

# Risk Assessment

<b>COMPANY:</b>	IFPI	<b>RISK ASSESSMENT NUMBER:</b>	RA /102
<b>REVIEW DATE:</b>	02/07/2020	<b>COMPLETED BY:</b>	Paul E Underhill
<b>TASK:</b>	Controlling the Spread of Covid-19	<b>SITE:</b>	3 <sup>rd</sup> Floor, 7 Air Street, London
<b>TASK SPECIFIC TRAINING REQUIRED:</b>	Communication of COVID-19 Policy to colleagues. Provision of information in relation to the rules put in place by the Landlord	<b>PERMITS REQUIRED:</b>	
<b>EQUIPMENT:</b>	Antibacterial soap, hand sanitiser with at least 60% alcohol, disposable gloves, cloth face mask, combined antibacterial and antiviral disinfectant surface cleaners.		

## Residual Risk Calculator

Incident Probability	X	Incident Severity	=	Score	Factor	Action
Very Likely	4	Very Serious	4	9 - 16	High	Unacceptable Risk, Re-Assess to eliminate / reduce risk to low / med factor
Reasonably Likely	3	Reasonably Serious	3			
Reasonably Unlikely	2	Reasonably Moderate	2	5 - 8	Med	Consider further precautions to reduce risk to low factor. Proceed with extra caution if unable to reduce risk level
Very Unlikely	1	Very Minor	1	1 - 4	Low	No Further Action required

## Persons Affected (consider this in your assessment)

<b>Employees</b>	X	<b>Visitors</b>	X	<b>Expectant Mother</b>	
<b>Contractor Staff</b>	X	<b>General Public</b>		<b>Disabled Person</b>	
<b>Customer Staff</b>	X	<b>Young Person</b>		<b>Other</b>	X

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		Probability	Severity	Score	Factor		Probability	Severity	Score	Factor	
1. Coronavirus (Covid-19) within the work environment.	<ul style="list-style-type: none"> <li>• Transmission person to person.</li> <li>• Key personnel being out of the business.</li> <li>• Operational efficiency being reduced.</li> </ul>	4	3	12	<b>High</b>	<p>Home working to be maintained where practical, managers to maintain contact and manage workloads.</p> <p>Limited numbers of colleagues and visitors to be present at any one time and where reasonable feasible conduct meetings with clients remotely.</p> <p>Encourage the use of telephone, e-meetings and e-mail as alternative to face to face meetings where practical</p> <p>Ensure those who have been advised to self-isolate by NHS 111 stay at home for 14 days.</p> <p>Hand shaking and other forms of greeting requiring direct contact are prohibited.</p> <p>Make use of alcohol gel stations around the building and the bottles on desks.</p> <p>Toilet areas are to be used by no more than three persons at a time</p> <p>The office layout has been revised by reducing the number of desks in use at any one time, the aim of this is to maintain the 2m + 1m with mitigation rule where possible. This will be reviewed in line with the standard advised by government from time to time (layout detailed on the floor plan).</p> <p>Face coverings, visors and gloves have been provided as mitigation where 2m is not possible to maintain.</p>	4	2	8	<b>Med</b>	<p>Provide signage about the signs and symptoms of Covid-19 and the steps that can be taken around the office environment, including 2m social distancing signage displayed around the office walls and floor, with information on the mitigation in place if 2m cannot be maintained.</p> <p>The kitchen areas is to be used by no more than 2 persons at a time, with seating removed and signage displayed in the area instructing colleagues that the kitchen equipment must be cleaned using the products provided after each use (suitable antiviral spray to be provided).</p> <p>Where possible colleagues should bring pre prepared food to work.</p> <p>Due to the ongoing fit-out works in the neighbouring office, the one way route to the toilets is no longer viable, therefore the walkways around the office are to be split along their length to allow for two way traffic. This will need to be highlighted by signage, separating the two sides, in addition staff must be given instruction (enforced by information signage), that when they are passing other persons on the walkways, they must either step to one side and allow the other person to pass or turn away from the other person.</p>

