

COVID-19 Secure – Return to work / Reoccupation of premises

Hazard	Who might be harmed	Risks	Preventative Controls	Residual Risk
Exposure to COVID-19 through work activity.	Vulnerable persons	Existing conditions that make them more vulnerable to COVID-19 and can mean worse outcomes.	<ul style="list-style-type: none"> Individual risk assessments undertaken for anyone in this category. 	Low
Exposure to COVID-19 when travelling to work.	Employees	<ul style="list-style-type: none"> Infection through contact with infected persons. Exposure through contact with infected surfaces. 	<ul style="list-style-type: none"> Where possible staff are working from home. During national or local lockdown's (Local COVID Alert Level – Very High) only 'essential' workers will be able to travel to other offices, if necessary, and with the agreement of a Director. Anyone with symptoms of COVID-19 should get a test through www.gov.uk/get-coronavirus-test and notify their line manager, who will clean their work area and advise HR and HSEQ. Anyone that has been in close contact with someone with COVID-19 symptoms should stay at home and self-isolate in line with Government advice Understand how staff will travel to work Discourage car sharing Provide a bike to work scheme and bike racks/shower facilities. For staff using public transport, re-iterate government guidance to wear face covering and maintain social distance from others. Manager's will work with staff to stagger work times to allow travel during less busy periods. 	Low
Exposure to COVID-19 on arrival/ leaving work	<ul style="list-style-type: none"> Employees Contractors Visitors 	<ul style="list-style-type: none"> Infection through contact with infected persons. Exposure through contact with infected surfaces. 	<ul style="list-style-type: none"> Plenty of car parking space available. Guidance issued to staff not to hold the door for others on the way into/out of the building. Maintain social distancing throughout. One-way system introduced on stairs in Astel House to prevent crossing. Hand sanitiser stations available on entry/exit and throughout the building. Offices with keypad entry systems have sanitiser stations close by. Staggered start and finish times to avoid congestion on entry/exit. 	Low

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<p>Exposure to COVID-19 in the office environment</p>	<ul style="list-style-type: none"> • Employees • Contractors 	<ul style="list-style-type: none"> • Infection through contact with infected persons. • Exposure through contact with infected surfaces. 	<ul style="list-style-type: none"> • Where possible staff are working from home. • Where appropriate an in/out system has been introduced for offices to avoid congestion in doorways. • Signage in the corridors to remind people to social distance when passing. • Some common areas/facilities have been temporarily taken out of use (e.g. coat cupboards, break out areas). • A desk plan has been drawn up which ensures people have the 2m social distance required when working and when accessing/egressing their work area. Other desks are marked as 'do not use', staff are allocated a desk and no 'hot desking' is allowed. Staff are encouraged to wipe their own desk and equipment regularly (wipes are available at each bank of desks) – and there is a daily cleaning regime in place at the end of each day. • Staff are encouraged to use their own stationery and not to share equipment. • Staff are encouraged to social distance around common equipment such as photocopiers/printers/filing cabinets, they are asked to wipe down before and after use and wipes and waste bins are provided close by. 	<p>Low</p>
<p>Exposure to COVID-19 through use of meeting rooms</p>	<ul style="list-style-type: none"> • Employee • Contractor • Visitor 	<ul style="list-style-type: none"> • Infection through contact with infected persons. • Exposure through contact with infected surfaces. 	<ul style="list-style-type: none"> • Staff are encouraged wherever possible to hold meetings over Microsoft Teams (or similar). • Visitor policy in place, only essential visits encouraged, limit exposure to meeting room/toilet areas only. Visitors not to enter general offices without approval. • Each meeting room has specific guidance on how many people may use the room (to allow for social distancing) which must be adhered to. Meeting rooms will be set up in the style in which they should be used – staff are discouraged from moving furniture. Meeting rooms should be kept well ventilated. • Staff must wipe down surfaces (tables/chairs/door handles etc.) before and after use. 	<p>Low</p>

