

**Risk Assessment: Generic Coronavirus (Covid-19) -
LV Office/non clinical area Working**

Generic Risk Assessment Completed by:
Bill Millard
Date: 13.05.2020 **rev:**

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LV Division/Area :

Amended Assessment By:
Name:

Initial Revision Date:

Location/room ID:

Last Review/Revision Date:

Introduction:

The current government advice and the preferred option for LV on H&S grounds would be that home working continues for all staff - non client/non patient based, office and admin staff for the foreseeable future unless it is essential that they need to work on Campus.

This Generic Covid-19 risk assessment applies in addition to the LV standard company risk assessments for offices/work areas.

Managers should update regularly to reflect/follow current and new guidance: Where workers can work at home, they should be home working.

This LV Risk Assessment provides Generic measures you can take to help you work safely during the coronavirus pandemic (sometimes known as being 'COVID secure').

Each office or area will be different so this assessment must be amended by the Divisional Manager or their appointed 'local' person to make the RA suitable and sufficient' for the room or area. For example: 'By putting in place social distancing measures, taping off some desks, staggering shifts, 'providing additional hand washing facilities, 'hand gels, 'face coverings, ' sanitising when visiting the toilets, 'having separate entrances and exits to buildings? 'one-way entry/exit systems and how to liaise or talk with other workers to help them all stay safe.

Vulnerable workers - Some workers or cohorts must be excluded from the workplace for example the 'shielding' group:

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19> -

the clinically vulnerable, the immuno-suppressed, females during pregnancy and age may have particular additional requirement:

<https://www.gov.uk/government/publications/full-guidance-on-staying-at-home-and-away-from-others/full-guidance-on-staying-at-home-and-away-from-others#eel-decline>

Always remember that people may be shedding virus before they exhibit clinical signs, do not ignore the guidance and assessments which are provided to keep you safe. Train all staff in the new procedures as they return to work and adopt an SOP to standardise routines where appropriate. Ensure any 'Other' aspects such as Animal involvement is covered e.g. teaching dogs in the room. This would best be avoided where possible in the current situation as although unlikely, it may be possible that pets cross contaminate or transfer any COVID-19 virus that is present on to humans.

Each area should print and display the available poster (link below) to show the employer has adopted the HSE guidance.

<https://assets.publishing.service.gov.uk/media/5eb97d30d3bf7f5d364bfbb6/staying-covid-19-secure.pdf>

Managers must also ensure that Protocols/SOP's are in place and staff/first aiders trained for incidents, accidents or possible/suspected Covid cases:



RIDDOR reporting of COVID-19 - (Inform the Manager and the Safety Officer).

The Manager must only make a report under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) when:

- an unintended incident at work has led to someone's possible or actual exposure to Coronavirus. This must be reported as a dangerous occurrence.
- a worker has been diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.
- a worker dies as a result of occupational exposure to coronavirus.

Description and location of Hazard	Who might be harmed	Existing Control Measures	A. Likely severity of injury (1 to 3)	B. Likely Occurrence (1 to 3)	Risk Rating (A) x (B)	Comments / Actions
Room/area Utilisation - Suitable for use	All users of the office/area	<ul style="list-style-type: none"> • Each office, room or area should be assessed for potential hazards and its suitability for purpose determined. • Consider ventilation systems and the use of any mobile desk fans should usually be avoided as these could aid spread of the virus. • check any air conditioning or LEV's (Local Exhaust Ventilation devices do not pose a hazard; individual air con units may be good. Concerns should be raised with compliance manager - Darran Mason or the Safety Officer and/or in liaison via UOB estates. • Work with open windows where possible to allow clean fresh air to circulate. • Regularly clean your own working area to minimise risk of x infection. • Suitable cleaning products should be available. • Clean door handles and banisters regularly with spray compliant cleaners but avoid liquid cleaners directly onto electrical switches and equipment. • Think about corridor bottlenecks - employ one-way systems if appropriate? • Place sanitiser by printers/copiers. • Client's should only enter areas when/where essential. 	2	2	4	Cleaning: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings

		<ul style="list-style-type: none"> • Receptions should have clear client signage of protocols. • Print /display the 'COVID-19 secure' assessment poster (Link below). 				
Staffing Levels	All users of the office/area	<ul style="list-style-type: none"> • Have 'split team' working if possible so if one team has to isolate, we still have job function cover. • Source PPE and supplies for staff to aid cleansing and for protection. • Have an 'Emergency Response Kit' to hand centrally with all PPE and disinfection agents at the ready. State location. • Include a 'return to work' induction plan to go through with staff as they return to work and the Campus. • Room occupancy must be limited to comply with 2 metre social distancing rules. Consider each room and apply common sense. • Office staff to take tea breaks at their desks - not in staff rooms. No food or drink is permitted in the laboratory or clinical areas, so take tea-breaks in a designated area. • Drawing up a physical distance plan or even a room plan on the door? • Tape off desks to meet compliance. Facing back to back or off-set is preferred to desks facing each other unless a significant distance is possible (3-4 metres +). • Do not 'Hot Desk' - workers should only use their own desk. • Consider flexible work/shift patterns or a rota for office/desk working. • Regularly clean your own desk/work area to minimise risk of infection or cross infection. • Post signage to remind staff. • Wash hand Regularly to protocol with soap and hot water for 20 seconds. 	2	2	4	<p>Hand rubs: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877529/Best_Practice_hand_rub.pdf</p> <p>Handwashing: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877530/Best_Practice_hand_wash.pdf</p> <p>* https://acoem.org/acoem/media/PDF-Library/COVID-19-ACOEM-Recommendations-Regarding-Use-of-Face-Coverings-in-the-Workplace-4-10-2020.pdf</p>
Face coverings						

		<ul style="list-style-type: none"> Do not touch your face. Wear face covering* where social distancing is not possible - but only as a last resort and only allowed for a short time (less than 15 minutes maximum and not repeatedly - this is an 'Office' Risk assessment). Use Skype, Zooms, Microsoft Teams, telephones or other means of communicating where possible rather than face to face meetings. 				
Social Distancing and Welfare-related issues	All	<p>Follow the current Gov/HSE/PHE advice. Revise risk assessments as required.</p> <ul style="list-style-type: none"> Post, observe and enforce social distancing signage. Train and remind staff as required to your new 'COVID-19 local' rules. Set up cleaning stations at receptions and other key points in the building providing gloves, disinfection sprays or wipes, hand gels and/or gloves as available. (I assume we will need to source these for each building/area?) Yes Managers should arrange/delegate, may be in stock or may need to order in. Toilets and wash hand basins available but observe hand wash and sanitising/disinfection practices between users - act responsibly using common sense. Local additional office disinfection/cleaning to be undertaken each day by the staff in each office with items provided. Wear face covering where social distancing is not possible - but only as a last resort and for a short time (less than 15 minutes maximum). What happens after 15mins and can someone use the covering again if needed? This is for short term conversations only (or use phones, zoom), they are personal face coverings and are washed each day by the wearer (so probably requires 2 for each person). 	3	1	3	 <p>Managers and supervisors will check and remind staff about the social distancing and the safety assessment requirements.</p>
Contact details or staff	Line Managers or Reception	<ul style="list-style-type: none"> Ensure we have a log or rota and 	2	1	2	

rota's	staff	<p>contact details of staff and client's in case we need to alert or make follow up contacts.</p> <ul style="list-style-type: none"> Children should not be brought onto site/into offices during this period. 				
Personal items	All	<p>Try not to bring any unnecessary personal items into the workplace as they could all increase the potential spread hazard of coronavirus</p>	3	1	3	
Personal safety - Security on site	All Staff/persons involved	<ul style="list-style-type: none"> Call security - Security staff on site 24 hours per day (do we have this currently or not?) Yes 	2	1	2	
Manual Handling/ handling of items or deliveries	Operator	<p>Think about possible COVID-19 contamination routes, should the item be sanitised before/between handlers moving items/to stores?</p> <ul style="list-style-type: none"> try not to print out paperwork to transfer information, use emails when possible. manual handling training for heavy or awkward items. Any heavy manual handling must be in accordance with LV standard assessments. Try to avoid any 'team lifting' requirements, wear face coverings/PPE if you do Wash hands regularly Do not touch your face 	2	1	2	
Consumption of food, etc.		<ul style="list-style-type: none"> Maintain social distancing during lunch and coffee breaks. May be take tea breaks at your desk or go outside to individual benches in the gardens if weather permits? No food or drink may be consumed in the laboratory, staff may use a suitable facility Follow sensible food safety rules Wash hands before and after eating Wash up all utensils and containers immediately, do not leave them in a sink or on the tables. Dispose of wastes thoughtfully. 	2	2	4	