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Continued		4	3	12	<b>High</b>	<p>Three sided screens have been installed at desks to separate colleagues.</p> <p>The number of persons permitted to use the meeting rooms and offices has been limited (numbers detailed on the floor plan).</p> <p>2m social distancing signage has been placed on the floor.</p> <p>Face coverings, visors and gloves have been provided as mitigation where 2m is not possible to maintain.</p> <p>Maintain 1-2 metre distance from any person who is infected or showing symptoms e.g. coughing and sneezing.</p> <p>Combined antibacterial and antiviral sanitiser and paper towels to be provided within the office for staff to clean hand contact surfaces.</p> <p>Regular environmental cleaning– use of combined antibacterial and antiviral surface cleaners to clean those surfaces frequently touched by hands (door handles, entry systems, telephones, light switches, handrails etc). A cleaner no attends site three times daily to assist with this practice.</p> <p>You do not need to call NHS 111 to go into self-isolation.</p>	4	2	8	<b>Med</b>	<p>Give Way areas are to be set up at the top of the stairs to allow persons to wait whilst any one travelling up the stairs clears the area.</p> <p>A give way area will also be highlighted in the toilet corridor to allow persons to pass safely (detailed on the floorplan)</p> <p>All colleagues and visitors to the office must at all times observe social distancing to the standard advised by government from time to time, currently this is 2m or 1 m with mitigation where 2m is not possible.</p> <p>Although the passenger lifts are in use, colleagues and visitors should be encourage to use the stairs.</p> <p>Where possible use personal vehicles, bikes or walk, limiting potential exposure.</p> <p>Where the use of public transport is necessary, consider use outside of peak times where practical and use a face covering.</p> <p>Encourage frequent hand washing with soap and water, including on arrival at the office and at home.</p> <p>There is some evidence that the virus can stay on fabrics for a few days therefore changing clothes regularly is recommended.</p>

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Continued		4	3	12	High	<p>If you live alone and you have symptoms of coronavirus illness (COVID 19), however mild, stay at home for <b>7 days</b> from when your symptom started. If you live with others then you will need to stay home for <b>14 days</b>.</p> <p>You do not need to call NHS 111 to go into self-isolation.</p> <p>Compliance with government guidance detailed in publication relating to COVID-19 for offices and contact centres.  <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres</a></p>	4	2	8	Med	<p>All colleagues asked to ensure that toilet seats are closed prior to flushing.</p> <p>The disable toilet is only to be used if required by a disabled person and not as a spare toilet.</p> <p>Provide information posters on how to wear the masks provided.</p>
2. Coronavirus (Covid-19) within the work environment	<ul style="list-style-type: none"> <li>• Infecting those at increased risk and their families.</li> </ul>	4	4	16	High	<p>All controls previously identified in hazards 1.</p> <p>Identification of those at increased risk,</p>	2	4	8	Med	<p>Identification of those at increased risk,</p> <p>Review roles and responsibilities of clinically vulnerable before returning to work to maintain 2m + 1m with mitigation social distancing, consider those living the 'extremely clinically vulnerable'.</p> <p>Continue with home working where practical and agreed with line manager.</p> <p>Those under instruction to self-isolate for 12 weeks must work from home (if not furloughed).</p> <p>Consider the use of suitable disposable face masks (FFP2 minimum) if required to visit the workplace.</p>

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3. Visiting client's premises.	<ul style="list-style-type: none"> <li>All colleagues coming in to contact with infected persons and/or contaminated areas.</li> </ul>	4	4	16	High	<p>All controls previously identified in hazards 1 &amp; 2.</p> <p>Social distancing to be maintained at all times.</p> <p>Use of hand gels (sanitisers) with at least 60% alcohol for those mobile colleagues that do not have easy access to hand washing facilities.</p>	2	4	8	Med	<p>Colleagues should establish the welfare facilities available to them to maintain social distancing.</p> <p>Avoid using public transport at peak times, wear cloth face mask as a minimum.</p> <p>Use personal cars, bicycles or walk to clients premises where possible.</p>
4. Dealing with postal and courier deliveries	<ul style="list-style-type: none"> <li>All colleagues coming in to direct contact with potentially contaminated surfaces</li> </ul>	4	4	16	High	<p>All controls previously identified in hazards 1-2</p>	2	4	8	Med	<p>Personal deliveries to the premises are to be kept to an absolute minimum and subject to the same regime for all other deliveries.</p> <p>Takeaway foods cannot be delivered to the premises.</p> <p>All post and deliveries to be cleaned with the sanitising cleaner provided.</p> <p>Where possible have deliveries left at the buildings reception</p>
5. Mental health	<ul style="list-style-type: none"> <li>Poor mental health associated with limited social interaction with colleagues as a result of shielding, self-isolation or home working.</li> </ul>	4	4	16	High	<p>Regular telephone calls and emails to those working from home or not able to access the workplace.</p>	2	4	8	Med	<p>Issue of guidance relating to stress, mental and physical health and wellbeing.</p> <p>Issue of remote working questionnaire to those working at home.</p>

