

simPRO UK

COVID -19 Risk Assessment

Office based staff only - COVID Secure

**STAY
ALERT**

**CONTROL
THE VIRUS**

**SAVE
LIVES**

Description of simPRO UK Offices

Please note this risk assessment is for UK Office based staff only working from James Hall, St Ives.

The simPRO UK Office is located at James Hall, Parsons Green St Ives, Cambridgeshire. It shares a number of facilities with other tenants in the building. The office houses 21 staff and is open between 7.00 am to 6.00 pm Monday to Friday, excluding public holidays. Outside these hours the building can only be accessed by staff with appropriate security access. The building is secured and monitored outside of these hours and when access control has been armed.

This risk assessment only covers Hazards directly related or linked to COVID-19. All other hazards should be reported to a simPRO Health & Safety representative for review.

How this Risk Assessment was carried out

- Consultation with all relevant COVID SECURE govt documentation
- Review of current Office layout and amenities
- Consultation with Stowe Management on common areas (included in this assessment)
- Review of Stowe Management risk assessment and management plan
- Consultation and feedback from staff
- Publish results and make available on our website
- Periodic review and update as additional information or hazards identified

Risk assessment

What are the hazards?	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?	Date action needed by?	Completed Date ?
Spread of Covid-19 Coronavirus	All	<p>General Measures</p> <p>Initial deep clean of the office before return to the office</p> <p>Removal of communal food preparation, crockery and utensils.</p> <p>Revised office plan / desk layout to maintain 2+ meter distancing between seated staff.</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation</p>	<p>Check the ventilation / air conditioning systems are set to current occupancy levels. Service check by HVAC (clean / replace / upgrade filters)</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Clearing of workspaces and removing waste from the work area at the end of each shift</p> <p>Limiting and restricting use of high touch items and equipment e.g printers</p>	Airways Air Conditioning	12h June 2020	5th June 2020 - ongoing 6 monthly maintenance checks

<p>Spread of Covid-19 Coronavirus</p>	<p>Regular Attendees Staff Cleaners Building services Contractors</p>	<p>Social Distancing</p> <p>Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency/ Workstations to be assigned to an individual and not shared</p> <p>Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff.</p>				
		<p>Hygiene & Health Standards</p> <p>Hand washing facilities with</p>				

		<p>soap and water in place.</p> <p>Stringent hand washing taking place.</p> <p>Drying of hands with disposable paper towels.</p> <p>Enhance office cleaning and waste management from weekly to daily</p> <p>Use signs and posters to build awareness and set clear guidelines of expected personal hygiene standards</p> <p>Antibac wipes and hand sanitiser will be made available throughout the workplace / desks.</p> <p>Introduce daily temperature checks on all employees (Subject to Consent) and only once per day.</p> <p>Leaving and reentering office permitted via designated doorways / exits Entry subject to hand sanitisation and hygiene policies.</p>	<p>Removal of hand dryer facilities (Not hygienic)</p> <p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching your face, eyes, nose or mouth with unclean hands.</p> <p>Restrict the number of staff in the toilets to 1</p> <p>Restrict and issue strict guidelines to the use of the communal shower*</p> <p>Enhance waste management from weekly to daily</p> <p>Sufficient signage on exit and entry doorways.</p>	<p>Falcon Cleaning</p>	<p>15th June 2020</p>	<p>12th June 2020</p>
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		<p>Food and Drink Storage and Preparation</p> <p>No complex food preparation. Pre-prepared food only, in a sealed container or packaging only for storage and reheating . Disposable knives, forks, spoons and bowls will be provided.</p> <p>Fridge and microwave available subject to storage rules and cleaning. For use with pre prepared, sealed food only.</p> <p>Water Bottle refill available from NEW filtered, chilled and boiling water point. Water bottles to be taken home each day.</p> <p>Coffee machine available for single touch (black) coffee dispense only. Milk frother will not be available. Single use milk available.</p>	<p>Adopting a one way system for entering and exiting the office.</p>			
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		<p>Tea, coffee available via single serve sachets including milk, sugar, sweetener, cups, stirrers, etc.</p> <p>Hot and cold (chilled) water dispensed from a new single touch dispenser.</p>	<p>Installation of new, dedicated single button push chilled and boiling water point.</p>	<p>CoolerAid</p>	<p>1st July 2020</p>	<p>16th June 2020</p>
<p>Spread of Covid-19 Coronavirus</p>		<p>Communal Areas</p> <p>Temporary closure of some kitchen preparation facilities such as utensils mugs, plates, bowls etc</p> <p>Fridge and microwave available subject to updated cleaning and storage rules.</p> <p>Indoor communal seating areas will be closed but outside permissible subject to social distancing measures.</p> <p>Restrict the use of the lift to for essential use only.</p> <p>Regulating use of high traffic areas including corridors, stairways, walkways and welfare facilities</p>	<p>No sharing of food.</p> <p>Clear floor and desk plan and signage to enable social distancing and safe working in the office</p> <p>Replace kettle and water cooler with a permanent kitchen chilled and boiling water unit.</p>			

Spread of Covid-19 Coronavirus	<p>All Staff</p> <p>Visitors to our premises</p> <p>Drivers /goods deliveries</p>	<p>Signage</p> <p>Use signs and posters to build awareness and set clear guidelines for visitors.</p> <p>Screening questionnaire to be completed by ALL visitors entering the office area.</p> <p>Create designated drop points outside of the office area.</p>	<p>All visitors must be pre-approved to visit offices. Refuse all non-essential visitors.</p> <p>Enforce personal hygiene standards whilst visiting.</p> <p>Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p>			
Spread of Covid-19 Coronavirus	<p>Vulnerable Groups</p> <ul style="list-style-type: none"> •Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions •Anyone else who physically comes in contact with you in relation to your business 	<p>Vulnerable groups should follow all social distancing guidelines. No additional measures should need be put in place as per government guidelines</p> <p>Link: Staying alert and safe (social distancing) - GOV.UK</p>				

<p>Skin damage / reactions</p> <p>E.g due to antibacterial chemicals / soaps etc</p>	<p>All</p>	<p>Staff encouraged to protect the skin by applying emollient cream regularly</p> <p>Gel sanitisers in all entry and exit points should be tested first if staff believe they are at risk to allergies.</p>				
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<p>Mental Health</p>	<p>All</p>	<p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p>	<p>Regular communication of mental health information and open door policy for those who need additional support.</p> <p>Staff have access to confidential support and advice through Perkbox and Vitality Health.</p>			
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<p>Spread of Covid-19 Coronavirus - Symptoms detected</p>	<p>Any staff member or visitor showing signs of COVID - 19</p> <p>Symptoms include:</p> <ul style="list-style-type: none"> ● fever ● coughing ● sore throat ● shortness of breath ● Loss of taste or smell 	<p>Symptoms of Covid-19</p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.</p> <p>Line managers will maintain regular contact with staff members during this time.</p>	<p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other workplace premises such as domestic premises), simPRO will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p>https://www.publichealth.hscni.net/</p>			

Please list any additional COVID related risk/ hazards here to be assessed and mitigated.: