

Location:

Peterborough

Title: Coronavirus – Office/Training Centre	Date of Assessment: 16/07/2020	Risk Assessor: Peninsula
Risk Assessment Reference: July 2020	People involved in making this assessment: Nicole Farnham	
Task/ Process: Office/Training Centre environment during Coronavirus pandemic	People at Risk: Employees/Learners/Visitors	

Hazard: Employed staff/learners and visitors who are not fully aware and understanding of the procedures and arrangements we have put in place to work within government guidelines on essential working, could compromise our arrangements and jeopardize the health of others.

Control Measures:

1. Specific procedures and measures to reduce the risk of spreading Coronavirus have been prepared. These are based on NHS, Public Health and Government guidance and instruction. They are updated daily to reflect any changes in the official advice and guidance.
2. Every member of staff and learner will be fully briefed to ensure that they are aware of the hazards and risks and understand the rules and procedures we have put in place.
3. Communication warning posters displayed throughout all premises.
4. Plans and procedures have been shared and coordinated with our landlord on our owned or managed premises.
5. Only a Percentage of staff and learners to return to the offices/training centre, allowing for social distancing and reduce risk for contact or spread of virus.
6. Phased return into the office/training centre to allow for uninterrupted operations to the business, reduce pressure on office/training centre or building services and allow for social distancing.
8. Employees have access to the 24/7 confidential EAP (Employee Assistance Programme).
9. Health & Safety communications available to all employees. Learners and visitors will be briefed accordingly
10. Employees can raise a concern anonymity through a specific COVID-19 email address
11. Centre to elect Social distancing sheriff and student sheriff to monitor social distancing rule (Stephanie Hardiman, Nicole Farnham)
12. Clear signage to be placed on doors for entrance and exits. Member of staff to monitor the entrance to ensure sign in procedures are followed.

Hazard: Food & Drink Preparation Areas Potential risk or transfer of virus through cross contamination
Control Measures:
1. Employees, learners and visitors instructed to ensure that good hygiene standards must be maintained when food or drinks are being prepared.
2. Ensure that when spills of food or liquids occur, staff must ensure that the work surfaces are left in a clean and sanitised condition.
3. Use your own drinking mugs, cups and glasses to prevent cross contamination.
4. Do not to touch others food and keep hands out of waste bins or receptacles as they may contain contaminated products, food or tissues. Lids to be removed from bins to minimize surface contact.
5. Wash your hands thoroughly for 20 seconds before and after using these facilities.
6. Sanitize the hot water dispenser tap after each use.
7. Put uneaten food products in a clean, sanitised, sealed wrapper, bag or container, if they are to be stored in the communal refrigerator.
9. All crockery and cutlery to be washed in the dishwasher only and not to be left in the sink.
10. Single use paper tissues rolls are provided within kitchen areas and to be disposed of correctly in waste bins provided.
12. Only one person to be allowed in the kitchen area at a time.
14. Employees, learners and visitors to make their own hot or cold drinks during the working day.
15. Classrooms to be cleaned daily by centre staff.
16. Employees and learners encouraged to bring in their own prepared food and drink for consumption during the day. Learners to be monitored to ensure that no food or drinks are shared and chewing of gum within the centre is prohibited.

Hazard: Communal facilities, entrance, toilets, stairs. etc. Risk of cross contamination from equipment, surfaces etc. that may have been touched or otherwise contaminated by coronavirus and create a risk to health.
Control Measures:
1. Supplies of soap and sanitising agents are provided and regularly topped-up at all hand washing stations. NHS, Public Health and hand washing advice posters displayed.
2. All communal facilities, entrance, toilet, stairs etc cleaned twice a week by the contracted cleaning staff. These will be cleaned on a daily basis.
3. Employees, learners and visitors instructed to clean their hands after using the toilet, by washing their hands with soap and water for at least 20 seconds.
4. Employees, learners and visitors made aware that where welfare facilities are used during the working day, they must have an awareness of surfaces (toilets, sinks, door handles, soap, and soap dispensers, etc. and objects which are visibly contaminated with body fluids must not be touched but reported to a manager.
5. Employees , learners and visitors instructed to ensure that the toilet seat is in the closed position before flushing to prevent aerosols becoming airborne and contaminating the facilities with potential pathogens.
6 Employees learners and visitors to sanitise hands after smoking breaks and to clean up after themselves. Cigarette butts to be disposed in safe and efficient way. Learners to use designated smoking area approximately 50 meters from the smoking area.

