

IMSM Ltd	Assessment Reference: racvd-19.1.0	Date: 15/06/2020
<p>Risk Assessment Title (the task/process/item/site etc): This risk assessment has been designed to recognise the additional risks in the workplace due to the recent outbreak of Covid- 19. Below are the control measures currently in place and where appropriate, additional control measures identified. This document should be updated if/when the regulations surrounding covid-19 change. (To be stored alongside covid-19 policy)</p>		
<p>In this document the risk owner (Michael Bright) shall be referred to as “management” and the term “employees” shall refer to anyone working in the offices including self employed cleaners.</p>		
Review Date: 15/08/2020	Risk Owner: Michael Bright (Director)	
<p>Risk Assessment Team (names and job titles): Andrew Wilkinson Tech IOSH Swindon Safety Solutions Ltd</p>		

Ref No.	What are the hazards? How could they cause harm? What are the possible injuries/illnesses?	Who could be harmed? (e.g. colleagues, contractors, visitors, public)	What control measures are already in place?	Current risk			Detail any additional control measures needed (add to action plan for implementation)	Revised risk		
				Likelihood	Severity	Risk level		Likelihood	Severity	Risk level
1	Spread of Covid-19 Coronavirus to IMSM Ltd employees working in the offices.	<p>Staff</p> <p>Contractors</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p>	<p>Hand Washing For Staff Hand washing facilities with soap and water in place.</p> <p>Stringent hand washing taking place.</p> <p>See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Drying of hands with disposable paper towels. https://www.nursingtimes.net/news/research-and-</p>	3	2	6	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p>	2	2	4

[innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/](https://www.nhs.uk/conditions/emollients/)

Staff encouraged to protect the skin by applying emollient cream regularly

<https://www.nhs.uk/conditions/emollients/>

Gel sanitisers in any area where washing facilities not readily available

Employees

Personal items bags, coats kept at own workstations.

This risk assessment and all relevant documentation will be distributed to all employees.

All staff/employees will receive an initial brief prior to work commencement and will receive updated information as the government advice changes.

All staff/employees should work together to ensure actions set out in the risk assessment are adhered to.

It is the responsibility of the employee to report to management if they feel unwell or they may have been in close

To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice -

<https://www.publichealth.hscni.net/news/covid-19-coronavirus>

Posters, leaflets and other materials are available for display. <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>

proximity with a person with covid-19 symptoms.

All employees must sign in when entering the building. In the sign in book is a reminder that if you are showing any covid-19 symptoms you are not to enter the premises and must inform management.

Clients

No clients are invited into the office.

Contractors

Contractors should be kept to a minimum, however if any do have to attend (including cleaners/building maintenance) a record of the date, time and company is to be kept. (name of individuals are not necessary)
Refer to covid-19 policy.

Office Equipment

Specific waste area to be provided for higher levels of waste product.

Covid-19 waste procedure to be followed as per covid-19 policy.

Workstations should be thoroughly cleaned a minimum of 3 times a day. (refer to manufacturers guidance for suitable cleaning products)

All employees must only use their own stationery and office equipment. Where there is a shared use such as printers/copiers these must be cleaned after every use.

Own mugs/cups are to be used and washed by the owner.

Cleaning

Frequent general cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, appropriate cleaning products and methods. (bleach-based products are effective against respiratory viruses.

Avoid the use of equipment or areas that are difficult to clean. Cleaning materials should be well stocked and stored appropriately.

Social Distancing

Social Distancing -Reducing the number of persons in any work area or move workstations to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency
<https://www.publichealth.hscni.net/news/covid-19-coronavirus>
<https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people>

Employees to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.

The below staffing levels have been discussed and agreed upon for each office.

Ground floor office – 4 employees (1 using a social distancing screen by the office entrance)

1st floor – office adjacent to meeting room – 4 employees
Office 2- 5 employees

2nd floor – 3 employees (printer to be relocated)

Taking steps to review work schedules including start & finish times/shift patterns to reduce number of workers on site at any one time.

Vulnerable employees who are in a higher risk category must have priority when deciding working from home scenarios.

Video/voice calls to be used instead of face to face meetings where possible.

Social distancing is to be maintained in the corridors leading to the offices which may include having to back track to the entrance. All employees must enter the building and move swiftly and safely to the workstation to minimise possible contact.

There are 2 stairwells in use in the building which are now one way to minimise contact. This must be adhered to at all times and signage must remain in place.

The main entrance is now only an access point and all egress will be through the fire door in the adjacent room which will remain closed when not in use.

In an emergency both staircases must be used for evacuation purposes as will the nearest and safest exit route.

Only one employee to use the kitchen/bathroom facilities at a time due to space constraints.

1 person per table in rest area. Building manager has communicated that where possible employees are to consume their lunch at their desks.

PPE

If all control measures described in this risk assessment are followed, PPE is not required to be worn as there is a lower risk of infection compared with being in a public place.

If decontamination is required then surgical gloves, medical masks and aprons are to be worn.

Workwear

Work clothing should be washed every day on the highest heat recommended by the garment manufacturer.

Jewellery should be kept to a minimum.

Symptoms of Covid-19

If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance. See policy for further details

Management will maintain regular contact with staff members during this time.

If advised that a member of staff has developed Covid-19 and were recently on our premises management will contact Public Health England to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.

If a known case of Covid-19 was contracted in the workplace the HSE must be informed via the RIDDOR process.

Internal communication channels and cascading of messages will be carried out regularly to reassure and support employees in a fast-changing situation.

			<p><u>Refer to policy regarding decontamination and waste storage for a confirmed case of covid-19 on site.</u></p> <p><u>Mental Health</u> Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress</p>				<p>Management will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p>			
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ACTION PLAN

Ref No.	Action required	Responsible person/s	Due date	Status / date closed
1	Process for recording contractors who visit the premises to be created.	Michael Bright	22/06/2020	
2	Stock levels of cleaning products and PPE to be reviewed weekly.	Michael Bright	Ongoing	
3	Risk Owner to ensure distancing guidelines are followed by all employees.	Michael Bright	Ongoing	
4	Any concerns regarding social distancing in the communal areas/walkways to be discussed with management.	All employees	Ongoing	
5	Distancing screen to be sourced and located as described.	Michael Bright	Prior to workstation being used.	

Risk Owner [mandatory] - I have overall responsibility for the risk assessment. I understand and accept the risks and how they are being managed.

Name: Michael Bright	Position: Director	Signature:	Date: 15/06/2020
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RISK MATRIX

LIKELIHOOD OF HARM OCCURRING	5 Almost certain	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	4 Likely	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	3 Possible	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	2 Unlikely	LOW	LOW	MEDIUM	MEDIUM	HIGH
	1 Extremely Unlikely	LOW	LOW	LOW	MEDIUM	HIGH
		1 Injury/illness requiring no treatment	2 Injury/illness requiring first aid or routine medical treatment	3 Injury/illness requiring significant medical treatment or hospitalisation	4 Extensive or multiple injury/illness or long term incapacity /disability	5 Death. Multiple or permanent injury/illness or irreversible health effects
	SEVERITY OF POTENTIAL HARM					