

## Covid-19 general workplace safety risk assessment

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Business type/location: Office – Sheffield and Chesterfield	10 <sup>th</sup> September 2020	Creation of 'Client appointment procedure' Separate document.
	24 <sup>th</sup> September 2020	

Business hazards associated with the coronavirus pandemic	Potential risks to workers caused by hazards	Control measures
<b>Infection Prevention, Cleaning and Staff Safety</b>		
<p>As the business rebuilds after lockdown and staff return to work the organisation will ensure their safety by making premises "COVID" secure – Graysons acknowledge that unsafe workplace premises raise the risks of virus transmission</p>	<p>There is a direct threat to staff health and wellbeing from transmission of the COVID-19 coronavirus while at work</p> <p>People can catch the virus from others who are infected in the following ways:</p> <ul style="list-style-type: none"> <li>• virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales</li> <li>• the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc</li> <li>• people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth</li> </ul>	<p>Graysons will comply with its duty to provide a safe and healthy workplace/working conditions for staff in the workplace during the coronavirus pandemic by:</p> <ul style="list-style-type: none"> <li>• Circulating "COVID secure" coronavirus policies and safety procedures to all staff and managers; these set out how staff should behave and the precautions they must adopt during the pandemic to keep them safe - See Guide June 2020.</li> <li>• Requiring staff to practice effective social distancing while in and around the workplace, while travelling to work and in all work business</li> </ul> <p>Managers should pass on and reinforce key Government public health messages to all staff:</p> <ul style="list-style-type: none"> <li>• cover the mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing (Catch it — Bin it — Kill it)</li> <li>• put used tissues in the bin straight away</li> <li>• wash hands regularly with soap and water for at least 20 seconds (use hand sanitiser gel if soap and water are not available)</li> <li>• avoid close contact with people who are unwell</li> <li>• clean and disinfect frequently touched objects and surfaces</li> </ul>

		<ul style="list-style-type: none"> <li>do not touch face, eyes, nose or mouth if hands are not clean.</li> </ul> <p>In all departments, fully implement Public Health England (PHE) <i>Guidance for Employers and Businesses on Coronavirus</i>, including the following key safety precautions:</p> <ul style="list-style-type: none"> <li>Keep local/departmental risk assessments under review to ensure that a safe place of work is maintained</li> <li>Make any adjustments to the workspace/rotas/work patterns/ procedures necessary to facilitate effective infection prevention and social distancing at work</li> <li>Follow government health and travel advice</li> <li>Provide hand sanitiser as required</li> <li>Provide infection control personal protective equipment (PPE) such as gloves and masks if required in individual risk assessments and method statements, e.g. cleaning</li> <li>Increase environmental cleaning in the workplace; review and revise cleaning method statements and schedules and ensure cleaning staff have access to suitable detergents, disinfectants and PPE</li> <li>Display appropriate public health posters and notices around the workplace</li> </ul> <p>Staff are not required to wear face coverings while at work but may do so if they wish.</p>
<p><b>Homeworking, Hot-desking and Equipment Sharing</b></p>		
<p>Staff working together in workplace premises inevitably raises the risk of virus transmission</p>	<p>Hot desking, working in shared space and the sharing of equipment present hazards that raise the risk of virus transmission.</p>	<p>During lockdown homeworking has been adopted within the organisation where practicable with access to the office on a controlled rota basis.</p> <p>Post lockdown rota access has been extended to meet operational and client service requirements.</p> <p>The following working arrangements are in place to support homeworking:</p> <ul style="list-style-type: none"> <li>Managers will plan for the minimum number of people needed on site to operate safely and effectively</li> <li>Homeworking policies to be reviewed to ensure that sufficient support is provided to homeworkers</li> <li>Managers and HR monitor the wellbeing of people who are working from home and put in place measures to support their mental and physical health and personal security</li> <li>IT support is provided to homeworkers to ensure the effectiveness of working arrangements and the security of information and data, for example, remote access to work systems</li> <li>Arrangements should help homeworkers to stay connected to the rest of the workforce as appropriate</li> <li>Hot-desking will not be supported at this time</li> <li>Equipment should not be shared between staff – limit use of high-touch equipment in the workplace, eg printer screens, pens and stationery.</li> </ul>
<p><b>Workplace Social Distancing</b></p>		
<p>Effective social distancing is a key element in reducing the transmission of COVID-19</p>	<p>Social distancing refers to people being required to maintain a distance from each other of 1 metre from others, and 2 metres whenever possible</p> <p>Social distancing effectively puts people at a safe range from anyone coughing. The main route of virus</p>	<p>Staff are required to practice effective social distancing while in and around the workplace, while involved in work activities and when travelling to and from work, whenever possible, by:</p> <ul style="list-style-type: none"> <li>Avoiding non-essential contact with others</li> <li>Keeping a safe distance of at least 1 metre from others, and 2 metres whenever possible</li> <li>Avoiding physical contact (eg hugs, handshakes, etc)</li> </ul> <p>Adaptations to the premises to support social distancing should include:</p>

