

Team Fostering Risk Assessment

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| Risk Assessment Title: | COVID SECURE |
| Address: | |
| Date: | |

| Hazard | Persons at Risk | Risks involved | Risk Level | Existing Control Measures - How is this risk minimised | Recommended Control Measures – Further Measures to Control Risk | Revised Risk Level | Who needs to carry out the action? | Date action to be completed | Date action completed |
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| Inappropriate workforce management | Staff | Heightened risk of exposure to COVID 19 virus | 5x5 = 25 | <ul style="list-style-type: none"> • Various working patterns • Flexi time scheme to stagger start & finish times • Agile working policy | <ul style="list-style-type: none"> • Staff to work from home • Vulnerable & high risk staff to work from home • Change the way work is organised to create distinct groups & reduce the number of contacts each employee has • Consider partial home working arrangements • Change/extend operating hours to stagger number of staff in office • Providing clear, consistent & regular communication to | 1x1= 1 for working from home 2x5 =10 | | | |

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| | | | | | <p>improve understanding & consistency of ways of working</p> <ul style="list-style-type: none"> • Engage with staff & HSW & EF Reps through existing communication routes to explain & agree any changes in working arrangements • Develop communication & training materials for workers prior to returning to site, especially around new procedures for arrival at work • All staff to complete COVID 10 health assessment forms prior to return to work • Ongoing engagement with staff (including through employee representative groups) to monitor & understand any unforeseen impacts of changes to working environments | | | | |
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| Physical distancing | Staff Visitors Contractors | Inability to maintain 2m social distancing rules in offices, meeting rooms, rest break areas, entry & exit points and reception area | 5x5 = 25 | Separate meeting rooms & offices for some staff/visitors | <ul style="list-style-type: none"> • Staff to work from home • Vulnerable & high risk staff to work from home • Calculate square footage of premises & identify safe headcount allowing for 2m physical distance • Limit number of offices to be opened • Limit number of people in building at any one point • Limit office activities to essential work only • Restrict access to working, rest & meeting areas • Keeping the activity time involved as short as possible • Training & meetings to be held virtually • Protocols to maintain 2m distance • Signage to maintain 2m distance • Using screens or barriers to separate people from each other • Reducing the | 1x1= 1 for working from home 2x5 =10 | | | |
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| | | | | | <p>number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others)</p> <ul style="list-style-type: none"> Reducing maximum occupancy for lifts, providing hand sanitiser for the operation of lifts & encouraging use of stairs wherever possible. Restricting access between different areas of office building | | | | |
| Travel to & from work | Staff | Inability to maintain social distancing on arrival & departure | 5x5 = 25 | <ul style="list-style-type: none"> Various working patterns to reduce travel at peak times Flexi time scheme to stagger start & finish times Designated TF parking areas | <ul style="list-style-type: none"> Work from home Staff to advise if unwell to attend work Staff to follow governmental guidance & rules when using public transport Adjust start & finish times or staff using public transport to avoid peak travel times Staggering arrival & departure times at work to reduce | <p>1x1 = 1 for working from home</p> <p>2x4 = 20</p> | | | |

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| | | | | | <p>crowding into & out of the workplace, taking account of the impact on those with protected characteristics.</p> <ul style="list-style-type: none"> • Staff to travel separately in own vehicles • No car sharing • Hand sanitisation to be used on entry & exiting building | | | | |
| Work related travel | Staff | Avoid unnecessary work travel & keep people safe when they do need to travel for work related activities | 5x5 = 25 | <ul style="list-style-type: none"> • Limit/reduce need to travel for work related activities | <ul style="list-style-type: none"> • Work from home • Avoid or minimise non-essential travel – consider remote options first • Minimise the number of people travelling together in any one vehicle • Where workers are required to stay away from their home making sure any overnight accommodation meets social distancing guidelines • Use of virtual tools eg Teams where appropriate | <p>1x1 = 1 for working from home</p> <p>2x4 = 20</p> | | | |
| Workstations | Staff | Inability to maintain | 5x5 = 25 | <ul style="list-style-type: none"> • Separate offices for | <ul style="list-style-type: none"> • Work from home | 1x1 = 1 | | | |

