

Health & Safety Risk Assessment	RA Ref No.	Revision 02	DATE	14 th December 2020
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TASK (Operation/Process)	Rainsford Contracts – Company Activities (Exposure to the Coronavirus COVID 19)	References: <ul style="list-style-type: none"> • National Institute for Health Protection (NIHP) • Health and Safety Executive • National Health Service • Public Health England
Location	Location of works (Company Offices) -	
Operational Hours	As directed locally	
Risk Assessor Name	Chas Bray (Safety Consultant – COVAL Health & Safety Services Limited)	

Note: This risk assessment is based on the current threat and level of information being released by PHE/National Institute for Health Protection (NIHP) & Health & Safety Executive (HSE). This assessment will need to be reviewed as the current situation escalates and new information is released.

Mandatory PPE (In accordance with the Statutory PPE Assessment)

No PPE is required for working within an office environment, face coverings will be advised when travelling on public transport/crowded areas outside of the workplace.

Safe System of Work (SSOW)

This assessment outlines the current information released by PHE/NIHP/Health & Safety Executive and the National Health Service.

- NIHP/PHE <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>
- NHS <https://www.nhs.uk/conditions/coronavirus-covid-19/>
- HSE <https://www.hse.gov.uk/news/coronavirus.htm>
- Gov <https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering>
- Gov <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

We have based this assessment on the information/advice given by PHE/NIHP/NHS and HSE (links listed above).



Introduction:

This assessment must be briefed to all staff returning to work after a period of working from home. All staff must be briefed on this assessments to ensure that they have received adequate information/instruction prior to returning to work in the company office.

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Hazard:

Coronavirus (COVID-19) Infection from the Coronavirus.

The following symptoms may develop within 10 days of exposure to someone who has COVID-19 infection:

- continuous new cough
- loss of taste or smell
- fever (high temperature)

Generally, these infections can cause more severe symptoms in people with weakened immune systems (vulnerable persons – see separate assessment), older people, and those with long-term medical conditions.

Emergency Planning:

If you have symptoms of coronavirus infection (persistent cough/high temperature) stay at home. If you start to feel unwell while at work you are required to leave work (informing your Line Manager) and arrange for a COVID-19 test - <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>.

You should alert any people who you do not live with, who you have had close contact with over the previous 48 hours, to let them know that they may have been exposed to COVID-19 but you are waiting for a test result (they should also contact any persons that they have had contact with over the same period); this means that if they have been to work, they should inform their line manager. At this stage, those people should **not** self-isolate. Alerting those that they have been in contact with also means they can take extra care in practising social distancing and good hand and respiratory hygiene. They can also be more alert to any symptoms they might develop so they can arrange to be tested if required.

If the test is positive you are required to isolate as follows:

1. single persons living alone must isolate for **10 days**
2. households of more than one person must isolate together for a period of **10 days (the initial infected person can return to work after 10 days if no further symptoms are displayed)**
3. you will be required to provide information for the track and trace notification system
4. note: you must also isolate (10 days) if you have been contacted by the NHS Track and Trace notification system:
 - a. if you test positive for coronavirus, you must share information promptly about your recent contacts through the NHS test and trace service to help alert other people who may need to self-isolate - <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>
 - b. this will be carried out by receiving a text/email or phone call requesting that you log into the NHS Track & Trace Website to create a confidential account, you must then follow the instructions given.

Action to be taken if there is an outbreak in the workplace (i.e. if multiple people have COVID-19 symptoms):

- The designated point of contact (SPOC) for the office must inform the Local Health Protection Team by following the instructions on this link <https://www.gov.uk/health-protection-team>

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- The designated point of contact for the office is:
 - SPOC =
 - Alternate SPOC =

Facial Coverings:

It is now mandatory for face coverings to be worn when travelling on public transport in England, there are exceptions for staff that have difficulties breathing and suffer from a respiratory condition. A full list of the exemptions can be found at <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>.

Note: face covering are not required within the office.

Office Safety Arrangements:

- we will always look at the possibility of staff working from home where the provisions in this Risk Assessment cannot be satisfied
- you must book into the office when entering the office at all times, as this serves as our track and trace register.
(note; by booking in you are confirming that you have no COVID-19 symptoms and you are not required to be isolated in accordance with PHE/NIHP guidelines - this booking in requirement will also act as the track and trace register that must be kept for a period of 21 days
- all visitors must also sign the visitors register when entering the office (including contact details) to assist with the NHS Track & trace requirements.
- we will try to avoid all staff arriving at the office at the same time by staggering start and finish times if possible
- if you need to travel on public transport during your work activity, or when travelling to and from work, we advise the use of face coverings as detailed above
- upon entering the office, you are required to use the hand sanitiser provided, you will also be required to take your temperature using the non-contact thermometer. If you have a temperature of 37.8 or higher you will be requested to leave the office immediately to arrange for a COVID-19 test (note; procedures listed above would then be implemented with regards to emergency planning). Please clean the thermometer after use with the antiseptic wipes.
- all office staff must keep social distancing of 2m at all times where possible
- no activity should be undertaken where social distancing cannot be achieved, if an activity cannot be undertaken while social distancing report to your line manager for instruction
- no hot desk activity will take place
- face to face meetings should only take place if social distancing can be practiced – Microsoft Teams Meeting
- meetings will be restricted within the meeting room to achieve social distancing
- all workstations will be located where staff can achieve their 2m social distancing (preferably back to back), if not a Perspex screen will be in place.
- Only sit at your designated workstation
- staff are advised to bring in their own mugs to be used for tea/coffee
- the use of the welfare facilities (kitchen/toilets will be restricted to 3 persons at a time - signage will be displayed to reinforce this requirement
- floor tape/signage is installed within the office to ensure that the 2m social distancing is practiced
- all staff are required to follow the floor signage to ensure that a one-way system is practiced preventing breaching our social distancing measures
- all visitors will be met at the front door and will be escorted at all times (social distancing) to ensure compliance with our COVID-19 Safety Procedures
- DSE Assessment (Workstation) to be carried out if a member of staff has had their workstation changed
- Staying COVID-19 Secure Notice to be displayed within the office

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Track & Trace
The following information must be recorded for NHS Track & Trace compliance.

Staff requirements;

- the names of staff who work at the premises
- a contact phone number for each member of staff
- the dates and times that staff are at work

Customers and visitor requirements:

- the name of the customer or visitor. If there is more than one person, then you can record the name of the 'lead member' of the group and the number of people in the group
- a contact phone number for each customer or visitor, or for the lead member of a group of people
- date of visit, arrival time and, where possible, departure time
- if a customer will interact with only one member of staff (e.g. a hairdresser), the name of the assigned staff member should be recorded alongside the name of the customer

Cleaning:

- regular cleaning of the offices will be carried out.
- waste bins will be emptied daily.

Note: this risk assessment will be reinforced by safety briefings and managers updates.

Note: if the location of our office is within a local lockdown area (high risk area) then this office assessment will need to be updated in accordance with the Gov guidelines specific to the area.

HSE COVID-19 enquiries
Telephone: 0300 790 6787
Online: [working safely enquiry form](#)

Health & Safety Consultant	Chas Bray	Signed:	
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This Risk Assessment must be reviewed whenever there is a change to the method of working EG: new equipment or work activities introduced, or following an accident related to this operation/process; as a minimum this Risk Assessment must be reviewed annually.