



		Likelihood				
		Very Unlikely	Unlikely	Possible	Likely	Very Likely
		1	2	3	4	5
Severity	Negligible	1	2	3	4	5
	Minor	2	4	6	8	10
	Moderate	3	6	9	12	15
	Major	4	8	12	16	20
	Extreme	5	10	15	20	25

Risk matrix used in risk assessment below  
RR = residual risk

## LEAD Ltd Office Staying Covid-19 Secure in 2020 Risk Assessment:

Assessment completed by Gary Cooper (Health & Safety Responsible Officer): *Gary Cooper*

Assessment date: 19<sup>th</sup> May 2020:

Review date: To be reviewed on a monthly basis next review 19<sup>th</sup> June 2020:

Version: 1.0

Hazard	Risk	Control measures	RR	Persons at risk
<p><b>Exposure from others due to:</b></p> <p><b>Risk of LEAD staff carrying COVID-19 into the office and infecting colleagues.</b></p> <p><b>1) Living with someone with a confirmed case of COVID-19.</b></p> <p><b>2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19.</b></p> <p><b>3) Being advised by a public health agency that contact with a diagnosed case has occurred.</b></p> <p><b>4) Being advised by a public health agency that they are clinically vulnerable or at significant risk.</b></p>	<p>4 x 3 = <b>12</b></p>	<ul style="list-style-type: none"> <li>Any member of staff living with someone with confirmed case of Covid-19 must inform HR/HSO promptly and not attend work. Staff should follow government action of self-isolation and only to leave house on the following circumstances: for medical reason; to shop for necessary food supplies; for exercise.</li> <li>Any member of staff who have come into close contact (within 2 metres for more than 15 minutes) with a person with a confirmed case of COVID 19 must inform HR/HSO promptly and follow the government actions for self-isolation.</li> <li>Those members of staff that have been advised by a public health agency that contact with a diagnosed case has occurred must inform HR/HSO the company policy and guidance will be applied.</li> <li>Individual COVID-19 secure risk assessments will be completed with those members of staff considered to be vulnerable such as young people and expectant mothers.</li> <li>Individual COVID-19 secure risk assessments will be completed with those members of staff considered to be extremely/clinically vulnerable people to include: Organ transplant recipients; people with specific cancers: people with cancer who are undergoing active chemotherapy or radical radiotherapy, people with cancers of the blood or bone marrow such as leukemia, lymphoma.</li> </ul>	<p>4 x 1 = <b>4</b></p>	Individual employees/office based:

		<p>People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD; People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell); People on immunosuppression therapies sufficient to significantly increase risk of infection; Women who are pregnant with significant heart disease, congenital or acquired.) are shielding themselves and following their specific medical advice.</p>		
<p><b>Member of staff with suspected COVID-19 infection whilst at work in the office.</b></p>	<p>4 x 4 = <b>16</b></p>	<p>If a member of staff develops a high temperature or a persistent cough while at work, they should:</p> <ol style="list-style-type: none"> <li>1) Return home immediately.</li> <li>2) Avoid touching anything.</li> <li>3) Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues.</li> <li>4) They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</li> </ol>	<p>4 x 1 = <b>4</b></p>	<p>Individual employees/office based:</p>
<p><b>General travel to and from office: (including all business &amp; foreign travel:</b></p>	<p>4 x 4 = <b>16</b></p>	<ul style="list-style-type: none"> <li>• Plan to reduce any non-essential travel with all members of staff who can work from home are working from home, members of staff will not travel not travel unless you cannot work from home. Teleconferencing and on-line meetings platforms will be used whenever possible.</li> <li>• Members of staff who recently visited other countries will inform HR/HSO immediately and follow any government isolation guidance for the country visited (lockdown measures continue to apply).</li> <li>• All members of staff will use their own personal transport to and from work, public transport should only be used as a last resort. persons to limit their use of public transport. All travel to and from work and other business travel must be single occupancy.</li> </ul>	<p>4 x 1 = <b>4</b></p>	<p>Individual employees/office based:</p>
<p><b>Access/egress to office premises:</b></p>	<p>4 x 4 = <b>16</b></p>	<p>Where possible, please consider and implement the following safe practices:</p> <ol style="list-style-type: none"> <li>1) Prohibit all non-essential office visitors.</li> <li>2) Consider if applicable a staggered start and finish times to reduce any potential congestion and employee contact.</li> <li>3) Monitor site access points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring</li> <li>4) If applicable remove or disable entry systems that require skin contact e.g. fingerprint scanners (N/A).</li> <li>5) All members of staff must wash their hands once entered and before leaving the office.</li> <li>6) Members of staff are to allow plenty of space (two metres) between themselves when entering the office.</li> <li>7) Due to the prohibition of visitors to the office the reception area will not be used, the signing</li> </ol>	<p>4 x 1 = <b>4</b></p>	<p>Individual employees/office based.</p>