Hazard: Waste Ill-health as a result of the transfer of coronavirus and other pathogens through cross contamination after contact with waste (accidental or otherwise).

Control Measures:

1. Waste bins are provided at employee desk areas and within kitchen areas. Waste bins will also be kept in the each training room. Waste bin also located at the entrance to the building.
2. Employees, learners and visitors instructed to not put their hands directly into food waste or general waste bins or receptacles as they may contain contaminated products, food or tissues.
3. Employees, learners and visitors instructed that disposable tissues should be used when coughing and or sneezing and put directly into a waste bin.
4. All waste bins and receptacles are carefully and safely emptied daily by the contracted cleaning staff.
5. Employees, learners and visitors are required to have consideration for contracted cleaning staff with regards to discarded tissues, food, tins etc. to prevent cleaning staff being accidentally contaminated or injured.

Hazard: Meeting rooms Potential risk or transfer of virus on account of close contact with other persons.

Control Measures:

1. Employees instructed that meetings in enclosed spaces such as conference and meeting rooms should only be undertaken when absolutely essential for business needs and kept as short as possible. Learner interviews to be conducted by phone where possible.
2. Employees using conference and meeting rooms instructed to follow Govt advice and maintain a 2m separation distance.
3. Employees instructed that the same 2 m distance rule must be applied to any meetings with clients or visitors or when held remotely.
4. Employees told to avoid physical contact with clients and visitors, such as handshakes, hugs, etc; and to give a polite explanation of this policy if required. Learners also encouraged not to make any physical contact with the exception of if first aid is required.
5. Maximum capacity signage will be posted to instruct capacity for all rooms.
6. Hand sanitiser is provided within the meeting for use by employees, visitors and learners
7. Visitors and staff from other offices to booked in advance with staff members
8. Cleaned daily by the contracted cleaning staff.
9. Equipment to be designated to staff and learners with reminders to not use equipment that is not assigned to them. Equipment to be wiped down at regular intervals.

Hazard: Workstations, IT and telephony equipment Direct contact with potentially cross contaminated workstations, IT or telephony equipment may cause adverse coronavirus health effects.

Control Measures:

1. Employees are advised to ensure that their workstations, IT and telephony equipment, such as keyboards, screens, phones and headsets are cleaned and sanitised on a regular basis throughout the working day with suitable wipes and cleaners that do not damage equipment. Learners will be issued their own stationary and wipe down any equipment they use throughout the day i.e. laptops.
2. Employees instructed that they should not use each other's IT equipment, to prevent accidental cross contamination. Laptop cleanser will be provided.

3. Centre Telephone to be cleaned before and after each use. If a learner should need to use the centre phone, the number will be dialed by a staff member and then put on loud speaker. Learners will not be allowed to hold the phone.
4. Employees and learners advised not to share phones, headsets and personal mobile phones with others to prevent accidental cross contamination.
5. Cleaned daily by the contracted cleaning staff.
6. Employees and learners are to only sit/work at their allocated workstation and not to hot desk or use other desk locations.

Hazard: Close contact Employees and learners working on the premises may be at risk of exposure to other employees, learners or visitors who are carrying coronavirus, knowingly or unknowingly
Control Measures:
1. Employees, learners and visitors instructed to avoid close face-to-face contact or touching other employees, visitors, learners etc. and follow the 2m social distancing rule.
2. Physical contact, such as handshakes, hugs, pat on the back, etc. is to be avoided by all.
4. Plastic protection screens installed on sites to protect employees working at reception areas and in certain roles where applicable.
5. Directional signage will be in placed on common and floor areas to allow for social distancing.
8. Office kitchen areas with only one person at a time using to allow for social distancing. Signage or tape markings will highlight this control.
9. Any visitors or contractors to sites are to sign in electronically following TCHC procedure.
10. Contractors to sites will be managed and controlled by building management or office services for only essential maintenance.
11. Visitors to sites are to be limited and if possible, video conferencing software to be utilised to reduce face to face contact.

