

COVID-19 Risk assessment

Company name: Bluegrasscoms Ltd (OEC Newbury)

Date of risk assessment: 1 July 2020

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>Handwashing</p> <ul style="list-style-type: none"> • Handwashing facilities with soap and water in place • Regular hand washing • Drying of hands only with disposable paper towels • Hand sanitiser 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.</p> <p>Hand sanitizer to be available</p> <p>Also reminded to catch coughs and sneezes in tissues. Used tissues to be put in the bin immediately. Tissues will be made available throughout the workplace.</p> <p>Avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Circulate COVID secure policies and safety procedures to all staff and managers.</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/colle ctions/coronavirus-covid-19-list-of-guidance</p> <p>Posters, leaflets and other materials are on display in common areas and in each room.</p>	Managers Nominated Person All Employees		

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		<p><u>Cleaning</u></p> <p>Deep clean carried out on all areas before employees return to the office.</p> <p>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.</p> <p>Sanitizing wipes, anti-bacterial sprays and disposable gloves available for employees use.</p> <p>Deep Clean between bubble days (Tue night) and (Thurs Night)</p> <p><u>Social Distancing</u></p> <p>Social distancing – reducing the number of persons in any work area to comply with the 2m rule as recommended by UK Government.</p> <p>Floor plans have been reviewed to ensure 2m social distancing is in place. Employees should not work face to face and should not share desks. Own equipment to be used and not shared.</p> <p>Employees to be allocated a desk for their use only</p>	<p>Regular checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Antibacterial wipes will be situated near items of high use.</p> <p>Create a spreadsheet to record checks</p> <p>Provide additional waste removal facilities in each room</p> <p>Staff to be reminded daily of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p> <p>Homeworking is preferred method of work whenever possible.</p> <p>Managers to plan for the minimum number of employees on site</p>	<p>Managers All Employees</p> <p>All Employees</p>		

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		<p>No hot desking permitted</p> <p>Single systems in place in each room. This is to be strictly adhered to.</p> <p>Conference calls to be used instead of face to face meetings wherever possible.</p> <p>Only 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. The car to be cleaned in between uses.</p> <p>Workers should remain onsite and when not possible maintain social distancing.</p> <p>Lift should only be used for deliveries.</p> <p>Picnic tables are not available for use in outside space.</p> <p>Each room will be allocated a smoking area. Just one person at a time to use this area.</p> <p>Drivers should leave an empty car parking space between their car and another employees car, wherever possible.</p> <p>iPad to be removed from reception area.</p> <p>Employees should use their forearm to open doors whenever possible and wash hands after touching bannisters.</p>	<p>Homeworking policies to be reviewed to ensure support is provided for homeworkers</p> <p>Establish maximum occupancy limits for office and reduce need for staff to move around</p> <p>Reduce number of people each person has contact with by using fixed teams (bubbles)</p> <p>No car sharing for those from different households</p>			

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		<p>There are to be NO personal packages delivered to the office until further notice. Packaging from any other deliveries should be discarded promptly in the outside bins and hand washing carried out afterwards.</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 ○ 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>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><u>Kitchen, Breakout Areas, Toilets</u></p> <p>Kitchens, tea/coffee making facilities will be temporarily closed, until further notice.</p> <p>Kitchen sinks may be used for hand washing only. Soap and paper towels will be provided.</p> <p>Plates, mugs and all cutlery have been removed from all kitchen areas. Microwaves will be out of use until further notice.</p> <p>Employees should bring in their own refreshments and lunch. Nothing to be stored in fridges.</p> <p>Water dispensers will be replaced with hands free machines.</p> <p>Toilet and sink, door handle and lock to be cleaned after each use. Spray and wipes will be made available in each toilet.</p> <p><u>Visitors</u></p> <p>Visitors/contractors will be discouraged from visiting the office. However, where they do need to attend they should be asked to sign an OEC disclaimer. These disclaimer forms will be kept securely by HR at BGC.</p> <p><u>Temperature Checks</u></p> <p>All employees should take their temperature prior to coming back to the office, these temperatures should be recorded on a</p>	<p>Remove all kitchen items.</p> <p>Turn off fridges</p> <p>Thermometers will be available in each room (bubble) to check employees' temperatures each</p>	<p>All Employees</p> <p>Managers</p> <p>All Employees</p>		

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		<p>template sent to them by HR.</p> <p>Employee's should take their temperature at home each morning before for leaving for work. If they have a high temperature, they SHOULD NOT attend the office and request a COVID 19 test – details below.</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 test to be carried out.</p> <p>They should self isolate for a minimum of 7 days, or until symptoms disappear. 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 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><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>morning. Temperatures will be recorded.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or have family members affected.</p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p>	<p>All employees</p> <p>Managers HR</p>		

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		<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 attention to sanitation measures immediately afterwards including washing hands.</p>		First Aiders		