	<p>transmission is through droplets exhaled or coughed by an infected person</p>	<ul style="list-style-type: none"> <li>• A review of all work premises to identify suitable adaptations which will support social distancing</li> <li>• Work pods to be set up to support social distancing, e.g. layout changes, appropriate signage.</li> <li>• Workstations and desks to be arranged with a minimum separation between them – where necessary screens will be fitted</li> <li>• Establishing maximum occupancy limits for washrooms and kitchens</li> <li>• Reducing the need for staff to move around within the workplace</li> </ul> <p>Adaptations to work processes to support social distancing will include:</p> <ul style="list-style-type: none"> <li>• Cancelling non-essential meetings</li> <li>• Holding essential meetings in well ventilated rooms with appropriate social distancing in place – limit numbers to essential members only and use phone/video conferencing, etc</li> <li>• Replacing face-to-face meetings wherever possible with video conferencing, phone conferencing, etc</li> <li>• Holding meetings outdoors</li> <li>• Providing hand sanitiser at meetings</li> <li>• Cancelling non-essential training and all face-to-face training/recruitment practices</li> <li>• Carrying out any essential training/ recruitment by using email/online elearning wherever possible rather than bringing people together face to face</li> </ul> <p>Graysons display notices in all premises reminding staff of the key infection prevention requirements, including the need to maintain safe distancing</p> <p>Where social distancing guidelines cannot be followed in full, in relation to a particular activity, further risk assessments are carried out and consideration to whether that activity needs to continue for the business to operate will be given - where such activities need to continue appropriate mitigation methods should be put into place, such as:</p> <ul style="list-style-type: none"> <li>• Increased hand washing</li> <li>• Use of PPE</li> <li>• Increased environmental cleaning</li> <li>• Keeping the activity time involved as short as possible</li> <li>• Reducing the number of people each person has contact with by limiting movement between floors and work stations (so each person works with only a few others)</li> </ul>
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**Higher Risk Areas of the Workplace**

<p>Some areas of the workplace may present a higher risk than others – this may include areas such as staff toilets, staff rooms and restrooms</p>	<p>Heavily used areas of the workplace are more likely to present an infection transmission risk</p> <p>Essential for staff to wash hands regularly but also that toilets are kept clean and free of coronavirus contamination</p> <p>A number of staff going to the toilet together may compromise their ability to comply with social distancing</p> <p>Increased risk of people coughing and touching door</p>	<p>Graysons ensure higher-risk high-traffic areas of the workplace are COVID-secure by applying appropriate safety precautions, including:</p> <ul style="list-style-type: none"> <li>• Stressing the need for staff to follow good hygiene practice at all times while at work (ie regular handwashing, using tissues and disposing of them appropriately, etc)</li> <li>• Ensuring that adequate hand cleaning resources are provided; all staff toilets to be supplied with adequate supplies of hot water, liquid soap and paper towels</li> <li>• Printing handwashing instructions/posters and displaying throughout workplace, especially in toilets</li> <li>• Limiting numbers of staff who can use high traffic areas such as corridors, stairs, toilets/washrooms at any one</li> </ul>
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	handles, taps and toilet flush handles	<p>time to ensure social distancing</p> <ul style="list-style-type: none"> <li>• Limiting lift occupancy</li> <li>• Monitor high-traffic area use and regulate access as necessary</li> <li>• Placing alcohol hand gels at convenient places around the workplace with instructions for use</li> <li>• Increasing environmental cleaning, especially in and around toilets and restrooms and staff rooms; special attention to be paid to frequently touched surfaces such as door handles, toilet flush handles, light switches, etc</li> <li>• Increasing toilets/washrooms inspections to check for cleanliness/adequate stock of soap/toilet paper, etc</li> </ul>
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**Vulnerable and Extremely Vulnerable Staff**

