

# RISK ASSESSMENT - COVID-19

Detail: Quay Point Office Risk Assessment

Assessor: Joanne Smith

Location:

1 Quay Point, Northarbour Road,  
Portsmouth, Hampshire, PO6 3TD

Date: 29<sup>th</sup> May 2020

Review Date: 12<sup>th</sup> June 2020

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What are the hazards?	Who might be harmed?	What are we already doing? Where can information be found?	What further action is necessary?	Action by whom?	Action when?	Done
Getting or spreading coronavirus by not washing hands or not washing them adequately	Workers	<ul style="list-style-type: none"> <li>Provide water, soap and drying facilities at wash stations</li> <li>Provide information on how to wash hands properly and display posters</li> <li>Provide hand sanitiser for the occasions when people cannot wash their hands</li> <li>Do not allow drivers or visitors access to site</li> </ul>	<ul style="list-style-type: none"> <li>Put in place monitoring and supervision to make sure people are following controls</li> </ul>	Group Commercial Director	Immediately	✓
	Customers		<ul style="list-style-type: none"> <li>Put signs up to remind people to wash their hands</li> </ul>	HR/Facilities Manager	Immediately	✓
	Contractors		<ul style="list-style-type: none"> <li>Provide information to workers about when and where they need to wash their hands</li> </ul>	HR/Facilities Manager	Immediately	✓
	Drivers coming to the business		<ul style="list-style-type: none"> <li>Identify if and where additional hand washing facilities may be needed</li> </ul>	HR/Facilities Manager	Immediately	✓
	Visitors		<ul style="list-style-type: none"> <li>If people can't wash hands, provide information about how and when to use hand sanitiser</li> </ul>	HR/Facilities Manager	Immediately	✓

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			<ul style="list-style-type: none"> <li>Identify how to replenish handwashing/sanitising facilities</li> </ul>	Group Commercial Director	Immediately	✓
			<ul style="list-style-type: none"> <li>Make sure people are checking their skin for dryness and cracking and tell them to report if there is a problem</li> </ul>	HR/Facilities Manager	Immediately	
Getting or spreading coronavirus in common use high traffic areas such as corridors, kitchen, rest rooms, toilet facilities, entry/exit points to facilities	Workers Customers Visitors Contractors Drivers coming to the business	<ul style="list-style-type: none"> <li>Identify: <ul style="list-style-type: none"> <li>areas where people will congregate, e.g. rest rooms, reception, meeting rooms, smoking areas, kitchen</li> <li>areas where there are pinch points meaning people can't meet the social distancing rules, e.g. narrow corridors, doorways, reception, storage areas</li> <li>areas and equipment where people will touch the same surfaces, such as in</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Put in place monitoring and supervision to make sure people are following controls put in place, e.g. following hygiene procedures, washing hands, following one-way systems</li> </ul>	Group Commercial Director	Immediately	

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		<p>kitchens, e.g. kettles, shared condiments, etc</p> <ul style="list-style-type: none"> <li>- areas and surfaces that are frequently touched but are difficult to clean</li> <li>- communal areas where air movement may be less than in other work areas, e.g. kitchens with no opening windows or mechanical ventilation</li> </ul> <ul style="list-style-type: none"> <li>• limit the number of people in rooms so that social distancing rules can be met, e.g. stagger breaks, have maximum occupancy numbers for meeting rooms</li> <li>• reorganise facilities in communal areas such as spacing out tables in meeting rooms, canteens etc so social distancing rules can be met</li> <li>• put in place physical impervious barriers (e.g. Perspex in reception areas) to reduce contact</li> <li>• increase the use of online meeting facilities (Teams),</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage near-miss reporting to help identify where controls cannot be followed, or people are not doing what they should</li> </ul>	Group Commercial Director	Immediately	
			<ul style="list-style-type: none"> <li>• Provide vacant/occupied signs for toilets</li> </ul>	HR/Facilities Manager	Immediately	✓

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		<p>even for people working in the same building, to reduce the number of people moving around</p> <ul style="list-style-type: none"> <li>• ban meeting room use for now</li> <li>• put in place one-way systems in corridors or regularly used pedestrian traffic routes to manage the flow of people moving around workplaces and to allow social distancing rules to be met</li> <li>• tape out corridor routes</li> <li>• leave non-fire doors open to reduce the amount of contact with doors and improve workplace ventilation</li> <li>• introduce 'clear desk' policy – minimal personal items to be brought in and kept in own bag under desk</li> <li>• keep surfaces, such as kitchen sides and tables, in communal areas clear for people to sit and eat at to make cleaning easier</li> </ul>	<ul style="list-style-type: none"> <li>• Provide sanitiser for workers to sanitise hands before and after they go to the toilet</li> </ul>	HR/Facilities Manager	Immediately	✓
			<ul style="list-style-type: none"> <li>• Put signage up advising: <ul style="list-style-type: none"> <li>- no microwaves to be used</li> <li>- water boiler and fridges to be wiped down with antibacterial wipes after use</li> <li>- own mugs only to be taken home each day, washed and brought back</li> </ul> </li> </ul>	HR/Facilities Manager	Immediately	✓

