

	Likelihood	Consequences	Risk Rating	
	1 – Very Unlikely	1 – Insignificant	1 – 4 Acceptable	
	2 – Unlikely	2 – Minor	5 – 9 Adequate	
	3 – Fairly Likely	3 – Moderate	10 – 16 Tolerable	
	4 – Likely	4 – Major	17 – 25 Unacceptable	
	5 – Very Likely	5 – Catastrophic		
Task Description	<b>COVID-19 SECURE RISK ASSESSMENT</b>		People Affected	Employees / Contractors / Visitors / New and Expectant Mothers / Young Persons

Hazards	Risk rating L x C = R			Current Risk Controls	Additional Risk Controls	New Risk Rating L x C = R		
<b>Clinically Extremely Vulnerable Employees</b>	Information Only			<ul style="list-style-type: none"> <li>These employees have been strongly advised not to work outside of their home environment.</li> <li>We will refer to the current advice on who is in the 'Clinically Extremely Vulnerable Employees' group.</li> </ul>	<ul style="list-style-type: none"> <li>Regular updates to be communicated electronically to all employees.</li> </ul>			
<b>Clinically Vulnerable Employees</b>	Information Only			<ul style="list-style-type: none"> <li>These employees have been advised to take extra care in observing social distancing and these employees will be helped to work from home in their current role or an alternative role.</li> <li>Where a 'Clinically Vulnerable Employee' cannot work from home, we will offer the option of the safest available on-site role, which will allow them to stay 2m away from other individuals.</li> <li>We will refer to the current advice on who is in the 'Clinically Vulnerable Employee' group.</li> </ul>	<ul style="list-style-type: none"> <li>If for any reason an employee has to spend time with any other person within 2m, we will assess whether this is an acceptable level of risk.</li> </ul>			
<b>Employees with Protected Characteristics</b>	2	5	10	<ul style="list-style-type: none"> <li>As with any workplace risk assessment for employees with</li> </ul>	<ul style="list-style-type: none"> <li>Where this is not possible, expectant mothers are entitled</li> </ul>	2	3	6

Hazards	Risk rating L x C = R			Current Risk Controls	Additional Risk Controls	New Risk Rating L x C = R		
	L	C	R			L	C	R
				protected characteristics i.e. expectant mothers, we will look at their specific duties and whether we can ensure their safety in line with the above measures.	to suspension on full pay if a suitable role cannot be found for them. <ul style="list-style-type: none"> <li>We will also consider the needs of those employees who live with a 'Clinically Extremely Vulnerable Person'.</li> </ul>			
<b>Employees Who Need to Self-isolate</b>	2	5	10	<ul style="list-style-type: none"> <li>We will ensure that employees who are advised to stay at home, do not physically come into work.</li> <li>This includes individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms.</li> <li>Where employees who live in the same household as someone who becomes a 'confirmed case', they will need to self-isolate for 14 days.</li> </ul>	<ul style="list-style-type: none"> <li>Where it is possible we will ensure employees can work from home whilst self-isolating.</li> </ul>	2	2	4
<b>Managing Wellbeing</b>	2	5	10	<ul style="list-style-type: none"> <li>We will support our employees on broader issues, such as bereavement support and general anxiety about the ongoing situation.</li> </ul>	<ul style="list-style-type: none"> <li>Where work-related issues present themselves, the HSE's published Stress Management Standards will be followed.</li> </ul>	2	2	4
<b>Social Distancing</b>	3	5	15	<ul style="list-style-type: none"> <li>Further increase the frequency of handwashing and surface cleaning.</li> <li>We will use screens or barriers to separate people from each other, where applicable.</li> <li>Back-to-back or side-to-side working is more preferred.</li> <li>Where there is a possibility that two people must work together, this activity/task will be kept to the</li> </ul>	<ul style="list-style-type: none"> <li>Where employees can work from home they will work from home.</li> </ul>	2	5	10