<p>Some staff may have pre-existing medical conditions which render them more vulnerable to the dangers of coronavirus infection</p>	<p>Those who are classified by PHE as being at greater risk from COVID-19 include people in the vulnerable (moderate risk) and extremely vulnerable (high risk) categories</p> <p>Vulnerable (<b>moderate risk</b>) people include those who:</p> <ul style="list-style-type: none"> <li>• are 70 or older</li> <li>• are pregnant</li> <li>• have a lung condition such as asthma, COPD, emphysema or bronchitis (not severe)</li> <li>• have heart disease, diabetes, chronic kidney disease or liver disease (such as hepatitis)</li> <li>• are taking medicine that can affect the immune system (such as low doses of steroids) or</li> <li>• are very obese</li> <li>• BAME ethnicity aged above 55, particularly those with comorbidities</li> </ul> <p>Extremely vulnerable (<b>high risk</b>) people include those who:</p> <ul style="list-style-type: none"> <li>• have had an organ transplant</li> <li>• are having chemotherapy for cancer, including immunotherapy</li> <li>• are having an intense course of radiotherapy for lung cancer</li> <li>• have a severe lung condition (such as severe asthma or severe COPD)</li> <li>• are taking medicine that makes them much more likely to get infections (such as high doses of steroids)</li> <li>• have a serious heart condition and are pregnant</li> </ul> <p>The following PHE advice applies:</p> <ul style="list-style-type: none"> <li>• Those in the “high risk” (extremely vulnerable) category are subject to special “shielding” arrangements – they are advised to self-isolate and not leave home for any reason for at least 12 weeks</li> <li>• Those in the “moderate risk” (vulnerable) category are advised to stay at home as much as possible – they can go to work if they cannot work from home</li> <li>• People in both categories are advised by the government to be particularly stringent in complying with social distancing requirements</li> </ul> <p>Pregnant women are included in the “moderate risk” category as a precaution but are not considered by PHE to be more likely to get seriously ill from COVID-19</p>	<p>The following safety and staff health arrangements apply to staff who are classified as vulnerable (moderate risk) or extremely vulnerable (high-risk):</p> <ul style="list-style-type: none"> <li>• HR will identify and be aware of staff who fall into vulnerable and extremely vulnerable categories so they can ensure that they are given adequate protection and support to enable them to comply with government health recommendations</li> <li>• No member of staff in the extremely vulnerable “high-risk” category should be expected to come to work during the pandemic crisis or during recovery from the lockdown – these staff should be advised to follow government medical advice and stay at home</li> <li>• Extremely vulnerable “high-risk” staff will be offered furlough arrangements - where it is possible or appropriate for them to safely work from home without risk this should be facilitated</li> <li>• Staff in the vulnerable “moderate risk” category should be considered on a case by case basis – wherever possible they will be supported to work from home</li> <li>• Staff in the vulnerable “moderate risk” category who cannot work from home and wish to return to work should be offered additional protection so that they can achieve effective social distancing</li> <li>• Heads of Department will stay in touch with vulnerable or extremely vulnerable staff who are staying at home by phone to ensure they are well and to prevent them from feeling isolated</li> <li>• All reviews of staff roles and safety will be non-discriminatory and take into consideration equality considerations and protected characteristics as defined under the Equality Act 2010, eg disabled staff</li> <li>• Reasonable adjustments will be made to avoid disabled workers being put at any disadvantage</li> </ul>
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		There is some evidence that people from ethnic minority backgrounds are hit harder by COVID-19.	
<b>Staff Health and Staffing Levels</b>			
Low staffing hazards due to high rates of staff sickness or staff having to self-isolate themselves at home or remain at home because they are “shielded”	<p>Staff may get sick with coronavirus infection</p> <p>People who have symptoms must “self-isolate” at home for 7 days from the start of symptoms to prevent them from passing the infection on and contributing to the overload on the NHS</p> <p>Those who live with others and where one person has symptoms must self-isolate as a household for 14 days from the day when the first person in the house became ill. If anyone else in the household starts displaying symptoms, they need to stay at home for 7 days from when the symptoms appeared, regardless of what day they are on in the original 14-day isolation period</p> <p>Those who are considered extremely vulnerable are advised to “shield” themselves at home</p>	<p>The following safety arrangements apply to staff health or staffing levels:</p> <ul style="list-style-type: none"> <li>• Staff who are considered extremely vulnerable or high-risk are not expected to attend for work in the workplace – where possible or appropriate they are furloughed or supported to work from home</li> <li>• Staff who are sick or self-isolating phone immediately and inform their Head of Department and HR – on no account should they attend for work</li> <li>• Communications have gone out confirming that no member of staff should come to work if they are self-isolating or if they have COVID-19 symptoms or if they feel unwell</li> <li>• Staff may be reallocated from non-essential parts of the organisation to essential functions or may be subject to furlough arrangements</li> <li>• Managers should consider operational adjustments if staffing is reduced to unsafe levels</li> </ul>	
<b>Premises Access and Travel</b>			
Staff who are required to attend for work must be given safe access to the workplace	<p>Travel to and from work may lead to greater risk of virus transmission</p> <p>Public transport may be restricted in order to achieve social distancing on trains, buses, etc</p> <p>Access to buildings may create a virus transmission risk if staff all seek entrance at once or are channeled through single points of entry</p> <p>Risks may be increased for disabled staff who may have reduced options for access</p>	<p>The following safety arrangements apply to workplace access and travel arrangements:</p> <ul style="list-style-type: none"> <li>• Ensure that sufficient access points to the workplace are provided so that staff do not congregate at entrances and exits – ensure that all access points have supplies of sanitizer available</li> <li>• Provide hand sanitiser at entrances and exits</li> <li>• Support staff to walk or cycle to work wherever possible by providing safe bike storage</li> <li>• Ask staff not to use public transport if at all possible – where they do use public transport they should conform with all requirements, eg wearing face coverings if required, social distancing, etc</li> <li>• In all cases non-essential travel for work purposes should be minimized</li> <li>• Review disabled access policies and arrangements to ensure safe entrance or exit for disabled staff</li> <li>• Enable flexible/staggered working arrangements so that staff can avoid travelling at peak times on public transport or all arriving or leaving at the same time</li> </ul>	
<b>Cases of Possible Infection On-site</b>			
People becoming unwell while on-site or a symptomatic person using a site	High risk of transmission	<p>If a member of staff becomes unwell in the workplace with coronavirus symptoms (a new, continuous cough or a high temperature) they will be sent home and advised to follow government advice to self-isolate</p> <p>The following actions will be taken within the workplace:</p> <ul style="list-style-type: none"> <li>• All surfaces that a symptomatic person has come into contact with will be cleaned and disinfected, especially objects visibly contaminated with body fluids and all potentially contaminated high-contact areas such as toilets</li> <li>• Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but</li> </ul>	

