

# COVID-19 Risk assessment

Company name: OEC Newbury

Date of risk assessment: 13<sup>th</sup> April 2022

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 OPEN ON A HYBRID WORKING SCHEDULE.</b></p> <p><b>THE RISK ASSESSMENT IS UNDER CONSTANT REVIEW AND THE GUIDANCE CAN CHANGE AT ANY TIME.</b></p> <p><b>FROM 1<sup>ST</sup> APRIL 2022 NO LATERAL FLOW TESTS ARE REQUIRED. HOWEVER IF YOU FEEL UNWELL PLEASE DO NOT ATTEND THE OFFICE.</b></p> <p><b>IF EMPLOYEES ARE VISITING THE NEWBURY OFFICE EMPLOYEES SHOULD EMAIL LAUREN CUMMINGS TO ADVISE OF THEIR VISIT 24 HOURS BEFOREHAND.</b></p> <p><b>THE WEARING OF MASKS AROUND THE BUILDING IS VOLUNTARY.</b></p> <p>Employees need to provide evidence to HR of their vaccination status using the NHS APP. If you are unable to be vaccinated for medical reasons, please speak to HR.</p>		All Employees		

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		<p><b><u>Handwashing</u></b></p> <ul style="list-style-type: none"> <li>• Handwashing facilities with soap and water in place</li> <li>• Regular hand washing</li> <li>• Drying of hands only with disposable paper towels</li> <li>• Hand sanitizer readily available throughout the building</li> </ul> <p><b><u>Cleaning</u></b></p> <ul style="list-style-type: none"> <li>• Frequently 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.</li> <li>• Sanitizing wipes, anti-bacterial sprays and disposable gloves available for employees use.</li> <li>• Please use your desk labels to alert the cleaners which desks require deep cleaning at the end of each day.</li> <li>• Thorough cleaning of the office will take place every day.</li> </ul>	<p>Regular checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p>	<p>All Employees</p> <p>All Employees Managers Cleaners</p>		

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		<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><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>Kitchen, Breakout Areas, Toilets</u></b></p> <ul style="list-style-type: none"> <li>• The kitchens are fully open. However, please ensure you wipe down all surfaces and equipment before and after use.</li> <li>• Anything left in the fridges on a Friday evening will be disposed of.</li> </ul>	<p>Vulnerable staff should be considered on a case by case basis</p> <p>Identify and be aware of staff who fall into these categories so adequate support and protection can be given.</p>	<p>All Employees</p> <p>Managers HR</p> <p>All Employees</p>		

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		<ul style="list-style-type: none"> <li>Kitchen sinks may be used for hand washing. Soap and paper towels will be provided.</li> <li>Cups and cutlery will be provided. Please do not leave any items in the sink or on the draining board.</li> <li>Use the dishwasher provided in the breakout area.</li> </ul> <p><b><u>Visitors</u></b></p> <p><b>ALL VISITORS TO THE OFFICE NEED TO BE APPROVED BY LAUREN CUMMINGS BEFORE ARRIVAL. IF NOT APPROVED THEY WILL BE DENIED ACCESS.</b></p> <p>Visitors should be asked to sign the signing in/out book at reception.</p> <p><b><u>Illness &amp; Symptoms of Covid-19 &amp; Isolation</u></b></p> <p>If anyone feels unwell they should not attend the office and work at home until they feel well enough to return to work.</p> <p>Some symptoms of COVID-19 include:</p> <ul style="list-style-type: none"> <li>• high temperature</li> <li>• new continuous cough</li> <li>• loss or change to sense of smell of taste.</li> </ul> <p>If a member of your household has symptoms of COVID-19/feels unwell and you feel well, you are able to work in the office/work at home as per your hybrid schedule.</p>		Office Administrator             Managers Office Administrator		

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		<p>If anyone becomes unwell with symptoms of COVID-19 within the workplace, they will be sent home.</p> <p>If you take a test and have a positive result try to stay at home and avoid contact with people for 5 days after the day you took the test.</p> <p>Line managers will maintain regular contact with staff members during this time.</p> <p><b><u>Foreign Travel</u></b></p> <p>Foreign, Commonwealth &amp; Development Office (FCDO) travel advice sets out COVID-19 and other risks that you may face if you travel abroad. For an up to date list of countries and guidance with the requirements to follow please visit <a href="https://www.gov.uk/guidance/travel-abroad-from-england-during-coronavirus-covid-19">https://www.gov.uk/guidance/travel-abroad-from-england-during-coronavirus-covid-19</a></p> <p><b><u>Business Travel</u></b></p> <p>Employees (whether vaccinated or unvaccinated) will need to comply with the rules of the country they are leaving as well as the rules of the country they are travelling to. In some cases, this will mean that unvaccinated Employees cannot travel whilst vaccinated Employees can travel. Employees should check the rules before any travel and keep themselves</p>		<p>All Employees</p> <p>All Employees</p>		

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		<p>updated.</p> <p><b><u>Vaccination Programme</u></b></p> <p>Those aged over 75 and those that are over 12 and are clinically vulnerable will shortly be offered a 4<sup>th</sup> booster vaccination. There are certain exemptions to the vaccine, check <a href="http://www.gov.uk">www.gov.uk</a> for further guidance.</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>People involved in the provision of assistance to others should pay attention to sanitation measures immediately afterwards including washing hands. 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 monthly fire alarm test will continue to be carried out. However, should the fire alarm sound continuously, all staff must exit</p>	<p>Line managers will offer support to staff who are affected by Coronavirus or have family members affected.</p> <p>With the hybrid work implanted, the number of Fire Marshals/First Aiders available during each working day will need to be reviewed.</p>	Office Administrator Fire / First Aid Marshalls		

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		the building via the nearest fire exit.				

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