

## COVID-19 Workplace Risk Assessment

**Premises: RSVP, 7<sup>th</sup> Floor, Grosvenor House, 14 Bennetts Hill, Birmingham, B2 5RS**

<b>Task:</b>	Carrying out routine activities in the workplace	<b>Assessment Number:</b>	RSVP/GH/01
<b>Assessor(s):</b>	Anjella Darcy	<b>Assessment Date:</b>	August 2020
		<b>Assessment Review Date:</b>	In alignment with phased approach; as and when Public Health England announcements are made (surrounding relaxation of social distancing measures).

**Please use in conjunction with Rapleys Risk Assessment for Grosvenor House (Communal Areas), produced on 4th June 2020.**

This risk assessment has been produced in adherence to the UK Government's five key guiding principles to ensure COVID-19 secure measures:

1. We have carried out a COVID-19 Risk Assessment and shared the results with people who work here;
2. We have cleaning, handwashing and hygiene procedures in line with guidance;
3. We have taken all reasonable steps to help people work from home;
4. We have taken all reasonable steps to maintain social distance in the workplace;
5. Where people cannot social distance, we have done everything practical to manage transmission risk.

Item	Risks	Persons at Risk	Existing Control Measures	Level of Risk			Further Action Required
				High	Med	Low	
	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>				<b>Step 4</b>
01	<b>RSVP is not adequately prepared to commence with opening work premises</b>	All employees, clients and visitors.	<b>Before Re-opening Premises:</b> <ul style="list-style-type: none"> <li>• Completed risk assessments for RSVP premises (and 'outreach' sites), to work alongside external risk assessments conducted by buildings/premises.</li> <li>• Completed individual risk assessments to assess staff members' needs and to facilitate</li> </ul>			5	

			<p>additional precautionary measures for staff who are considered to be ‘at risk.’</p> <ul style="list-style-type: none"> <li>• Ensure we are able to access Grosvenor House safely in line with Rapleys Risk Assessment, H&amp;S policies and in accordance with social distancing measures as directed by Government.</li> <li>• A small working team has attended RSVP to facilitate measures outlined in this risk assessment.</li> <li>• Use individual risk assessment data to implement staggered work times (according to roles and availability) and continuously assess the suitability of homeworking for individuals (in particular, for clinically vulnerable individuals).</li> <li>• Ensure cleaning has been conducted prior to premises re-opening and before anyone returns to work.</li> <li>• Results of risk assessment and procedures implemented to be</li> </ul>				
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			shared with workforce and in wider communications (website).			
02	<b>Transmission of Covid-19 upon employees entering workplace</b>	All employees, clients and visitors	<b>Working From Home</b> <ul style="list-style-type: none"> <li>Working from home practices adopted as the preferred method of work where possible. Only employees in roles critical for business and operational continuity, safe facility management, or undertaking tasks which cannot be performed remotely will return to work when it is deemed safe to do so.</li> <li>A COVID-19 Homeworking Policy has been implemented to ensure sufficient support is provided to homeworkers.</li> <li>Managers will plan for the minimum number of people needed on site to operate safely and effectively.</li> <li>Enhanced IT support and equipment provided to homeworkers to ensure the effectiveness of homeworking arrangements, and the security of</li> </ul>		5	<b>Working From Home</b> <ul style="list-style-type: none"> <li>Communicate to staff when they should be in the office, an outreach site or continue to work from home until social distancing measures are no longer in place.</li> </ul> <b>Upon Arrival to Workplace</b> <ul style="list-style-type: none"> <li>Ensure staff are informed of Rapley's procedures</li> </ul>

			<p>information and data (including access to remote work systems).</p> <ul style="list-style-type: none"> <li>• Arrangements should help homeworkers stay connected to the rest of the workforce as appropriate.</li> </ul> <p><b>Upon Arrival to Workplace</b></p> <ul style="list-style-type: none"> <li>• Encourage staff to comply with social distancing measures and PPE requirements (as outlined by Government) whilst travelling to work (especially on public transport).</li> <li>• Procedures implemented to ensure staff's arrival to workplace is safe and reduces the opportunity for Covid-19 to enter the workplace.</li> </ul>			<p>upon their entry to the building (Rapleys Risk Assessment – produced on 4<sup>th</sup> June 2020).</p> <p><b>Preventing Covid-19 From Entering Workplace</b></p> <ul style="list-style-type: none"> <li>• Communication to all employees, clients and visitors informing them of when they should not attend RSVP (eg. if they are symptomatic or have come into contact with a confirmed case)</li> </ul>
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							<p>of Covid-19), in accordance with Government guidance.</p> <p><i>For more information detailing risks of transmission upon arrival and within the building, please see Rapleys Risk Assessment – produced on 4th June 2020.</i></p>
03	<p><b>Transmission of Covid-19 in the workplace (ALL RSVP COMMUNAL AREAS AND OFFICES/ROOMS/ WORKSTATIONS)</b></p>	<p>All employees, clients and visitors</p>	<p><b>Hygiene in the Workplace</b></p> <ul style="list-style-type: none"> <li>• Handwashing and hand sanitisation facilities available throughout premises, particularly at entrance and exit points.</li> <li>• Signage in place throughout premises to remind staff about the precautions they should be taking</li> </ul>			5	<p><b>Hygiene in the Workplace</b></p> <ul style="list-style-type: none"> <li>• Regular cleaning procedures implemented.</li> <li>• Regular checks (rota system) for</li> </ul>