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6. Confirmed case of Covid-19 Identified in the workplace.	<ul style="list-style-type: none"> <li>All colleagues coming in to direct contact with the infected person and contaminated surfaces.</li> </ul>	3	4	12	High	<p>All controls previously identified in hazards 1-4.</p> <p>Employee to be sent home immediately and instructed to follow the 'stay at home' advice.  <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></p> <p>Follow advice and recommendations issued by PHE England.</p> <p>Identify those potentially exposed and limit any further exposure by denying entry to the premises to personnel not exposed.</p> <p>Guidance for decontaminating work areas is available from  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>	2	4	8	Med	<p>Workers will be told to isolate because they:</p> <ul style="list-style-type: none"> <li>have coronavirus symptoms and are awaiting a test result</li> <li>have tested positive for coronavirus</li> <li>are a member of the same household as someone who has symptoms or has tested positive for coronavirus</li> </ul>
7. Workplace cleaning following a confirmed case of Covid-19 Identified in the workplace.	<ul style="list-style-type: none"> <li>All colleagues coming in to direct contact with contaminated surfaces.</li> </ul>	3	4	12	High	<p>All controls previously identified in hazards 1-4</p>	2	4	8	Med	<p>Landlord to arrange for the cleaning of the area with normal household disinfectant to reduce the risk of passing the infection on to other people</p> <p>Where practical if area can be kept closed and secure for 72 hours, wait until this time has passed for cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours.</p>

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Continued		3	4	12	High	All controls previously identified in hazards 1-4	2	4	8	Med	<p>Wherever possible, wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished</p> <p>Guidance for decontaminating work areas is available from <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>
8. Transmission of virus through ventilation systems	<ul style="list-style-type: none"> <li>Those working within the office areas and those conducting maintenance activities.</li> </ul>	2	4	8	Med	Opening windows and doors frequently to encourage ventilation, where possible.	1	4	4	Low	<p>Changing of filters and non-essential maintenance to be deferred or a suitable risk assessment and safe system of work prepared before commencement.</p> <p>Checking whether you need to service or adjust ventilation systems, for example, so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels.</p>
9. Unable to maintain social distancing (including on arrival and departing from work, whilst in work and when travelling between sites.	<ul style="list-style-type: none"> <li>Transmission person to person.</li> <li>All colleagues coming in to direct contact with contaminated surfaces.</li> </ul>	3	4	12	High	<p>Social distancing measure put in place by the buildings management company (enquires to be made with regards to the cycle store)</p> <p>Toilet areas are to be used by three persons at a time (one per cubicle).</p> <p>Use of physical barriers to provide separation between colleagues.</p>	2	4	8	Med	The kitchen areas is to be used by no more than 2 persons at a time, with seating removed and signage displayed in the area instructing colleagues that the kitchen equipment must be cleaned using the products provided after each use (suitable antiviral spray to be provided).

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Continued		3	4	12	High	Make use of alcohol gel stations around the building and the bottles on desks.	2	4	8	Med	<p>Although the passenger lifts are in use, colleagues and visitors should be encourage to use the stairs.</p> <p>Due to the ongoing fit-out works in the neighbouring office, the one way route to the toilets is no longer viable, therefore the walkways around the office are to be split along their length to allow for two way traffic. This will need to be highlighted by signage, separating the two sides, in addition staff must be given instruction (enforced by information signage), that when they are passing other persons on the walkways, they must either step to one side and allow the other person to pass or turn away from the other person.</p> <p>Give Way areas are to be set up at the top of the stairs to allow persons to wait whilst any one travelling up the stairs clears the area.</p> <p>A give way area will also be highlighted in the toilet corridor to allow persons to pass safely (detailed on the floorplan)</p>
10. Travelling to and from work.	<ul style="list-style-type: none"> <li>Coming in to contact with a carrier of the virus or contact with a contaminated surface.</li> </ul>	2	4	8	Med	<p>Colleagues should not share vehicles unless this is a person they live with.</p> <p>Use of hand sanitiser points upon entry to the building.</p>	1	4	4	Low	<p>Where the use of public transport is necessary, consider use outside of peak times where practical and use a face covering.</p> <p>Where it is necessary to share a vehicle, windows should be kept open and occupants should face away from each other where practical.</p>