Hazards	Risk rating L x C = R			Current Risk Controls	Additional Risk Controls	New Risk Rating L x C = R		
				shortest time possible. <ul style="list-style-type: none"> <li>There will be a reduced number of people each employee has contact with by creating 'fixed teams or partnering'.</li> </ul>				
<b>Arriving to Work and Leaving Work (St James Business Centre &amp; Bury Office)</b>	3	3	9	<ul style="list-style-type: none"> <li>All employees are to wash their hands upon arrival to work.</li> <li>Arrival and departure times will be staggered.</li> <li>Where possible all employees must try and avoid public transport.</li> <li>When parking a vehicle in the car park please keep a 2m distance between you and another driver on exit. This may mean staying in the vehicle for a few seconds to allow the other driver time to exit and move away from the vehicles parked.</li> </ul>	<ul style="list-style-type: none"> <li>Where it absolutely necessary that an employee must use public transport, then the following applies:</li> <li>You should wear a face covering on any public transport.</li> <li>Wait for passengers to get off first before you board.</li> <li>Ensure you maintain social distancing, where possible, including at busy entrances, exits, under canopies, bus stops, platforms or outside of stations.</li> <li>Be prepared to queue or take a different entrance or exit at stations.</li> <li>Wait for the next service if you cannot safely keep your distance on board a train, tube, bus or coach.</li> <li>Avoid consuming food and drink on public transport, where possible.</li> <li>Be aware of pregnant, older and disabled people who may require a seat or extra space.</li> </ul> Where employees do use public transport, they need to ensure that they have the following with them:	2	3	6

Hazards	Risk rating L x C = R			Current Risk Controls	Additional Risk Controls	New Risk Rating L x C = R		
					<ul style="list-style-type: none"> <li>• A face covering.</li> <li>• A plan for the journey.</li> <li>• Contactless payment card or pass.</li> <li>• Phone (if needed for travel updates, tickets, contactless payments).</li> <li>• Tickets.</li> <li>• Hand sanitiser.</li> <li>• Essential medicines.</li> <li>• Tissues.</li> </ul>			
Moving Around St James Business Centre	3	3	9	<p><b>Entrance</b></p> <ul style="list-style-type: none"> <li>• Ensure you keep your distance when entering the building and use the floor markings for 2m social distancing.</li> <li>• All external doors to St. James Business Centre will be two-way doors.</li> <li>• Always give priority to those exiting the building and observe the 2-metre social distancing.</li> <li>• The main entrance doors will be propped open during peak times (8-9am, 12-2pm and 5-6pm) weather conditions permitting.</li> </ul> <p><b>Reception</b></p> <ul style="list-style-type: none"> <li>• Once inside the building, use the hand sanitiser placed at the entrance.</li> </ul> <p><b>Post</b></p> <ul style="list-style-type: none"> <li>• Reception will sort the post as normal wearing gloves; parcels will now be in a dedicated</li> </ul>	<p><b>Café and first floor breakout area</b></p> <ul style="list-style-type: none"> <li>• Both the café and the first-floor breakout area will be closed until further notice.</li> </ul> <p><b>Kitchens within the communal area</b></p> <ul style="list-style-type: none"> <li>• The kitchen facilities will be for a hand wash area and water point only.</li> <li>• Soap and blue roll for hand washing will be provided.</li> <li>• To maintain the 2-metre rule, this facility will be one person at a time.</li> </ul> <p><b>Meeting Rooms and Board Room</b></p> <ul style="list-style-type: none"> <li>• The meeting rooms and board room will be closed until further notice.</li> </ul> <p><b>Smoking Shelter</b></p> <ul style="list-style-type: none"> <li>• Observe the social distancing rules.</li> </ul> <p><b>Contractors</b></p> <ul style="list-style-type: none"> <li>• When a contractor is working in a common area accessed by general building users please</li> </ul>	2	2	4