		<p>which are not visibly contaminated with body fluids, can be cleaned thoroughly as normal</p> <ul style="list-style-type: none"> <li>• Cleaning staff will use disposable cloths or paper roll and a combined detergent disinfectant solution at a dilution of 1000 parts per million available chlorine</li> <li>• Cleaning staff must wear appropriate PPE</li> <li>• Waste from cleaning of areas where possible cases have been (including disposable cloths and tissues) should be “double-bagged” and tied off; it should be placed in a secure holding area for 72 hours before being disposed of in general waste</li> </ul>
<b>Business Continuity</b>		
Crisis management and business continuity hazards caused by the pandemic emergency	The crisis threatens business continuity and ability to deliver essential services to our customers	<p>Managers and Heads of Departments should refer to business continuity policies and procedures</p> <p>After lockdown the following safety arrangements should be applied to establish business recovery:</p> <ul style="list-style-type: none"> <li>• Establish overall coronavirus risk management team</li> <li>• Ask all departments to review and refresh business continuity plans as necessary</li> <li>• Devise appropriate business recovery plans and keep under constant review</li> </ul>
<b>Information</b>		
Hazards caused by lack of information or inaccurate information being circulated	The pandemic has been accompanied by a large amount of official guidance, some of which needs interpretation, and also by misinformation, rumour and “fake news” or “myths”. If these are allowed to gain traction within the organisation they can obscure and confuse vital health and safety measures.	<p>After lockdown the following safety arrangements will be applied to mitigate risks caused by misinformation and “fake” news:</p> <ul style="list-style-type: none"> <li>• To ensure the safety and wellbeing of staff business strategies must be based on accurate information and staff must be given consistent, simple and clear messages</li> <li>• Coronavirus risk management team will monitor official advice carefully and update all policies and procedures</li> <li>• Ensure leadership team are briefed and kept up to date</li> <li>• Managers to beware fake news and discourage the circulation of misinformation</li> <li>• Keep staff informed – key messages include the need for unwell staff to stay at home, for frequent handwashing and for social distancing</li> </ul>
<b>Communication</b>		
Threat to effective communications	The pandemic crisis threatens communications with clients/customers/suppliers – such communications are vital in the re-establishment of business activities and procedures after lockdown	<p>After lockdown the following safety arrangements will be applied to mitigate risks to communication systems:</p> <ul style="list-style-type: none"> <li>• Senior management to review all outward facing communications (eg on customer website, etc) to ensure messages are consistent, clear and reflect the customer focused and socially aware values of the organisation</li> <li>• Managers to revise communications strategies and plans</li> <li>• Devise specific plans for how and how often to communicate with clients/customers/ suppliers</li> </ul>
<b>Cyber Security</b>		
Cyber-security risks	<p>Cyber-security threats often accompany a crisis, including computer viruses, phishing and scam emails and coronavirus related “ransomware”</p> <p>With the organisation and individual staff more reliant than ever on digital communications and the internet, and with more staff working from home and using a variety of</p>	<p>The following safety arrangements will be applied to mitigate cyber risks:</p> <ul style="list-style-type: none"> <li>• Review cyber security and surveillance infrastructure and ensure that all reasonable protection is in place</li> <li>• Circulate warnings to staff and managers of any credible cyber threats, especially scam emails and text messages</li> <li>• Ensure that staff working from home and using remote-working systems are covered by cyber-risk protections</li> </ul>

