

# COVID-19 Risk assessment

Company name: OEConnection Ltd (Chelmsford Office)

Date of risk assessment: 26<sup>th</sup> May 2020  
Updated 02.03.2021

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"> <li>• Staff</li> <li>• Visitors</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Vulnerable groups: Elderly Pregnant workers Those with existing underlying health conditions</li> </ul>	<p><b>THE OFFICE IS CURRENTLY CLOSED DUE TO ENGLAND BEING IN IT'S 3<sup>RD</sup> NATIONAL LOCKDOWN. ONLY THOSE PERMITTED TO BE ON SITE MAY ATTEND THE OFFICE EACH DAY. IF ANY EMPLOYEE NEEDS TO ATTEND THE OFFICE FOR ANY REASON THEY MUST SEEK PERMISSION FROM THE HR MANAGER/VP OPERATIONS. IF AN EMPLOYEE DOES NEED TO ATTEND THE OFFICE THEY MUST ONLY GO INTO THE RECEPTION AREA AND MUST LEAVE AGAIN AS QUICKLY AS POSSIBLE.</b></p> <p><b>CURRENT GOVERNMENT ADVICE IS TO CONTINUE WORKING AT HOME WHERE POSSIBLE UNTIL 21<sup>ST</sup> JUNE 2021 (DATES SUBJECT TO CHANGE)</b></p> <p><u>Handwashing</u></p> <ul style="list-style-type: none"> <li>• Handwashing facilities with soap and water in place</li> <li>• Stringent hand washing taking place</li> <li>• Drying of hands with disposable paper towels or hand dryer</li> </ul>	<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</p>	<p>All Employees</p> <p>Managers</p>		

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		<ul style="list-style-type: none"> <li>• Gel sanitisers readily available throughout the building</li> </ul> <p><b>Cleaning</b></p> <p>Cleaning and disinfecting objects and surfaces that are touched regularly, particularly in areas of high use, such as door handles, light switches, reception area, printers, using appropriate cleaning products and methods.</p> <p>Sanitizing wipes, anti-bacterial spray and disposable gloves available for employees use.</p> <p>Employees are expected to wipe down all areas they have touched at the end of each working day and are reminded to use hand washing facilities/hand gel regularly throughout the day.</p> <p>Thorough cleaning of the building will be carried out by cleaning supervisor at the end of each week. Extra cleaning to be provided</p>	<p>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><a href="https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance">https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance</a></p> <p>Posters, leaflets and other materials are on display</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p>	<p>Managers All Employees Cleaners</p>		

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		<p>if there are a high number of visitors to the office.</p> <p>For employees that are using their desk please use your desk labels to alert the cleaner which desks require deep cleaning at the end of each week.</p> <p><b><u>Social Distancing</u></b></p> <p>Social distancing – reducing the number of persons in any work area to comply with the 2 metre gap as recommended by HM Government.</p> <p>Seating plans have been reviewed to ensure social distancing is in place. Employees should not work face to face and should not share desks. Pens and other objects should not be shared.</p> <p>Employees will be allocated a desk. No hot desking permitted. Those who have taken 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>Taking steps to review work schedules including start and finish times, working from home, etc. to reduce number of workers on site at any one time. Also, relocating workers to other tasks.</p> <p>One way system in place around the building. This is to be strictly adhered to.</p>	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Homeworking should take place unless there is a real business need which requires you to attend the office</p> <p>Management checks to ensure this is adhered to.</p>	<p>Managers All Employees</p>		

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		<p>Conference calls to be used instead of face to face meetings wherever possible. 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 and only one person to use the pool car at any one time. If two people are required to attend a meeting they must travel separately in separate vehicles. The cars to be cleaned in between uses.</p> <p>If any staff usually 'car share' this will need to be reviewed prior to returning to work.</p> <p>Workers should remain onsite and when not possible maintain social distancing.</p> <p>Only one person should use the lift at any one time. Wash hands after use.</p> <p>Outside areas should be used for breaks, weather permitting, whilst maintaining social distance.</p> <p>Outside benches will provide difficult to clean, therefore, employees should bring their own fold up chair to work. These can be used by the individual for both external use and internal meetings.</p> <p>Social distancing also to be adhered to in the smoking area. A maximum of 4 people will be permitted in this area at any one time. There will be areas marked out to ensure social distancing is adhered to.</p>				

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		<p>Employees not to congregate in the car park.</p> <p>Drivers should leave an empty car parking space between their car and another employees car, wherever possible.</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 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><b><u>Kitchen, Breakout Areas, Toilets</u></b></p> <p>Kitchens and breakout areas are closed. Do not use fridges, kettles, or any other shared items.</p> <p>The coffee machine in the breakout area <b>may</b> be used. Please ensure this is wiped down after use. Other tea/coffee making facilities will not be available until further notice.</p> <p>Microwaves will be out of use until further notice.</p> <p>Fridges may not be used until further notice.</p>	<p>Remove all kitchenware from areas.</p>	<p>All Employees</p>		