Hazards	Risk rating L x C = R			Current Risk Controls	Additional Risk Controls	New Risk Rating L x C = R		
				<p>delivery zone adjacent to the stairs in reception.</p> <ul style="list-style-type: none"> <li>Personal items are not to be delivered to the building.</li> </ul> <p><b>Atrium Area</b></p> <ul style="list-style-type: none"> <li>There will be reduced availability of seating's in the 2 atrium areas to help maintain the 2-metre rule.</li> <li>The area is to be cleaned before and after use and wipes will be available for this purpose.</li> <li>Hand sanitisation facilities are also in these areas.</li> </ul> <p><b>Stairs</b></p> <ul style="list-style-type: none"> <li>The Reception and south east stairs are dedicated "up only" except in the event of a fire alarm activation.</li> <li>The north east and southern stairs are dedicated "down only".</li> <li>Western stairways are two-way (near the café).</li> <li>Keep left and observe social distancing rules.</li> </ul> <p><b>Communal Doors</b></p> <ul style="list-style-type: none"> <li>All internal common doors will be propped open with 'fire door stoppers.</li> <li>The doors will be tested to ensure release each week on the weekly fire alarm test.</li> </ul> <p><b>Corridor's</b></p> <ul style="list-style-type: none"> <li>A one-way system has been implemented, operating clockwise where available on all</li> </ul>	<ul style="list-style-type: none"> <li>keep clear of the contractor respecting the minimum 2m distance rule.</li> <li>Cleaners will be present all day wiping down high touch areas.</li> </ul>			

Hazards	Risk rating L x C = R			Current Risk Controls	Additional Risk Controls	New Risk Rating L x C = R		
				floors. These are indicated with appropriate signage. <ul style="list-style-type: none"> <li>There are some areas where 2-way passage is unavoidable. Please give way to those already in the 2-way zone, keep left and observe social distancing rules.</li> </ul> <b>Fire</b> <ul style="list-style-type: none"> <li>For the avoidance of doubt the above system does not apply in the event of a fire or emergency.</li> <li>Should there be a fire evacuation then it is important to exit your nearest route.</li> <li>Once at the assembly points social distancing must be observed again.</li> </ul>				
Toilet Facilities (St James Business Centre)	2	3	6	<b>Ground Floor Toilets</b> <ul style="list-style-type: none"> <li>The north east and north west toilets are designated as single person occupancy. A lock has been installed on the main door identifying its status (vacant or occupied).</li> <li>If the facility is in use, please wait at a safe distance away from the door. Floor markings will be provided.</li> <li>The south east toilets are dedicated as two person facilities. A personal card indicator system has been implemented.</li> <li>Please place the card you will be issued with into one of the two slots located near the toilet entrance door.</li> </ul>	•	2	2	4

Hazards	Risk rating L x C = R			Current Risk Controls	Additional Risk Controls	New Risk Rating L x C = R		
				<ul style="list-style-type: none"> <li>• If both slots are full this indicates that the toilets are fully occupied.</li> <li>• If the facility is in use, please wait at a safe distance away from the door. Floor markings are provided.</li> <li>• Please use the hand sanitiser before entering these facilities.</li> </ul> <p><b>First Floor Toilets</b></p> <ul style="list-style-type: none"> <li>• The south east toilets are designated as single person occupancy. A lock has been installed on the main door identifying its status (vacant or occupied).</li> <li>• If the facility is in use, please wait at a safe distance away from the door. Floor markings are provided.</li> <li>• The north east and north west toilets will be dedicated as two person facilities. A personal card indicator system has been implemented. Please place the card you will be issued with into one of the two slots located near the toilet entrance door.</li> <li>• If both slots are full this indicates that the toilets are fully occupied.</li> <li>• If the facility is in use, please wait at a safe distance away from the door. Floor markings are provided.</li> <li>• Please use the hand sanitiser before entering these facilities.</li> </ul>				

