

CARPETRIGHT HEALTH AND SAFETY MANUAL



Covid-19 Risk Assessment – SSO Offices

Assessor Name:

Assessment Date:

Review Date: (Provisionally on a Weekly Basis)

This risk assessment is concerned with the transmission of Covid-19 either through direct contact with another person or object which harbours the virus “contact risk” or through transmission in the air “aerosol risk”

SPECIFIC HAZARD	PERSON(S) AT RISK & HOW	EXISTING CONTROL MEASURES	IN PLACE? (v)	RESIDUAL RISK	COMMENTS/ADDITIONAL CONTROLS REQUIRED	DATE DONE
Colleague returns to work with Covid-19 symptoms	Everyone	Completion of a return to work declaration prior to, or upon returning to work.		Low		
Transmission of Covid-19 when arriving at SSO Offices	Any colleagues/Agency staff starting/ending their shift Physical risk	<ul style="list-style-type: none"> ➤ Sanitising gel stations are available at various points throughout the office space, including entrance and exit points. ➤ PPE available for all colleagues, including sanitising gel, anti-bacterial wipes, and protective gloves if required. 		Low		

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		<ul style="list-style-type: none"> ➤ Social distancing signage and measures to support ➤ All PPE should be disposed of in the waste bins provided. 				
	<p>Any colleagues/agency staff starting/ending their shift</p> <p>Aerosol risk</p>	<ul style="list-style-type: none"> ➤ A two phase shift system will be in place, to avoid unnecessary social distancing challenges. ➤ New car parking guidelines in place; all colleagues are to park their cars appropriately into the parking space, ensuring safe social distancing protocols are maintained. ➤ Access to the office upper levels, will be via a once way system from the main reception area (signage in place). ➤ Lift use will be restricted to one person at a time only usage (signage in place). ➤ Safe social distancing protocols and signage are in place for use of the cycle shed. ➤ PPE available for all colleagues, including facemasks/shields. ➤ All PPE should be disposed of in the waste bins provided. 		Low		
Transmission of COVID-19 generally	<p>Anyone</p> <p>Physical risks</p>	<p>Hand washing</p> <ul style="list-style-type: none"> • Please refer to the cleaning and sanitising guidelines available on Fuse 		Low		

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		<ul style="list-style-type: none"> ➤ Handwashing facilities are in place for colleagues, including soap and sanitising gel ➤ Colleague's hands should be dried with the hand driers or paper towels located in the toilets, followed by sanitising gel. ➤ Towels for drying hands to be removed ➤ Sanitising gel stations are available for colleague and third party use, which are located at various points throughout the office space, including entrance and exit points. ➤ General waste bins are provided for disposal of any paper towels. <p>Cleaning</p> <ul style="list-style-type: none"> ➤ Often used equipment must be cleaned even without change of user, frequently (at the start and end of each day, and at least hourly in between). This would include but not be limited to, the following: phones, printers, computer keyboards/mouse, desk top surface, light switches, door handles, etc. ➤ Anti-bacterial spray should be used for the general cleaning of work surfaces (desks and kitchen tops), along with other work surfaces. <p>Sharing of Equipment</p> <ul style="list-style-type: none"> ➤ Working desks are not to be shared, and a split shift system will be in place, to stagger the number of colleagues in the office at any one time. 				
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	<p>Anyone</p> <p>Aerosol risk</p>	<p>Social Distancing</p> <ul style="list-style-type: none"> • Please refer to the social distancing guidelines available on Fuse ➤ Keep a distance of 2 metres where possible ➤ Where this is not possible, alternative methods will be employed ➤ Face covering to be worn where safe social distancing cannot be maintained. ➤ When moving around the building, face coverings must be worn, if identified by the dynamic risk assessment, carried out by the senior manager of the day. The dynamic risk assessment will be carried out on a daily basis, and will be based upon how many colleagues are in the building on any given day, and if safe social distancing can or cannot be safely maintained. ➤ 2 metre distancing will be indicated throughout the office areas, with markings on the floor, along with signage to support. ➤ Two phase colleague shift system/desk space plan in place, to reduce the risk of any social distancing challenges. 		<p>Low</p>		
<p>Covid-19 transmission</p>	<p>All Colleagues/agency staff/contractors and visitors</p>	<p>Canteen use/breaks</p>		<p>Low</p>		

