**Risk assessment and actions**

Building name.………………………………………………..

**May 2020**

# Re-occupation of buildings risk assessment in relation to COVID-19 requirements

This assessment is completed in respect of potential risk of transmission of COVID-19 at…………………………………………………………..

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| We have taken all practical steps to help people work from home | | | | | | | | |
| **Consider** | **Identify** | | **Current**  **Risk**  **Level** | | **Assessment** | **Additional actions** | | **Final Risk Status** |
| *Checkmark (tick those that apply)* | |
| **Objective:** Everyone should work from home unless they cannot work from home | | | | | | | | |
| Identify who needs to be on-site |  | Critical roles for business & operational continuity, safe facility management or regulatory requirements |  | | *Who* | *Add in here the services / things you need to make your workplace as safe as possible* | |  |
| *Number* |
|  | Those who can’t work at home due to personal reasons or lack of suitable equipment |  | | *Who* |  | |  |
| *Number* |
|  | Plan for minimum number of people needed onsite to operate safely & effectively |  | |  |  | |  |
| Protect people at higher risk |  | Extremely clinically vulnerable and clinically vulnerable staff who need shielding / protecting |  | |  |  | |  |
| Help people understand when to self-isolate |  | Advice required to ensure that people who need to stay at home following government advice on vulnerability or having symptoms of COVID-19 |  | |  |  | |  |
| Support employee wellbeing |  | Communications / support to safeguard against isolation and wellbeing issues |  | |  |  | |  |
| We have cleaning, handwashing and hygiene procedures in line with the guidance | | | | | | | | |
| **Consider** | **Identify** | | **Current**  **Risk**  **Level** | | **Assessment** | **Additional actions** | | **Final Risk Status** |
| *Checkmark (tick those that apply)* | |
| **Objective:** Before reopening, to make sure that any office, ward or areas that have been closed or partly operated are clean and ready to start | | | | | | | | |
| Building systems are operating effectively for current conditions |  | A building safety check has been completed, with a check in ventilation systems.  Windows have been opened to vent the area. |  | |  |  | |  |
| **Objective:** To keep the workplace clean and prevent transmission by touching contaminated surfaces | | | | | | | | |
| Keeping the workplace clean | . | Frequent cleans of workplaces and equipment between use, with standard cleaning products |  |  | | |  |  |
|  | Frequent cleaning of object that are touched regularly – such as door handles and keyboards and have facilities for waste |  |  | | |  |  |
|  | Clean desk / area policy at the end of the shift |  |  | | |  |  |
|  | Limit or restrict the use of printers and whiteboards |  |  | | |  |  |
|  | Ability to commission ‘COVID’ cleans after a known or suspected case of COVID-19 |  |  | | |  |  |

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| **Consider** | **Identify** | | **Current**  **Risk**  **Level** | **Assessment** | **Additional actions** | **Final Risk Status** |
| *Checkmark (tick those that apply)* | |
| Hand washing, hygiene and toilets |  | Display signs of good handwashing technique |  |  |  |  |
|  | Ensure there is a good supply of soap in washrooms |  |  |  |  |
|  | Provide clear guidance for use of toilets. Maintaining distance and ensure they are kept clean |  |  |  |  |
|  | Where possible provide paper towels as an alternative for hand dryers |  |  |  |  |
|  | Provide more waste receptacles and more frequent collections |  |  |  |  |
|  | Enhance cleaning for busy areas |  |  |  |  |
|  | Where hand washing facilities are not available or for those travelling consider providing hand sanitiser |  |  |  |  |
| Changing Rooms and showers |  | Set clear guidance for the use of showers and maintaining distance. Ensure they are regularly cleaned. |  |  |  |  |
|  | Implement enhanced cleaning schedule during and at the end of the day |  |  |  |  |

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| **We have taken all reasonable steps to maintain a 2m distance in the workplace** | | | | | | |
| **Consider** | **Identify** | | **Current**  **Risk**  **Level** | **Assessment** | **Additional actions** | **Final Risk Status** |
| *Checkmark (tick those that apply)* | |
| **Objective:** To maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work and driving between sites | | | | | | |
| Identify what measures are needed to provide 2m distance to / from work |  | Need to stagger start / finish time to avoid crowding |  |  |  |  |
|  | Additional parking / bike racks to encourage cycling to work |  |  |  |  |
|  | Limiting people in company vehicles |  |  |  |  |
|  | More than one entry point to building to reduce congestion |  |  |  |  |
|  | Entry / exit process (turnstile /gate use |  |  |  |  |
|  | Markings and signage if one way system implemented |  |  |  |  |
|  | Handwashing / sanitiser at entry / exit points |  |  |  |  |
|  | Provision of face coverings for those who have to use public transport |  |  |  |  |
| Identify what measures are needed for moving around buildings |  | Regulating use of corridors |  |  |  |  |
|  | Introducing one way flow through buildings |  |  |  |  |
|  | Reducing maximum occupancy of lifts |  |  |  |  |
|  | Restricting access to other areas of the building |  |  |  |  |

