

Potter Rees Dolan – COVID-19 Risk Assessment

COVID-19 is a respiratory disease which can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can vary in severity from mild to severe and sometimes, fatal.

This risk assessment has been completed following Government Guidance and is reviewed at least once per month or upon renewed PHE guidance, whichever is the sooner.

What are the hazards?	Who might be harmed?	Controls Required	Additional Controls	Action by who?	Action by when?	Done
Contracting or spreading Coronavirus (COVID-19)	Staff Visitors Contractors	<p><u>Cleaning, Hygiene and Hand Sanitising</u></p> <ul style="list-style-type: none"> - Soap, water and disposable hand towels (provided on a continuous roller mechanism) are readily available for use. - Hand washing guidance is displayed throughout the office building. - Hand sanitising stations are available throughout the office building and within the reception area (some of which are operated by foot). 	<p>Employees are reminded to wash their hands on a regular basis for 20 seconds using soap and water. The importance of properly drying your hands with disposable towels is emphasised. Staff are also reminded to catch coughs and sneezes in a tissue and to avoid touching their face, eyes, nose or mouth with unclean hands. Tissues are readily available throughout the workplace.</p> <p>Soap dispensers, disposable hand towels and hand sanitiser are to be continuously monitored and replenished accordingly to ensure that they are always available for use.</p> <p>Hand sanitising stations have been strategically placed to ensure that they are available in close proximity to equipment which is commonly used and in 'high traffic' areas such as reception.</p>	VG	Weekly	

