



## SSB Law Covid-19: Covid Secure Risk Assessment

This Risk Assessment forms part of SSB Law's COVID 19 Business Continuity Planning and is based upon and should be read in conjunction with the advice provided from Public Health England, Public Health Wales and Health Protection Scotland, which provides the most up to date advice from the UK Government on what everyone should do following the outbreak of the Coronavirus (COVID-19) and how our statutory obligations need to be adapted to fit the current pandemic.

The Workplace Health, Safety and Welfare Regulations 1992 impose a duty on us to ensure your workplace is safe. The COVID 19 pandemic involves the transmission of an infectious disease which has to be considered in line with The Control of Substances Hazardous to Health Regulations 2002 and The Health Protection (Coronavirus, Restrictions) (England) Regulations 2020.

We expect all colleagues to follow the advice from the UK Government on Social Distancing and support the national effort to protect citizens and colleagues.

As at 11<sup>th</sup> May 2020 the current Coronavirus Guidance on Restrictions from the Government is "**Stay Alert**" which now means that:

"We can all help control the virus if we all stay alert. This means you must:

- Stay at home as much as possible
- Work from home if you can (this does not mean you should choose to return to the office at this time - if you can – stay home!)
- Limit contact with other people
- Keep your distance if you go out (2 metres apart where possible)
- Wash your hands regularly

Self-isolate if you or anyone in your household has symptoms."

This Risk Assessment will remain under review as and when further guidance is provided.

*Covid-19 – COVID-19 Secure Risk Assessment*

<b>Assessment Date</b>	13 <sup>th</sup> May 2020
<b>Consultation Closing Date</b>	18 <sup>th</sup> May 2020
<b>Review Date(s)</b>	1 <sup>st</sup> June 2020, 1 <sup>st</sup> July 2020 or sooner should either this be considered required by the Company or new Government Guidance.
<b>Business Type and Location</b>	Office - Navigation House, 1 South Quay Drive, Sheffield, S2 5SU

<b>What are the hazards?</b>	<b>Who might be harmed</b>	<b>Controls Required</b>	<b>Additional Controls</b>	<b>Action by Who?</b>	<b>Action by when?</b>	<b>Complete</b>
<b>People</b>	<b>Staff</b>	<p>All staff should work from home where possible and adhere to the Government's Stay Alert Restrictions and avoid the risk of infection.</p> <p>Only Key Personnel should be authorised to work from the office for specific core operational functions and if they are unable to work from home to minimise the risk.</p> <p>All staff should be reminded of their duties to take reasonable care for the health and safety of themselves and others affected by their acts or omissions at work under Section 7 of The Health and Safety at Work Act.</p>	<p>All staff should be expected to read and acknowledge understanding and acceptance to adhere to this risk assessment.</p> <p>Staff have been prioritised for provision of access to the remote server and reasonable equipment with use of Teams and access to company phone systems through iPhone and Android Apps to maintain contact.</p> <p>Staff should avoid the use of public transport using their own vehicles or where possible walking to work. Staff should not share vehicles where suitable distancing cannot be achieved.</p> <p>Staff will be required to declare on an ongoing basis compliance to the Stay Alert Guidance and immediately notify the HR Manager of any breach of the rules by themselves or another they have come into contact with.</p> <p>Staff will be required to certify to the Company to the best of their knowledge their fitness for role will proactively disclose any changes in their health condition in relation to Coronavirus symptoms <b>before</b> attending the office by following the Absence Reporting Procedure for additional guidance.</p>			

			<p>Staff will notify the Company if any member of their household or member of their close family with whom they or a member of their household come into contact with works with or is likely to come into contact with COVID-19 as part of their occupation e.g. nurses, doctors, care workers, teachers, support workers etc.</p> <p>Staff at increased risk of infection as a result of the above or any personal circumstances placing them at increased risk of infection should be asked to continue to work from home. In the event they require access to the office they should make arrangements for the same through the HR Manager who should arrange for additional controls to be put in place to minimise the risk to all staff.</p> <p>Staff should be expected to read, acknowledge and agree to adhere to our COVID 19 Health and Safety in the Workplace Policy failing which disciplinary action may be taken up to and including dismissal.</p>			
<b>Vulnerable Groups – Staff Members (Elderly, Pregnant workers, those with existing underlying health conditions)</b>	<p>All staff should work from home.</p> <p>In the event a staff member in a vulnerable group feels it is necessary to attend the office they must make contact with the HR Manager to discuss obtaining permission and, if granted, making safe arrangements for the same.</p>		<p>HR Manager to risk assess to avoid attendance and identify whether staff within the office can complete the part of work that requires office attendance. In the event that a suitable alternative staff member cannot complete that part of the work the HR Manager will arrange for attendance to be supported using enhanced social distancing rules to minimise the risk.</p>			
<b>Vulnerable Groups – Staff Members in contact with (Elderly, Pregnant workers, those with existing</b>	<p>All staff should work from home.</p> <p>In the event a staff member in contact with a vulnerable group member feels it is necessary to attend the office they must make contact with the HR Manager to discuss obtaining permission and, if granted, making safe arrangements for the same.</p>		<p>HR Manager to risk assess to avoid attendance and identify whether staff within the office can complete the part of work that requires office attendance. In the event that a suitable alternative staff member cannot complete that part of the work the HR Manager will arrange for attendance to be supported using enhanced social distancing rules to minimise the risk.</p>			

