

Covid-19 Risk Assessment

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

Who might be harmed?

- Staff
- Visitors to your premises
- Cleaners
- Contractors
- Drivers
- Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions
- Anyone else who physically comes in contact with you in relation to your business.

What are the hazards?	Controls Required	Additional Controls	Action by whom?	Action by when?	Status
Social Distancing People passing in corridors in main office block, not adhering to social distancing	Floor plan to be created. Markings on floor and signs up for clarity. Door locks to be reviewed on Fire door for feasibility	One way system to be put in place for one-way system on access on thoroughfares and corridors to all internal and external meeting rooms. Detail: Entry point to main office building. New Egress point created where current fire door is bottom of Tyne Room Stair case	COVID RESPONSE TEAM (CRT)	05/06/20	Complete
Social Distancing Social distancing not being adhered to within office spaces within BEL Mach building	Creation of floor plan.	Office floor plan to be created to allow working areas with 2m social distancing gridlines for maximum number of working stations in the office	CRT	05/06/20	Complete

<p>Social Distancing Social distancing not being adhered to within office spaces within BEL Mach building</p>	<p>Creation of floor plan.</p>	<p>Grid markings throughout office spacing, Passing points on narrow corridors marked out to allow for clear visible markers on 2m Social distancing requirements.</p>	<p>CRT</p>	<p>05/06/20</p>	<p>Complete</p>
<p>Social Distancing Social Distancing not being adhered to within smoking shelters.</p>	<p>Social distancing within these areas is impractical due to size. Limit to one person per shelter and feed back to staff on staggering smoking/vaping breaks or moving to offsite to carry out these activities. Note: during summer months this may not be an issue but during bad weather it may be more apparent.</p>	<p>Notices in place for any designated communal smoking area.</p>	<p>CRT</p>	<p>29/05/20</p>	<p>Complete</p>
<p>Social Distancing Social Distancing not being adhered to within Men's toilet area BEL Mach. Narrow corridor to entrance and dark corridor with double doors and no clear line of site means risk of "bumping" into people when entering or exiting these locations.</p>	<p>Add beepers to doors so people can hear incoming foot traffic or people leaving the toilet area.</p> <p>Cordoning off both middle urinals and both basins for use, to maintain social distancing between individuals.</p>	<p>Placement of posters giving maximum occupants for toilet area.</p>	<p>CRT</p>	<p>19/06/20</p>	<p>Complete</p>

<p>Hand Washing Air blown hand dryers in usage in gents and ladies toilets could spread infection and is not in keeping with guidelines.</p>	<p>Turn off hand dryers and use single use paper towels to dry hands. Appropriate bins required to dispose of paper towels.</p>	<p>Placement of posters giving guidance to hand washing protocols. Delivery due 22/06/20 – Bins are in (Awaiting confirmation of when Hand dryers are to be turned off)</p>	<p>CRT</p>	<p>21/07/20</p>	<p>Open</p>
<p>Hand Washing Not enough opportunities for individuals to access hand cleaning facilities</p>	<p>New sanitizing facilities to set up in BEL Mach entrance to main building in clock-in area, temporary hand washing station. All members of staff must clean hands upon entry to building.</p>	<p>Signage in place to police this activity Sanitizing stations set up BEL mach and Main offices blocks</p>	<p>CRT</p>	<p>23/06/20</p>	<p>Complete</p>
<p>Hand Washing Cleanliness/hygiene in communal areas to limit possible transfer of the virus.</p>	<p>Notices in place for any communal appliances/areas such as kitchens, All individuals must clean hands before using equipment/appliance/vending machine within these areas.</p>	<p>One person per kitchen area at any one time. Signage in place to police this activity.</p>	<p>CRT</p>	<p>May 2020</p>	<p>Complete</p>