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Continued		2	4	8	Med		1	4	4	Low	<p>Social distancing is to be observed whilst waiting to put cycles in the basement store room.</p> <p>Hours of work to be staggered to reduce congestion on transport and entry/exit points to the building.</p>
11. Use of canteen and rest areas	<ul style="list-style-type: none"> <li>Transmission person to person.</li> <li>All colleagues coming in to direct contact with contaminated surfaces.</li> </ul>	3	4	12	High	All controls previously identified in hazards 1 & 2.	2	4	8	Med	<p>Colleagues to be encouraged to bring their own food and avoid using local shops.</p> <p>Takeaway foods cannot be delivered to the premises.</p> <p>Numbers permitted reduced in order to maintain social distancing (indicated on the floor plan)</p> <p>Break times staggered.</p>
12. Provision of first aid and emergency response	<ul style="list-style-type: none"> <li>First aider contracting virus</li> <li>First aider acting as a vehicle for transmission.</li> </ul>	2	4	8	Med	<p>Provision of suitable number of first aiders and first aid equipment.</p> <p>Should first aid be required, the first aider is to follow the latest guidance available at <a href="https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/">https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/</a></p>	1	4	4	Low	<p>Face shields to be provided to first aid personnel for use in the event of CPR being required.</p> <p>Fire assembly points to be reviewed to maintain social distancing.</p>
13. Manual handling (2-person lift)	<ul style="list-style-type: none"> <li>Working in close proximity (less than 2metres)</li> </ul>	1	4	4	Low	Limited manual handling activities due to the nature of the business.	1	4	4	Low	<p>Ensure that a manual handling assessment in place.</p> <p>Review of the task to determine if it must be undertaken.</p>

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Continued		1	4	4	Low		1	4	4	Low	If conducting a lift that involves two persons (such as a desk), lift facing away from each other if practical or side to side. If not practical then face coverings are to be worn
14. Meetings	<ul style="list-style-type: none"> <li>Transmission person to person.</li> <li>All colleagues coming in to direct contact with contaminated surfaces.</li> </ul>	3	4	12	High		2	4	8	Med	<p>Using remote working tools to avoid in-person meetings.</p> <p>Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout. (see floor plan for number permitted in each room)</p> <p>Avoiding transmission during meetings, for example avoiding sharing pens and other objects.</p> <p>Providing hand sanitiser in meeting rooms.</p> <p>Holding meetings outdoors or in well-ventilated rooms whenever possible.</p> <p>For areas where regular meetings take place, using floor signage to help people maintain social distancing.</p>
15. IT service and assistance	<ul style="list-style-type: none"> <li>Transmission person to person.</li> <li>IT colleagues coming in to direct contact with contaminated surfaces.</li> </ul>	2	4	8	Med		1	4	4	Low	All request for servicing/repair will need to be made via email, once the request has been sent, the colleague should then await a response providing them with instruction on when/where to drop the equipment.

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Continued		2	4	8	Med		1	4	4	Low	<p>A quarantine zone is to be set up, this will be the area where colleagues leave their equipment for the IT team. The IT team will then use the appropriate chemicals to clean the equipment before working on the item.</p> <p>On completion of any maintenance, the machine will be cleaned and placed into a collection area for the colleague to retrieve.</p>
16. Lack of control for the sublet office	<ul style="list-style-type: none"> <li>Poor control measure leading to the contamination of shared areas</li> </ul>	3	4	12	High		2	4	8	Med	<p>The company moving into the sublet office must conduct a COVID 19 risk assessment, a copy of this must be provided to IFPI for review.</p> <p>Instructions must be provided to the occupants of the sublet office as to the routes through the lobby and toilet areas.</p>

<b>Assessed By:</b>	Paul E Underhill	<b>Reviewed by:</b>	Paul E Underhill	<b>Reviewed by:</b>	
<b>Position:</b>	Consultant	<b>Position:</b>	Consultant	<b>Position:</b>	
<b>Signature:</b>	P E Underhill	<b>Signature:</b>	P E Underhill	<b>Signature:</b>	
<b>Date:</b>	01/06/2020	<b>Date:</b>	02/07/2020	<b>Date:</b>	