<b>underlying health conditions)</b>					
<b>Cleaners</b>	<p>The office cleaner is permitted to enter the premises for the purposes of cleaning.</p> <p>To minimise the risk the office cleaner is an allocated individual as opposed to use of a general agency providing staff on rotation.</p> <p>All staff are requested to leave their workspace tidy and clean and ensure they have cleaned any surfaces, crockery and cutlery they have used to avoid the risk of excessive workload on cleaning staff.</p>	<p>Maintaining a continued reduction in office-based workers to reduce the risk of increased cleaning requirements where not essential.</p> <p>Operational times for cleaning have been adjusted to start earlier in the morning to minimise contact with Staff.</p> <p>Rigorous checks should be carried out by line managers to ensure that the necessary procedures are being followed to ensure the Cleaners time is maximised on essential infection control.</p>			
<b>Visitors</b>	<p>Visitors are not presently permitted to the office for any reason save for Emergency Service personnel.</p> <p>The office operates on a key fob entry system and therefore permission can only be granted by reporting to the serviced Front of House area of the premises.</p>				
<b>Delivery Drivers</b>	<p>The office operates on a key fob entry system and therefore permission can only be granted by reporting to the serviced Front of House area of the premises.</p> <p>Deliveries are requested to be left at the Front of House area of the building for our safe, socially distanced collection.</p>	<p>All non essential purchases for delivery are prohibited.</p> <p>Essential purchases for delivery are planned in advance to identify where transactions can be either avoided or amalgamated.</p> <p>Deliveries should be moved to an isolated space within the office and not opened for a period of 72 hours after delivery.</p>			
<b>Anyone else who physically comes in contact with</b>	<p>The office is a serviced space with only the Building Manager present in the building outside our office space currently.</p>	<p>Risk Assessments and Policies in respect of coronavirus have been shared and mutually agreed between the parties.</p>			

	you in relation to your business					
<b>Infection Control</b>	<b>Staff</b>	<p><b>Symptoms of Covid-19</b>            If anyone becomes unwell with a new continuous cough or a high temperature in the workplace should be sent home immediately, self isolate for a period of 7 days and advised to follow the stay at home guidance.</p> <p>Line Managers should maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises the management team of the workplace should contact the Public Health Authority to discuss the case, identify people who have been in contact with them and should take advice on any actions or precautions that should be taken.  <a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a></p> <p><b>Continue to follow advice for self isolation:</b>            If you have symptoms of coronavirus, self-isolate for 7 days.            After 7 days:</p> <ul style="list-style-type: none"> <li>• if you do not have a high temperature, you can stop self-isolating</li> <li>• if you still have a high temperature, keep self-isolating until your temperature returns to normal</li> </ul> <p style="padding-left: 20px;">You do not need to keep self-isolating if you just have a cough after 7 days.            A cough can last for weeks after the infection has gone.</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.</p> <p>Line Managers will offer support to staff who are affected by Coronavirus or have a family member affected.</p> <p>Staff should also be asked to stay at home if they are taking simple medications such as paracetamol, ibuprofen or aspirin which may mask the symptoms of infection.</p>			

		<p><b>If you live with someone who has symptoms</b>          If you live with someone who has symptoms, self-isolate for 14 days from the day their symptoms started.          This is because it can take 14 days for symptoms to appear.          If more than 1 person at home has symptoms, self-isolate for 14 days from the day the first person started having symptoms.</p> <ul style="list-style-type: none"> <li>• <b>If you get symptoms while self-isolating</b> – you should self-isolate for 7 days from when your symptoms started, even if it means you're self-isolating for longer than 14 days.</li> <li>• <b>If you do not get symptoms while self-isolating</b> – you can stop self-isolating after 14 days.</li> </ul>				
		<p><b>Hand Washing</b>          Staff should wash their hands on entry and exit of the building as well as regularly during the day.           Staff should ensure they strictly do not use the facilities in the kitchen for handwashing but use the bathrooms provided.           Staff should be reminded of the hand washing guidance.  <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a>           Staff should dry their hands with disposable paper towels.   <a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-</a></p>	<p>Staff should be regularly to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues should be made available throughout the workplace.           Staff should be encouraged to report any problems and carry out skin checks as part of a skin surveillance programme  <a href="https://www.hse.gov.uk/skin/professional/health-surveillance.htm">https://www.hse.gov.uk/skin/professional/health-surveillance.htm</a>           Signs will be placed within the office to remind staff to wash their hands.</p>			

