

# RISK ASSESSMENT

<b>COMPANY:</b>	Inflexion PEP LLP	<b>RISK ASSESSMENT NUMBER:</b>	RA /102
<b>DATE:</b>	26/06/2020	<b>COMPLETED BY:</b>	Paul S Underhill
<b>DATE:</b>	30/09/2020	<b>REVIEWED BY:</b>	Kirsty Tikerpae
<b>TASK:</b>	Controlling the Spread of Covid-19	<b>SITE:</b>	47-53 Queen Anne Street W1G 9JG
<b>EQUIPMENT:</b>	Antibacterial soap, hand sanitiser with at least 60% alcohol, disposable gloves, combined antibacterial and antiviral disinfectant surface cleaners.		

Residual Risk Calculator						
Incident Probability	X	Incident Severity	=	Score	Factor	Action
Very Likely	4	Very Serious		9 - 16	High	Unacceptable Risk, Re-Assess to eliminate / reduce risk to low / med factor
Reasonably Likely	3	Reasonably Serious				
Reasonably Unlikely	2	Reasonably Moderate		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 - 4	Low	No Further Action required
Persons Affected (consider this in your assessment)						
Employees	X	Visitors		X	Expectant Mother	X
Contractor Staff	X	General Public			Disabled Person	
Customer Staff		Young Person			Other	

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		Probability	Severity	Score	Factor		Probability	Severity	Score	Factor	
1. Virus (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>Flexible working arrangements are in place and staff are advised, until further notice, attendance at the office is voluntary.</p> <p>Desks must be booked via a desk booking app. and prior to leaving home.</p> <p>Staff are returning to work in limited numbers.</p> <p>Desk space has been arranged to ensure social distancing to the standard advised by government is observed. Desks are fully sanitised on a nightly basis.</p> <p>The use of telephone, virtual meetings and e-mail as alternative to face to face meetings, where practical is encouraged.</p> <p>Front door handle, intercom, internal door handles and internal stair rail wiped with sanitiser every two hours. Interior door is set to stay open.</p> <p>Building is open from 08.00am to midnight enabling working outside peak times for travel.</p> <p>Passenger lift to be used by one person at a time. Staff are encouraged to use the stairs.</p>	2	3	6	<b>Med</b>	

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1.Virus (Covid-19) within the work environment. (Cont'd)		4	3	12	<b>High</b>	<p>Signage is displayed about the signs and symptoms of Covid-19 and the steps that can be taken around office environment.</p> <p>2 metre social distancing signage around the office walls and floor.</p> <p>Hand sanitiser and antiviral wipes provided on individual desks.</p> <p>Access to reception area by individual pass.</p> <p>A barrier has been introduced at reception to ensure social distancing.</p> <p>Hand shaking and other forms of greeting requiring direct contact are prohibited.</p> <p>Alcohol gel stations are provided around the building to sanitise hands.</p> <p>Staff must at all times observe social distancing to the standard advised by government.</p> <p>Business travel is permitted with prior approval.</p> <p>Personal international travel is permitted to exempt countries. Prior approval required for non-exempt countries.</p>	2	3	6	<b>Med</b>	

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1. Virus (Covid-19) within the work environment cont..		4	3	12	<b>High</b>	<p>Meetings are to be booked in advance to reduce the number of visitors in the building at any time.</p> <p>Access to the copier room to be restricted to one person at a time.</p> <p>Cleaning schedule for hand contact surfaces is documented.</p> <p>Newspapers, magazines and marketing material removed from site from 06/07/2020.</p> <p>Flexible working arrangements are available for those negatively impacted by the implemented controls.</p> <p>Coughs and sneezes to be caught in disposable tissues and disposed of in a waste bin (both provided).</p>	2	3	6	<b>Med</b>	

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2.Virus (Covid-19) within the work environment.	Infected those at increased risk and their families.	4	4	16	<b>High</b>	<p>All controls previously identified in hazards 1.</p> <p>Identification of those at increased risk has taken place.</p> <p>All staff identified as being critically vulnerable, who are able to work from home, should do so and follow government advice on shielding, as given.</p> <p>Those under instruction to 'shield' for 12 weeks must work from home.</p> <p>The roles and responsibilities of clinically vulnerable staff, who are unable to work from home, are reviewed before returning to work.</p> <p>Staff living with 'extremely clinically vulnerable persons' work from home if they are able to do so.</p> <p>Reduced number of staff on site.</p>	1	4	4	<b>Low</b>	

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3. Visiting client's premises / Clients visiting Inflexion office	<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>All meetings at Inflexion's offices are to be pre-approved by a member of the Operations team.</p> <p>Names and contact details of all visitors are required at time of booking the meeting.</p> <p>Inflexion's Covid-secure requirements are sent to all visitors to Inflexion's offices at the point the meeting is scheduled.</p> <p>All visitors will be directed straight to/from meeting room and asked to take their belongings (coats/cases) into the meeting room.</p> <p>Visitor seating areas are closed for use.</p> <p>Meeting rooms are fully cleaned/sanitised between meetings and crockery/water bottles etc replaced.</p>	1	4	4	Low	

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4.Dealing with postal and courier deliveries. Colleagues collecting / returning equipment.	<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</p> <p>Contact free deliveries arranged where possible for office supplies.</p> <p>No personal deliveries, including food, are permitted.</p> <p>Waitrose orders reduced by ordering larger quantities less frequently.</p> <p>Reception/Security staff to wear gloves when handling inbound deliveries.</p> <p>All post / courier deliveries will be received at reception and then collected by staff.</p> <p>Staff to retain equipment issued for home working.</p>	2	4	8	Med	Collection of IT equipment for home use is to be by arrangement with the Operations team.

