

# Global 4

# Covid-19 Risk Assessment

**Version:**

1.2

**Date Assessment was carried out:** 30.12.2021

**Owner:**

Zuleika Brattle

**Date of Next Review:**

29.01.2022

## 1. Risk Assessment

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?
Outbreak of Covid-19 in the office	<p>All employees</p> <p>Visitors</p> <p>Customers</p> <p>Cleaners/contractors</p>	<p>Covid-19 Contingency Plan has been put together with a 4 stage approach to align with additional measures implemented by the Government.</p> <p>Reduced capacity in the office – review on 5<sup>th</sup> January 2022</p> <p>All employees &amp; visitors to wear masks in the office at all times – only employees with medical reasons will be exempt from wearing a mask</p> <p>Temperature scanning of all employees and visitors as they enter the office</p> <p>All employees to be given hand sanitiser for their desks, HR to have a supply to provide additional bottles when needed</p> <p>Lateral Flow Tests to be taken twice a week by anyone entering the office, tests will be taken on a Monday and Wednesday – record of the test is added to BHR</p> <p>Employees are advised to regularly take Covid-19 tests before attending the office</p> <p>All employees are advised to isolate if they are showing any symptoms of Covid-19 and to receive a negative test result before returning to the office</p>	Ensure that the business is regularly reviewing Government guidance and updating the Covid-19 Policy accordingly	HR & Directors	Ongoing

		<p>The company has a supply of lateral flow tests in the office should an onsite test need to be taken</p> <p>Social distancing is encouraged within the office</p> <p>Meetings are instructed to be taken virtually where possible</p> <p>Antibacterial wipes are available to all employees to ensure that surfaces are being regularly disinfected</p> <p>External cleaners attend the office twice a day to conduct touch point cleaning</p> <p>Electronic hand sanitisers are installed around the building to encourage regular sanitation of hands</p> <p>Employees encouraged and supported to receive their Covid-19 vaccination, the business covers time spent to attend a vaccination centre if within working hours</p> <p>Posters are displayed around the office highlighting the need for social distancing and the importance of sanitising</p> <p>Speaker system in place which reminds employees to wear a mask as they enter the office</p>			
Impact to employee mental health	All employees	<p>Mental health first aider onsite in the office who is available to contact by any employee across the business</p> <p>The mental health first aider is able to provide advice and support to anyone is struggling and requires assistance</p>	<p>Review any additional mental health support that can be provided to employees</p> <p>Get additional employees trained to</p>	HR & Directors	Ongoing

		<p>Access to 24/7 support 365 days a year via the BUPA Healthy Minds service</p> <p>Operating an open door policy where management, TL's and Directors and available to speak with anyone is struggling with their mental health</p> <p>Offering a safe working space</p> <p>Support and understanding if an employee has a family member who is unwell or affected by Covid-19</p> <p>Keeping employees updated with any changes relating to Covid-19 across the business and being transparent with our approach to the pandemic</p>	be mental health first aiders		
Working from home	All employees & permanent home workers	<p>Any employee who is working from home has been supplied with all the equipment that they require to work comfortably and effectively from home</p> <p>Regular check in's from engagement and daily team meetings to keep the employees engaged</p> <p>Where additional equipment is required the business will support these requests</p>	Review government guidance regularly	Management & HR	Ongoing
Office ventilation	Office based employees	<p>Air conditioning system is ventilating the air supply in the office</p> <p>In the summer months the windows are open to increase ventilation further</p>	Review government guidance regularly	HR, Management	Ongoing

<p>Positive Covid-19 case with in the office</p>	<p>Office based employees</p>	<p>If there is a positive case of Covid-19 within the office the following actions take place;</p> <p>Employee is sent home immediately and is required to isolate in line with the government guidelines</p> <p>Anyone who has not been double vaccinated and has come into close contact with the positive case will be required to self-isolate for 10 days before returning to the office</p> <p>Anyone who is a close contact but is double vaccinated will be able to continue working as normal unless they show symptoms, at which point they will be required to undertake a test as per the government guidelines . The individual should still arrange a PCR test even if they have no symptoms but will not have to isolate while they await the result</p> <p>Any employee that has come into contact with the positive case will be expected to keep the business informed of any changes to their health or any symptoms they start to show</p> <p>The business will arrange for the employees desk and work space to be disinfected</p> <p>Where necessary the business will arrange for a cleaning procedure known as fogging to take place in the office during out of hours</p> <p>The business will notify the Covid-19 employer reporting service</p>	<p>Review government guidance regularly</p>	<p>HR, Management</p>	<p>Ongoing</p>
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<p>Employees travelling overseas</p>	<p>All employees</p>	<p>The business currently follows any guidance outlined on the government website relating to travel advise</p> <p>We expect all employees to notify us prior to leaving the country so that we are aware of any isolation requirements upon their return</p> <p>If isolation is required the business will support the employee with providing the necessary equipment to WFH</p> <p>Employees travelling to any country on a restricted travel list will be unable to return to the office unless they have fully complied with all government guidance</p>	<p>Review government guidance regularly</p>	<p>Management</p>	<p>Ongoing</p>
<p>Risk of Covid-19 to pregnant employees</p>	<p>Pregnant employees</p>	<p>Offering the employee the option to work from home if they would feel more comfortable doing so</p> <p>Providing a space within the office environment where there is sufficient ventilation i.e. window nearby or ventilated aircon system</p> <p>Providing a desk space where the employee feels comfortable with social distancing, if needed create additional space for the employee i.e. move away anyone sitting opposite or directly next to them</p> <p>Offer continual communication with the employee and regular checks in's to make sure they are comfortable with the work space they are operating in</p>	<p>Review government guidance regularly and continue open communication with the employee</p>	<p>HR, Management &amp; Directors</p>	<p>Ongoing</p>
<p>Onsite Engineering Teams with customer contact</p>	<p>Engineering team</p>	<p>Engineers are required to use PPE when attending customer sites</p> <p>Engineers are required to test regularly before attending customer sites</p>	<p>Review government guidance regularly</p>	<p>Management of the Engineering team &amp;</p>	<p>Ongoing</p>

		<p>Before completing any work at a customer site the engineers must complete the risk assessment document as part of their role. This document includes a section relating to the environment and the workspace they will be operating in and how Covid-19 should be taken into account</p>		<p>Engineers themselves</p>	
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