

RDT Risk Assessment specifically for Covid-19 Coronavirus

Assessment carried out by: Maggie Chapman, H&S, Facilities & Administration Manager

Date assessment was carried out: 27/03/20

Last updated: 21/07/20

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?
Spread of Covid-19 Coronavirus	Staff (particularly vulnerable groups including those with existing underlying health conditions), visitors cleaners, contractors. Direct threat to health and wellbeing of anyone in the office from transmission of Covid-19.	<p>MAKING PEOPLE AWARE OF SYMPTOMS High temperature (feeling hot to the touch on chest or back), new continuous cough, loss or change to sense of smell or taste - most people have at least one of these symptoms.</p> <p>MAKING PEOPLE AWARE OF HOW THE VIRUS IS TRANSMITTED The virus moves from person-person in droplets from nose/mouth when person coughs/sneezes or exhales, which another person can breath in. The virus can survive for up to 72 hrs on surfaces/objects and if people touch these and then touch their mouoth or eyes, they are at rish of catching the virus.</p>	<p>CREATING RULES FOR THE OFFICE including: * encouraging strict handwashing (20 seconds regularly and particularly after touching "hot" touch points * Use of hand sanitisers. * Follow "Catch it, Bin it, Kill it" and avoiding touching face, eyes, nose or mouth with unclean hands. * Tissues and sanitisers will be made available throughout the office. * Increased cleaning particularly at "hot" touch points * using Microsoft teams for online meetings, rather than having face to face meetings.</p>	H&S, F& A Mgr	Immediately

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<p>Spread of Covid-19 Coronavirus</p>	<p>Staff (particularly vulnerable groups including those with existing underlying health conditions), visitors cleaners, contractors. Direct threat to health and wellbeing of anyone in the office from transmission of Covid-19.</p>	<p>SPREAD KNOWLEDGE OF PROCEDURES if displaying any of the above symptoms i.e. stay/go home and self-isolate including anyone you live with (extended to anyone in your support bubble). Get a test a.s.a.p. Use NHS 111 online assessment if worried or not sure what to do.</p>	<p>Display posters around the office.</p> <p>If anyone presents with symptoms whilst at work, they should be segregated and asked to leave the premises as soon as possible. They will be required to get a test a.s.a.p. If this proves positive the company would then contact anyone who had been in close proximity to them.</p> <p>If anyone is confirmed as positive for Coronavirus they cannot return to the office until 7 days after their diagnosis (14 days if they have been in contact with someone diagnosed as positive).</p>	<p>H&S, F& A Mgr</p>	<p>Immediately</p>
		<p>Mental Health: HR will promote mental health and wellbeing awareness to staff during the pandemic and will offer whatever support they can to help as and when needed.</p>	<p>Line Managers will offer support to staff who are affected by Coronavirus or who have a family member affected. On-going open door policy for support for those who need it, either fact to face or via Teams.</p>	<p>Hr team and Line Mgrs</p>	<p>Immediately and on-going</p>
		<p>With effect from 18/03/20 the office was closed and staff started working from home</p>	<p>Virtual risk assessments carried out to check DSE work stations and mental health.</p>	<p>H&S, F& A Mgr and HR team</p>	<p>To be completed by 27/03/2020</p>
		<p>HR and Line Managers will keep in touch with their team/ all staff, sharing information and keeping them updated as to company procedure and decisions as the pandemic progresses.</p>	<p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation. Setting up of weekly "All hands calls" to keep staff informed of all updates regarding Covid-19 and for all business changes/updates.</p>	<p>Hr team and Line Mgrs</p>	<p>On-going</p>

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<p>Spread of Covid-19 Coronavirus</p>	<p>Staff (particularly vulnerable groups including those with existing underlying health conditions), visitors cleaners, contractors. Direct threat to health and wellbeing of anyone in the office from transmission of Covid-19.</p>	<p>Gradual return to office with effect from 06/07/20 ensuring anyone in the office is as safe as possible by creating additional rules for office and making everyone responsible for adhering to these and reminding others to adhere to them if necessary.</p>	<p>ADDITIONAL OFFICE RULES CREATED</p> <ul style="list-style-type: none"> * 2m social distancing * arrival/departure times staggered * Liaising with Prologis regarding ventilation; increased cleaning of communal areas; opening up fire exits as another exit point to avoid too many people using main staircase; one person in lift at a time. * Main teams only in office Mon - Thurs to allow for 72 hours before next person at same desk (because virus can survive up to 72 hours on surfaces). * open up meeting room to ensure correct social distancing * creating a one-way system * obtaining more posters/stickers to ensure new rules adhered to. *RDT have decided not to buy a medical thermometer. 	<p>H&S, F& A Mgr</p>	<p>Immediately</p>
		<p>Keeping staff informed of any government legislation regarding the use of public transport.</p>	<p>Staff who usually share vehicles will be encouraged not to do so and those using public transport will be asked to adhere to social distancing regulations or make alternative arrangements.</p>	<p>H&S, F& A Mgr and HR team</p>	<p>On-going</p>
		<p>Government legislation changed to state face coverings should be worn in public places from 24/07/20. RDT have decided to keep the wearing of masks at work as optional.</p>	<p>A few disposable masks to be purchased for anyone wishing to wear a mask in the office if they feel social distancing is not possible, e.g. face to face meetings in confined space, or if there is a need to share a screen for a short period of time.</p>	<p>H&S, F& A Mgr</p>	<p>By 24/07/20</p>
		<p>Continual review and update this risk assessment as the pandemic progresses.</p>	<p>Keep abreast of latest government legislation and HR directives.</p>	<p>H&S, F& A Mgr and HR team</p>	<p>On-going</p>