

Cowan Transport Ltd

Ashfield House, Deighton Lane, Deighton, DL6 2SW

Location: Main office

Title : Covid Office	Date of Assessment : 15/10/2020	Risk Assessor : Rebecca Cowan
Risk Assessment Reference : 04	People involved in making this assessment : Rebecca Cowan	
Task/ Process : Office work	People at Risk : Employees, Visitors	

Hazard : Employed staff Staff who are not fully aware and understanding of the procedures and arrangements we have put in place to work within government guidelines on essential working, could compromise our arrangements and jeopardise the health of others.

Control Measures:

1. Employees can raise a concerns with their line manager
2. Health & Safety communications available to all employees
3. Staggered start and finish work times will be considered or introduced to reduce large gatherings and allow for increased social distancing.
4. Mainly working from home, staff will stagger working days in the office to allow for uninterrupted operations to the business, reduce pressure on office or building services and allow for social distancing.
5. Only a Percentage of staff to return to the offices on staggered days, allowing for social distancing and reduce risk for contact or spread of virus.
6. Communication warning posters displayed throughout all premises.
7. Every member of staff has been fully briefed to ensure that that they are aware of the hazards and risks and understand the rules and procedures we have put in place.
8. 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.

Hazard : Food & Drink Preparation Areas Potential risk or transfer of virus through cross contamination

Control Measures:

1. Employees 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 must to ensure that the work surfaces are left in a clean and sanitised condition.
3. Use your own drinking mugs, cups and glasses to prevent cross contamination.
4. Do not to touch food and keep hands out of waste bins or receptacles as they may contain contaminated products, food or tissues.
5. Wash your hands thoroughly for 20 seconds before and after using these facilities.
6. Leave the microwave ovens in a clean condition and wiped out after use.
7. Put uneaten food products in a clean, sanitised, sealed wrapper, bag or container, if they are to be stored in the communal refrigerator.
8. Thoroughly wash crockery and cutlery after each use before putting them away.

9. Single use paper tissues rolls are provided within kitchen areas and to be disposed of correctly in waste bins provided.

10. Employees are to implement staggered lunch breaks.

11. Employees to make their own hot or cold drinks during the working day.

12. Employees encouraged to bring in their own prepared food and drink for lunch breaks.

Hazard : 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:

1. Employees are required to ensure that coats, scarfs and other outdoor items are stored separately (where applicable) within coat cupboards avoiding contact with other people's personal items.

2. Employees 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.

3. Employees 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 body fluids must not be touched, but reported to a manager.

4. Employees instructed to clean their hands after using the toilet, by washing their hands with soap and water for at least 20 seconds.

5. Supplies of soap and sanitising agents are provided and regularly topped-up at all hand washing stations. NHS, Public Health and hand washing advice posters displayed.

6. Toilets and communal areas, along with workspaces, are cleaned more frequently than before and the cleaning routine is to a higher specification.

Hazard : 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:

1. Employees 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.

2. Employees are required to have consideration for others with regards to discarded tissues, food, tins etc. to prevent cleaning staff being accidentally contaminated or injured.

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

Control Measures:

1. Employees are 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.

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

Control Measures:

1. Employees are advised 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.
2. Employees instructed that they should not use each others IT equipment, to prevent accidental cross contamination
3. Telephone equipment is cleaned at the end of each working day.
4. Employees advised not to share phones, headsets and personal mobile phones with others to prevent accidental cross contamination.
5. Employees are to only sit/work at their allocated workstation and not to hot desk or use other desk locations.
6. Any ICT equipment that is unserviceable to be reported to your line manager. No other equipment is to be used from other locations to reduce risk of cross contamination.

Hazard : Close contact Employees working on the premises may be at risk of exposure to other employees or visitors who are carrying coronavirus, knowingly or unknowingly.

Control Measures:

1. Employees instructed to avoid close face-to-face contact or touching other employees, visitors, etc. and follow the social distancing rules.
2. Physical contact, such as handshakes, hugs, pat on the back, etc. is to be avoided.
3. Plastic protection screens installed on sites to protect employees working at reception areas and in certain roles.
4. Controls on access and egress to buildings at all sites.
5. Office kitchen areas with only one person at a time using to allow for social distancing.
6. Visitors to sites are to be limited and if possible video conferencing software to be utilised to reduce face to face contact.
7. Contractors to sites will be managed and controlled for only essential maintenance.
8. Any visitors or contractors to sites are to sign the visitors book.

