

Risk assessment for returning to work at the Bolton office during the Covid-19 pandemic

Dated: Sept 2020 rev 2

Gov. Guidance Section Ref.	Assessment of Risks associated with transmission of Covid-19	Who might be harmed	Controls Required	Additional Controls	Risk Rating: High / Medium / Low	Action by Who	Action by When?	Date completed
1.	COVID-19 assessment of risks of reopening the Bolton office To reduce transmission to all employees as far as reasonably practicable.	Employees	Risk Assessment to be completed Employees to work from home where possible		Low	MC	June20	June 20
	Spread of virus in office		Preparation of office prior to staff return to work to prevent virus transmission Deep clean 1. Purchase of consumables - sanitisers, disposable cutlery, etc. 2. Erection of signage. 3. Information to be circulated to all Bolton staff on compliance with government guidelines and this risk assessment as well as guidance to all staff on changes in working practices	1. Purchase of consumables 2. Guidance to be written 3. RA & Guidance compliance document to be made available to all staff & changes to working operations guidance to be circulated to all staff	Low	MW/MC	June 20	June 20

2.	Virus transmission to employees returning to the office and particularly those who are at higher risk e.g. vulnerable individuals or who have nay special needs e.g. due to disabilities	Employees	<ol style="list-style-type: none"> 1. If Staff or a member of their household or support bubble develop any symptoms they are advised to self-isolate as per the governments test & trace service/guidance. 2. Any staff member who is classed as vulnerable is able to attend a Covid secure workplace to carry out their duties as long as they can continue to maintain a social distance from others (2m or 1m with additional risk mitigation. 3. Public health England have indicated that some groups of people may be at more risk of being infected and/or an adverse outcome if infected. The higher-risk groups include those who: <ul style="list-style-type: none"> • are older males • have a high body mass index (BMI) • have health conditions such as diabetes • are from some Black, Asian or minority 	<ol style="list-style-type: none"> 1. HR to be advised of all persons developing symptoms and/or self-isolating (despite working from home where possible). 2. Any site that has employees that fall into this category will liaise with HR on an individual basis. 3. Site management teams should identify employees who may fall into any of these groups and discuss risk mitigations with them if they have any concerns. 	Low	DG	ongoing	
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			<p>ethnicity (BAME) backgrounds</p> <p>4. Management / Office employees may still be able to work from home and maintain communications using the company's IT systems.</p> <p>5. All employees to read local procedures implemented on continuing operations during the covid-19 outbreak and the precautions to be taken.</p>	<p>4. Attendance at site is encouraged with a balance of days to be worked between home and at site where possible. This will be at the discretion of station management teams.</p> <p>5. Procedures to be written & circulated locally.</p>				
	Transmission of virus through lack of ventilation in working areas		<p>Ventilation into the building should be optimised to ensure the maximum fresh air supply is provided to all areas wherever possible.</p>	<p>All sites should utilise windows, doors and ventilation systems in offices and other areas where possible to increase the flow of fresh air into the buildings where employees are working.</p> <p>Desk and ceiling fans should also be used to improve circulation where there is good ventilation.</p>	Low	Office staff		

3.	Transmission of virus whilst arriving at and departing from building	Employees / Visitors	<ol style="list-style-type: none"> 1. Entry to office via front door only. Notice to all to use Hand sanitiser in lobby and outside. (Rear door only used in event of an evacuation). 2. Own temperature to be taken on arrival 3. No visitors to be admitted to the office unless authorised in advance and no staff are present 	<ol style="list-style-type: none"> 1. All staff to read document Bolton Office Working Practices during Covid19 Pandemic and confirm understanding. 2. Thermometers to be provided and procedure for use. Wipes to be provided to clean after us 3. Signage to be displayed on outside 	Medium	MW	June 20	June 20
						MW	June 20	June 20
	Transmission of virus whilst travelling around the workplace / office		<p>Staff to maintain social distance at all times. To avoid staff passing close to others.</p> <p>Only one person on the stairs at a time.</p> <p>To maintain 2 points of contact, banisters should be used at all times. Staff to clean hands with sanitiser after use and stair to be wiped</p> <p>All staff should use the phone, email and Teams to hold conversation, even in if in the same office.</p>	<p>No more than one person using the stairs at any one time.</p> <p>Hand sanitiser should be located in lobby area and at top of stairs and be used after going down and going up and</p> <p>Information on required compliance with this to be included in guidance</p>	Medium	MC to complete guidance MC to circulate	June 20	June 20