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| | | social distancing between individuals when they are at their workstations | | <p>some staff</p> <ul style="list-style-type: none"> • Separate meeting rooms • Designated workstations | <ul style="list-style-type: none"> • Allocation of new designated workstations • Review layouts & processes to allow people to work further apart from each other • Use floor tape to mark areas to help workers keep to a 2m distance • Only where it is not possible to move workstations further apart, arranging people to work side by side or facing away from each other rather than face to face • Only where it is not possible to move workstations further apart, using screens to separate people from each other • Manage occupancy levels to enable social distancing • Avoiding use of hot desks & spaces &, where not possible, cleaning workstations between different occupants including | <p>for working from home</p> <p>2x4 = 20</p> | | | |
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| | | | | | <ul style="list-style-type: none"> shared equipment Clear desk policy | | | | |
| Meetings | Staff Visitors | Increase in virus transmission due to face-to-face meetings & inability to maintain social distancing in meetings | 5x5 = 25 | <ul style="list-style-type: none"> Non-essential meetings prohibited Training undertaken virtually | <ul style="list-style-type: none"> Virtual meetings where possible Using remote working tools to avoid in-person meetings Restrict meeting areas within building Only where absolutely necessary that participants should attend meetings & should maintain 2m separation throughout Avoid transmission during meetings, eg, avoiding sharing pens & other objects Provide hand sanitiser in meeting rooms Signage to maintain 2m distances & use of hand sanitisers Avoid provision of refreshments Hold meetings outdoors or in well-ventilated rooms whenever possible | <p>1x1 = 1 for working from home</p> <p>2x4 = 20</p> | | | |

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| | | | | | <ul style="list-style-type: none"> Meeting participants to advise if unwell prior to & during meetings | | | | |
| Common areas | Staff Visitors Contractors | Inability to maintain social distancing & hygiene levels while using common areas | 5x5 = 25 | <ul style="list-style-type: none"> Cleaning schedules | <ul style="list-style-type: none"> Work collaboratively with landlords & other tenants in multi-tenant sites/buildings to ensure consistency across common areas, for example, receptions & staircase Stagger break times to reduce pressure on break rooms Use safe outside areas for breaks Create additional space by using other parts of the workplace or building that have been freed up by remote working Staff to bring their own food & no food to be left in common areas Reconfigure seating & tables to maintain spacing & reduce face-to-face interactions. | 2x4 = 20 | | | |

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| | | | | | <ul style="list-style-type: none"> • Regulate use of shower room & other facility areas to reduce concurrent usage • Encouraging storage of personal items & clothing in personal storage spaces • Review cleaning schedule with external contractors for more regular cleaning of common areas • Provision of hand sanitiser • Signage to advise on social distancing & hand cleaning/sanitisation • Limit number of contractors on site • Contractors to leave deliveries in nominated areas | | | | |
| Accidents, security & other incidents | Staff Visitors Contractors | Inability to prioritise safety during incidents | 5x5 = 25 | <ul style="list-style-type: none"> • Fire evacuation procedures • First aid procedures • Use of key handling company | <ul style="list-style-type: none"> • In an emergency, eg an accident or fire, people do not have to stay 2m apart if it would be unsafe • People involved in the provision of assistance to others should pay particular attention | 2x4 = 20 | | | |

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| | | | | | <p>to use of PPE/face coverings & sanitation measures immediately afterwards including washing hands</p> <ul style="list-style-type: none"> • Ensure key handling company has procedures in place to deal with out of hours incidents | | | | |
| Managing visitors & contractors | Staff Visitors Contractors | Increased risk of exposure to virus | | <ul style="list-style-type: none"> • Maintain a record of all visitors • Schedule of contractor inspection visits • Secure entry to premises | <ul style="list-style-type: none"> • Minimise the number of unnecessary visits to offices • Encourage visits via remote connection/working where this is an option. • Where site visits are required, site guidance on social distancing & hygiene should be explained to visitors on or before arrival. • Limit the number of visitors at any one time • Limite visitor times to a specific time window & restricting access to required visitors only | | | | |

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| | | | | | <ul style="list-style-type: none"> • Revise schedules for essential services & contractor visits to reduce interaction & overlap between people, for example, carrying out services at night • Revise visitor arrangements to ensure social distancing & hygiene eg signing in procedures • Hand sanitisation stations on door entry, reception area & toilets • Designated toilet facilities for visitor use • Social distancing & hygiene signage • Restrict areas of building for visitor use. | | | | |
| Failure to meet & follow safety protocols & rules | Staff Visitors Contractors | People not understanding what they need to do to maintain safety increasing risk of safety rules not been followed | 5x5=25 | <ul style="list-style-type: none"> • No measures currently in place | <ul style="list-style-type: none"> • Provide clear guidance on social distancing & hygiene to people on arrival, eg, signage or visual aids & before arrival, eg, by phone, on the website or by email | 3x4 = 12 | | | |