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Exposure to COVID-19 through use of Common Areas	<ul style="list-style-type: none"> Employee Contractor Visitor 	<ul style="list-style-type: none"> Infection through contact with infected persons. Exposure through contact with infected surfaces. 	<ul style="list-style-type: none"> Areas to have clear guidance on number of staff allowed in the areas at any time. Break times to be staggered. Staff only to make drinks for themselves. Staff should be responsible for washing their own crockery and cutlery and keep it away from open surfaces. Staff encouraged to bring in food and drinks from home. Staff to wipe all contact surfaces before and after use e.g. taps, fridge, microwave, table, chair etc) If staff leave site for their lunch, they are encouraged to respect the social distancing guidance. Staff to adhere to social distancing and hygiene guidance when using the toilet facilities. Signage in place to remind everyone. Regular cleaning arrangements in place for these common areas. 	Low
Exposure to COVID-19 through poor cleaning practices	<ul style="list-style-type: none"> Employee Contractor Visitor 	Exposure through contact with infected surfaces.	<ul style="list-style-type: none"> Cleaning regimes increased in line with building occupancy. General signage to remind staff of good hygiene practices. Hand sanitisers throughout the building. Wipes around the building at key areas and each bank of desks. 	Low
Exposure to COVID-19 through external deliveries	Employees	Exposure through contact with infected surfaces.	<ul style="list-style-type: none"> Process in place for deliveries which will be briefed as staff return to work. All deliveries are taken in at DCC. If non urgent then deliveries will be quarantined for 72 hours. For deliveries that need to be collected/opened before the quarantine period, staff are briefed on the use of gloves, not touching their faces and handwashing. Packages may also be wiped down – if appropriate. 	Low
Unsafe conditions due to unserviced plant/equipment	<ul style="list-style-type: none"> Employees Contractors Visitors 	<ul style="list-style-type: none"> Risk of legionella from untreated water systems. Risk of spread of virus due to recirculation of air through ventilation system. Risk of fire due to systems not being adequately checked and maintained. 	<ul style="list-style-type: none"> Facilities maintained during office close by Landlord/Facilities Manager Water systems checked and flushed regularly. Heating and ventilation checked and clear instructions on what can be used. Any that cannot be used due to recirculation of air are clearly marked. Fire system checks kept up to date. Thorough clean of building before occupation increases. 	Low

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Unsafe conditions due to reduced staff numbers	<ul style="list-style-type: none"> • Employees • Contractors • Visitors 	In the event of an emergency inadequate fire/first aid cover available.	Revised emergency arrangements have been put in place and these are briefed as people return to the building.	Low
Suspected case of COVID-19 in the workplace	<ul style="list-style-type: none"> • Employees • Contractors • Visitors 	Exposure through a person that has COVID-19 symptoms whilst at work.	<p>All staff briefed on their return, should anyone develop COVID-19 symptoms whilst at work, they will have been issued with a face mask, which they should wear. They should leave the premises, with as little contact with people and surfaces as possible. They should alert someone by phone of the situation. Areas they have entered will be cleaned and people they may have had contact with notified.</p> <p>Track and Trace system in place, HSEQ will liaise with HR to undertake a risk assessment and determine action plan.</p> <p>If more than one confirmed case in a workplace, HR/HSEQ will notify Public Health England and work with them as required to manage further outbreak.</p>	Low
Mental health condition brought on through working arrangements/conditions during COVID-19 lockdown	<ul style="list-style-type: none"> • Employees 	Staff may have pre-existing mental health conditions that the working arrangements exacerbate or working conditions could lead to them developing a mental health condition.	<ul style="list-style-type: none"> • Regular contact with Managers and HR Team. • HR Team provide regular information around health and wellbeing. • The company have a number of mental health first aiders to assist where appropriate. • Access to an Employee Assistance Programme is available to all employees. 	Low