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<p>Colleague and agency staff interaction</p>	<p>Physical risk</p>	<ul style="list-style-type: none"> ➤ All internal doors to be left open (unless fire/toilet doors), to restrict the need to touch door handles. ➤ All internal door handles to be frequently anti-bac cleaned (please refer to the cleaning guidance available on Fuse). ➤ Hands to be sanitised before and after use of any items in the colleague canteen, including the microwave and vending machine. ➤ Limited food options will be available for colleagues, based upon a take away service. ➤ Colleagues will be encouraged to bring their own food in to work, and where practical, which will be limited to cold food options if eating their desk. ➤ If eating at their desk, full sanitising of hands and desk surface to take place before, and after eating, disposing of any waste in the bins provided. ➤ A larger break out area will be provided on the 2nd floor, and will have sanitising stations and waste bins provided. ➤ If using benches or tables outside for your break, full sanitising of your hands should take place before and after use. ➤ Olive Catering Company have provided their Covid-19 Risk Assessment/Guidance and safe 				
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		<p>working practices documentation, to help prevent the spread of the Covid-19 virus.</p> <p>Storage of personal items</p> <ul style="list-style-type: none"> ➤ The bringing into work of personal items/bags, should be kept to a minimum, and stored in personal lockers or left in own vehicle if possible. ➤ Coats stands have been removed from all office areas, to reduce the risk of transmission. ➤ Any personal bags brought into the office, should be stored under your desk, with any coats placed on your chair back. <p>Meeting Rooms</p> <ul style="list-style-type: none"> ➤ All colleagues that are able to, will work from home, and any required meetings will be conducted virtually. ➤ Following any meeting, or work space used, full anti bac wipe down of equipment used, including the desk top space, is to be carried out, along with the sanitising of hands, before and after use. 				
	<p>All colleagues</p> <p>Aerosol risk</p>	<ul style="list-style-type: none"> ➤ Where locker rooms are in use, social distancing and maximum occupancy protocols will apply. 		Low		

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		<ul style="list-style-type: none">➤ A separate and larger break out area will be available for colleagues on the second floor, with markings and signage for safe social distancing protocols, in place.➤ Social distancing markings will be in place in the colleague canteen, on the walk way/tables and chairs, throughout the colleague canteen area, with a reduced maximum capacity in place.➤ A one way flow system will be in operation in the colleague canteen, indicated with markings on the walk way.➤ If using benches or tables outside for your break, full social distancing protocols and signage are in place.➤ If using the smoking shelter on break, full social distancing protocols and signage are in place.➤ If a face to face meeting is essential, then these will be conducted in ventilated meeting rooms only, and with strict safe social distancing and maximum capacity measures in place (signage in place for all relevant meeting rooms)➤ Non ventilated meeting rooms will be used as additional work space only, with the door open for added ventilation, and with strict safe social distancing and maximum capacity				
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		measures in place (signage in place for all relevant meeting rooms)				
Covid-19 transmission through colleague interaction with contractors and visitors	Colleagues, Contractors, and visitors Physical risk	Contractors/visitors in SSO Offices <ul style="list-style-type: none"> ➤ Any visitor access should be on an essential basis only, with non-essential visitors prohibited on site. ➤ Covid-19 risk assessment supplied to the Facilities/Logistics team, prior to any contractor visit ➤ All Contractors/Visitors to be inducted on all Covid-19 prevention of transmission protocols in place, before accessing the site. ➤ Contractors/Visitors to supply and wear their own PPE ➤ Contractors/visitors will anti-bac wipe any items they have touched during their visit, and before leaving site. ➤ Contractors/visitors to use the anti-bac gel stations provided throughout the building, to sanitise their hands, on commencement, and after their visit. 		Low		
	All colleagues, contractors and visitors Aerosol risk	<ul style="list-style-type: none"> ➤ PPE available for all colleagues, including facemasks/shields ➤ Contractor/visitor to wear their own PPE during the site visit 		Low		

