

Risk Assessment

Location: Bath Office			Activity: Phased Return
Persons involved in the assessment: Compliance Team	Date Completed: 05/06/2020	Date of Previous:	Review date: Reviewed weekly once reopening has commenced.

Hazard	Persons at Risk	Risk (before controls)	Controls Measures (in addition to those listed above)	Risk (after control)
Travelling to and from work	Colleagues	M	When travelling to and from work colleagues will: <ul style="list-style-type: none"> <input type="checkbox"/> Travel in a car alone – car share scheme will be abandoned. <input type="checkbox"/> Colleagues will be encouraged to walk or cycle to work. <input type="checkbox"/> Colleagues that need to use public transport will be asked to continue working from home (this will be reviewed on a weekly and changes made to the approach as needed / when guidance changes). 	L
Colleague comes into the office with Covid-19	Colleagues and general public	H	<ul style="list-style-type: none"> <input type="checkbox"/> Touchstone colleagues will continue to work from home if they are able to do so. <input type="checkbox"/> Colleagues will be asked not to come into the office if they have cold or flu like symptoms. A process of random temperature checks will take place, if colleagues are found to have a temperature above 37.8 degrees.	M

Visitors come into the office with Covid-19 and infects others.	Colleagues	H	<ul style="list-style-type: none"> <input type="checkbox"/> Meetings to take place virtually or using telephone conferencing. <input type="checkbox"/> Where the above is not possible, meetings will be limited to <u>essential</u> colleagues only, colleagues must not sit opposite each other and should be sat 2 meters apart. The windows to the meeting room must be open to allow for ventilation. <input type="checkbox"/> Perspex screen to be erected at reception. <input type="checkbox"/> Reception colleagues to take temperature of visitors prior to them entering the building. <input type="checkbox"/> Reception colleagues to sign in visitors rather than visitors using Touchstone stationary. <input type="checkbox"/> Visitors to be asked to use hand sanitiser provided to sanitise hands once entering the office. <input type="checkbox"/> Any meetings rooms used for meetings to be sanitised after meeting has finished with sanitising wipes to include tables and chairs and high touch points such as door and window handles. 	M
Colleague comes into contact with Covid 19 from surfaces /equipment in the office.	Colleagues	H	<ul style="list-style-type: none"> <input type="checkbox"/> Increase frequency of cleaning to all areas and in particular high touch areas such as door handles, bannisters and push plates. <input type="checkbox"/> Onsite stock of cleaning materials to be increased and maintained. <input type="checkbox"/> Colleagues to be provided with a welcome pack which will include hand sanitiser, gloves, 2 face masks, disinfectant wipes and an FAQ document – colleagues will be responsible for their own welcome pack. <input type="checkbox"/> Colleagues will be asked to wipe down their desks and computer equipment every morning when they enter the office prior to starting work. <input type="checkbox"/> Hand sanitising gel and wipes will be placed around the office for colleagues to use as required. <input type="checkbox"/> Signage will be placed around the office reminding colleagues of good personal hygiene and the importance of keeping their workstations clean. <input type="checkbox"/> Hot desking will be forbidden <input type="checkbox"/> Colleagues will be instructed not to touch other colleagues workstation, equipment, desk or chair. <input type="checkbox"/> Colleagues will speak to each other via TEAMS or phone rather than visiting desks. 	M
Colleagues comes into contact with another colleague with Covid 19	Colleagues	H	<ul style="list-style-type: none"> <input type="checkbox"/> A phased reopening of the office with an increase of colleagues of 10% per week (maximum) will take place, this increase will be formally reviewed in line with this risk assessment weekly to ensure that the control measures in this assessment are being maintained – only after formal agreement will an increase in colleagues occur. <input type="checkbox"/> One way walking routes will be established. 	M