		<p>in book will be removed during this period of control, any visitors will remain outside the office until authorised to enter.</p> <p>8) Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible</p> <p>9) Delivery drivers should always remain outside the office, goods will not be signed for, goods will be unloaded by the office door, members of staff handling goods will wash their hands and before and after handling goods and materials.</p>		
<b>Maintaining highest standards of office hygiene.</b>	<p>4 x 4 = <b>16</b></p>	<ul style="list-style-type: none"> <li>Wash your hands thoroughly and regularly using soap and water for at least 20 seconds adopting the hand washing techniques as directed by the NHS. Use alcohol-based hand sanitiser provided after washing hands.</li> <li>Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your coughs or sneezes with a tissue then dispose of in the bins provided.</li> <li>Welfare &amp; hand washing facilities, soap, sanitiser and tissue level will be checked and cleaned on a regular basis.</li> <li>We will provide throughout the office premises suitable number of rubbish bins for the disposal of hand towels, tissues which will be emptied/disposed of appropriately on a regular basis.</li> <li>Additional/extra supplies of soap, hand sanitiser and paper towels and tissues will be order and securely stored.</li> <li>Wash hands before and after using the toilet/welfare facilities Enhance cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush have been introduced, cleaning plans have been developed and implemented.</li> </ul>	<p>4 x 1 = <b>4</b></p>	Individual employees/office based.
<b>Break times, comfort breaks:</b>	<p>4 x 4 = <b>16</b></p>	<ol style="list-style-type: none"> <li>Members of staff will be required to stay on within the Hagley Hall grounds/site once they have entered it and not use local shops.</li> <li>During this period members of staff will be expected to eat their food and drink in their dedicated workstation to maintain social distancing/however dedicated eating areas will be provided and used if necessary.</li> <li>Break times will be staggered to reduce breaktime congestion and risk of social contact.</li> <li>Hand cleaning facilities or hand sanitiser will be available in all areas of the office where members of staff eat.</li> <li>Members of staff will be asked to bring pre-prepared meals, cutlery, plates, cups and refillable drinking bottles from home to be used during office working hours.</li> <li>Members of staff will maintain safe social distancing whilst taking any comfort breaks.</li> <li>If outside catering/food sales is available or used, members of staff should only purchase pre-prepared and wrapped food only - Payments should be taken by contactless card</li> </ol>	<p>4 x 1 = <b>4</b></p>	Individual employees/office based.

		<p>wherever possible use their own crockery, eating utensils, cups etc.</p> <p>8) Fresh drinking water be provided with enhanced cleaning measures of the tap mechanism introduced and checked.</p> <p>9) All office tables will be cleaned between each use.</p> <p>10) All rubbish will be immediately disposed in the bins provided and not left for someone else to clear up.</p> <p>11) All office areas used for eating must be thoroughly cleaned at the end of each break.</p>		
<p><b>General office safe working practices. (maintaining 2m distancing)</b></p>	<p>4 x 4 = <b>16</b></p>	<p>1) Consider the working day start and finishing times which may be staggered if required to are to be staggered and reviewed to ensure no excessive buildup of staff / teams operating within the office areas.</p> <p>2) Members of staff who are unwell with symptoms of Coronavirus (Covid-19) will not attend come to work or visit the office.</p> <p>3) Office jobs/tasks are to be rearranged to enable them to be done by one person or as small number of persons without compromising safety or social distancing measures.</p> <p>4) All members of staff at all times will maintain social distancing measure of 2 metres from each other supervision will be in place to monitor compliance</p> <p>5) Skin to skin and face to face contact is prohibited at all times.</p> <p>6) Safe one-way pedestrian systems around the office may be considered and implemented.</p> <p>7) Consider alternative or additional mechanical aids to reduce worker interface, lifting and carrying.</p> <p>8) All hygiene measures and additional cleaning schedules will remain in place until further notice (regularly washing hands for at least 20 seconds with soap and water).</p> <p>9) Any health concern to be raised immediately to HR/HSO.</p>	<p>4 x 1 = <b>4</b></p>	<p>Individual employees/office based. (potential site facilities contractors/visitors)</p>

- All members of staff will be made aware of reporting requirements and that all confirmed cases are escalated/reported to HR/ HSO.
- Outcomes/updates of risk assessments/charters and statutory guidance will be communicated out to all members of staff in a timely manner. This will include letting staff know about symptoms and actions the medical professionals are advising people to take.
- This risk assessment will be reviewed on a monthly basis and more frequently when acting upon statutory government guidance.
- Members of staff will be reminded that in order to minimise the risk of spread of infection, we rely on everyone in the workplace and whilst at home to take responsibility for their actions and behaviours.
- We will encourage an open and collaborative approach between management and staff where any issues can be openly discussed and addressed.