Hazards	Risk rating			Current Risk Controls	Additional Risk Controls	New Risk Rating		
	L	x C	= R			L	x C	= R
Using the Office (St James Business Centre)	3	3	9	<ul style="list-style-type: none"> <li>Only those that are critical to the business will be allowed to work from the office, those that can work from home must work from home. Only in exceptional circumstances non-critical employees will be allowed to work from the office.</li> </ul> <p><b>Fire</b></p> <ul style="list-style-type: none"> <li>In the event of an emergency the usual procedure of evacuating the building by the nearest escape route takes precedence over the one-way system.</li> <li>Once at the Assembly Point social distancing must be complied with.</li> <li>All doors will be propped open unless it is a fire door that has no facility for automatically closing when the fire alarm sounds.</li> </ul> <p><b>Movement</b></p> <ul style="list-style-type: none"> <li>At the top of the stairs there will be a one-way system in place.</li> <li>Give way at the top of the stairs to those on the right.</li> <li>When navigating around the offices please make sure you use the left-hand side of the corridor and stairs.</li> <li>There will be clear markings on the floor so that everyone can observe the 2-metre social distancing rules.</li> </ul> <p><b>General Principles</b></p>	<ul style="list-style-type: none"> <li>No touching of the face and to cough or sneeze into your arm.</li> </ul> <p><b>Visitors</b></p> <ul style="list-style-type: none"> <li>All non-essential visitors should be asked to refrain from attending the premises and use online facilities instead i.e. Teams Meetings, Zoom.</li> <li>If you do have a visitor coming to the building, then please advise your visitor to call you from outside the building on their arrival to enable you to collect them immediately from reception.</li> <li>There will be clear markings in reception for visitors so that they can observe the 2-metre social distancing rules when being greeted by reception staff.</li> <li>The reception staff will sign your visitor in remotely, no visitor badges will be issued.</li> <li>Your visitors, whilst on the premises, are your responsibility and so please explain this risk assessment to them in advance of their visit.</li> <li>When visitors are exiting the building please ask them to confirm their departure with the reception staff.</li> <li>A COVID-19 Secure Poster will be signed, dated and displayed at the entrance of the office.</li> </ul>	2	2	4



Hazards	Risk rating L x C = R			Current Risk Controls	Additional Risk Controls	New Risk Rating L x C = R		
				<ul style="list-style-type: none"> <li>• Posters and signs to enhance awareness of good handwashing techniques will be in place.</li> <li>• More handwashing and increased surface cleaning will be in place.</li> <li>• Screens or barriers will be in place (where applicable) to ensure the 2m Social distance.</li> <li>• Workstations will be assigned to an individual and will not be shared.</li> <li>• Where applicable the layout of the office will be reviewed to allow employees to work further apart from each other.</li> <li>• Where employees do have to work closely together, this will be for the shortest time possible and it will be the same 'fixed pair'.</li> <li>• 'Back to Back' or 'Side to Side' working will be in place where applicable.</li> <li>• Hand sanitiser will be in place in various locations throughout the offices.</li> <li>• All personal items i.e. bags are to be put into the desk drawer to avoid cross contamination.</li> <li>• Mobile phones are to be sanitised prior to and after using.</li> <li>• There will be no sharing of equipment. Where this is not always possible the equipment must be sanitised prior to and after using.</li> </ul> <p><b>Kitchenette</b></p>				

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	L	C	R			L	C	R
				<ul style="list-style-type: none"> <li>• Employees are encouraged to bring in packed lunches.</li> <li>• Cleaning and sanitisation procedures will be in place.</li> <li>• The kitchenette is limited to one person at a time.</li> </ul>				
<b>Moving Around Europa House</b>	3	3	9	<ul style="list-style-type: none"> <li>• Stay a minimum of 2 metres (6 feet) away from other people at all times.</li> <li>• When going through the airlock or using the lift this must be done one person at a time.</li> <li>• The reception team will sign in and out each of your visitors please confirm with reception when your visitor has vacated the building.</li> <li>• Please respect personal space: The reception area and communal kitchens will have designated spaces marked out on the floor, please continue to remain 2 metres away from any other person using this space.</li> <li>• Wash/sanitise your hands regularly.</li> <li>• If you feel unwell or have a temperature whilst at home you must NOT go into the building.</li> <li>• For everyone's safety the business lodge has instructed all contractors to use the back doors only – please do not use this door as a general exit route – this fire door is alarmed.</li> </ul>	<ul style="list-style-type: none"> <li>• The gym will remain closed until further notice in line with government guidelines.</li> <li>• Posters and signs to enhance awareness of good handwashing techniques will be in place.</li> <li>• No touching of the face and to cough or sneeze into your arm.</li> </ul>	2	3	6

