

COVID-19 Risk Assessment

Company Name: Waste Efficiency

Site Address: 1 Shire Business Park, Wainwright Road, Worcester, WR4 9FA

Risk Assessment Reference: W.E. Head Office	Date of Assessment: 12/05/2020	Risk Assessor: P Clutterbuck
Title: Coronavirus – Premises Based Workers	People Involved in Making This Assessment: P Clutterbuck. T Coleman.	
Task or Process: Risks from Coronavirus	People at Risk: Employees, Contractors, Visitors, Members of the Public	
Date of next review: As guidance changes – possibly daily/weekly		

Hazard (hazard and hazard description):

Staffing. Staff who are not fully aware and understanding of the procedures and arrangements we have put in place to work within Government Policy on essential working could compromise our arrangements and jeopardise the health of others.

Control Measures (existing):

1. All employees who come into the office will have to read the SSoW 014 – Head office Covid before being allowed back in the office.
2. Our plans and procedures have been shared and co-ordinated with our landlord and other tenants at our premises.
3. Prior to returning to work, employees must complete a “pre-return to work” form confirming that to the best of their knowledge, they have not been in potential contact with the virus
4. A COVID-19 Business response plan, has been drawn up to address the potential level of risk (including for individual workers) and formulate procedures for responding to suspected cases.
5. Workers must use their own pens to sign in, and not share bottles or cups that touch their mouths
6. Breaks, staggered hours for canteen facilities and card payments where practicable should be organised to ensure physical distancing and contain the spread of the virus
7. HSE and Public Health warning posters displayed throughout the premises.
8. Every member of staff has been fully briefed to ensure that they are aware of the hazards and risks and understand the rules and procedures we have put in place.
9. Specific procedures and measures to reduce the risk of spreading Coronavirus have been prepared. These are based on NHS, Public Health and Government guidance and instruction. They are updated daily to reflect any changes in the official advice and guidance.
10. To enable prompt identification and isolation of workers who may have symptoms, a log of contact / group work to facilitate contact tracing.

Further Control Measures Required:	Assigned To:	Due Date:

<p>Hazard (hazard and hazard description): Small area spaces such as meeting rooms (MR) and kitchen (K). The enclosed space within these areas create a risk of potential contamination through coughing and sneezing and contact with internal surfaces and controls.</p>		
<p>Control Measures (existing):</p> <ol style="list-style-type: none"> MR/K are subject to an increased level of regular routine cleaning and sanitising by contract cleaning staff who have been fully briefed and instructed by their own managers. Staff will enforce a maximum of 1 person at a time in the MR/K.. Staff instructed to wash hands with hand sanitiser after using any communal area. Staff instructed to face away from other users and avoid touching surfaces. 		
Further Control Measures Required:	Assigned To:	Due Date:

Hazard (hazard and hazard description):

Food and drink preparation areas. Potential risk or transfer of virus through cross contamination.

Control Measures (existing):

1. Staff instructed to ensure that good hygiene standards must be maintained when food or drinks are being prepared.
2. Ensure that when spills of food or liquids occur they are cleaned straight away and work surfaces are left in a clean and sanitised condition.
3. Use their own drinking mugs and glasses to prevent cross contamination.
4. Keep their hands out of and not to touch food and waste bins or receptacles as they may contain contaminated products, food or tissues.
5. Wash their hands thoroughly before using these facilities.
6. Leave the microwave oven should be left in a clean condition and wiped out after use.
7. Put half eaten food products in a clean, sanitised, sealed wrapper, bag or container, if they are to be stored in the communal refrigerator.
8. To thoroughly wash crockery and cutlery after each use to put them away.
9. Clean tea towels are provided on a daily basis to ensure ongoing hygiene. Single use paper tissues are also provided.
10. A dishwasher is available and must be used to thoroughly clean crockery and cutlery.
11. No communion food will be available – all staff must bring their own.

Further Control Measures Required:	Assigned To:	Due Date:
Do not make rounds of drinks for other staff members	All staff	11/05/2020
Use wipes or viricidal spray to clean down all equipment and surfaces touched	All Staff	11/05/2020

Hazard (hazard and hazard description):

Communal facilities, entrance, toilets, stairs, etc. Risk of cross contamination from equipment, surfaces etc. that may have been touched or otherwise contaminated by coronavirus and create a risk to health.

Control Measures (existing):

1. Contract cleaning services have been increased. Toilets and communal areas, along with workspaces, are cleaned more frequently than before and the cleaning routine is to a higher specification.
2. Temperature testing in place with government protocols.
3. Supplies of soap and sanitising agents provided and regularly topped-up at all hand washing stations. HSE and Public Health hand washing advice posters displayed.
4. Staff instructed to clean their hands after using the toilet, by washing their hands with soap and water for at least 20 seconds.
5. Staff made aware that where welfare facilities are used during the working day, they must have an awareness of surfaces (toilets, sinks, door handles, soap, and soap dispensers, etc.) and objects which are visibly contaminated with bodily fluids must not be touched, but reported to a manager.
6. Staff instructed to ensure that the toilet seat is in the closed position before flushing to prevent aerosols becoming airborne and contaminating the facilities with potential pathogens.
7. Staff are required to ensure that coats, scarfs and other outdoor items are stored separately within coat cupboards avoiding contact with other people's personal items.

