

RISK ASSESSMENT

Workplace	4 Sidings Court, Doncaster, DN4 5NU			Assessment Number	5
Task / Activity	COVID-19 Risk Assessment - General Work Arrangements for Staff				
Date Conducted	May 2020	Review by Date	August 2020	Date Last Reviewed	New
Assessment Team	Nicola Bramley				

1 Hazard (Something with the potential to cause harm)	2 At Risk	3 Risks (what is the potential injury?)	Risk			7 Further Control Measures	Risk		
			4 Severity	5 Probability	6 Risk		8 Severity	9 Probability	10 Risk
Travelling to and from work during COVID-19 pandemic	A	Transmission of COVID-19 virus through use of public transport and/or sharing car journeys with other people	5	4	20	<ul style="list-style-type: none"> Wherever possible staff should travel to work alone using their own transport or if travelling with others, ensure they keep 2m apart (i.e. utilising back seats for 1 passenger if necessary) If using public transport wear face coverings and maintain 2m social distancing rule Use other means of transport to avoid public transport e.g. cycling, walking Staff to immediately wash their hands upon arrival at work utilising cleaning facilities at entrances and exits with soap and water or hand sanitiser. Staff to avoid touching eyes, nose and mouth areas wherever possible. 	5	2	10
Contaminated surfaces and person to person contact	A	Transmission of COVID-19 virus when arriving at and leaving Navartis Ltd offices	5	3	15	<ul style="list-style-type: none"> Start times on the first day will staggered for staff to reduce congestion and aid staff briefing of arrangements. Monitoring of start and finish times and staggering brought in if required. All staff should apply the social distancing rules and keep at least 2m apart from other staff members as they arrive at or leave the offices. Staff to wait in cars / in car park area until the entrance to the office is clear from other persons entering the building, and the route to the office is free from congestion Staff to wait in the office area until the exit is clear from other staff members leaving the building and the route from the office is free from congestion Security controls on the internal office entrance door(s) to be isolated and door(s) left open to remove the need for staff to touch the door / door release button and make it quicker to access the office / reduce congestion Staff to immediately sanitize their hands as they enter and leave the Navartis offices and maintain regular hand hygiene throughout the day utilising soap, water and hand sanitizer provided. Staff to avoid touching their eyes, nose and mouth area at all times. The use of the cloakroom will be prohibited. Coats to be left in cars/vehicles before entering the building where possible. Jackets/cardigans/jumpers can be placed on the back of chairs at workstations 	5	1	5

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E - Employees	1 No Injury, property damage	1 Very Unlikely	Severity X Probability = 1 to 5		Low	Y – acceptable risk, work can start
C - Contractors	2 Minor Injury	2 Unlikely	Severity X Probability = 6 to 14		Med	Y or N – may need further consideration
V - Visitors	3 +3 Day Absence	3 Likely	Severity X Probability = 15 to 25		High	N – Unacceptable risk Do not start work
P - Public	4 Major Injury	4 Very Likely				
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Contaminated surfaces and person to person contact	E	Transmission of COVID-19 virus whilst undertaking work within Navartis offices	5	3	15	<ul style="list-style-type: none"> Staff to maintain the 2m social distancing rule at all times whilst at work. All staff should wash their hands with soap and water a minimum at the start of the day, at each change of task, and every two hours thereafter: Even more frequently is preferable and more effective in stopping the spread of COVID-19. Hand sanitizer may be used also. Staff to avoid touching their eyes, nose and mouth area at all times. Staff must use the assigned individual workstations that have been fitted with Perspex screens to prevent contamination from other staff members and provide infection control. Any workstations/items or areas marked with a taped cross must not be used Workstations (including laptop, desktop, keyboard, telephone, stationary etc) must not be shared with others Staff to limit the need for movement around the office. Only essential movement is to be undertaken (i.e. to kitchen, toilet, photocopier etc.) Staff to follow direction markers on the floor where provided and only access specific areas by the indicated means and direction All telephone calls to be made/received whilst seated at a desk Access to meeting rooms will be restricted Team 'huddles' are prohibited and only 1 identified team member may use the markerboard. Staff are encouraged to ventilate the office, opening windows as often as possible If using the 'gong' individuals must wipe the handle following its use Staff must not seek the attention of a first aider unless an injury has occurred which requires immediate urgent treatment Staff must remain in their own assigned office block and not visit the 2nd Navartis building. Communication must be made via telephones 	5	1	5

