising concerns with availability of anonymous or impartial channels.	Agreement of appropriate resources/ lines of reporting. Restatement of Whistleblowing helpline.	Yes
		MEDIUM	Communications should include guidelines on emergency processes and how these are impacted (evacuation procedures); and guidelines for specified groups (e.g. First Aiders).	Emergency evacuation processes to be reviewed alongside other impacted plans (First Aid provision etc) and changes to be communicated.	WIP