			<p>(hygiene, handwashing social distancing).</p> <ul style="list-style-type: none"> <li>• Clients and visitors are informed of the procedures we are following (social distancing, handwashing etc) and encourage that they also adhere to these measures whilst within RSVP premises to keep themselves and others safe.</li> <li>• Clients and visitors asked to wash their hands/use hand sanitiser upon arrival.</li> <li>• Each room has its own ample supply of cleaning products (anti-bacterial spray, antibacterial wipes, blue roll).</li> <li>• Frequent cleaning of 'touch points.'</li> <li>• Ensure windows are open wherever possible, to provide wider ventilation space.</li> <li>• Waste is removed at the end of each day.</li> <li>• 'Clear Desk Policy.'</li> <li>• All unnecessary soft furnishing and toys have been removed.</li> </ul>			<p>ample supplies of cleaning resources that are placed around the office (hands sanitiser etc).</p> <ul style="list-style-type: none"> <li>• Daily and weekly 'Covid-19 secure' compliance checks to be adopted.</li> </ul> <p><i>For more information detailing risks of transmission in communal spaces within the building, please see Rapleys Risk Assessment – produced on 4th June 2020.</i></p>
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			<ul style="list-style-type: none"> <li>• Measures taken by building management to reduce transmission via the HV/AC system (please refer to <i>Rapley's Risk Assessment, produced 4th June</i>).</li> <li>• Staff signing in procedures adapted.</li> <li>• Procedures implemented in eating areas (including minimising food/drink items/utensils and ensuring surfaces, equipment and utensils are cleaned by staff member after eating and drinking).</li> <li>• Procedures implemented to uphold high standards of hygiene in the workplace.</li> <li>• Procedures implemented to ensure UK Government Guidance and current legislation surrounding face coverings is followed within RSVP.</li> </ul> <p><b>Social Distancing in the Workplace</b></p> <ul style="list-style-type: none"> <li>• Protective screens installed where deemed appropriate.</li> </ul>				
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			<ul style="list-style-type: none"> <li>• Internal corridors and walkways have been subject to distance control floor markings.</li> <li>• A 'keep to the left' method is implemented wherever possible.</li> <li>• Maximum occupancy limits for each communal area and room.</li> <li>• Staggered break times will be implemented to reduce the number of staff in communal areas at any one time.</li> <li>• Non-contact deliveries are established where possible.</li> <li>• Reduce the need for staff to move around the workplace; use of internal office phones.</li> <li>• Prioritise disabled use whenever possible (eg disabled toilet use and lift use).</li> <li>• Desks/workstations positioned to allow compliance with social distancing regulations.</li> <li>• Implement procedures to reduce frequency of deliveries.</li> </ul>				
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			<ul style="list-style-type: none"> <li>Procedures implemented to maintain social distancing in the workplace.</li> </ul> <p><b>RSVP Lobby (7<sup>th</sup> Floor Lobby Area), Lifts &amp; Toilets</b></p> <p><i>For more information detailing risks of transmission in communal spaces on the 7<sup>th</sup> floor within the building, please see Rapleys Risk Assessment – produced on 4th June 2020.</i></p>				
04	<b>Employees exposed to Covid-19 because of contact with visitors and contractors (EXCLUDING CLIENTS) entering the premises.</b>	All employees, clients and visitors	<ul style="list-style-type: none"> <li>Visitor numbers to be minimised to essential visitors only.</li> <li>Visitors are encouraged to complete their tasks via remote connection if possible.</li> <li>A record is maintained of all visitors to site.</li> <li>Normal protocols for visitors are adapted to reduce contact and risk of transmission.</li> </ul>			5	<ul style="list-style-type: none"> <li>Communication to all employees, clients and visitors informing them of when they should not attend RSVP (eg. if they are symptomatic or have come into contact with a</li> </ul>

							<p>confirmed case of Covid-19), in accordance with Government guidance.</p> <ul style="list-style-type: none"> <li>• Visitors/contractors work schedules are revised to reduce possible engagement with employees.</li> </ul>
05	<p><b>The premises and individuals who have come into contact with the premises have been exposed to a confirmed case of Covid-19 via an employee, client</b></p>	<p>All employees, clients and visitors</p>	<p><b><u>If a staff member becomes symptomatic in the workplace</u></b></p> <ul style="list-style-type: none"> <li>• Cleaning after a confirmed case of Covid-19 will follow government guidance.</li> <li>• Staff who show symptoms must be sent home immediately and self-isolate for the appropriate length of time, as advised by government</li> </ul>			5	