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		<ul style="list-style-type: none"> ➤ Colleagues to maintain 2 metre social distancing, whilst the contractor/visitor is on site. 				
Covid-19 transmission through colleagues with symptoms	<p>Anyone</p> <p>Physical risk</p>	<p>If you get symptoms at work</p> <ul style="list-style-type: none"> • Please refer to the symptoms guidance available on Fuse ➤ Line manager to be informed immediately ➤ Isolate immediately from all other colleagues ➤ Wear a face covering/mask which are provided for all colleagues ➤ Keep a distance of at least 2 metres from other colleagues ➤ Phone your GP to arrange a test for Covid-19 ➤ Go home as soon as it is safe to do so ➤ Do not use public transport ➤ Self-isolate at home <p>If you cannot go home immediately</p> <ul style="list-style-type: none"> ➤ Remain self-isolating in the office ➤ Avoid touching people, surfaces and objects ➤ Use a face mask/covering provided by Carpetright 		Low		

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		<ul style="list-style-type: none"> ➤ Cover your nose and mouth with a tissue, if you cough or sneeze ➤ Any items touched by the colleague in the office area, should be cleaned with anti-bacterial wipes/spray, using full PPE provided. 				
	<p>Anyone</p> <p>Aerosol risk</p>	<ul style="list-style-type: none"> ➤ PPE available for all colleagues, including facemasks/shields ➤ Social distancing measures in place throughout the office area. 		Low		
<p>Covid-19 transmission carrying out first aid duties</p>	<p>First aid trained colleagues/security officers</p> <p>Physical risk</p>	<p>First aid duties</p> <ul style="list-style-type: none"> ➤ First aid should only be carried out by fully qualified first aiders ➤ Where there are no first aid trained colleagues on shift, all security officers are first aid trained, and should be included in all emergency response procedures. ➤ An appointed person in the office, ensures that any first aid kit is always fully, and correctly stocked, and will call the emergency services if required, and that is the extent of their duties ➤ If first aid treatment is carried out by a fully first aid trained colleague, full PPE (Protective gloves and face mask) must be worn before attempting any first aid ➤ The area/first aid room where first aid has been carried out, must be cleaned thoroughly 		Low		

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		<p>with anti-bac wipes/spray, with any waste material disposed of in waste bags, and double bagged for extra protection against transmission</p> <ul style="list-style-type: none"> ➤ First aiders must thoroughly wash and sanitise their hands, following any first aid treatment given ➤ First aid used PPE must be disposed of immediately in waste bags, and double bagged for extra protection against transmission. 				
	<p>First aid trained colleagues/security officers</p> <p>Aerosol risk</p>	<ul style="list-style-type: none"> ➤ PPE available for all colleagues, including facemasks/shields, and protective gloves ➤ Social distancing measures in place 		Low		
<p>Spread of Covid-19 through air conditioning systems</p>	<p>All SSO office/agency and maintenance colleagues, contractors and visitors.</p> <p>Aerosol risk</p>	<ul style="list-style-type: none"> ➤ The risk of air conditioning spreading coronavirus is extremely low. ➤ For all office areas with air conditioning in place, where possible, the system should be switched to a fresh air supply only, otherwise the air conditioning system will stay unadjusted and on, until government guidance dictates otherwise. ➤ Server rooms have restricted access, and social distancing protocols are in place; where social distancing cannot be maintained, face coverings are to be worn. 				

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		➤ Good ventilation is encouraged in order to help reduce the risk of spreading Covid-19				
<u>Other risks - use this space to record any additional risks you have identified in the office areas. Consult your line manager if you need advice</u>						
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