			<ul style="list-style-type: none"> <input type="checkbox"/> Wayfinding signage and floor markings will indicate waking routes – these routes will ensure that social distancing is maintained. <input type="checkbox"/> A separate entrance and exit for the building will be established to ensure the one-way system is observed. <input type="checkbox"/> Signage detailing maximum occupancy in printer rooms and the canteen. <input type="checkbox"/> Seats will be removed from the canteen to ensure social distancing. Floor markings will assist colleagues, a maximum of 3 colleagues in the canteen at any one time. <input type="checkbox"/> Colleagues advised to bring food from home and to eat at their desk. <input type="checkbox"/> Colleagues advised to only leave their desk if essential work. <input type="checkbox"/> Half of the toilets to be shut to ensure colleagues do not come into contact with each other in the vestibule area where social distancing will not be possible. <input type="checkbox"/> The lift will be limited to one colleague at a time with hand sanitiser located within it. <input type="checkbox"/> Colleagues to be provided with a welcome pack which will include hand sanitiser, gloves, 2 face masks, disinfectant wipes and an FAQ document – colleagues will be responsible for their own welcome pack. <input type="checkbox"/> Start and finish times will be staggered to allow for social distancing when entering and leaving the building. <input type="checkbox"/> A review of parking and cycle storage will be take place in line with the risk assessment review to ensure that there is sufficient space. <input type="checkbox"/> Colleagues who use public transport will be encouraged to continue working from home – or to walk or cycle to the office. <input type="checkbox"/> Team working, colleagues will be advised to remain on their own floors and to only work within their team – contact with other colleagues must be via phone or TEAMS to reduce the contact colleagues have with others. 	
Using PPE – incorrect use	Colleagues	M/L	<p>Colleagues will receive training on the use of PPE, this will be done remotely via e-learning and demonstration videos. It will cover:</p> <p>Putting on PPE The type of PPE used will vary based on risk assessment, and not all items of PPE will be required. The order for putting on PPE is Coveralls, Mask, Eye Protection if required, and Gloves.</p> <ol style="list-style-type: none"> 1. Perform hand hygiene before putting on PPE 2. Pull on coveralls and fasten (if required) 3. Face fit mask as instructed and ensure that a good seal has been achieved. 4. Eye Protection, if required is placed over face and eyes and adjusted to fit. 5. Gloves Select according to hand size and extend to cover wrist. 	L

			<p>Removal of PPE</p> <p>The following sequence for the safe removal of PPE is Gloves, Coveralls, Eye Protection (if required) and Mask. It is important that this protocol is followed to avoid contaminating yourself or others:</p> <ol style="list-style-type: none"> 1. The outside of gloves may be contaminated. Grasp the outside of the glove with the opposite gloved hand; peel off. 2. Hold the removed glove in the gloved hand. 3. Slide the fingers of the un-gloved hand under the remaining glove at the wrist. 4. Peel the second glove off over the first glove. 5. Discard into an appropriate waste bag. 6. Coverall front may be contaminated. 7. Unfasten or break ties. 8. Remove from neck and shoulders using a peeling motion from each shoulder towards the same hand. Coveralls will turn inside out. 9. Hold removed coverall away from body, roll into a bundle and discard into the waste bag. 10. Face mask - Front of mask/respirator may be contaminated - do not touch. Unfasten the ties - first the bottom, then the top. 11. Pull away from the face without touching the front of the mask/respirator. 12. Discard disposable items into the waste bag. 13. All PPE should be removed and disposed of safely as detailed below. 14. After the removal of all PPE good hygiene protocols must be followed – hands and any other exposed skin that may have come into contact with a contaminated surface, e.g. forearms, should be washed with soap and water for at least 20 seconds or, if soap and water are not available use alcohol based hand sanitiser. 	
<p>What to do if an employee develops symptoms of Coronavirus (COVID-19) on site</p>	<p>Colleagues</p>	<p>M</p>	<p>If an employee becomes unwell with a new, continuous cough or a high temperature in the business or workplace they should be sent home and advised to follow the stay at home guidance.</p> <p>If they need clinical advice, they should go online to NHS 111 or call 111 if they don't have internet access. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands with soap and water thoroughly for 20 seconds (where water is not available alcohol-based (60%) hand sanitiser is to be used) after any</p>	<p>L</p>