	<b>or visitor who has confirmed Covid-19</b>		<p>guidance. Individuals should also follow the 'track and trace' guidance.</p> <ul style="list-style-type: none"> <li>• Self-isolation should also be considered for individuals/clients/other employees who have come into contact with this individual.</li> <li>• Any individuals with confirmed cases of COVID-19 who have visited RSVP will be instructed to report this to the 'track and trace' app.</li> </ul> <p><b>Lack of incident/accident reporting</b></p> <ul style="list-style-type: none"> <li>• Such cases will be carried out in adherence to measures outlined in <i>Rapleys Risk Assessment – produced on 4th June 2020.</i></li> </ul>				
<b>06</b>	<b>Meetings resulting in greater risk of transmission</b>	All employees and visitors (involved with meetings)	<ul style="list-style-type: none"> <li>• Cancelling non-essential meetings, including those involved in recruitment and training practices.</li> <li>• Remote meeting software used to avoid face-to-face meetings where possible.</li> </ul>			<b>5</b>	<ul style="list-style-type: none"> <li>• If meetings are essential, they will take place in accordance with social distancing and hygiene measures.</li> </ul>

07	<b>(Lack of) emergency preparedness and response – fire &amp; first aid (when considering social distancing)</b>	All employees, clients and visitors	<p><b>Emergency response</b></p> <ul style="list-style-type: none"> <li>• During a genuine emergency, i.e. accident, fire or break-in, employees do not have to remain at a 2m distance in response if it would be unsafe to do so.</li> <li>• Colleagues involved in the provision of assistance to others in an emergency ensure they sanitise hands immediately afterwards.</li> <li>• Direct contact i.e. employees passing items to each other is minimised.</li> </ul> <p><b>Fire</b></p> <ul style="list-style-type: none"> <li>• Aim to ensure there is always a fire marshal present on the 7<sup>th</sup> floor.</li> </ul> <p><i>For more information surrounding evacuation procedures for the building, which RSVP are bound to, please refer to</i></p>		<b>5</b>	<p><b>Emergency response</b></p> <p><b>Fire</b></p> <ul style="list-style-type: none"> <li>• Aim to ensure any new employees are inducted and informed of any changes in fire evacuation procedures.</li> <li>• Aim to update fire documentation to so any changes in work designs and procedures are documented.</li> </ul> <p><b>First aid</b></p>
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			<p><i>Rapley's Risk Assessment (conducted 4<sup>th</sup> June 2020).</i></p> <p><b>First aid</b></p> <ul style="list-style-type: none"> <li>• Aim to ensure there is a qualified First Aider always present on the 7<sup>th</sup> floor.</li> </ul>				<ul style="list-style-type: none"> <li>• Aim to arrange training before occupying the building to ensure any shortfall in first aider numbers is met.</li> <li>• Undertake a First Aid Needs Assessment to ensure the correct provision of first aiders.</li> <li>• Aim to ensure First Aiders are briefed as to how to manage a suspected case of COVID-19 as per government advice.</li> </ul>
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08	<b>Hazards caused by lack of information or inaccurate information being circulated &amp; threat to effective communication</b>		<p><b>The following safety arrangements should be applied to mitigate risks caused by misinformation and ‘fake news’:</b></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 provided with clear, consistent messages.</li> <li>• Official advice should be monitored carefully and all policies and procedures kept updated.</li> <li>• Managers to beware of fake news and discourage the circulation of misinformation.</li> <li>• Management to review all outward facing communications to ensure messages are consistent and clear to keep stakeholders updated with the organisation’s position and measures being taken.</li> </ul>			5	<ul style="list-style-type: none"> <li>• Keep staff informed: key messages include the need for unwell staff to stay at home, the maintaining of safety measures implemented in the working environment, the need for frequent handwashing and cleaning of surfaces staff have come into contact with and the need for social distancing to be adhered to.</li> </ul>

### Understanding your level of risk

The level of risk is decided by looking at the likelihood of injury/illness and the severity of the resulting consequences. The table below is used to determine each perceived risk and the severity of any consequences that may occur.

		SEVERITY				
		5	4	3	2	1
LIKELIHOOD	5	25	20	15	10	5
	4	20	16	12	8	4
	3	15	12	9	6	3
	2	10	8	6	4	2
	1	5	4	3	2	1

Likelihood of injury/illness	rating	Severity of injury/illness	rating
Very Likely	5	Death/Fatal Illness	5
Likely	4	Major Injury/Disability	4
Possible	3	Lost Time Injury	3
Unlikely	2	First Aid Treatment	2
Very Unlikely	1	Non-Treatment Injury	1

It is advised that risks identified will require an action appropriate to the risk. Guidance is noted below for reference;

- High Risk**      Action immediately
- Medium Risk**      Action within 2 months
- Low Risk**      Re-assess at next review