		<p><a href="https://www.nhs.uk/conditions/emollients/">effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></p> <p>Staff encouraged to protect the skin by applying emollient cream regularly <a href="https://www.nhs.uk/conditions/emollients/">https://www.nhs.uk/conditions/emollients/</a></p> <p>Hand washing facilities with soap and water are in place in and gel sanitisers are located across the office and in communal areas for ease of staff access and in compliance with The Control of Substances Hazardous to Health Regulations 2002 and The Workplace (Health, Safety and Welfare) Regulations 1992.</p>			
		<p><b>Cleaning</b> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>Gloves to be worn when emptying bins and hands washed thoroughly with additional use of hand sanitiser after handling waste.</p> <p>Water dispensers are cleaned frequently.</p>	<p>Rigorous checks should be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Staff must sanitise their hands before and after use of any communal equipment such as photocopiers.</p>		
	<b>Staff</b>	<p><b>Social Distancing</b> Social Distancing is in place reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a></p> <p>Managers should take steps to review work schedules including start &amp; finish times/shift</p>	<p>Staff to be reminded by Managers on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Staff to be reminded by Managers if close contact is unavoidable to keep it less than 15 minutes.</p> <p>Staff to be arranged to have at least one empty desk space between them.</p> <p>Staff to be reminded by Managers to navigate the office to adhere to this.</p> <p>Management checks to ensure this is adhered to.</p>		

	<p>patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Social distancing also to be adhered to in communal areas with restricted access.</p> <p>Staff should operate working on a side to side basis as far as is reasonably practicable as opposed to face to face working. Where face to face working social distancing rules remain to be adhered to with the addition of protection by privacy barriers.</p>	<p>For the time being whilst it would be difficult to accommodate shift working (due to reduced hours of operation of the office) staff working within the office should be arranged to comply with social distancing rules.</p> <p>Managers should coordinate use of key equipment to reduce contact such as printers through use of a rota to support as opposed to all staff using the equipment.</p> <p>Where staff are assigned to specific tasks Managers should avoid rotation to reduce the risk of creating cross contamination.</p>			
	<p><b>Health Surveillance</b></p> <p>At present Coronavirus testing is only available on a priority basis to inform a clinical diagnosis as well as the following:</p> <ul style="list-style-type: none"> <li>• all essential workers including NHS and social care workers with symptoms (see the full list of <a href="#">essential workers</a>)</li> <li>• anyone over 65 with symptoms</li> <li>• anyone with symptoms whose work cannot be done from home (for example, construction workers, shop workers, emergency plumbers and delivery drivers)</li> <li>• anyone who has symptoms of coronavirus and lives with any of those identified above</li> <li>• social care workers and residents in care homes (with or without symptoms) both to investigate</li> </ul>	<p>Staff should be tested if possible and if offered a test for any reason should not unreasonably refuse to be tested.</p>			



	<p>outbreaks and, following successful pilots, as part of a rolling programme to test all care homes</p> <ul style="list-style-type: none"> <li>NHS workers and patients without symptoms, in line with NHS England guidance</li> </ul>			
	<p><b>Use of facilities including communal facilities</b></p> <p>The office will continue to operate at minimum capacity at present to avoid exposure to others as part of a slow ease of restrictions.</p> <p>Staff should adhere to Social Distancing Rules to respect use of the facilities.</p> <p>Staff should not use the thumb scanner for access/egress to the office and use key fob entry/exit only.</p> <p>Staff should bring in pre-prepared meals and eat at their desks where possible to avoid travel through the office.</p>	<p>Staff should navigate the office adhering to social distancing rules and be mindful that this may entail an indirect route down the aisle of the building.</p> <p>Staff should use the signs outside the bathroom facilities to identify when it is safe to enter.</p>		
	<p><b>PPE</b></p> <p>Where a risk of infection is identified despite having applied all feasible safety measures then PPE must be used.</p> <p>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these should be provided. Staff should be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p>RPE is not currently recommended outside of clinical and care environments.</p>	<p>Staff to be reminded by Managers that wearing of gloves is not a substitute for good hand washing.</p>		
	<p><b>Mental Health</b></p>			

<b>General Health and Wellbeing</b>	<b>Staff</b>	<p>Management should promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and should offer whatever support they can to help</p> <p>Reference -  <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a>  <a href="http://www.hseni.gov.uk/stress">www.hseni.gov.uk/stress</a></p> <p>Remote staff are in regular and periodic contact with their Line Managers.</p>	<p>Regular and internal communication channels and cascading of messages through line managers should be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Line managers should offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Open door policy for those who need additional support.</p> <p>Signposting Services document prepared to assist staff in obtaining any support required.</p> <p>Staff are encouraged to engage with HR where needed.</p>			
		<p><b>Adequate Rest</b></p> <p>Staff should be reminded to Managers of the importance of taking adequate rest breaks.</p>	<p>Working Hours report complete and sent to Line Managers to ensure adequate rest breaks are being taken and engage with staff over wellbeing.</p>			
<b>Fire Safety</b>	<b>Staff</b>	<p>All areas are within reasonable access of emergency exits and located employees can hear the alarm and are suitably covered by any fire wardens</p> <p>Evacuation procedure reviewed to ensure sufficient fire wardens and that muster points will allow safe social distancing</p>				
<b>First Aid</b>	<b>Staff</b>	<p>The number of first aiders is adequate to meet number of personnel returns to the premises</p>	<p>First aiders to be given information from the Resuscitation Council (<a href="https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/">https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</a>)</p>			

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