COVID-19 Risk assessment

Company name: Bluegrasscoms Ltd (OEC Newbury)

Date of risk assessment: 15th March 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	• Staff • Visitors • Cleaners • Contractors • Vulnerable groups: Elderly Pregnant workers Those with existing underlying health conditions	The Office is currently closed due to England being in National Lockdown. Only those with permission are to attend the office. If any employee needs to attend the office for any reason this must be approved with a valuable reason. Current Government advice is to continue working from home if your job allows, wherever possible until 21st June 2021. This date is subject to change. If they are attending the office for permitted work reasons (Following the guidelines from above), Employees need to take a lateral flow test before attending the office and provide a negative result. Employees should email a photo of their test to Lauren Cummings. Free lateral flow tests are available at any Boots store and https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests		All Employees Managers		

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		Handwashing • Handwashing facilities with soap and water in place • Regular hand washing • Drying of hands only with disposable paper towels • Hand sanitizer readily available throughout the building	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. Hand sanitizer to be available. 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. Avoid touching face, eyes, nose or mouth with unclean hands. Circulate COVID secure policies and safety procedures to all staff and managers. To help reduce the spread of Coronavirus (COVID-19) reminding everyone of the public health advice https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance Posters, leaflets and other materials are on display in common areas and in each room.	All Employees Managers Cleaners		

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		Cleaning Deep clean carried out on all areas before employees return to the office. 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. Sanitizing wipes, anti-bacterial sprays and disposable gloves available for employees use. Please use your desk labels to alert the cleaners which desks require deep cleaning at the end of each day. Thorough cleaning of the office will take place every week. **Social Distancing** Social distancing – reducing the number of persons in any work area to comply with the 2m rule as recommended by UK Government. 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. Employees to be allocated a desk for their	Regular checks will be carried out by line managers to ensure that the necessary procedures are being followed. Antibacterial wipes will be situated near items of high use. Provide additional waste removal facilities in each room Staff to be reminded of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to. Homeworking should take place unless there is a real business need which requires you to attend the office	Cleaners Employees Line Managers		

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		use only. No hot desking permitted Conference calls to be used instead of face to face meetings wherever possible. 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. 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. Workers should remain onsite and when not possible maintain social distancing. Lift should only be used for deliveries. Picnic tables are not available for use in outside space. Drivers should leave an empty car parking space between their car and another employees car, wherever possible. iPad to be removed from reception area. Employees should use their forearm to open doors whenever possible and wash hands after touching bannisters.	Homeworking policies to be reviewed to ensure support is provided for homeworkers			

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		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.
		
		<u>Vulnerable and Extremely Vulnerable Staff</u>
		
		Vulnerable – Moderate Risk
		• Over 70
		• Pregnant
		• Existing Lung Conditions
		  ○ Asthma
		  ○ COPD
		  ○ Emphysema
		  ○ Bronchitis
		• Heart Disease
		• Diabetes
		• Kidney Disease
		• Liver Disease
		• Taking medicine that can affect the immune system
		• Obese
		
		<u>Extremely Vulnerable – High Risk</u>
		
		• Have had an organ transplant
		• Having Chemotherapy
		• Having Radiotherapy
		• Severe Lung Condition
		• Taking medicine that makes them more prone to infections
		• Serious heart condition
			Identify and be aware of staff who fall into these categories so adequate support and protection can be given
			
			No one in the extremely vulnerable category should be expected to come into the workplace during the lockdown
			
			Vulnerable staff should be considered on a case-by-case basis, wherever possible be supported to work from home
				All Employees		

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		<u>Kitchen, Breakout Areas, Toilets</u> Kitchen sinks may be used for hand washing. Soap and paper towels will be provided. Water dispensers are now hands-free machines. Toilet and sink, door handle and lock to be cleaned after each use. Spray and wipes will be made available in each toilet. Each room will have a designated toilet and smoking area.	Each room to have a designed toilet and smoking area. No employees to use other room/bubbles facilities.	Line Manager Employees		
		<u>Visitors</u> 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.	Do not arrange for personal parcels to be delivered to the office.			
		<u>Temperature Checks</u> All employees should take their temperature prior to coming back to the office, these temperatures should be recorded on a template sent to them by HR. In addition - temperatures will be taken upon	Thermometers will be available in each room (bubble) to check employees' temperatures each morning. Temperatures will be recorded.	Managers Office Administrator HR		

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		arrival at the office each morning. 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. **<u>Symptoms of Covid-19</u>** 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 7 days, or until symptoms disappear. Symptoms include: • high temperature • New continuous cough • Loss or change to sense of smell/taste 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. Line managers will maintain regular contact with staff members during this time. **<u>Foreign Travel</u>** 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	Line managers will offer support to staff who are affected by Coronavirus or have family members affected.	All Employees Managers Office Administrator HR		

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		to some countries and territories. To prevent new COVID variants from entering the UK, you should not travel to amber or red list countries. For the full list see: https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england for guidance, including tests and quarantine required prior to travel. People in England who have had a full vaccine course (2 doses) can demonstrate their COVID-19 vaccination status for outbound international travel. Other countries or territories determine their own border health rules, which may include COVID-19 vaccination status. Check the entry requirements for your destination before travelling. Please see https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england#travelling-abroad-from-england for guidance prior to travel abroad. Employees must complete a Declaration Form for international travel, this can be found at https://travel-declaration.dft.gov.uk/ On return to the UK, Employees must complete a passenger locator form https://provide-journey-contact-details.homeoffice.gov.uk/passengerLocatorFormUserAccountHolderQuestion and follow the guidelines in the link above for entering England, quarantine and testing may be required. **Vaccination Programme** Vaccinations currently being rolled out to aged 25 and over. All adults in the UK should be offered a vaccination by 31st July 2021. There are certain exemptions to the vaccine, check www.gov.uk for further guidance.	Communication of mental health information and open-door policy for those who need additional support.	Line Managers HR		

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		<u>Mental Health</u> Management will promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. **<u>Emergencies</u>** 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. 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 possible. If not, then PPE should be worn. CPR should be given VIA chest compressions and rescue breaths to be given with a CPR protection mask, towel, cloth or peace of clothing. In any cases where the fire alarm goes off continuously, all staff on site must exit the building via the nearest fire exit even if it conflicts with any social distancing measures.		First Aiders Fire Marshalls		