

Coronavirus Risk Assessment

This is the Risk Assessment for the Encore office with what we have put in place to protect our workforce against COVID-19

Location/Dept: Encore Office		Date Assessed: 18 th January 2021		Assessed by: Phil Tilt	
Task/Activity: Office work (coronavirus)		Review Date: 18 th July 2021		Reference Number: 01	
What are the hazards	Persons at Risk	Controls in Place	What further actions do you need to consider to control the risks	Who needs to carry out the action?	Wen is the action needed by?
Getting or spreading coronavirus by not washing hands or not washing them adequately	Employees Temps Visitors	Washing facilities including water, soap and drying facilities provided in toilets	Managers to monitor to make sure everyone is following the controls put in place	Managers	Daily
		Posters displayed to provide information on how to wash hands properly	Signs to remind everyone to wash their hands (if not already up)	Managers	Immediately
		Hand sanitiser provided for the occasions when people can't wash their hands or for ease at entrance/exits	Provide information about how and when to use hand sanitiser	Managers	Immediately
			Identify how you are going to replenish hand washing/sanitising facilities	Managers	Immediately
Getting or spreading coronavirus in common use high traffic areas such as canteens, corridors, rest rooms, toilet facilities, entry/exit points to	Employees Temps Visitors	We have identified the following areas: <ul style="list-style-type: none"> areas where people will congregate, e.g. rest rooms, canteens, reception, meeting rooms, smoking areas, kitchens etc areas where there are pinch points meaning people can't meet the social 	Managers to make sure everyone is following the controls put in place, e.g. following hygiene procedures, washing hands etc.	Managers	Immediately
			Anyone moving around the office must wear a face mask at all time	Managers	Immediately

<p>facilities, lifts and other communal areas</p>		<p>distancing rules, e.g. narrow corridors, doorways, storage areas</p> <ul style="list-style-type: none"> • areas and equipment where people will touch the same surfaces, such as in kitchens, e.g. kettles, shared condiments etc • areas and surfaces that are frequently touched but are difficult to clean • communal areas where air movement may be less than in other work areas, e.g. kitchens with no opening windows or mechanical ventilation <p>We have put the following in place to reduce these risks</p> <ul style="list-style-type: none"> • limiting the number of people in rooms so that social distancing rules can be met, e.g. stagger breaks, have maximum occupancy numbers for meeting rooms • reorganise facilities in communal areas such as spacing out tables in meeting rooms, canteens etc so social distancing rules can be met • where possible put in place physical impervious barriers (e.g. Perspex in reception areas) to reduce contact • increase the use of online meeting facilities, even for people working in the same building, to reduce the number of people moving around • leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation 	<p>Near-miss reporting – where people haven't been following the guidance – these will help identify where controls aren't being followed or people are not doing what they should</p>	<p>Managers</p>	<p>Immediately</p>
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Getting or spreading coronavirus through Employees living together and/or travelling to work together	Employees Temps	<p>We will identify groups of workers who live together and grouped them into a work bubble</p> <p>We will identify groups of workers who travel to work together and grouped them into a work bubble</p>	Managers to discuss with workers who live and/or travel to work together to agree how to prevent the risks of spreading coronavirus	Managers	Immediately
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	Employees Temps Visitors	<p>We have Identified surfaces that are frequently touched and by many people (often common areas), e.g. handrails, door handles, vehicle door handles (inside and outside), shared equipment etc and set specific frequency and level of cleaning and by whom</p> <p>Encore have reduced the need for people to move around our site as far as possible. This will</p>	<p>Managers to make sure people are following controls, i.e. are implementing the cleaning regimes implemented</p> <p>Managers to provide information telling people who needs to clean and when</p>	Managers Managers	Immediately Immediately

