
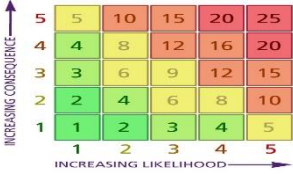

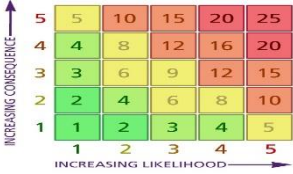
	Likelihood	Consequences	Risk Rating
	1 – Very Unlikely	1 – Insignificant	1 – 4 Acceptable	
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	3 – Fairly Likely	3 – Moderate	10 – 16 Tolerable	
	4 – Likely	4 – Major	17 – 25 Unacceptable	
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Task Description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


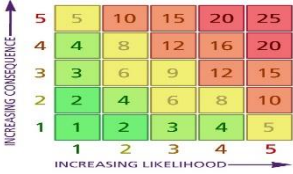
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Clinically Extremely Vulnerable Employees	Information Only			<ul style="list-style-type: none"> <li>As from the 5<sup>th</sup> October the Government are no longer advising anyone to shield.</li> </ul>	<ul style="list-style-type: none"> <li>All relevant employees must check their local council rules.</li> </ul>			
Local Council Restrictions	This risk assessment must be read in conjunction with your local restrictions.							
Employees with Protected Characteristics	2	5	10	<ul style="list-style-type: none"> <li>As with any workplace risk assessment for employees with 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.</li> </ul>	<ul style="list-style-type: none"> <li>Where this is not possible, expectant mothers are entitled to suspension on full pay if a suitable role cannot be found for them.</li> </ul>	2	3	6
Employees Who Need to Self-isolate	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> </ul>	<ul style="list-style-type: none"> <li>Where it is possible we will ensure employees can work from home whilst self-isolating.</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>	2	2	4
Managing Wellbeing	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
Social Distancing	3	5	15	<ul style="list-style-type: none"> <li>Further increase the frequency of handwashing and surface</li> </ul>	<ul style="list-style-type: none"> <li>Where employees can work from home they should work</li> </ul>	2	5	10

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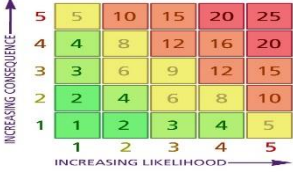
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				cleaning. <ul style="list-style-type: none"> <li>We will use screens or barriers to separate people from each other, where applicable.</li> <li>Where there is a possibility that two people must work together, this activity/task will be kept to the shortest time possible.</li> <li>There will be a reduced number of people each employee has contact with by creating 'fixed teams or partnering'.</li> </ul>	from home. <ul style="list-style-type: none"> <li>Back-to-back or side-to-side working is more preferred.</li> </ul>			
Arriving to Work and Leaving Work (St James Business Centre & Bury Office)	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:               <ul style="list-style-type: none"> <li>You must 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> </ul> </li> </ul>	2	3	6

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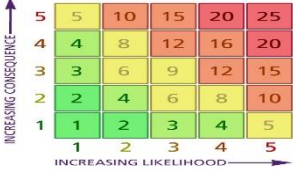
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				<ul style="list-style-type: none"> <li>To reduce the risk of close contact we ask that employees do not car share.</li> </ul>	<ul style="list-style-type: none"> <li>Be prepared to queue or take a different entrance or exit at stations.</li> <li>Wait 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> <p>Where employees do use public transport, they need to ensure that they have the following with them:</p> <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>			

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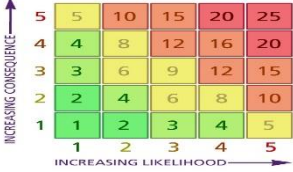
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Moving Around St James Business Centre	3	3	9	<p><b>Entrance</b></p> <ul style="list-style-type: none"> <li>Ensure you keep your distance when entering the building and use the floor markings for 2m social distancing.</li> <li>All external doors to 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 delivery zone adjacent to the stairs in reception.</li> <li>Personal items are not to be delivered to the building.</li> </ul> <p><b>Atrium Area</b></p>	<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>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 keep clear of the contractor respect the 2m social distancing rule or 1m wearing a face covering.</li> <li>Cleaners will be present all day wiping down high touch areas.</li> </ul>	2	2	4

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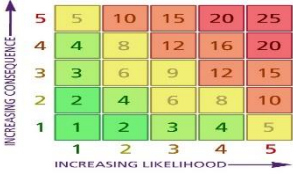
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				<ul style="list-style-type: none"> <li>There will be reduced availability of seating's in the 2 atrium areas to help maintain the 2-metre rule.</li> <li>The area is to be cleaned before and after use and wipes will be available for this purpose.</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>				

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				<ul style="list-style-type: none"> <li>A one-way system has been implemented, operating clockwise where available on all floors. These are indicated with appropriate signage.</li> <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> <p><b>Fire</b></p> <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	<p><b>Ground Floor Toilets</b></p> <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</li> </ul>	•		2	2	4


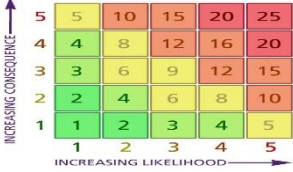
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				<p>door. Floor markings will be provided.</p> <ul style="list-style-type: none"> <li>The south east toilets are dedicated as two person facilities. A personal card indicator system has been implemented.</li> <li>Please place the card you will be issued with into one of the two slots located near the toilet entrance door.</li> <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> </ul>				