		<p><u>Testing</u></p> <ul style="list-style-type: none"> - Upon entry to the office(s), staff are required to take and record their temperature using a non-contact thermometer. If a temperature of 37.8C or above is recorded, the member of staff will be required to leave the premises and return home to begin a 10-day self-isolation period. - It is an employee's responsibility to inform management immediately if they feel they have any COVID-19 related symptoms, regardless of whether they have visited the office or not. 	<p>Such facilities should be utilised by staff, visitors and contractors.</p> <p>This process is closely monitored and enforced by reception and management.</p> <p>Staff are frequently reminded of this requirement.</p> <p>COVID-19 symptoms include:</p> <p>A high temperature A new continuous cough A loss or change to your sense of smell or taste.</p> <p>Anybody presenting with ANY of these symptoms will need to self-isolate until they receive a negative test result before being able to attend the office. Please see the Staff Handbook for sickness reporting procedures. Support and guidance will be given to any employees who have concerns.</p> <p>If it is advised that a member of staff, contractor or visitor of the office who has visited recently has contracted COVID-19, management will</p>	<p>VG & JK</p> <p>All Staff</p>		
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		<ul style="list-style-type: none"> - As of 16th August 2021, the Government have indicated that, provided a double vaccination has been given, anyone who comes into contact with somebody who has tested positive for COVID-19, does not need to isolate, provided they produce a negative lateral flow test for the 10 days following contact. <p><u>Cleaning</u></p> <ul style="list-style-type: none"> - In addition to our routine cleaning services, a deep clean is undertaken by our professional cleaning contractors on a monthly basis. <p><u>Social Distancing</u></p> <ul style="list-style-type: none"> - A one-way system is in place throughout office. Staff are required to follow the directional arrows to ensure they do not cross paths with anyone within the 	<p>ensure that this is reported to the HSE under RIDDOR Regulations.</p> <p>This will be kept under review in line with the Government guidelines.</p> <p>The frequency of cleans is kept under constant review and is adjusted in accordance with office attendances.</p> <p>Floor markings clearly identify social distancing parameters.</p>	<p>Cleaning Contractors</p> <p>All Staff</p>		
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		<p>office, ensuring that we maintain socially distanced.</p> <ul style="list-style-type: none"> - Both internal and external meetings are to be held virtually wherever possible. <p>Staggered working patterns and breaks have been introduced in order to assist in adhering to social distancing guidelines. Staff are discouraged from utilising public transport unless absolutely necessary and in such circumstances must ensure that they adhere to the Government guidelines on wearing face masks in public.</p> <ul style="list-style-type: none"> - Protective screens have been installed between each desk and on reception to mitigate the risk of spreading COVID 19. - Seating plans have been restructured to ensure that social distancing is observed by staff whilst at their workstations. 	<p>Staff also have access to a microphone and webcam in order to encourage the use of virtual meetings.</p> <p>For those meetings that are deemed incapable of being held virtually, a risk assessment must be completed prior to the meeting to be reviewed and authorised by Emma Dooley.</p> <p>Staff are reminded of the importance of social distancing both in and out of the office.</p> <p>Private offices should be utilised wherever possible.</p>	<p>VG & ED</p> <p>All Staff</p> <p>All Staff</p> <p>All Staff</p>		
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		<ul style="list-style-type: none"> - Only one person is to use either lift at any one time and a face covering must be worn when doing so. - It is accepted that social distancing is not practicable in case of emergency. - When giving or receiving first aid, face masks must be worn wherever possible to reduce the risk of transmission. - To aid staff in adhering to social distancing guidelines within the office environment, staff are able to continue to work from home where necessary. <p><u>PPE</u></p> <p>Staff are required to wear face coverings, in <u>any</u> open or communal area of the office and building. Staff must ensure that a face coverings are worn wherever they are not seated at their desk. This includes whilst in the underground car park, kitchen, lifts, stairs, communal areas, toilets and whilst moving around the offices.</p>	<p>Staff are reminded to follow the emergency evacuation procedures and to wash or sanitise their hands at the earliest convenience.</p> <p>From 19th July, there is no legal requirement to work from home. However, home working is still available to those able to do so. On that basis, we will not require a return of all staff to the office environment at this time. This will be kept under regular review by management.</p> <p>From 19th July, it is no longer a legal requirement to wear a face covering. However, in the interests of the continued safety for PRD employees, wearing of face coverings in all communal areas will remain in place until further notice and will be kept under review.</p>	<p>All Staff</p> <p>All Staff</p>		
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		<p><u>Commonly Used and High Traffic Areas</u></p> <ul style="list-style-type: none"> - Areas which could be considered as 'commonly used' or as having 'high traffic' within the office are: <p>Reception</p> <p>Kitchen/Canteen</p> <p>Bathrooms</p> <p>Additional measures are in place within such areas to ensure that the risk of the contraction or spread of COVID 19 is mitigated.</p> <p>Additional measures include:</p> <ul style="list-style-type: none"> - The use of a one-way system. - The installation of protective screens. - Additional hand sanitising equipment and anti-bacterial wipes. - Posters/signage identifying the maximum number of people allowed within the area. 	<p>Management actively monitor and supervise the use of such areas to ensure that staff adhere to the control measures in place.</p> <p>Three toilet cubicles have been allocated for the use of our staff within the communal office block at No12 and two cubicles at No2. These are clearly identified on the door of each cubicle.</p> <p>Internal communication and cascading of information through the Board and Supervisors will be carried out regularly to reassure and support employees in a fast-changing situation.</p>	<p>All Staff</p> <p>VG</p>		
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		<ul style="list-style-type: none"> - From 19th July, two people are allowed use of the kitchen area at both offices at any one time providing a face covering is worn and the 1M+ distance can be maintained. - All food and/or drink consumed should be made by the individual themselves. <p><u>Cleaning surfaces, equipment and workstations</u></p> <ul style="list-style-type: none"> - Thorough cleaning and disinfecting of any objects and/or surfaces which are frequently touched by multiple people such as door handles (doors should be left open wherever possible), handrails, switches, printers and equipment such as thermometers should be carried out after each use. - Each member of staff has their own bin located underneath their workstation which is emptied on a 	<p>Cleaning detergents and anti-bacterial wipes have been made available in/around the offices and the importance of utilising them regularly has been emphasised.</p> <p>Signs have been placed around the offices to remind staff to wipe down equipment before and after use to ensure no cross contamination. No sharing of pens or other equipment is allowed. All staff must thoroughly clean their workstation before and after they have used it using the sanitiser wipes provided.</p> <p>Additional bins are in place within the kitchen area.</p>	All Staff		
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		<p>daily basis by our cleaning contractors.</p> <p><u>Ventilation</u></p> <ul style="list-style-type: none"> • Air conditioning system is fresh air ventilated ensuring no stale air is lingering within the offices. This is to be switched on at all times when the offices are occupied. 	<p>Air circulation systems are maintained in line with manufacturers guidelines.</p> <p>For those (individual) offices without air conditioning vents, doors must be kept open and only to be used in exceptional circumstances. These offices have been identified and clearly marked.</p>			
Impact of home working during the pandemic	Staff	<p><u>Home Working</u></p> <ul style="list-style-type: none"> - The Board and Supervisors will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer support and guidance. - Regular communication of mental health information and an 'open-door' policy for all who feel they need additional support. 	<p>The office is open and available for use for anyone wishing to use it. Whilst maximum numbers of attendees is no longer in place, home working, where possible, is still very much available and encouraged where appropriate. Staff are reminded that when visiting the office, social distancing is observed.</p>			
Increased risk of infection and/or	Staff	<ul style="list-style-type: none"> - 'Clinically extremely vulnerable' and 'higher risk' groups are defined here. 				

complications for workers who are clinically extremely vulnerable and workers in higher risk groups		<ul style="list-style-type: none"> - All members of staff who are deemed 'clinically extremely vulnerable' are asked to work from home wherever possible. Where this is not possible, abiding to our current policies and guidelines stringently will ensure that the risk of contracting COVID 19 is reduced to the lowest level practicable even for those in 'high risk' and 'clinically vulnerable' categories. 				
All staff returning to the office after a prolonged period	Staff	<ul style="list-style-type: none"> - All staff will need to be reminded of our COVID-19 policies and procedures and the importance of adhering to the same prior to their return to the office. 	A copy of all policies and procedures should be circulated to all staff together with a copy of this Risk Assessment.	All Staff		

Assessor name: Vicky Griffin & Emma Dooley

Original Assessment date: 04th August 2020

Review date: 16th July 2021