Slips, trips and falls		<ul style="list-style-type: none"> • Good housekeeping maintained in buildings • All areas well lit • Grounds well maintained • Signage where needed 	2	2	4	Accident reporting and forms are available electronically or report to manager. Always inform a first aider of all/any accidents.
Electricity		<p>Laptops: PAT testing applies -</p> <ul style="list-style-type: none"> • Equipment is subject to Portable Appliance Testing • No temporary installations in use unless approved by the safety officer (+/-consult site electricians) • Use of RCD's as appropriate 	2	1	2	Use low voltage equipment if possible. Use RCD's and follow all advice or instruction provided by the qualified site electricians.
First Aid Illness/accidents	First aiders & casualty	<ul style="list-style-type: none"> • First Aiders must use additional PPE precautions including a Face Mask. when attending accidents/incidents at closer than the 2 metre social distance advice. • Wear Gloves, Face Mask, apron if required and a visor. Observe good aseptic technique and remove and dispose of PPE carefully into clinical a waste bag and seal. • Security staff on site are trained First Aiders • Clear First Aid posters to be followed in event of accident • Clean/decontaminate workplaces following an illness or first aid incident where there may be contact with bodily fluids etc. • Dispose of all waste in sealed yellow clinical waste (double) bagged. 	2	2	4	Summon 'Local' first aider or Security staff are trained First Aiders. Numbers of people on the Campus is or may be reduced therefore the number of first aiders may also be at a reduced level at this time. In emergencies, call 112233/89424 to immediately inform security.
Stress	Communicate with Manager or trained individual	It is perfectly reasonable that you might feel stressed about coming back to work. If you are feeling forced to come back or worried please talk to your Manager or HR about this and they will be able to help.				http://www.bris.ac.uk/safety/media/po/work-related-stress-po.pdf https://uob.sharepoint.com/sites/coronavirus/SitePages/wellbeing.aspx

<p>Possible Coronavirus - COVID-19 related First aid incident/accident</p> <p>Report to the Manager and the Safety Officer</p>	<p>First Aider, the casualty, persons in attendance - first responders</p>	<p>Should anyone (staff or Client's etc) on the Campus show signs or have any concerns:</p> <ul style="list-style-type: none"> · Isolate immediately in a close by room (with a mobile/telephone if possible). · Inform HR/Safety or Call 111 · Report concerns to the Manager, HR and the Safety Officer, Bill Millard. <p>Have an 'Emergency Response Kit to hand centrally with all PPE and disinfection agents at the ready.</p> <ul style="list-style-type: none"> · The attending first aider and Manager must together Complete an accident/incident report form · HR/Safety staff will advise on covid-19 testing or instruct person to call 111. <p>RIDDOR reporting of COVID-19 You must only make a report under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) when:</p> <ul style="list-style-type: none"> • an unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence. • a worker has been diagnosed as having COVID 19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease. • a worker dies as a result of occupational exposure to coronavirus. 	<p>3</p>	<p>1</p>	<p>3</p>	<p>Follow the Current Gov./NHS advice: Isolate and immediately call 111 Put on a PPF3 face mask. Alert the Manager/HR/SO. Keep isolated.</p> <p>Where face masks are required, a 'face fit' test is required for the operator.</p>
<p>Fire</p>	<p>All building occupants</p>	<ul style="list-style-type: none"> • Fire evacuation procedures are communicated to all LV staff, follow Fire Action poster but maintain social distancing, including at assembly points. Evacuate immediately - fire wardens may not always be available in all areas. • The Area emergency Controller, fire warden or UOB Facilities Manager will take command in the event of an emergency until Security staff and the emergency services arrive. • Access to exits and extinguishers to be kept clear at all times 	<p>3</p>	<p>1</p>	<p>3</p>	

		<ul style="list-style-type: none"> • Clear Fire Action signage to be followed in event of emergency. • Any COVID-19 safety precautions - e.g. screens, must not interfere with the RRO Fire regulations or the safe means of escape. 				
Review and Revise the 'Locally amended' Risk assessment	Manager or the local designated responsible person	<ul style="list-style-type: none"> • Situation changes as more staff (and clients etc) return to the office/ workplace. • Maintain the Current Government/NHS Advice and LV/UOB Campus Rules/Advice • Consult with Management, HR and SO. 	2	1	2	

Always remember that people may be shedding virus before they exhibit clinical signs, do not ignore the guidance and assessments provided to keep you safe.

Ensure any 'Other' aspects such as Animal involvement is covered e.g. teaching dogs in the room. This should be avoided where possible in the current situation as they may cross contaminate or transfer any covid virus that is present.

For further and updated advice see:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

Score	3	2	1
Column A: Severity of Injury:	Major Injury or death	Injury requiring medical treatment	Minor or no injury
Column B: Likely Occurrence:	Regular exposure of several employees to hazard.	Occasional exposure of few employees.	Exposure to hazard very rare.

Action Plan				
Ref No.	Further action required	By whom	By when	Completed