	<p>reduce the potential spread of any contamination through touched surfaces</p> <p>We are avoiding the sharing of work equipment by allocating it on personal issue or putting cleaning regimes in place to clean between each user</p> <p>We have identified where we can reduce the contact of people with surfaces, e.g. by leaving open doors that are not fire doors</p> <p>We have identified other areas that will need cleaning to prevent the spread of coronavirus, e.g. canteens, rest areas, welfare facilities and have specified the frequency and level of cleaning and who will do it</p> <p>We have identified what cleaning products are needed (e.g. surface wipes, detergents and water etc) and where they should be used, e.g. water and detergent on work surfaces etc</p> <p>Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects</p> <p>Provide more bins if needed and empty them more often</p> <p>Provide areas for people to store personal belongings and keep personal items out of work areas</p>	<p>Managers to make sure system in place to replenish cleaning products</p>	<p>Managers</p>	<p>Immediately</p>
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<p>Mental health and wellbeing affected through isolation or anxiety about coronavirus</p>	<p>Employees</p>	<p>Have regular keep in touch meetings/calls with people working at home to talk about any work issues</p> <p>Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through</p> <p>Keep workers updated on what is happening so they feel involved and reassured</p> <p>Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren't working long hours</p>	<p>Share information and advice with workers about mental health and wellbeing</p>	<p>HR and Metal Health First Aiders</p>	<p>Ongoing</p>
<p>Contracting or spreading the virus by not social distancing</p>	<p>Employees Temps Visitors</p>	<p>Follow the governments guidance on social distancing</p> <p>We have identified the places where, under normal circumstances, workers would not be able to maintain social distancing rules</p> <p>We have also identified how we can keep people apart in line with social distancing rules in the first instance. This includes:</p> <ul style="list-style-type: none"> • using marker tape on the floor • holding meetings virtually rather than face-to-face • staggering start/end times • limiting the number of people on site at one time • having allocated time slots for visitors 	<p>Managers to put in place arrangements to monitor and supervise to make sure social distancing rules are followed</p> <p>Managers to provide information, instruction and training to people to understand what they need to do</p> <p>Managers to makes sure signage and ways to communicate to non-employees what they need to do to maintain social distancing</p>	<p>Managers</p>	<p>Immediately</p>

		<ul style="list-style-type: none"> • rearrange work areas and tasks to allow people to meet social distancing rules • using empty spaces in the building for additional rest break areas where safe to do so • implementing 'drop zones' for passing materials between people <p>We have identified where it isn't possible to meet social distancing rules and identified other physical measures to separate people. This includes:</p> <ul style="list-style-type: none"> • physical screens • place markers on the floor (e.g. in lifts) to indicate where people should stand and the direction, they should face • reducing the numbers of people using lifts <p>Where it hasn't been possible to meet social distancing rules and physical measures can't be used then we have put in place other measures to protect people. These include:</p> <ul style="list-style-type: none"> • enhanced cleaning regimes • increase in hand washing • limiting the amount of time people spend on the task • placing workers back-to-back or side-by-side rather than face-to-face when working • 'bubbling' work teams so they consistently work together • improving ventilation 			
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		We have displayed signs to remind people to socially distance			
Poor workplace ventilation leading to risks of coronavirus spreading	Employees	<p>We have identified that where possible we need additional ventilation to increase air flow in all or parts of your workplace</p> <p>Fresh air is the preferred way of ventilating our workplace so opening windows and doors (that are not fire doors) can help</p> <p>Where there is a need for additional ventilation this can be provided, e.g. desk fans, air movers etc</p> <p>All air con systems set to drawing in fresh air where they can be, rather than recirculating air</p>	maintain air circulation systems in line with manufacturers' recommendations	Managers	As required
Increased risk of infection and complications for vulnerable workers	Employees	<p>We will identify who in our work force falls into one of the following categories:</p> <ul style="list-style-type: none"> • Clinically extremely vulnerable • People self-isolating • People with symptoms of coronavirus <p>Discuss with employees what their personal risks are and identify what you need to do in each case</p> <p>Identify how and where someone in one of these categories will work in line with current government guidance</p> <p>If they are coming into work identify how you will protect them through social distancing and hygiene procedures</p>		Managers	Immediately

		Follow current government guidelines for employers on the NHS Test and Trace service			
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Daily Monitoring Checklist

Ensure that you have:

Action	Yes	Confirmed by	Comments
Reviewed the updated guidance from the government	Yes	Phil Tilt – 19/01/21	As Company Compliance manager he checks daily
Reviewed and updated the risk assessment to incorporate any changes to the guidance	Yes	Phil Tilt – 19/01/21	As Company Compliance manager he checks daily
Ensured sufficient stocks of soap, hand sanitiser and disinfectant are available	Yes	Managers - ongoing	Facility manager changes responsibility every 6 months
Ensuring Day to day adherence to COVID-19 H&S Guidelines	Yes	Managers - ongoing	Managers will contact Phil Tilt if any breaches of the COVID-19 H&S are noted
Identified and implemented the (new) recommended control measures	Yes	Phil Tilt – 19/01/21	Checked and made sure measures put in place.