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Contaminated surfaces and person to person contact	E	Transmission of COVID-19 virus when utilising the photocopier or any other item of electrical equipment in the office (i.e. laminator, TV but not computer equipment)	5	3	15	<ul style="list-style-type: none"> Staff to maintain the 2m social distancing rule at all times whilst at the photocopier and adhere to the directional markers on the floor Staff must not que to use the photocopier. Staff must wait until the photocopier is free before going to use it. Staff must wipe the photocopier controls and anywhere else that they have touched with the cleaning spray and disposable cloth (blue roll or kitchen roll) provided following its use Staff must wipe any other piece of electrical equipment used within the office (i.e. laminator, TV control) with cleaning spray and disposable cloth (blue roll or kitchen roll) provided following its use All staff should wash their hands with soap and water or use sanitizer after using the photocopier or touching other electrical equipment 	5	1	5	
Contaminated surfaces and person to person contact	E	Transmission of COVID-19 virus when utilising the kitchen area	5	3	15	<ul style="list-style-type: none"> Staff to maintain the 2m social distancing rule at all times whilst in the kitchen area and adhere to the markings on the floor. Numbers to be limited. The microwave, dishwasher, vending machine, toaster and popcorn machine are not to be used Staff are to bring from home and use their own cups, crockery and cutlery and store this in their desks when not in use Staff must wash their own cups, crockery and cutlery. Any dirty pots found to be left in the sink area will be placed in the bin The fridge will remain in operation but staff must clean any area in and on the fridge that they have touched with either the sanitizing wipes provided or with cleaning spray and disposable cloth (blue roll or kitchen roll) provided. As a minimum the fridge handle must be cleaned by every individual using it. All items of food and drink provided by Navartis currently for consumption by staff will not be provided during this time apart from tea, coffee, sugar, hot chocolate and milk. Staff must ensure that the containers for these items are cleaned following use 	5	1	5	

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						<ul style="list-style-type: none"> Staff must ensure that taps are cleaned following use All staff should wash their hands with soap and water or use sanitizer after using the kitchen area Kitchen tables / bar area are not to be used. Breaks are to be taken at individual workstations 				
Contaminated surfaces and person to person contact	E, V	Transmission of COVID-19 virus from Deliveries to Navartis Ltd	5	3	15	<ul style="list-style-type: none"> Deliveries of personal items to staff are prohibited Deliveries to Navartis offices must be kept to an absolute minimum Deliveries to Navartis offices must be authorised and arrangements made with the delivery driver to drop items off in the corridor outside the office. Staff to maintain the 2m social distancing rule at all times when receiving a delivery. Items that have been delivered must be handled by the receiver using disposable gloves Staff should clean the delivered goods with wipes prior to use / storage Staff should wash their hands with soap and water or use sanitizer after handling a delivery. 	5	1	5	

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Contaminated surfaces and person to person contact	E	Transmission of COVID-19 virus whilst using the toilet facilities	5	3	15	<ul style="list-style-type: none"> Staff to maintain the 2m social distancing rule at all times whilst utilising the toilet facilities. Staff to maintain good hygiene at all times ensuring hands are washed following the use of the toilet facilities. Only 1 member at a time may use the toilet facilities. On entering the toilet staff must use the sign to indicate that the toilet is occupied and show the toilet as unoccupied when they exit. Hand soap is provided in dispensers attached to the wall and must be used by staff. The hand dryer is not to be used and will be taped as such to prevent potential spread of infection. Hand Towels will not be available. Paper towels must be used to dry hands and these must be disposed of in the bins provided in the washroom area. Hand sanitizer will be provided in the welfare area for staff to use after they have washed their hands if desired. 	5	1	5	
Contaminated surfaces	E	Transmission of COVID-19 virus	5	3	15	<ul style="list-style-type: none"> Staff must be vigilant at all times during the day and ensure that anything that is touched by themselves that may be touched by another member of staff is cleaned following use. Cleaning can be by washing with hot soapy water and cloth or cleaning using the anti-bacterial wipes provided. An external cleaning company will attend the offices each day and will ensure that the kitchen and toilet/washroom areas are thoroughly cleaned and disinfected. Desks will also be cleaned. Staff must ensure that desks are cleared at the end of each day to ensure they are cleaned. <p>Staff are prohibited from using the kitchen area after 5pm to allow the cleaning staff to carry out their work and maintain the 2m social distancing rules.</p>	5	1	5	

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<p>Staff falling ill whilst at work:</p> <ul style="list-style-type: none"> Develops a High Temperature and/or A new persistent cough (not associated with any other existing condition) Loose their sense of taste or smell 	E	Transmission of COVID-19 virus	5	3	15	<ul style="list-style-type: none"> Staff must advise their line manager immediately Staff must return home immediately after authorisation Staff must avoid touching anything as they vacate the office other than personal belongings Cough or sneeze into a tissue and put it in a bin, or, cough and sneeze into the crook of elbow. All equipment will be cleaned that has been touched by the individual and all other staff will be briefed to monitor for any symptoms they may develop First Aid treatment must not be sought unless it is required to treat an injury Staff must make their own arrangements to be tested and advise their Line Manager of the results when available Staff must follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed if they have tested positive If staff test negative then they should contact their line manager and agree a return to work date as soon as possible. 	5	1	5

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Further Actions (Further control measures that could be implemented at the planning stage to improve safety)			
Those at risk - up to 65 including visitors. Average number of employees throughout the day is approximately 60			
Additional Comments (Actions identified by personnel on site, to make the task safer)			
The risk of spread is LOW provided the control measures identified are followed by staff			
In the event of an emergency within the offices and the need to evacuate is identified as a matter of urgency, the safe and quick evacuation will take priority over social distancing.			
Authorised by The Responsible Manager	Name (Print): Nicola Bramley	Signed: Nicola Bramley	Dated: May 2020

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