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| | | | | | <ul style="list-style-type: none"> • Establish host responsibilities relating to COVID-19 & providing any necessary training for people who act as hosts for visitors • Review entry & exit & routes for visitors contractors to minimise contact with other people. • Coordinate & work collaboratively with landlords & other tenants shared working/common spaces • Check first aid boxes to ensure in-date products & any additional PPE/face coverings requirements | | | | |
| Cleaning the workplace | Staff Visitors Contractors | Failure to make sure that premises that has been closed are clean & ready to restart | 3x4 = 12 | <ul style="list-style-type: none"> • Restricted access & usage for essential work activity only | <ul style="list-style-type: none"> • Carry out cleaning procedures & provide hand sanitiser before restarting work • Arrange routine cleaning schedules for partial & full re-opening of premises • Schedule service for air conditioning systems • Arrange for | 2x3 = 6 | | | |

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| | | | | | <p>Legionella water testing to be carried out</p> <ul style="list-style-type: none"> • Cleaning contractors to provide risk assessments for their staff • Frequent cleaning of work areas & equipment between uses • Frequent cleaning of objects & surfaces that are touched regularly, such as door handles & keyboards, & making sure there are adequate disposal arrangements. • Clear workspaces & remove waste & belongings from the work area at the end of working day • Limit or restrict use of high-touch items & equipment, eg, printers, flipcharts or whiteboards • Clear desk policy | | | | |
| Hygiene – handwashing, sanitation facilities & | Staff Visitors | Failure to keep good hygiene through the working day | 3x4 = 12 | <ul style="list-style-type: none"> • Signage & advisory notes for personal hygiene in washrooms & | <ul style="list-style-type: none"> • Using signs & posters to build awareness of good handwashing | 2x3 = 6 | | | |

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| toilets | | | | <p>kitchen areas</p> <ul style="list-style-type: none"> • Weekly cleaning schedules • Provision of hand drying facilities – either paper towels or electrical dryers • Waste disposal bins • Waste collection services | <p>technique, the need to increase handwashing frequency, avoid touching your face & to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.</p> <ul style="list-style-type: none"> • Provide regular reminders & signage to maintain personal hygiene standards • Provide hand sanitiser in multiple locations in addition to washrooms • Set clear use & cleaning guidance for toilets to ensure they are kept clean & social distancing is achieved as much as possible. • Enhance cleaning for busy areas • Provide more waste facilities & more frequent rubbish collection | | | | |
| Handling goods, merchandise & other materials | Staff Delivery Personnel Contractors | Failure to reduce transmission through contact & objects that come into the | 4x4 =16 | <ul style="list-style-type: none"> • No measures currently in place | <ul style="list-style-type: none"> • Cleaning procedures for goods & merchandise entering the site | 2x3 =6 | | | |

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5. Catastrophic- death

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| 17-25 | Unacceptable - Stop activity and make immediate improvements |
| 10-16 | Tolerable – Look to improve within specified timescale |
| 5 - 9 | Adequate – Look to improve at next review |
| 1 - 4 | Acceptable – No further action, but ensure controls are maintained |

Risk Rating $1 \times 5 = 5$ Low Risk

Information Distribution and Acknowledgement

Please sign this document to confirm the following:

- 1. Your understanding and awareness of all information contained within this assessment.**
- 2. You agree to abide by and adhere to all identified control measures and safe systems of work.**

| Name | Position | Signature | Date |
|------|----------|-----------|------|
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Risk assessment review

If during the review process a 'YES' response is given then further information relating to this change must be recorded in the comments column provided below.

Review criteria

Comments

| | YES | NO | |
|--|-----|----|--|
| Any significant changes to the activity or process? | YES | NO | |
| Any significant changes to staffing or resources? | YES | NO | |
| Any significant changes to individual's capabilities or behaviours? | YES | NO | |
| Any significant changes relating to equipment, materials or substances used? | YES | NO | |
| Any significant changes to environment or environmental conditions? | YES | NO | |
| Any significant incidents, accidents or occurrences relating | YES | NO | |

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| to hazards identified in this assessment? | | | |
| Any significant changes to regulations or approved codes of practice? | YES | NO | |
| Any other significant changes relevant to this risk assessment? (Give details) | YES | NO | |
| Does the risk assessment continue to be suitable and sufficient and are the existing control measures effective? | YES | NO | |

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| Name of individual undertaking assessment review | |
| Signature of individual undertaking assessment review | |
| Position of individual undertaking assessment review | |
| Review interval period | |
| The next scheduled review date | |