			<p>contact with someone who is unwell with symptoms consistent with Coronavirus (COVID-19) infection.</p> <p>A localised clean of the colleagues workstation and all high touch areas in the common parts should take place.</p>	
Handling post or packages	Colleagues	M/L	Colleagues should be reminded not to have personal items sent to the office, a post rota for collection will be developed and colleagues will collect post one at a time following the social distancing one way routes.	L
Provision of First Aid at Work (COVID-19)	Colleagues	M	<p>A review of our first aid needs will be undertaken to confirm the provision of adequate first aid cover following the potential for sick leave, furlough leave or for those first aiders who may refuse to provide cover due to personal reasons/concerns.</p> <p>Where first aid is to be administered and when approaching a casualty to assess their condition/injury, there is always a risk of cross contamination. In order to protect against cross contamination and in line with government advice, make sure you wash your hands or use an alcohol gel, before and after treating a casualty. This is in addition to the controls required for general/other cross contamination that could occur that isn't related to COVID-19. (Wear gloves or cover hands when dealing with casualties, particularly where they have open wounds; Cover cuts and grazes on your hands with waterproof dressing; Dispose of all waste safely; Do not touch a wound with your bare hand; and Do not touch any part of a dressing that will come in contact with a wound). First aiders should carry a face mask/respirator and wear this when treating and coming into close contact with a casualty.</p> <p>In the unfortunate event of CPR being required, CPR would usually consist of a combination of chest compressions and rescue breaths to give a person the best chance of survival following a cardiac arrest. New/revised guidance due to the COVID-19 outbreak confirms we do not perform rescue breaths on the casualty.</p> <p>Where an adult is unresponsive, you should first perform a primary survey but do not place your face close to theirs and if they are not breathing normally, you still need to call 999 for emergency help and start CPR immediately (compressions only).</p>	L

			<p>If others are in close proximity and able to assist, ask those to do so but maintain a 2m distance, e.g. Call 999, look for and bring defibrillator, etc.</p> <p>Before you start CPR, use a towel or piece of clothing and lay it over the mouth and nose of the casualty (NHS tests have shown that cardiac massage creates infectious aerosols), continue to perform CPR until emergency help arrives and takes over or defibrillator is available and ready for use.</p> <p>Those providing first aid must remain trained/competent and there is an acceptance that those first aiders who hold a first aid certificate that expired on or after 16th March 2020 and cannot access requalification training because of coronavirus may qualify for a 3 month extension where they can demonstrate what steps were taken to access the training.</p>	
Office evacuation	Colleagues	H	<p>In the event of an emergency evacuation from the building social distancing will not be maintained. Colleagues will be advised to put on their masks or other face covering prior to evacuating the building, colleagues will be advised to ensure that they have these to hand on their desk.</p> <p>Hand sanitiser will be stored with the fire evacuation equipment – all colleagues will sanitise hands once out of the building, after registering colleagues must stand to allow for social distancing – if this is not possible colleagues must stand with their backs to each other – colleagues must not standing facing each other if 2 meter distance cannot be maintained.</p> <p>When re-entering the building colleagues must sanitise their hands before commencing work. A staggered return to the building must be observed to allow for social distancing and to avoid the build-up of colleagues in passageways.</p>	M
Potentially Contaminated Waste	Colleagues	M	<p>Refuse bins will be provided throughout the office for PPE to be thrown away – colleagues will be shown how to do this safely – signage will reinforce this message.</p> <p>Discarded PPE must be classed as potentially contaminated and should therefore be treated carefully and disposed of in an appropriate manner.</p> <p>Contaminated waste contract to be set up with supplier</p>	L