Further Control Measures Required:	Assigned To:	Due Date:
The first team member to use the toilet facilities must prop open the main door	First team member to use daily	11/05/20
Covid 19 cleaning done daily in office and toilets – all touchpoints	Owien	11/05/20
Hand gel/sanitiser provided to each person in the office – not shared	P Clutterbuck	11/05/20
Each individual to make own drinks	all	11/05/20

Hazard (hazard and hazard description):

Waste. Ill-health as a result of the transfer of coronavirus and other pathogens through cross contamination after contact with waste (accidental or otherwise).

Control Measures (existing):

1. Staff are required to have consideration for contracted cleaning staff with regards to discarded tissues, food, etc. to prevent cleaning staff being accidentally contaminated.
2. All waste bins are carefully and safely emptied daily by the contracted cleaning staff.
3. Staff instructed that disposable tissues should be used when coughing and or sneezing and put directly into a waste bin, preferably bagged, or pocketed and taken home.
4. Staff instructed to not put their hands directly into food waste or general waste bins as they may contain contaminated products, food or tissues.
5. Waste bins are provided at employee desk areas and within kitchen areas.

Further Control Measures Required:	Assigned To:	Due Date:
Where bin lids are touched to open/close – wash hands straight after	All	11/05/20

Hazard (hazard and hazard description):

Smoking shelters. Inhalation of second hand tobacco smoke and or vapours from e-cigarettes may result in adverse coronavirus health effects.

Control Measures (existing):

1. Smoking tobacco or e-cigarettes is confined to a dedicated external smoking shelter.
2. Staff advised to avoid inhaling second hand tobacco smoke and vapour emitted from cigarettes and e-cigarettes from other persons. Although there is no evidence of transmission this is a precautionary measure.

Further Control Measures Required:	Assigned To:	Due Date:

Hazard (hazard and hazard description):

Workstations, IT and telephony equipment. Direct contact with potentially cross contaminated workstations, IT or telephony equipment may cause adverse coronavirus health effects.

Control Measures (existing):

1. Staff instructed not to share phones, head sets and personal mobile phones with others to prevent accidental cross contamination.
2. Telephone equipment is deep cleaned at the end of each working day by the user.
3. Staff instructed that they should not use each other's IT equipment, to prevent accidental cross contamination.
4. Staff are instructed to ensure that their workstations, IT and telephony equipment, such as keyboards, screens, phones and headsets are cleaned and sanitised on a regular basis throughout the working day. Suitable wipes and cleaners that do not damage equipment are provided.

Further Control Measures Required:	Assigned To:	Due Date:

Hazard (hazard and hazard description):

Close contact with others. Staff working on the premises may be at risk of exposure to other members of staff or visitors who are carrying coronavirus, knowingly or unknowingly.

Control Measures (existing):

1. Staff instructed to avoid close face-to-face contact or touching other employees, visitors, etc. and follow the 2m rule.
2. Physical contact, such as handshakes, hugs, pat on the back, etc. are prohibited and policy in place.
3. Staff are required to be environmentally aware and sit out of the immediate air flow from fan heaters, cooling fans and or ventilation systems that could spread the virus. Where possible the use of such systems will be avoided.

Further Control Measures Required:	Assigned To:	Due Date:
Added signs for awareness for anyone coming into the office	Pete	18/05

Hazard (hazard and hazard description):

Vulnerable employees Vulnerable employees with existing health conditions are at a higher risk of contracting COVID-19, which may have a significant increased adverse affect on their health and wellbeing.

Control Measures (existing):

1. In accordance with Government policy staff who are in the vulnerable and high risk categories are not allowed on the premises. They are working from home.
2. A COVID-19 Health questionnaire has been given to all staff before returning to work to ascertain risk levels.
3. Staff with family members in at risk categories have been instructed to inform their management team. Decisions on home working will be made in accordance with public health advice and are taken on a case by case basis.

Further Control Measures Required:	Assigned To:	Due Date:

Hazard (hazard and hazard description):

Cleaning and hygiene. Inadequate cleaning and hygiene standards pose a risk of spreading infection by way of cross contamination from surfaces contaminated with the coronavirus.

Control Measures (existing):

1. Cleaning regimes have significantly increased and the frequency of cleaning of hard surfaces (floors, handrails, door handles, passenger lifts, building equipment buttons, switches, etc). Contract cleaning staff have been increased in line with the increased cleaning regimes.
2. A deep clean was carried out before re-entering premises after COVID-19 and areas are cleaned a minimum of twice a day with touch points being more regular.
3. Suitable disinfectant cleaning products are used by the contracted cleaning staff.
4. A colour coded cleaning system is used by cleaning staff, to prevent cross contamination of surfaces.
5. Sufficient hot water, liquid soap, disposable towels and hand sanitiser dispensers are provided throughout the building.
6. Staff are required to report anything contaminated or spilt that requires cleaning.

Further Control Measures Required:	Assigned To:	Due Date:
Covid 19 cleaning done daily in office and toilets – all touchpoints	Owien	11/05/20

