

Covid-19 Secure – Return To Work/Re-Occupation Of Premises

| TITLE | | | | |
|---|--|--|---|---------------|
| Hazard | Who might be harmed | Risks | Preventative Controls for adequate ventilation | Residual Risk |
| Exposure to Covid - 19 and reducing the risk of spreading the virus | <ul style="list-style-type: none"> Employees | <ul style="list-style-type: none"> Coronavirus can transfer from people to surfaces. It can be passed on to others who touch the same surfaces Aerosol transmission can happen when someone breathes in small particles in the air (aerosols) after a person with the virus has been in the same enclosed area | <ul style="list-style-type: none"> Sufficient Cleaning – Ensure frequently used surfaces and touch point are cleaned regularly. Work station areas cleaned after use wipes and cleaning facilities available for individual use. Good Hand Hygiene – Hand washing facilities, sanitiser locations and stations available throughout the building. Adequate Ventilation – Natural Ventilation fresh air from opening windows and doors throughout the building, offices, meeting rooms, lounge etc. Avoid the use of re-circulating air conditioning systems. Face Masks – In certain areas /buildings where we reside as a tennant face masks maybe a requirement in communal parts of the building and this must be adhered to. For other areas individuals can wear face masks at their own discretion. <p>Staff are encouraged to:</p> <ul style="list-style-type: none"> participate in the Government Vaccination programme and undertake regular testing. follow local guidance and restrictions for the area in which they work and live | Low |
| Exposure to Covid-19 through work activity. | <ul style="list-style-type: none"> Vulnerable persons | <ul style="list-style-type: none"> 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. Staying in hotels whilst on business. | <ul style="list-style-type: none"> 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"> Agile Working allowing staff to work from home. Anyone with symptoms, or that has been in contact with someone with Covid-19 symptoms should stay at home and self-isolate in line with Government advice. Provide a bike to work scheme and bike racks/shower facilities. For staff using public transport, they must follow the transport provider’s guidance which could be the wearing of masks. Staff staying in hotels must follow the Hotel COVID instructions and restrictions including the wearing of face masks in communal areas. | Low |

Covid-19 Secure – Return To Work/Re-Occupation Of Premises

| | | | | |
|--|--|--|---|----------------------|
| 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. • Staff advised not to hold the doors open for others • Staff advised to maintain personal space • Hand sanitiser stations available on entry/exit and throughout the building. • Staggered start and finish times to avoid congestion on entry/exit. | Low |
| Hazard | Who might be harmed | Risks | Preventative Controls | Residual Risk |
| Exposure to Covid-19 in the office environment | <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"> • Agile Working allowing staff to work from home. • Seating arranged which ensures people have sufficient personal space. 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 maintain personal space 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. | Low |
| Exposure to Covid-19 through use of meeting rooms | <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"> • Visitor policy in place, only essential visits encouraged, limit exposure to meeting room/toilet areas only. Visitors not to enter general offices without approval. • All meeting rooms allow for personal space Meeting rooms should be kept well ventilated. • Staff must wipe down surfaces (tables/chairs/door handles etc.) before and after use. | Low |
| 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"> • Break times to be staggered. • Staff only to make drinks for themselves. . • Staff to wipe all contact surfaces before and after use e.g. taps, fridge, microwave, table, chair etc) • Staff to maintain personal space and hygiene guidance when using the toilet facilities. Signage in place to remind everyone. • Regular cleaning arrangements in place for these common areas. • Wearing face masks if required in common areas of buildings where the company reside as a tenant. | Low |

Covid-19 Secure – Return To Work/Re-Occupation Of Premises

| Hazard | Who might be harmed | Risks | Preventative Controls | Residual Risk |
|---|--|---|---|---------------|
| Exposure to Covid-19 through poor cleaning practices | <ul style="list-style-type: none"> Employee Contractor Visitor | <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> Employees | <ul style="list-style-type: none"> Exposure through contact with infected surfaces. | <ul style="list-style-type: none"> All deliveries are taken in at DCC. Staff are advised to sanitise hands after handling deliveries. | 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 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. Adequate natural ventilation fresh air windows and doors open. Fire system checks kept up to date. Thorough clean of building before occupation increases. | Low |
| Unsafe conditions due to reduced staff numbers | <ul style="list-style-type: none"> Employees Contractors Visitors | <ul style="list-style-type: none"> In the event of an emergency inadequate fire/first aid cover available. | <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> Exposure through a person that has Covid-19 symptoms whilst at work. | <ul style="list-style-type: none"> Staff should leave the premises, with as little contact with people and surfaces as possible. They should alert someone by phone of the situation and arrange for a test as soon as possible. Areas they have entered will be cleaned and people they may have had contact with notified. | Low |
| Mental health condition brought on through working arrangements/conditions during Covid-19 lockdown | <ul style="list-style-type: none"> Employees | <ul style="list-style-type: none"> 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 |