<p>Hand Washing Cleanliness/hygiene in communal areas to limit possible transfer of the virus</p>	<p>Cleaning schedule for "hot desks" to be set up and standards for cleanliness set and maintained. Desks cleared any personal belonging. No shared stationary. Post to be created of what desk should look like when clean and what areas in particular should be cleaned. Cleaning products to be made available in each location with access to hand sanitising gel.</p>	<p>Signage in place to police this activity. Delivery due 22/06/20</p>	<p>CRT</p>	<p>On going</p>	<p>On going</p>
<p>Hand Washing Cleanliness / hygiene in communal areas to limit possible transfer of the virus.</p>	<p>Not enough opportunities for individuals to access hand cleaning facilities.</p>	<p>Sanitising stations to be created and signage above to make clear where these are (Also marked on floor plan). Personal hand sanitising gel to be made available and carried at all times. Complete 22/06/20, Floor plan to be re-marked with locations</p>	<p>CRT</p>	<p>23/06/20</p>	<p>Complete</p>
<p>Social Distancing Overbooking meeting rooms - social distancing not being adhered to within conference rooms.</p>	<p>Maria/all individuals to be advised of meeting room capacities for each meeting room upon booking. Seats to be removed where practical to support this.</p>	<p>Guidelines for each room to be set by COVID 19 task force.</p>	<p>ALL</p>	<p>09/06/20</p>	<p>Complete</p>

<p>Social Distancing People passing in corridors in main office block, not adhering to social distancing</p>	<p>Mirror on stairs in main office block building to see whether people are approaching to maintain social distancing guidelines. Creation of floor plan.</p>	<p>One way system to introduced to reduce risk and remove the need for passing points where they are not possible.</p>	<p>CRT</p>	<p>16/06/20</p>	<p>Complete</p>
<p>Social Distancing/ Hand Washing Social distancing not being adhered to within toilet area in main office block no clear line of site means risk of "bumping" into people when entering or exiting these locations.</p>	<p>Toilet areas in main office building (conference room area) to be locked by external door to limit to single use for these toilets to maintain social distancing.</p>	<p>Poster/Signage to be created showing maximum number of occupants per room depending on access and size of space.</p>	<p>CRT</p>	<p>05/06/20</p>	<p>Complete</p>
<p>Cleaning Cleanliness/hygiene mitigating contraction of the virus in the workforce</p>	<p>Cleaning Schedule for the office, including all high use areas such as door handles submitted in alignment with the office floor plan. Cleaning register showing when cleaning was last done. Note: Any individual areas should not be cleaned with the same clothes to limit chance of spreading virus between departments</p>	<p>Guidelines outlined to cleaning company with attention to areas requiring deep clean for special requirements. Supporting doc, floor plan and areas to clean/schedule. Including any temporary sanitising/hand wash areas set up. Sanitizing stations complete, Hot desks still unclear at present. Aim to close out 21/07/20</p>	<p>CRT</p>	<p>21/07/20</p>	<p>Open</p>

<p>Cleaning Cleanliness / hygiene mitigating contraction of the virus in the workforce</p>	<p>Personal desk to be removed from any cleaning schedule or cleaning company to limit virus transfer between personal working areas. Individuals to be given cleaning wipes (anti bac) or cleaning agents to regularly clean their own working spaces. Note: working area must be kept clean and free from paper / objects to ensure effective cleaning can take place.</p>	<p>Guidelines/Posters on work spaces to be created and maintained by line managers. Delivery due 22/06/20 – Delivery is in. When cleaning schedule is created, instruction to be given for cleaning schedule, including update on this Action and requirements for people to clean their own desks regularly</p>	<p>ALL</p>	<p>Ongoing</p>	<p>Ongoing</p>
<p>Mental Health Working from home and furloughed staff suffering from lack of social contact / feeling informed</p>	<p>Weekly call with staff to discuss department's tasks and peoples wellbeing. Regular calls with furloughed workers to discuss health and keep in contact</p>		<p>Line Managers</p>	<p>Ongoing</p>	<p>Ongoing</p>