

## COVID-19 RETURN TO WORK RISK ASSESSMENT

### 1. ASSESSMENT DETAILS

Location being assessed:          <b>Oddfellows House 184-186 Deansgate Manchester M3 3WB</b>	Assessed by: Ian Webster & Gary Morley	Site: Oddfellows House
	Position: HR & Office Manager & Risk & Compliance Officer	Assessment date: July 2020
	Assessment ref: TBC	Review date: September 2020

### 2. PERSONS EXPOSED

( ✓ as applicable)

<input checked="" type="checkbox"/> Employees	<input checked="" type="checkbox"/> Visitors	<input type="checkbox"/> Residents
<input type="checkbox"/> Customers	<input checked="" type="checkbox"/> Contractors	<input type="checkbox"/> Children / pupils
<input type="checkbox"/> General public	<input checked="" type="checkbox"/> Cleaners	

Control measures:  
Persons to be kept to a minimum in line with current Government Covid-19 Guidance.

### 3. WORKPLACE

( ✓ as applicable)

<input checked="" type="checkbox"/> Capacity of workplace determined with 2m safe distancing	<input checked="" type="checkbox"/> Entrances and exits allow 2m safe distancing
<input checked="" type="checkbox"/> Walkways allow 2m distancing	<input checked="" type="checkbox"/> One-way pedestrian systems introduced
<input type="checkbox"/> Queue management system introduced in relevant areas	<input checked="" type="checkbox"/> Doors left open where possible
<input checked="" type="checkbox"/> Areas of likely staff congregation reviewed	<input checked="" type="checkbox"/> Access to high risk areas prohibited
<input type="checkbox"/> Areas re-purposed, such as small meeting rooms into offices	<input checked="" type="checkbox"/> Areas to only be accessed by one person identified
<input checked="" type="checkbox"/> Evacuation plans reviewed	<input type="checkbox"/> Cooperation with others in shared workplaces
<input checked="" type="checkbox"/> Legionellas controls and risk assessment reviewed	<input type="checkbox"/> Cooperation with landlords where building leased
<input checked="" type="checkbox"/> Signage and floor markings in place to reinforce rules	<input checked="" type="checkbox"/> Capacity of car parking reviewed
<input type="checkbox"/> Work at premises with known infection prohibited	<input checked="" type="checkbox"/> Air conditioning controls evaluated

Control measures:  
Entrances and Exits and areas of less than 2m have been addressed and floor markings in place and included in the queue management system. Doors left open as an anti-infection measure.  
Congregational high areas - one in one out system in place and some areas prohibited (Staffroom).  
Staff being supported back to work in terms of alternative arrangements for travel as opposed to Public transport.

Air conditioning system reviewed and maintained to reduce risk. Based on current guidance Air Conditioning is considered low risk, however this risk will be continually monitored in light of scientific evidence and HSE advice.

4. WORKING PRACTICES

( ✓ as applicable)

- Use of homeworking maximised taking into account business needs
- Employees rotas used and individuals kept on the same rota
- Staggered start, lunch, break and finish times introduced
- Activities requiring breach of 2m rule redesigned or prohibited
- High touch areas identified, minimised and controlled
- Rules for safe delivery, collection and maintenance established
- N/A Staff transport arrangements reviewed to comply with 2m rule

- Return to work being introduced on a gradual basis
- Teams as small as possible and members kept on same team
- N/A Shared workstations avoided whenever possible
- Shared equipment avoided whenever possible
- Use of hardcopy documents and letters avoided
- Business travel and face-to-face meetings prohibited

Control measures:

Practices to be implemented, staggered start times 8am to 4pm and 9am to 5pm staggered lunchbreaks between 12pm and 2pm Staff return to the office will ensure that there are only 50% of staff in the building at any one time.

High touch areas - doors left open and cleaning frequency increased

Maintenance - External maintenance contractors risk assessment received.

Shared equipment covered in cleaning and hygiene section

Travel and face to face meeting replaced with virtual meetings using Zoom

5. COLLEAGUE CONSIDERATIONS

( ✓ as applicable)

- Special consideration given to those at higher risk
- Special consideration given to those using public transport
- Special consideration given to those with dependants
- Regular communication provided on return to work strategy
- Instructions provided on all health and safety controls

- Employees instructed to self-isolate where required
- Employees required to check or any symptoms of Covid 19
- Wellbeing and support provided to those working from home
- Regular contact between employees encouraged

Control measures:

Health & Safety - additional guidance will be issued to supplement the health and safety policy within the staff handbook. Government guidelines reinforced regarding symptoms of COVID - 19

Special considerations, staff have been asked to inform the CEO of any personal circumstances that need to be considered prior to their return to the office. Communication offering support issued on a regular basis and specific communication regarding returning to work to be issued prior to reopening the office.

Regular virtual staff meeting via zoom and a virtual social event is being arranged before the return to the office.

6. CLEANING AND HYGIENE

( ✓ as applicable)

- Constant supply of appropriate grade sanitiser
- Increased cleaning frequency for higher risk items
- Employees required to regularly wash hands

- Contract cleaning regimes reviewed
- Employees provided with information on good hygiene
- Employees required to clean their own workstation

Control measures:

Guidelines issued and appropriate PPE and signage in place

Risk assessment received from external contract cleaners

7. PROTECTIVE EQUIPMENT

( ✓ as applicable)

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Areas requiring protective equipment identified                     | <input checked="" type="checkbox"/> Activities requiring protective equipment identified |
| <input checked="" type="checkbox"/> Types of grade of protective equipment determined                   | <input checked="" type="checkbox"/> Lifespan of protective equipment determined          |
| <input checked="" type="checkbox"/> Availability of protective equipment considered                     | <input checked="" type="checkbox"/> Safe means of protective equipment disposal in place |
| <input checked="" type="checkbox"/> Plexiglass barriers installed at point of regular staff interaction |  |

Control measures:  
 Plexiglass screens installed in areas where determined as necessary.

Adequate masks have been made available to support the hygiene measures put in place.

Lidded pedal bin provided for PPE disposal.

8. DOCUMENTATION

( ✓ as applicable)

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Additional instructions covering Covid 19 documented | <input type="checkbox"/> N/A Issue of protective equipment recorded           |
| <input checked="" type="checkbox"/> Workplace inspection monitoring documented           | <input type="checkbox"/> N/A Notification of suspected infection retained     |
| <input checked="" type="checkbox"/> Changes to evacuation plans documented               | <input type="checkbox"/> N/A Changes to legionella risk assessment documented |

Control measures:  
 Evacuation plans, remain as detailed in the staff handbook keeping to Government guidelines and consider an evacuation drill at an appropriate time.

Risk assessment to be agreed by the CEO

9. RISK RATING

( ✓ as applicable)

Severity	Likelihood	Risk Rating (Severity x Likelihood)	Score
<input type="checkbox"/> 4 = Catastrophic	<input type="checkbox"/> 4 = Almost certain	<input type="checkbox"/> 12 to 16 = VERY HIGH	<b>MEDIUM</b>
<input checked="" type="checkbox"/> 3 = Serious	<input type="checkbox"/> 3 = Likely	<input type="checkbox"/> 8 to 11 = HIGH	
<input type="checkbox"/> 2 = Moderate	<input checked="" type="checkbox"/> 2 = Possible	<input checked="" type="checkbox"/> 4 to 7 = MEDIUM	
<input type="checkbox"/> 1 = Minor	<input type="checkbox"/> 1 = Very remote	<input type="checkbox"/> 1 to 3 = LOW	