Hazards	Risk rating			Current Risk Controls	Additional Risk Controls	New Risk Rating		
	L	x C	= R			L	x C	= R
				<ul style="list-style-type: none"> <li>The back doors are for use by contractors only. This door can only be used in case of an emergency.</li> <li>When navigating around the building please make sure you use the left-hand side of the corridor and stairwells as you walk around. Be mindful of other guests and visitors, if possible please avoid crossing nearby someone already in the corridor.</li> </ul>				
Toilet Facilities (Europa House)	2	3	6	<ul style="list-style-type: none"> <li>Toilet facilities will be restricted by the number of users to ensure that 2 metres (6 feet) social distancing can be maintained.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	2	2	4
Using the Office (Europa House)	3	3	9	<ul style="list-style-type: none"> <li>Only those that are critical to the business will be allowed to work from the office, those that can work from home must work from home. Only in exceptional circumstances non-critical employees will be allowed to work from the office.</li> </ul> <p><b>Fire</b></p> <ul style="list-style-type: none"> <li>In the event of an emergency the usual procedure of evacuating the building by the nearest escape route takes precedence over the one-way system.</li> <li>Once at the Assembly Point social distancing must be complied with.</li> <li>All doors will be propped open unless it is a fire door that has no</li> </ul>	<ul style="list-style-type: none"> <li>No touching of the face and to cough or sneeze into your arm.</li> </ul> <p><b>Visitors</b></p> <ul style="list-style-type: none"> <li>All non-essential visitors should be asked to refrain from attending the premises and use online facilities instead i.e. Teams Meetings, Zoom.</li> <li>If you do have a visitor coming to the building, then please advise your visitor to call you from outside the building on their arrival to enable you to collect them immediately from reception.</li> <li>Your visitors, whilst on the premises, are your responsibility and so please explain this risk assessment to them in advance of their visit.</li> </ul>	2	2	4

Hazards	Risk rating L x C = R			Current Risk Controls	Additional Risk Controls	New Risk Rating L x C = R		
				<p>facility for automatically closing when the fire alarm sounds.</p> <p><b>General Principles</b></p> <ul style="list-style-type: none"> <li>• Posters and signs to enhance awareness of good handwashing techniques will be in place.</li> <li>• More handwashing and increased surface cleaning will be in place.</li> <li>• Screens or barriers will be in place (where applicable) to ensure the 2m Social distance.</li> <li>• Workstations will be assigned to an individual and will not be shared.</li> <li>• Where applicable the layout of the office will be reviewed to allow employees to work further apart from each other.</li> <li>• Where employees do have to work closely together, this will be for the shortest time possible and it will be the same 'fixed pair'.</li> <li>• 'Back to Back' or 'Side to Side' working will be in place where applicable.</li> <li>• Hand sanitiser will be in place in various locations.</li> <li>• Where it is not possible to eliminate 'hot desking', then cleaning and sanitisation will take place between each employee using the equipment.</li> </ul> <p><b>Tea/Coffee Making Facilities</b></p> <ul style="list-style-type: none"> <li>• Employees are encouraged to bring in packed lunches.</li> </ul>	<ul style="list-style-type: none"> <li>• A COVID-19 Secure Poster will be signed, dated and displayed at the entrance of the office.</li> <li>• .</li> </ul>			

