

COVID-19 Risk assessment

Company name: OEConnection Ltd (Chelmsford Office)

Date of risk assessment: 26th May 2020
Updated 15.10.2021

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Staff • Visitors • Cleaners • Contractors • Vulnerable groups: Elderly Pregnant workers Those with existing underlying health conditions 	<p>THE OFFICE IS RE-OPENING FROM MONDAY 6TH SEPTEMBER.</p> <p>EMPLOYEES NEED TO TAKE A LATERAL FLOW TEST BEFORE ATTENDING THE OFFICE, AS OUTLINED BELOW:</p> <p>IN OFFICE ONE DAY A WEEK – SEND TEST MORNING OF VISIT. IN OFFICE TWO DAYS A WEEK – SEND TEST BOTH MORNINGS OF VISIT. IN OFFICE THREE CONSECUTIVE DAYS – SEND TEST ON 1ST AND 3RD DAY. IN OFFICE MON, TUES, THURS – SEND TEST ON MONDAY AND THURSDAY. IN OFFICE MONDAY, WEDS, FRIDAY – SEND TEST ON MONDAY AND WEDS. IN OFFICE FOUR/FIVE DAYS A WEEK – SEND TEST MONDAY AND THURSDAY.</p> <p>IF YOUR DAYS CHANGE OR INCREASE WE WILL NEED ADVANCE NOTICE AND THIS MAY IMPACT THE NUMBER OF LATERAL FLOW TESTS YOU NEED TO TAKE.</p> <p>EMPLOYEES SHOULD EMAIL A PHOTO OF THEIR TEST RESULT TO JULIE,</p>		All Employees		

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		<p>JOANNE AND PHIL PRIOR TO ATTENDING THE CHELMSFORD OFFICE.</p> <p>IF EMPLOYEES ARE VISITING THE NEWBURY OFFICE EMPLOYEES SHOULD EMAIL LAUREN CUMMINGS, JULIE, JOANNE AND PHIL A PHOTO OF THEIR TEST RESULT PRIOR TO THEIR JOURNEY. THEY SHOULD ALSO ADVISE LAUREN, JULIE, JOANNE AND PHIL OF THEIR VISIT 24 HOURS BEFOREHAND.</p> <p>FREE LATERAL FLOW TESTS ARE AVAILABLE TO ORDER THROUGH https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests AND ARE ALSO AVAILABLE AT BOOTS.</p> <p>EMPLOYEES NEED TO PROVIDE EVIDENCE TO HR OF THEIR VACCINATION STATUS USING THE NHS APP</p> <p>FOR ANY EMPLOYEES NOT WISHING TO BE VACCINATED THEY NEED TO UNDERTAKE AND PROVIDE EVIDENCE OF LATERAL FLOW TESTS ON EACH DAY OF ATTENDING THE OFFICE AS WELL AS HAVING THE TEST AND TRACE APP WITH CONTACT TRACING AND NOTIFICATIONS SWITCHED ON (AND COMPLIED WITH). WE MAY REQUIRE YOU TO UNDERTAKE A PCR TEST AND PROVIDE EVIDENCE OF THAT IF NECESSARY. WE ALSO RESERVE THE RIGHT TO REQUIRE YOU TO STAY AWAY FROM THE OFFICE AND NOT ATTEND MEETINGS.</p>				

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		<p>IF YOU ARE UNABLE TO BE VACCINATED FOR MEDICAL REASONS PLEASE SPEAK TO HR.</p> <p>ALL EMPLOYEES SHOULD WEAR MASKS/FACE COVERINGS WHILST ENTERING AND MOVING AROUND THE BUILDING. MASKS/FACE COVERINGS CAN BE REMOVED WHILST SITTING AT ANY STATIONARY SEAT.</p> <p><u>Handwashing</u></p> <ul style="list-style-type: none"> • Handwashing facilities with soap and water in place • Stringent hand washing taking place • Drying of hands with disposable paper towels or hand dryer • Gel sanitisers readily available throughout the building 	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with soap and water and the importance of proper drying with disposable towels or hand dryer. Also reminded to catch coughs and sneezes in tissues and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>To help reduce the spread of Coronavirus (COVID-19) reminding everyone of the public health advice</p> <p>https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance</p> <p>Posters, leaflets and other materials are on display</p>	Managers		

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		<p>Employees will be allocated a desk. There should be no hot desking. However, we understand other desks may need to be used in exceptional circumstances.</p> <p>Those who have taken 2 screens home can, if they wish, bring one screen back into office so that they can continue working from two screens while either at the office or at home, by utilizing their laptop screen.</p> <p>Conference calls to be used instead of face to face meetings wherever possible.</p> <p>Only absolutely necessary participants should share meeting rooms and should maintain a 2m separation throughout. Pens, etc. should not be shared. Any equipment used should be wiped down after use.</p> <p>Any unnecessary travel should be avoided.</p> <p>Only one person should use the lift at any one time. Wash hands after use.</p> <p>Social distancing to be adhered to in the smoking area. There will be areas marked out to ensure social distancing is adhered to.</p> <p>Sneeze screen installed in the reception area.</p> <p>Employees should use their forearm to open doors whenever possible and wash hands after touching bannisters.</p> <p>There are to be NO personal packages</p>				

