

COVID-19 RISK ASSESSMENT



Assessment carried out by: Claire Shore & Kayleigh Martin

Date assessment was carried out: Throughout June 2020, signed off 3rd July 2020

Date of next review: Ongoing, in line with updates to Government guidance

What are the hazards of the spread of Covid-19?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action? + back-up
<p>Travel to and From CI Tower via:</p> <p>Public transport</p> <p>Car</p> <p>Bike</p> <p>Walk / Run</p>	<p>All employees, contractors, visitors, members of the public that travel to and from CI Tower.</p>	<p>Staggered arrival to CI Tower timings tbc when schedule created.</p> <p>Recommending face coverings as detailed in FAQ's</p>	<p>All that travel on public transport to follow social distancing guidelines including wearing a face covering.</p> <p>Cycle to work scheme available to employees - link in FAQ's</p> <p>30 x secure Bike racks are available on a first come first served basis, along with a maintenance area. Building Management are looking into extra secure bike racks. Bikes can be locked locally at own risk.</p> <p>10 x car parking spaces are currently available in a secure car park. Local on-street parking is free and there is also paid parking available locally. Details in FAQ's.</p>	<p>Office Manager + office admin</p> <p>Employees</p>
<p>Entering CI Tower, via reception, lift, stairs</p>	<p>All that travel to and from CI Tower</p>	<p>A one-way system with entry and exit clearly marked will be in place. Map available in FAQ's.</p>		<p>CLS Building Management</p>

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		<p>A no-touch reception along with screens will be in place for all persons entering the building with clear exclusion zones marked.</p> <p>Hand sanitiser will be available at building entrance reception and inside lifts. Enhanced cleaning of communal areas is in place for all touchpoints.</p> <p>All essential visitors and deliveries will <i>not</i> be issued with a pass and be sent straight to host. Please refrain from delivering any personal packages to our floor.</p> <p>Lifts will be socially distanced at 1 metre in line with WHO guidelines. 3 people to a lift facing outwards and we highly recommend wearing face coverings. We also recommend using stairs if possible.</p>		
Entering Avantia 14th Floor	All that travel to and from CI Tower	Hand sanitisers will be available inside entrance to 14 th floor. These will also be available in the penthouse, kitchen and breakout area.	Reminder of extra hand washing	Office manager + office admin
Social Distancing within office environment	All that travel to and from CI Tower	<p>A one-way system will operate in the office with clear signage routed throughout.</p> <p>Disinfectant spray and paper towels to be placed in all meeting rooms and communal areas.</p>	Monitoring of social distancing behaviours.	Office manager + office admin
Desk allocation	Employees	<p>Desks to be clearly marked with social distancing. Staff to be seated 2 meters apart, facing away from each other.</p> <p>An Initial phased return of 19 members of staff maximum, selected from a list of volunteers who are keen to return to work. Weekly rotation seated at the same desk each day.</p> <p>A clear desk policy remains high priority. All your belongings to remain at desk and taken home at the end of the day including</p>	Penthouse meeting room to be available for confidential calls.	Office manager + office admin

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		laptops. Any pedestal belongings to be cleared as the desk you have been allocated may not be your usual seat.		
Kitchen area	Employees	<p>Food to be prepared in kitchen. No food to be shared with staff. Areas to be cleaned by individual thoroughly after use.</p> <p>Correct hand-washing signage in place in kitchen.</p> <p>Staggered break times to avoid congestion in kitchen and socially distance.</p> <p>Cleaning of milk bottles, coffee machine buttons in between use. Dettol hand wipes to be available in kitchen.</p> <p>All cutlery, plates and cups to be placed in dishwasher at all times.</p> <p>Further deep cleans tbc.</p>	<p>Sharing of food discouraged.</p> <p>Spot checks on food sharing and cleaning to be carried out.</p>	Office manager + office admin
Coat Cupboards & Lockers	Employees	All belongings to be kept at desk. Lockers may be used but not shared.	N/A	Employees
Shower Room	Employees	Showers to be cleaned by each individual user before use. All personal belongings to be removed and taken home after use including towels.	Spot checks on cleaning to be carried out	Office manager + office admin
Washroom Facilities	All that travel to and from CI Tower	<p>Maintain 2 metre distancing where possible, announce yourself before entering. If you do pass on entry or in corridor, pass back to back.</p> <p>Enhanced washroom cleaning throughout day.</p>	Spot checks on cleaning to be carried out	CLD
General office cleaning	Employees	Main touchpoints such as door handles to be cleaned throughout day.	Reminder of handwashing and sanitisers.	Office manager + office admin CLD

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		<p>We have a new cleaning company who will be cleaning thoroughly, daily.</p> <p>All non-fire doors will be kept open at all times.</p>		
Air Conditioning	All that travel to and from CI Tower	A significant focus is on enhanced provision of fresh air supplies from AHU's (Air Handling Units) to dilute particles in the air by avoiding recirculation of extracr air into supply systems and combining increased ventilation rates with longer running hours. All our AHU's can achieve these requirements and have been converted to 100% fresh air.		CLS
Emergency Procedures, Fire Wardens, First Aiders	All that travel to and from CI Tower	Ensuring we have one first aider and one fire warden on site.	Include in staff rota	Office Manager
Waste Disposal	Employees	A new communal waste stream will be introduced for category B infectious waste to capture disposal of face coverings, masks and disposable gloves. A bin will be available in the kitchen for your disposal.	N/A	CLD
Server & Print Room Clean	Employees	Cleaning of these rooms to be carried out weekly	N/A	Office manager + office admin
Stoke	All that travel to and from Davies including employees, visitors, service providers and suppliers.	Stoke have completed risk assessment and staff consultation, at present no staff returning to office.		

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Sheffield	All that travel to and from GB including employees, visitors, service providers and suppliers.	Risk assessment checked and plan in place. Details to be shared with Sheffield based employees prior to their return. First wave of 12 staff will return to office on July 9 th this will be GB only employees initially.		