Hazard : 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:

1. Employees who are high risk vulnerable (but not extremely clinically vulnerable) that cannot work from home, then management should offer the option of the safest available on-site role, enabling them to stay 2 meters away from others.
2. Those employees who fall within the extremely vulnerable category (Shielded) in accordance with Govt are to continue to work from home. Staff who wish to continue work, will need to undergo an individual risk assessment before continuing work.
3. Employees with family members in high risk categories have been instructed to inform their management team. Decisions on home working in accordance with Govt. guidelines are taken on a case by case basis.
4. In accordance with Govt guidelines employees who are in the vulnerable and high risk categories are where possible able to work, if they cannot work from home, as long as the business is COVID-safe.

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

Control Measures:

1. Cleaning regimes have significantly increased and the frequency of cleaning of hard surfaces (floors, handrails, door handles, building equipment buttons, switches, etc).
2. Suitable disinfectant cleaning products are used.
3. Sufficient hot water, liquid soap, disposable towels and hand sanitiser dispensers are provided throughout the buildings.
4. Line management and employees are required to report anything contaminated or spilt that requires cleaning.

Hazard : Personal hygiene Poor personal hygiene standards pose a risk of passing or contracting the infection.

Control Measures:

1. The importance of good personal hygiene has been explained to all employees. Particularly the need for regular thorough hand washing and the avoidance of touching eyes, nose or mouth, if their hands are not clean.
2. As the alcohol based hand sanitizer falls under a COSHH item. Employees who use this to disinfect their hands are not to touch their face until the sanitizer dries out due to irritation risk if the goes into eyes.
3. If alcohol gel comes into contact with eyes then employees are to (remove glasses or contact lenses if worn) and rinse eyes with water for several minutes, then seek first aid assistance.
4. If eye irritation persists then employees to seek medical advice or assistance.
5. Employees with a diagnosed skin condition are advise not to use the alcohol hand sanitizer as this may exacerbate their condition, but to use soap and water for 20 seconds.
6. Employees to to avoid inhaling the vapours from the alcohol hand sanitizer as this may cause dizziness or drowsiness.
7. Alcohol gel hand sanitizer spillages are to be cleaned up immediately with water and area dried off.
8. Pump action hand sanitizers will be in place in the office..
9. Employee instructed that disposable tissues, should be used when coughing and or sneezing. Used tissues to be bagged and put into a bin or pocketed and taken home for safe disposal.
10. Employees instructed that any potentially contaminated clothing should be removed and placed in a suitable plastic bag or container.
11. Employees instructed to clean their hands frequently, using alcohol-based hand sanitisers or to wash their hands with soap and water for at least 20 seconds. Soap and hand gels are provided.

Hazard : Cold / Infections There is a risk that any cold and or infection could be consistent with COVID-19 symptoms and there is a risk that accidental cross infection could be transmitted to other persons.

Control Measures:

1. Where symptoms of a cold/infection starts at work employees are required to notify their management team immediately. Decisions to refrain from working will be made accordingly where the is a potential risk.
2. Employees who are currently self isolating due to having tested positive for COVID-19, experiencing symptoms or have a family member who have tested positive or have symptoms are not to return to work and inform their line manager.
3. Employees are advised to isolate in accordance with Government guidelines.

Hazard : Emergency Evacuations Potential risk or transfer of virus on account of close contact with other persons.

Control Measures:

1. All employees are to wash or sanitise their hands at the earliest opportunity.
2. In an emergency, for example, an accident or fire, employees do not have to socially distance as it would be unsafe to do so.
3. Employees are to follow the emergency evacuation procedures for their relevant location.

Hazard : First Aid Provision Lack of first aid provision leading to injury, further injury or prolonged pain.

Control Measures:

1. Trained emergency first aid at work and first aid at work employees.
2. For any casualty situation the first aider would wear disposable masks provided.

Documents Associated with this Risk Assessment:

Review Date : 31/03/2021 **Reviewer :** Rebecca Cowan