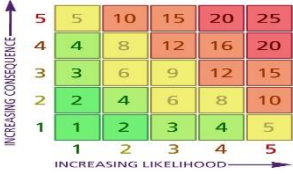
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				<ul style="list-style-type: none"> <li>The north east and north west toilets will be dedicated as two person facilities. A personal card indicator system has been implemented. Please place the card you will be issued with into one of the two slots 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>				
Using the Office (St James Business Centre)	3	3	9	<ul style="list-style-type: none"> <li>Only those that have informed the Operations Manager will be allowed to work from the office. This is to ensure that social distancing measures can be adhered to</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> </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</li> </ul>	2	2	4


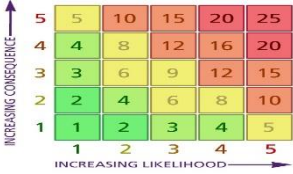


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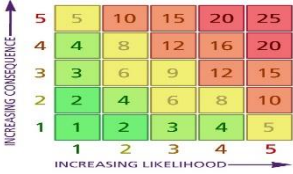
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				<ul style="list-style-type: none"> <li>Once at the assembly point social distancing must be complied with.</li> <li>All doors will be propped open unless it is a fire door that has no facility for automatically closing when the fire alarm sounds.</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 2m social distancing rule or 1m with a face covering.</li> </ul> <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</li> </ul>	<ul style="list-style-type: none"> <li>collect them immediately from reception.</li> <li>There will be clear markings in reception for visitors so that they can observe the 2m social distancing rule or 1m with a face covering when being greeted by reception.</li> <li>Reception 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> <p><b>Reception</b></p> <ul style="list-style-type: none"> <li>All employees must sign in and out of the office at reception using their own pen.</li> </ul> <p><b>Office Working</b></p>			

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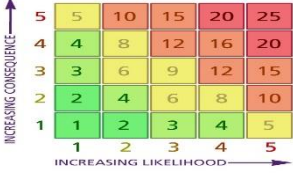
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				<p>2m social distance or 1m with a face covering.</p> <ul style="list-style-type: none"> <li>• Workstations will be assigned to an individual and will not be shared.</li> <li>• Where applicable the layout of the office will be reviewed to allow 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</li> </ul>	<ul style="list-style-type: none"> <li>• When getting up from your desk to move around, please ensure you put on your face covering.</li> <li>• Where employees are exempt from wearing a face covering, ensure you let your line manager know you are exempt and have obtained the exempt badge.</li> </ul>			

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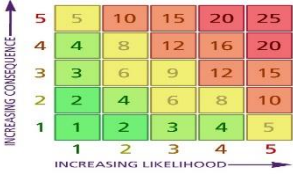
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				must be sanitised prior to and after using. <b>Kitchenette</b> <ul style="list-style-type: none"> <li>Employees are encouraged to bring in packed lunches.</li> <li>Cleaning and sanitisation procedures will be in place.</li> <li>The kitchenette is limited to one person at a time.</li> </ul>				
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> </ul>	<ul style="list-style-type: none"> <li>Only when it is absolutely necessary employees should attend meetings, maintaining the 2m social distancing rule or 1m with a face covering.</li> <li>Where meetings need to be held, try holding them in a well-ventilated area or outdoors.</li> </ul> <b>Face Coverings</b> <ul style="list-style-type: none"> <li>Face coverings must be used at all times when visiting clients.</li> <li>Where employees are exempt from wearing a face covering, ensure you have your exempt badge with you.</li> </ul>	2	3	6

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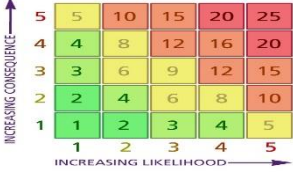
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				<ul style="list-style-type: none"> <li>Do not share pens or other objects during the appointment.</li> <li>Face coverings, hand sanitiser, wipes and gloves will be provided to all field employees.</li> <li>BDM's are only allowed to attend a specific area for their meeting, wandering around a premise/site is not permitted.</li> <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> <p><b>Toilet Facilities</b></p> <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>				
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.</li> </ul>	•	2	2	4

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	5 – Very Likely	5 – Catastrophic		
Task Description	COVID-19 SECURE RISK ASSESSMENT	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		
				<ul style="list-style-type: none"> <li>Where it is not possible to maintain a 2m distance inside a vehicle, you need to:               <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> <li><b>Face Coverings</b> <ul style="list-style-type: none"> <li>Face coverings must be used at all times when car sharing.</li> <li>Where you are exempt from wearing a face covering, ensure you have your exempt badge with you.</li> </ul> </li> </ul>				
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 immediately afterwards, this includes washing of hands.</li> </ul>		3	3	9
Face Coverings	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</li> </ul>	<ul style="list-style-type: none"> <li>Where employees are exempt from wearing a face covering,</li> </ul>	2	3	6

		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	COVID-19 SECURE RISK ASSESSMENT	People Affected	Employees / Contractors / Visitors / New and Expectant Mothers / Young Persons	

Hazards	Risk rating			Current Risk Controls	Additional Risk Controls	New Risk Rating		
	L	x C =	R			L	x C =	R
				sanitiser before putting a face covering on, and after removing it. <ul style="list-style-type: none"> <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>	ensure you have your exempt badge with you.			
Recontamination	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> </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

		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	COVID-19 SECURE RISK ASSESSMENT	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		
				<ul style="list-style-type: none"> <li>All Management personnel are dedicated to managing the crisis.</li> </ul>				

Assessors Name:	Victoria Owings BSc (Hons) CMIOSH MIIRSM RSP	Date of Assessment:	9 <sup>th</sup> June 2020
Amendment	Victoria Owings BSc (Hons) CMIOSH MIIRSM RSP	Date of Review	26 <sup>th</sup> September 2020
Amendment	Victoria Owings BSc (Hons) CMIOSH MIIRSM RSP	Date of Review	Ongoing