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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	Regular telephone calls and emails to those working from home or not able to access the workplace.  Firmwide TEAMS channels in place to maintain connection.	2	4	8	Med	Ongoing guidance/information issued relating to stress, mental and physical health and wellbeing.



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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	<b>High</b>	<p>All controls previously identified in hazards 1-2.</p> <p>Employee to be sent home immediately and instructed to follow the 'stay at home' advice.</p> <p><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 PH 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	<b>Med</b>	<p>Employees 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> <li>have been in close recent contact with someone who has tested positive and received a notification to self-isolate from NHS test and trace.</li> </ul> <p>The period of self-isolation will be for 14 days from the point of most recent contact with the person who has tested positive <a href="https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance#guidance-for-employers">https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance#guidance-for-employers</a></p> <p>Staff who have not had close contact with the confirmed case do not need to take any precautions and can continue to attend work.</p>

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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	<b>High</b>	<p>All controls previously identified in hazards 1-4</p> <p>Operations/Facilities to arrange for a contractor to clean 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> <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>For further details, refer to additional control measures.</p>	1	4	4	<b>Low</b>	<p>Revert to all staff working from home until facilities are available and colleagues are clear of symptoms.</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>

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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	<b>Med</b>	<p>HEPA filters are installed in the air handling units (Maintenance and filter changes completed out of normal business hours). Last serviced June 2020.</p> <p>Air handling system is drawing in air supply from the external environment and is specific to each floor (cross-contamination is not possible from one floor to another).</p>	1	4	4	<b>Low</b>	<p>Contractors are to submit a suitable risk assessment and safe system of work before commencing activities.</p> <p>Contractor risk assessments and safe systems of work to be approved by the Operations / Facilities team, prior to the commencement of work.</p>
9. Unable to maintain social distancing (including on arrival and departing from work, whilst in work)	<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	<b>High</b>	<p>Staff are encouraged to work from home.</p> <p>Limited numbers present within the building (anticipated max 50).</p> <p>Hand sanitising stations throughout the premises.</p> <p>Sanitising wipes provided.</p> <p>Use of diagonally staggered desks.</p> <p>Lift restricted to single person use.</p>	2	4	8	<b>Med</b>	

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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	<b>Med</b>	<p>Hand sanitiser point upon entry &amp; located throughout the building.</p> <p>Office is open from 08:00 – midnight to allow flexible working and avoidance of peak travel times.</p> <p>Employees are encouraged to walk, cycle or use the train. A cycle store is available for those cycling to work.</p> <p>Colleagues should not share vehicles unless this is a person they live with.</p> <p>If sharing a vehicle windows should be kept open if possible.</p>	1	4	4	<b>Low</b>	

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11. Use of kitchen, rest and toilet 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	<b>High</b>	<p>All controls previously identified in hazards 1 &amp; 2.</p> <p>Breaks can be taken at workstations or in the areas specified adhering to social distancing guidelines.</p> <p>Signage displayed reminding of social distancing.</p> <p>Colleagues not to make refreshments for each other or share food.</p> <p>Tea points restricted to use by one person at a time and are cleaned on 2 hourly cycle.</p> <p>Male female toilets are single occupancy.</p>	1	4	4	<b>Low</b>	
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	<b>Med</b>	<p>Provision of suitable number of first aiders and first aid equipment.</p> <p><u>If first aid is 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></u></p> <p>Fire assembly point reviewed to maintain social distancing.</p>	1	4	4	<b>Low</b>	Face shields available to first aid personnel for use in the event of CPR being required.

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<b>Assessed By:</b>	Paul S Underhill	<b>Reviewed by:</b>	Kirsty Tikerpae	<b>Reviewed by:</b>	
<b>Position:</b>	QHSE Consultant	<b>Position:</b>	Operations Partner	<b>Position:</b>	
<b>Signature:</b>	P S Underhill	<b>Signature:</b>	Kirsty Tikerpae	<b>Signature:</b>	
<b>Date:</b>	26/6/2020	<b>Date:</b>	30/09/20	<b>Date:</b>	

## Action Plan

The following additional actions have been identified during the risk assessment process, once completed the assessment will be valid and deemed to be suitable and sufficient.

Action Required	Person Responsible	Action Taken	Date Completed
Provide signage about the signs and symptoms of Covid-19 and the steps that can be taken around office environment.	Kirsty Tikerpae	Completed	30/06/20
2 metre social distancing reminders to be displayed around the office.	Kirsty Tikerpae	Completed	Prior to this assessment (June 2020)
Devise Policy summarising key points of the assessment.	Kirsty Tikerpae	Completed	03/07/20
Communicate to colleagues the contents of this risk assessment	Kirsty Tikerpae	Completed	03/07/20
Contractors to develop RAMS for approval by the facilities team prior to any maintenance activities being undertaken.	Kirsty Tikerpae	Completed. Handled by Birdsall.	Ongoing
Provide first aiders with resuscitation face shields.	Kirsty Tikerpae	Completed	30/06/20
Document the cleaning schedule for hand contact surfaces.	Kirsty Tikerpae	Completed	30/06/20
Obtain a risk assessment from the contract cleaners with details of their restrictions and controls in respect of COVID-19.	Kirsty Tikerpae	Completed	30/06/20