Hazard: Vulnerable employee's Vulnerable learners and employees with existing health conditions are at a higher risk of contracting COVID-19, which may have a significant increased adverse effect on their health and wellbeing.
Control Measures:
1. In accordance with Govt guidelines employees and learners who are in the vulnerable and high-risk categories are where possible to continue to work from home.
2. Employees and learners with family members in high risk categories have been instructed to inform their management team. Decisions on home working in accordance with Govt. guidelines are taken on a case by case basis.
3. Employees who are high risk vulnerable (but not extremely clinically vulnerable) that cannot work from home, then management should offer the option of the safest available on-site role, enabling them to stay 2 meters away from others.
4. Those employees who fall within the extremely vulnerable category (Shielded) in accordance with Govt are to continue to work from home. Learners in the same category will be supported with online learning.

Hazard: Cleaning and hygiene Inadequate cleaning & hygiene standards pose a risk of spreading infection by way of cross-contamination from surfaces contaminated with the coronavirus.
Control Measures:
1. Cleaning regimes have been increased and the frequency of cleaning of hard surfaces (door handles, passenger lifts, building equipment buttons, switches, etc).
2. Suitable disinfectant cleaning products are used by the contracted cleaning staff.
4. Sufficient hot water, liquid soap, disposable towels and hand sanitiser dispensers are provided throughout the buildings.

Hazard: Personal hygiene Poor personal hygiene standards pose a risk of passing or contracting the infection.

Control Measures:

1. The importance of good personal hygiene will be explained to all employees and learners. Particularly the need for regular thorough hand washing and the avoidance of touching eyes, nose or mouth at all times.
2. Employees, learners and visitors instructed to clean their hands frequently, using alcohol-based hand sanitisers or to wash their hands with soap and water for at least 20 seconds. Soap and hand gels are provided.
3. Employees instructed that any potentially contaminated clothing should be removed and placed in a suitable plastic bag or container.
4. Employees, learners and visitors instructed that disposable tissues, should be used when coughing and or sneezing. Used tissues to be bagged and put into a bin.
5. A variety of hand sanitizer's stations will be in place throughout the building.
6. As the alcohol-based hand sanitizer falls under a COSHH item, employees, learners and visitors who use this to disinfect will be advised that this could be a potential irritant and not be put into your eyes or ingested.
7. If alcohol gel comes into contact with eyes then employees, learners and visitors are to (remove glasses or contact lenses if worn) and rinse eyes with water for several minutes, then seek first aid assistance.
8. If eye irritation persists then employees to seek medical advice or assistance.
9. Employees, learners and visitors with a diagnosed skin condition are advised not to use the alcohol hand sanitizer as this may exacerbate their condition, but to use soap and water for 20 seconds.
10. Employees, learners and visitors to avoid inhaling the vapors from the alcohol hand sanitizer as this may cause dizziness or drowsiness.
11. Alcohol gel hand sanitizer spillages are to be cleaned up immediately with water and area dried off.

Hazard: Cold / Infections There is a risk that any cold and or infection could be consistent with COVID-19 symptoms and there is a risk that accidental cross infection could be transmitted to other persons.

Control Measures:

3. Employees, learners and visitors are advised to follow Government guidelines.

Hazard: Emergency Evacuations Inhalation of smoke or exposure to fire leading to injury or fatality
Control Measures:
1. Employees trained in fire evacuation are in place.
2. Employees, learners and visitors are to follow the emergency evacuation procedures for their relevant location.
3. In an emergency such as an accident/ fire or first aid treatment given, employees, learners and visitors do not have to stay 2m apart as it would be unsafe to do so.
4. PEEP's (personal emergency evacuation plans) are in place for those employees who require assistance during an emergency evacuation from the premises.
5. All employees, learners and visitors are to wash or sanitise their hands at the earliest opportunity following the emergency.

Hazard: First Aid Provision Lack of first aid provision leading to injury, further injury or prolonged pain.
Control Measures:
1. Trained emergency first aid at work and first aid at work employees.
2. All first aiders provided with face guards to reduce risk of cross-contamination. (to be implemented with immediate effect)
3. Additional first aid equipment provided in first aid boxes to reduce risk to first aiders. CPR shields and disposable masks provided.

Documents Associated with this Risk Assessment:	
Review Date: 07/08/2020	Reviewer: Nicole Farnham/ Deb Paine