Hazards	Risk rating L x C = R			Current Risk Controls	Additional Risk Controls	New Risk Rating L x C = R		
	L	C	R			L	C	R
				<ul style="list-style-type: none"> <li>Cleaning and sanitisation procedures will be in place.</li> <li>The area is limited to one person at a time.</li> </ul> <b>Communal Kitchen</b> <ul style="list-style-type: none"> <li>The kitchen facilities will be for a hand wash area and water point only.</li> </ul>				
Field Employees	4	4	16	<b>General</b> <ul style="list-style-type: none"> <li>Employees need to ensure that they maintain the 2m social distancing, this includes when arriving to at a site, whilst on a site and travelling between premises/sites.</li> <li>To reduce in-person meetings use online facilities instead i.e. Teams Meetings, Zoom.</li> </ul> <b>Appointments</b> <ul style="list-style-type: none"> <li>Provide clear guidance to the client on social distancing and any hygiene measures that need to be in place.</li> <li>Ensure hand sanitiser is taken into a meeting.</li> <li>Communicate with clients prior to arrival and on arrival.</li> <li>Do not share pens or other objects during the appointment.</li> <li>Face coverings, hand sanitiser, wipes and gloves will be provided to all field employees.</li> <li>BDM's are only allowed to attend a specific area for their meeting, wandering around a premise/site is not permitted.</li> </ul>	<ul style="list-style-type: none"> <li>Only when it is absolutely necessary employees should attend meetings, maintaining a 2m distance.</li> <li>Where meetings need to be held, try holding them in a well-ventilated area or outdoors.</li> </ul>	2	3	6

Hazards	Risk rating			Current Risk Controls	Additional Risk Controls	New Risk Rating		
	L	x C	= R			L	x C	= R
			9	<ul style="list-style-type: none"> <li>If you need to have a drink, ensure you take a drink in with you to the meeting (providing the client is alright with this).</li> </ul> <b>Toilet Facilities</b> <ul style="list-style-type: none"> <li>All field employees need to ensure they have access to appropriate toilet facilities during their journeys.</li> <li>Where possible, see if you can use facilities when you reach your destination.</li> <li>Where this is not possible, plan your journey beforehand to locate which facilities are available.</li> </ul>				4
Social Distancing Inside a Vehicle – Car sharing for Meetings / Buddy Visits	3	3	9	<ul style="list-style-type: none"> <li>Vehicles should not be shared, try to avoid multiple occupancy of the vehicle.</li> <li>Where it is not possible to maintain a 2m distance inside a vehicle, you need to have in place:               <ul style="list-style-type: none"> <li>Increase ventilation where possible i.e. open a window.</li> <li>Ensure regular cleaning of the vehicle, especially between different users of the vehicle.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	2	2	4
Accident, Security and Other Incidents	3	3	9	<ul style="list-style-type: none"> <li>In the event of an emergency i.e. accident, fire or break-in, we do not have to stay 2m apart as this would be unsafe to do so.</li> <li>Where any person is involved in the provision of assistance to others, particular attention should be made to sanitation measures</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	3	3	9

Hazards	Risk rating L x C = R			Current Risk Controls	Additional Risk Controls	New Risk Rating L x C = R		
	L	C	R			L	C	R
				immediately afterwards, this includes washing of hands.				
<b>Face Coverings</b>	3	4	12	<ul style="list-style-type: none"> <li>• Hands need to be washed thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.</li> <li>• When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.</li> <li>• Change the face covering if it becomes damp or if they have touched it.</li> <li>• Continue to wash your hands regularly.</li> <li>• Change and wash your face covering daily.</li> <li>• Where the material is washable, it should be washed in line with manufacturer's instructions. If it is not washable, dispose of it carefully in your usual waste.</li> <li>• Practise social distancing wherever possible.</li> </ul>	•	2	3	6
<b>Recontamination</b>	2	4	8	<ul style="list-style-type: none"> <li>• Employees who suspect they may be unwell are required to stay away from work and follow normal sickness absence reporting procedures.</li> <li>• All Management personnel are dedicated to managing the crisis.</li> </ul>	<ul style="list-style-type: none"> <li>• All suspected and confirmed cases should be reported to the Acting Head of Health &amp; Safety for further advice.</li> </ul>	2	2	4

Assessors Name:	Victoria Owings BSc (Hons) CMIOSH MIIRSM RSP	Date of Assessment:	9 <sup>th</sup> June 2020
Amendments		Date of Review	Ongoing