	<p>Transmission of virus between individuals when they are at their workstations or through using shared equipment such as photocopiers and printers.</p>		<p>Maximum number of staff in the office at any one time 9.</p> <p>Four in the general office area,</p> <p>Two in the reception area,</p> <p>Two in the senior manager's office area.</p> <p>Screens to be erected between the desks in the main office area</p> <p>No sharing of normal office equipment such as staplers/pens/rulers etc.</p> <p>Staff should not share equipment unless it has been sanitised first. Photocopier external surfaces should be sanitised after use. Signage to be displayed around key equipment</p>	<p>MC to confirm changes to designated desks if any changes are made and movement of IT equipment as required.</p> <p>Staff to maintain social distance at all times</p>	<p>Low</p>	<p>MW</p>	<p>June 20</p>	<p>June 20</p>
	<p>Transmission during staff to staff contact e.g. meetings</p>		<p>All meetings between staff to be conducted electronically by either phone or Video Conference. No meetings to be held between staff in conference rooms</p>	<p>Details to be written into staff guidance</p>	<p>Low</p>	<p>MC to circulate guidance</p>	<p>June 20</p>	<p>June 20</p>

	Transmission of virus while using common areas.		Information / guidance to be circulated to employees and signed off to confirm understanding.	To be completed by MC	Medium	MC	June 20	June 20
	Transmission of virus while using Toilets and Showers		Toilet facilities. Use of Showers - Staff to wipe down surfaces used before and after using the toilet.	Sanitiser wipes to be available in all bathrooms. Signage to be displayed on all bathroom doors.	Low	All Bolton Office Staff	June 20	June 20
	Transmission of virus while using Kitchen area		All surfaces touched should be wiped down with sanitising wipes before / after use	Details of this to be covered in the staff guidance	Medium	All Bolton Office Staff	June 20	June 20
	Transmission of virus while using Lunch seating area		Lunch to be taken at desk		Medium	All Bolton Office Staff	June 20	June 20
	Transmission of virus while using Filing area		Anti- bacterial wipes to be available on top of the filing cabinets. Cabinets and any surface areas touched should be wiped down after use.		Low	All Bolton Office Staff	June 20	June 20
	Transmission of virus during emergency situations		First aid cover to be in place during office hours Rear exits to be used only in the event of a fire	First Aiders advised of extra precautions to be taken when carrying out first aid. MC to review & confirm arrangements.	High	MC	June 20	June 20
4	Transmission of virus by visitors to office	Employees	Meetings should be conducted via Microsoft Teams, phone or email Everyone to read a short but detailed brief on the new office working guidance	Production of signage	Low	All Bolton Office Staff	June 20	June 20

			prior to attending the office including minimisation of visitors Signage to be applied to entrance door for visitors on guidance					
5	Transmission of virus Through incorrect cleaning / hygiene measures	Employees	Continue cleaning of the office	Cleaning to be completed three times each week. Hand sanitiser and soap to be available.	Low			
	Transmission of virus by touching contaminated surfaces.		Office to be cleaned after each working day with special attention to sanitising surfaces. See section 3 above - Anti-bacterial wipes to be available on top of the filing cabinets. Cabinets should be wiped down after use.	Cleaning to be completed outside of office core hours.	Low			
	Transmission of virus through contact with objects that come into the workplace e.g. goods / materials		Cleaning requirements for goods and merchandise entering the site.	To be included in guidance and have wipes / spray available	Medium			
6.	Spread of virus due to lack of Personal protective equipment (PPE) and face coverings usage	Employees	Wearing face coverings in the workplace is not a requirement by law however CLP should support employees if they wish to do so and advise on how to do this safely (see SHE Team for further information regarding this).	COVID-19 is a different type of risk to the risks persons normally face in the workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE. SHE Team to provide further	Low			

				information on an as required basis				
7.	Transmission of virus to all employees whilst travelling for business purposes (e.g. to sites)	Employees	<ol style="list-style-type: none"> 1. Minimise non-essential travel – consider remote options first – working from home / remote meetings etc. 2. Where workers are required to travel public transport should only be used as a last resort and face coverings are required to be worn as per government requirements. 3. Employees needing to stay away from their home due to work requirements should make sure any overnight accommodation meets social distancing guidelines. 	Details to be indicated in group guidance	Medium	All Bolton Office Staff	June 20	June 20
	Transmission of virus due to lack of understanding of COVID-19 related safety guidance's by employees		<ol style="list-style-type: none"> 1. Everyone to read the detailed guidance on the new office working guidance prior to attending the office. 2. Ongoing communications as Government guidance or guidance's change. 		Low	All Bolton Office Staff	June 20	June 20
8.	Surface transmission of virus when goods enter or leave the office – stationary /post etc.	Employees	Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.	MW to review current ordering requirements and storage	Low	MW		