	digital devices, the need to ensure the security and function of our digital systems is more important than ever	<ul style="list-style-type: none"> <li>• Ensure any homeworking arrangements maintain standards of data protection and IT security</li> <li>• Ensure that existing cyber-security systems do not interfere with the availability of critical safety information and updates relating to coronavirus</li> <li>• Assess cyber risks to new supply chain connections developed during the crisis</li> </ul>
<b>Clients and Visitors</b>		
Clients, Visitors and Staff meeting together in the same workplace premises inevitably raises the risk of virus transmission.	<p>People can, for example, catch the virus from others who are infected in the following ways:</p> <ul style="list-style-type: none"> <li>• virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales</li> <li>• the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc</li> <li>• people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth</li> </ul>	<p>Presently the offices are closed to clients and are only open for essential maintenance visits by prior arrangement.</p> <p>The following safety arrangements will be implemented to mitigate risks presented by clients and visitors having access to the workplace:</p> <ul style="list-style-type: none"> <li>• Appointment only access will be allowed to all clients and visitors attending the premises.</li> <li>• All appointments must be logged via the Firm's internal Outlook calendar system.</li> <li>• All clients and visitors are asked to wash their hands upon arrival appropriate signage is displayed.</li> <li>• Clients and visitors will have access to hand sanitizer and usage signage</li> <li>• Masks are available upon request for clients and visitors and staff attending them.</li> <li>• Direct face to face contact with clients avoided with Perspex or glass screens.</li> <li>• Clients and visitors are asked to complete 'Visitor Covid Questionnaire'</li> <li>• Clients and visitors are asked to have their temperature checked upon arrival to Graysons floors.</li> <li>• Client appointments will be limited to essential attendees only.</li> <li>• Chairs within the meeting room will be limited to the number required and distanced appropriately.</li> <li>• Meeting rooms will be accessed via the 5<sup>th</sup> floor landing side door prior to the opening of reception.</li> <li>• A minimum of one hour is required between appointment slots to allow for room disinfecting.</li> </ul>
<p><i>Government advice is changing all the time. This risk assessment is updated fortnightly</i></p>		