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		<p>Kitchen sinks may be used for hand washing. Soap and paper towels will be provided.</p> <p>Any items left in, or beside the sink <b>will</b> be disposed of.</p> <p>Plates, mugs, cutlery, etc. will be removed from all kitchen cupboards. Please bring in your own from home if required.</p> <p>Employees should bring in their own flasks, packed lunches, fruit, snacks, etc. No fruit or milk will be provided until further notice.</p> <p>Nothing to be stored in fridges.</p> <p>The cold water/hot water tap in the Breakout Area and the Zip hot water machine upstairs may not be used.</p> <p>All other water dispensers will not be available until further notice.</p> <p>All fabric booths will be unavailable until further notice.</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 each toilet.</p> <p><b><u>Visitors</u></b></p> <p>Visitors/contractors should be discouraged from visiting the office. However, where they do need to attend they should be asked to</p>				

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		<p>sign a disclaimer. They will also be required to have their temperature taken.</p> <p>Visitors should not sign the visitor book – instead their details should be entered into the reception diary.</p> <p>Visitor passes SHOULD NOT be handed out. In exceptional circumstances, if they are required, they should then be put aside for a minimum of 72 hours upon their return.</p> <p>Lunches will NOT be provided for visitors, or for internal meetings, until further notice.</p> <p><b><u>Temperature Checks</u></b></p> <p>All employees should take their temperature at home each morning before for leaving for work. 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><b><u>Symptoms of Covid-19</u></b></p> <p>If anyone has symptoms of COVID-19 they should not attend the workplace and should arrange for a test to be carried out. They should self isolate for a minimum of 10 days, or until symptoms disappear. Symptoms include:</p> <ul style="list-style-type: none"> <li>• high temperature</li> </ul>	<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>		

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		<ul style="list-style-type: none"> <li>• new continuous cough</li> <li>• loss or change to sense of smell of taste.</li> </ul> <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 self isolate.</p> <p><b><u>Vulnerable and Extremely Vulnerable Staff</u></b></p> <p>Vulnerable – Moderate Risk</p> <ul style="list-style-type: none"> <li>• Over 70</li> <li>• Pregnant</li> <li>• Existing Lung Conditions <ul style="list-style-type: none"> <li>○ Asthma</li> <li>○ COPD</li> <li>○ Emphysema</li> <li>○ Bronchitis</li> </ul> </li> <li>• Heart Disease</li> <li>• Diabetes</li> <li>• Kidney Disease</li> <li>• Liver Disease</li> <li>• Taking medicine that can affect the immune system</li> <li>• Obese</li> </ul>	<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 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>	<p>Managers and HR</p>		



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		<p><b><u>Extremely Vulnerable – High Risk</u></b></p> <ul style="list-style-type: none"> <li>• Have had an organ transplant</li> <li>• Having Chemotherapy</li> <li>• Having Radiotherapy</li> <li>• Severe Lung Condition</li> <li>• Taking medicine that makes them more prone to infections</li> <li>• Serious heart condition</li> </ul> <p><b><u>Foreign Travel</u></b></p> <p>Employees must not travel abroad unless they have a legally permitted reason to do so.</p> <p>Employees must quarantine for 10 days on return to the UK and will need to take a coronavirus (COVID-19) test on day 2 and day 8. They must book a travel test package prior to travel.</p> <p>From 15 February onwards, everyone allowed to enter England who has visited or passed through a country where travel to the UK is banned in the last 10 days must:</p> <ul style="list-style-type: none"> <li>• quarantine for 10 days in a managed quarantine hotel</li> <li>• take a coronavirus (COVID-19) test on or before day 2 and on or after day 8 of quarantining, the tests are included in the hotel package</li> </ul>		<p>Managers Office Administrator HR</p>		

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		<p><b><u>Vaccination Programme</u></b></p> <p>Vaccinations being rolled out currently prioritising groups 1-9. All adults in the UK should be offered a vaccination by 31<sup>st</sup> July 2021.</p> <p>There are certain exemptions to the vaccine, check <a href="http://www.gov.uk">www.gov.uk</a> for further guidance.</p> <p><b><u>Mental Health</u></b></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><b><u>Emergencies</u></b></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>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>All Employees</p> <p>Management</p> <p>First Aiders All Employees</p>		

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		<p>The weekly fire alarm test will continue to be carried out. However, should the fire alarm sound continuously, all staff must exit the building via the nearest fire exit even if it conflicts with the 'one-way' system that has been implemented for social distancing purposes.</p>				