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| **Consider** | **Identify** | | **Current**  **Risk**  **Level** | **Assessment** | **Additional actions** | **Final Risk Status** |
| *Checkmark (tick those that apply)* | |
| **Objective:** to maintain social distancing between individuals whilst at work. | | | | | | |
| Workstations should be assigned to an individual and not shared |  | Maximum capacity for people to work 2m apart |  |  |  |  |
|  | Need to redesign workplace and remove desks not to be used |  |  |  |  |
|  | Don’t place people opposite each other at desk |  |  |  |  |
|  | Mark floor space to help people keep 2m distance |  |  |  |  |
|  | In call centres where desks have to be shared – clean between occupants |  |  |  |  |
|  | Provision for cleaning workstation before and after use |  |  |  |  |
|  | Requirement of additional space to accommodate those who need to return to the workplace |  |  |  |  |
| **Objective:** to maintain social distancing between individuals whilst at work. | | | | | | |
| Keeping social distance whilst working on wards or occupied areas |  | Need to redesign work areas to provide 2m social distance |  |  |  |  |
|  | Provision of signage to help maintain a 2m social distance |  |  |  |  |
|  | Reinforce ‘catch it, kill it, bin it and good hand hygiene |  |  |  |  |
|  | Requirement for additional space to deliver services whilst maintaining 2m social distance |  |  |  |  |

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| **Consider** | **Identify** | | **Current**  **Risk**  **Level** | **Assessment** | **Additional actions** | **Final Risk Status** |
| *Checkmark (tick those that apply)* | |
| **Objective:** to reduce transmission due to face-to-face meetings and maintain social distancing in meetings | | | | | | |
| Identify how face to face meetings can be accommodated |  | Use IT tool to facilitate meeting instead |  |  |  |  |
|  | Identify maximum number of participants for room size to maintain 2m separation |  |  |  |  |
|  | Mark meeting table with sitting points |  |  |  |  |
|  | Remove whiteboard markers / flipcharts and shared pens |  |  |  |  |
|  | Use floor signage to help people maintain 2 m distance |  |  |  |  |
|  | Provide hand sanitiser and tissues in room |  |  |  |  |
|  | Allocate single occupier to meeting room |  |  |  |  |
| **Objective:** To maintain social distancing whilst using common areas | | | | | | |
| Common areas |  | Work collaboratively with NHSPS and other occupiers to apply consistent approach |  |  |  |  |
|  | Use of break rooms / kitchens – stagger allocation of time |  |  |  |  |
|  | Allocate single occupier ac |  |  |  |  |
|  | Use safe outside areas for breaks |  |  |  |  |
|  | Reconfigure seating in areas |  |  |  |  |
| **Consider** | **Identify** | | **Current**  **Risk**  **Level** | **Assessment** | **Additional actions** | **Final Risk Status** |
| *Checkmark (tick those that apply)* | |
| Common areas |  | Signage requirements to support social distancing |  |  |  |  |
|  | Install screens to protect people in receptions |  |  |  |  |
| **Objective:** To minimise the number of visits | | | | | | |
| Managing contacts |  | Can the ‘visit’ be done by remote connection |  |  |  |  |
|  | If site visits are required, when and where |  | Requirement to enforce good personal hygiene requirements and social distancing measures in place at the site to visited |  |  |
|  | Limit numbers of visitors at any one time / assign appointment system |  |  |  |  |
|  | Produce schedules for essential services and contractor visits |  |  |  |  |
|  | Maintain record of all visitors, review and consider us of personal pens etc |  |  |  |  |
| Communications and Training |  | Provide clear consistent communications |  |  |  |  |
|  | Engage with workers representatives |  |  |  |  |
|  | Provide induction on ways of working for new employees |  |  |  |  |

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| **Where people cannot be 2m apart, we have done everything practical to manage transmission risk** | | | | | | | |
| **Consider** | **Identify** | | **Current**  **Risk**  **Level** | **Assessment** | **Additional actions** | **Final Risk Status** | |
| *Checkmark (tick those that apply)* | |
| **Objective:** To prioritise safety during incidents | | | | | | | |
| Measures to take during an accident or fire |  | Fire safety evacuation |  | People do not need to stay 2m apart if it would be unsafe | Check evacuation times under the new arrangements | |  |
|  | Accident / Incident at work |  | First aiders to be provided with an IIR mask (gloves should be part of the kit already)  All involved MUST observe good hand hygiene following the incident | IIR mask & goggles to be part of first aid kit | |  |
| **Objective:** managing transmission risk where 2m distancing cannot be maintained | | | | | | | |
| Small reception areas |  | Assess need for fixed screen and markers of the floor to denote a distance to kept |  |  |  | |  |
| Welfare facilities |  | Take alternative toilet cubicles / urinals out of use to maintain distancing |  |  |  | |  |
| Fixed desk arrangements |  | Take desks out of use (facing desks) or provide a barrier between desks |  |  |  | |  |
| Occupants |  | Reduce the number of occupants in at any one time – specify a maximum number of people |  |  |  | |  |

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| *Checkmark (tick those that apply)* | |
| Work related travel |  | Clean shared vehicles between shifts or on handover |  |  |  | |  |
|  | Minimise number of people travelling in cars / vans |  |  |  | |  |
|  | Limit number of people travelling together. Used fixed travel partners and avoid sitting facing each other |  |  |  | |  |
|  | If overnight stays are required – centrally log the stay and make sure the accommodation meets social distancing requirements |  |  |  | |  |
| Deliveries to site |  | For large deliveries maintain 2 person pairings, or provide one person with lifting and moving equipment |  |  |  | |  |
|  | Encourage drivers to stay in their vehicles where possible |  |  |  | |  |

This has been taken from the Government ‘working safely’ documents dated 11 May 2020 and is subject to revision should any further guidance be provided. [www.gov.uk/guidance/working-safely-during-coronavirus-covid-19](http://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19)

Risk Levels

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| --- | --- |
| High | Significant Action needed |
| Medium | Some actions required |
| Low | All practical measures taken to manage transmission risk |

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| Date Completed |  | Reviewed by |  |
| Completed by |  | Organisation |  |