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		<ul style="list-style-type: none"> <li>provide washing facilities and hand sanitiser at accessible places near to where people will have contact with high traffic communal areas, e.g. sanitiser/washing facilities at the entrance/exit to canteens</li> <li>put signs up to remind people to wash and sanitise hands and not touch their faces</li> <li>put in place cleaning regimes to make sure high traffic communal areas are kept clean – consider frequency, level of cleaning and who should be doing it</li> </ul>	<ul style="list-style-type: none"> <li>Remove meeting room walls to provide more space to allow returning workers to social distance</li> </ul>	Group Commercial Director	August (more staff expected back at this time)	
Getting or spreading coronavirus through workers living together and/or travelling to work together	Workers	<ul style="list-style-type: none"> <li>Identify groups of workers who live together and group them into a work cohort</li> <li>Identify groups of workers who travel to work together and group them into a work cohort</li> </ul>	<ul style="list-style-type: none"> <li>Discuss with workers who live and/or travel to work together to agree how to prevent the risks of spreading coronavirus</li> </ul>	HR/Facilities Manager	Immediately	✓

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Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	Workers Customers Visitors Contractors Drivers coming to the business	<ul style="list-style-type: none"> <li>Identify surfaces that are frequently touched and by many people (often common areas), e.g. handrails, door handles, vehicle door handles (inside and outside), shared equipment etc and specify the frequency and level of cleaning and by whom</li> <li>Train people how to put on and remove personal protective equipment (PPE) that is used for normal work hazards and how to keep it clean</li> <li>Reduce the need for people to move around site as far as possible. This will reduce the potential spread of any contamination through touched surfaces</li> <li>Avoid sharing work equipment by allocating it on personal issue</li> <li>Equipment that staff have been using at home to be returned to IT for deep clean before it can be used in the workplace</li> <li>Identify where we can reduce the contact of people with surfaces, e.g. by leaving open doors that are not fire doors,</li> </ul>	<ul style="list-style-type: none"> <li>Put in place monitoring and supervision to make sure people are following controls, i.e. are implementing the cleaning regimes implemented</li> </ul>	Group Commercial Director	Immediately	✓
			<ul style="list-style-type: none"> <li>Provide information telling people who needs to clean and when, including cleaning company – new timetable</li> </ul>	Group Commercial Director	Immediately	✓

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		<p>using electronic documents rather than paperwork</p> <ul style="list-style-type: none"> <li>• Identify other areas that will need cleaning to prevent the spread of coronavirus, e.g. kitchens, rest areas, toilets and specify the frequency and level of cleaning and who will do it</li> <li>• Identify what cleaning products are needed (e.g. surface wipes, detergents and water etc) and where they should be used, e.g. wipes in vehicles, water and detergent on work surfaces etc</li> <li>• Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects</li> <li>• Provide more bins and empty them more often</li> <li>• Provide areas for people to store personal belongings and keep personal items out of work areas</li> <li>• clean things like reusable boxes regularly</li> <li>• Put in place arrangements to clean if someone develops symptoms of coronavirus in work</li> <li>• Clean desk policy</li> </ul>	<ul style="list-style-type: none"> <li>• Provide instruction and training to people who need to clean. Include information on: <ul style="list-style-type: none"> <li>- the products they need to use</li> <li>- precautions they need to follow</li> <li>- the areas they need to clean</li> </ul> </li> </ul>	Group Commercial Director	Immediately	✓
			<ul style="list-style-type: none"> <li>• Identify how we will replenish cleaning products</li> </ul>	Group Commercial Director	Immediately	✓

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Mental health and wellbeing affected through isolation or anxiety about coronavirus	Workers	<ul style="list-style-type: none"> <li>• Have regular keep in touch meetings/calls with people working at home to talk about any work issues</li> <li>• Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through</li> <li>• Involve workers in completing risk assessments so they can help identify potential problems and identify solutions</li> <li>• Keep workers updated on what is happening so they feel involved and reassured</li> <li>• Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren't working long hours</li> </ul>	<ul style="list-style-type: none"> <li>• Share information and advice with workers about mental health and wellbeing</li> </ul>	HR/Facilities Manager	Immediately / ongoing	✓
			<ul style="list-style-type: none"> <li>• Refer to HR if concerns</li> </ul>	General Management	Immediately / ongoing	✓
			<ul style="list-style-type: none"> <li>• Consider an occupational health referral if personal stress and anxiety issues are identified</li> </ul>	Group Commercial Director	Immediately / ongoing	✓
			<ul style="list-style-type: none"> <li>• Remind workers of and encourage them to use workers to use PayCare Wellbeing Assistance Programme to talk through supportive strategies</li> </ul>	HR/Facilities Manager  General Management	Immediately / ongoing	✓