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		<p>delivered to the office until further notice.</p> <p>Packaging from any other deliveries should be discarded promptly and thorough handwashing should then be carried out after handling any goods.</p> <p><u>Kitchen, Breakout Areas, Toilets</u></p> <p>The kitchens are fully open. However, please ensure you wipe down all surfaces and equipment before and after use.</p> <p>Anything left in the fridges on a Friday evening will be disposed of.</p> <p>Kitchen sinks may be used for hand washing. Soap and paper towels will be provided.</p> <p>Cups and cutlery will be provided. Please do not leave any items in the sink or on the draining board. Use the dishwasher provided in the breakout area.</p> <p>Only one person to be sat at each table in the Breakout Area.</p> <p>Fabric booths will be available for individual use only.</p> <p>Toilets to be used by only one person at a time.</p> <p>Toilet and sink, door handle and lock to be wiped down after each use by employees. Spray and wipes will be made available in</p>		All Employees		

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		<p>each toilet.</p> <p>Showers are not to be used.</p> <p><u>Visitors</u></p> <p>Any visitors will be asked to sign a disclaimer. They will also be required to have their temperature taken.</p> <p>Visitors should wear masks/face coverings whilst entering and moving around the building. Masks/face coverings can be removed whilst sitting at a desk.</p> <p>Visitors should be asked to sign the signing in/out book at reception.</p> <p><u>Temperature Checks</u></p> <p>All employees should take their temperature at home each morning before for leaving for work and complete the temperature log sheet. If they have a high temperature (over 38C/100.4F) they SHOULD NOT attend the office and request a COVID 19 test (see below).</p> <p>A thermometer will be available at the office for those that do not have one at home.</p> <p><u>Symptoms of Covid-19</u></p> <p>If anyone has symptoms of COVID-19 they should not attend the workplace and should arrange for a PCR test to be carried out.</p>	<p>Line managers will offer support to staff who are affected by Coronavirus or have family members affected.</p>	<p>All Employees</p> <p>All Employees</p> <p>Managers and HR</p>		

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		<p>Symptoms include:</p> <ul style="list-style-type: none"> • high temperature • new continuous cough • loss or change to sense of smell of taste. <p>If you have been 'pinged' by NHS Track and Trace please inform Julie, Jo and Phil ASAP.</p> <p>You should arrange to have a PCR test carried out and you should not attend the office until you have received a negative result.</p> <p>If anyone becomes unwell with a symptoms of COVID-19 within the workplace, they will be sent home, advised to get a test carried out, and should follow the stay at home guidance.</p> <p>Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff has developed Covid-19 and was recently on our premises they MUST use the NHS Test and Trace Service to help alert other people who may have been infected and who will then be required to take a PCR test.</p> <p><u>Vulnerable and Extremely Vulnerable Staff</u></p> <p>Vulnerable – Moderate Risk</p> <ul style="list-style-type: none"> • Over 70 • Pregnant • Existing Lung Conditions <ul style="list-style-type: none"> ○ Asthma 	<p>Identify and be aware of staff who fall into these categories so adequate support and protection can be given</p> <p>No one in the extremely vulnerable</p>	<p>Managers Office Administrator HR</p>		

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		<ul style="list-style-type: none"> ○ COPD ○ Emphysema ○ Bronchitis ● Heart Disease ● Diabetes ● Kidney Disease ● Liver Disease ● Taking medicine that can affect the immune system ● Obese <p><u>Extremely Vulnerable – High Risk</u></p> <ul style="list-style-type: none"> ● Have had an organ transplant ● Having Chemotherapy ● Having Radiotherapy ● Severe Lung Condition ● Taking medicine that makes them more prone to infections ● Serious heart condition <p><u>Foreign Travel</u></p> <p>Foreign, Commonwealth & Development Office (FCDO) travel advice sets out COVID-19 and other risks that you may face if you travel abroad. They continue to advise against all non-essential international travel to some countries and territories.</p> <p>For an up to date list of countries and guidance with the requirements to follow please visit https://www.gov.uk/guidance/travel-abroad-from-england-during-coronavirus-covid-19</p>	<p>category should be expected to come into the workplace during the lockdown</p> <p>Vulnerable staff should be considered on a case by case basis, wherever possible be supported to work from home</p>	All Employees		

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		<p><u>Vaccination Programme</u></p> <p>Vaccinations are currently being rolled out to Children aged 12-15 years old.</p> <p>There are certain exemptions to the vaccine, check www.gov.uk for further guidance.</p> <p><u>Mental Health</u></p> <p>Management will promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.</p> <p><u>Emergencies</u></p> <p>In an emergency, for example, an accident, provision of first aid, fire or break-in, people do not have to stay 2m apart if it would be unsafe.</p> <p>People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.</p> <p>First Aiders should administer first aid from a safe distance if at all possible. If not, then PPE should be worn. CPR should be given via chest compressions and defibrillator only. NO rescue breaths are to be given. A towel, cloth or piece of clothing should be placed over the casualty's mouth before CPR is carried out.</p> <p>The weekly fire alarm test will continue to be</p>	<p>Regular communication of mental health information and open door policy for those who need additional support.</p> <p>With staggered work implanted, the number of Fire Marshals/First Aiders available during each working day will need to be reviewed.</p>	<p>Management</p> <p>First Aiders All Employees</p>		

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		carried out. However, should the fire alarm sound continuously, all staff must exit the building via the nearest fire exit.				