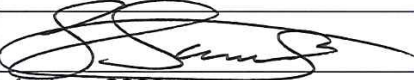
What are the hazards?	Who might be harmed?	What are we already doing? Where can information be found?	What further action is necessary?	Action by whom?	Action when?	Done
Contracting or spreading the virus by not social distancing	Workers Customers Contractors Delivery drivers to/from the workplace Visitors	<ul style="list-style-type: none"> <li>Identify places where, under normal circumstances, workers would not be able to maintain social distancing rules</li> <li>Identify how to keep people apart in line with social distancing rules in the first instance. This may include: <ul style="list-style-type: none"> <li>- using marker tape on the floor</li> <li>- one-way systems</li> <li>- holding meetings virtually rather than face-to-face</li> <li>- staggering start/end times</li> <li>- limiting the number of people on site at one time</li> <li>- having allocated time slots for customers</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Put in place arrangements to monitor and supervise to make sure social distancing rules are followed</li> </ul>	Group Commercial Director	Immediately	✓

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		<ul style="list-style-type: none"> <li>- rearrange work areas and tasks to allow people to meet social distancing rules</li> <li>- using empty spaces in the building for additional rest break areas where safe to do so</li> <li>- implementing 'drop zones' for passing materials between people</li> <li>- providing more parking areas or controlling parking spaces</li> <li>- providing facilities to help people walk or cycle to work, e.g. bike racks</li> <li>- minimising contact at security offices for drivers</li> <li>• Identify where it isn't possible to meet social distancing rules and identify other physical measures to separate people. This can include:               <ul style="list-style-type: none"> <li>- physical screens in reception</li> <li>- no shared company vehicles</li> <li>- no lifts on site</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Provide information, instruction and training to people to understand what they need to do</li> </ul>	Group Commercial Director	Immediately	✓

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		<ul style="list-style-type: none"> <li>If it isn't possible to meet social distancing rules and physical measures can't be used then put in place other measures to protect people. This can include: <ul style="list-style-type: none"> <li>- enhanced cleaning regimes</li> <li>- increase in hand washing</li> <li>- limiting the amount of time people spend on the task</li> <li>- placing workers back-to-back or side-by side</li> <li>- rather than face-to-face when working</li> <li>- 'cohorting' work teams so they consistently work together</li> <li>- improving ventilation</li> </ul> </li> <li>Display signs to remind people to socially distance</li> </ul>	<ul style="list-style-type: none"> <li>Provide signage and ways to communicate to non-employees what they need to do to maintain social distancing</li> </ul>	HR/Facilities Manager	Immediately	✓
Musculoskeletal disorders as a result of using DSE at home for a long period of time	Workers	<ul style="list-style-type: none"> <li>For all people working at home using display screen equipment (DSE) put in place information and training on how to protect themselves, e.g. take regular breaks, stretching exercises, set the</li> </ul>		HR/Facilities Manager	Immediately	✓

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		<p>equipment up properly</p> <ul style="list-style-type: none"> <li>For people working at home longer term complete a DSE assessment with them and identify what equipment is needed to allow them to work safely at home</li> </ul>		HR/Facilities Manager	August	
Poor workplace ventilation leading to risks of coronavirus spreading	Workers Customers Contractors	<ul style="list-style-type: none"> <li>Identify if additional ventilation needed to increase air flow in all or parts of the workplace</li> <li>Opening windows and doors (that are not fire doors) which helps to provide fresh air</li> <li>Identify whether additional ventilation is needed, e.g. mechanical ventilation, desk fans, air movers, etc</li> <li>Switch heating ventilation and air conditioning (HVAC) systems to drawing in fresh air where they can be, rather than recirculating air</li> </ul>	<ul style="list-style-type: none"> <li>Maintain air circulation systems in line with manufacturers' recommendations</li> </ul>	Group Commercial Director	Immediately	✓
Increased risk of infection and complications for vulnerable workers	Workers	<ul style="list-style-type: none"> <li>Identify who in the work force falls into one of the following categories: <ul style="list-style-type: none"> <li>Clinically extremely vulnerable</li> <li>People self-isolating</li> <li>People with symptoms of coronavirus</li> <li>Groups who may be at higher risk of poorer outcomes (see the Public</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Put systems in place so people know when to notify HR that they fall into one of these categories, e.g. they start chemotherapy or are pregnant</li> </ul>	Group Commercial Director HR/Facilities Manager	Done - March	✓

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		<p>Health England report Disparities in the risk and outcomes of COVID-19)</p> <ul style="list-style-type: none"> <li>• Discuss with employees what their personal risks are and identify what we need to do in each case</li> <li>• Identify how and where someone in one of these categories will work in line with current government guidance</li> <li>• If they are coming into work, identify how we will protect them through social distancing and hygiene procedures</li> </ul>				

Name:	Steve Saunders
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Signature:	
Date:	1 <sup>st</sup> June 2020