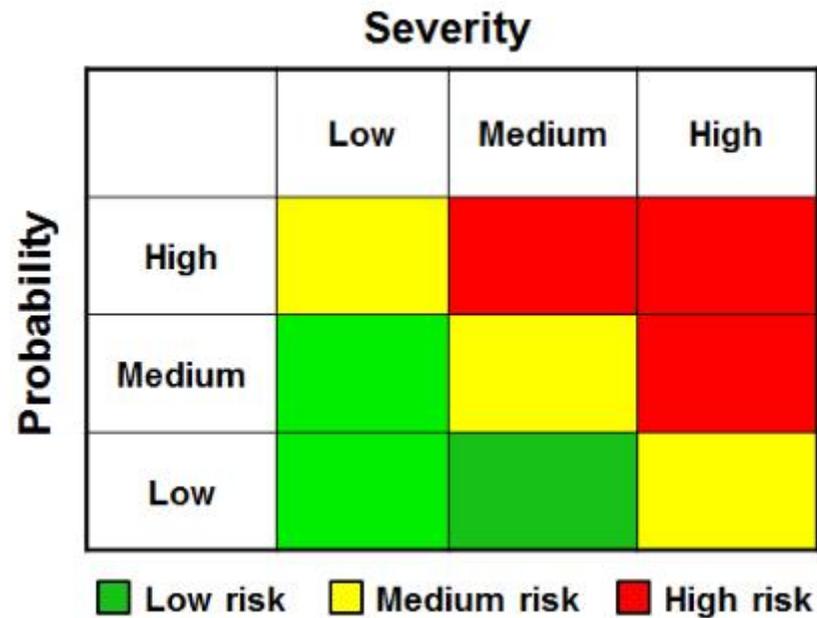




# Szerelmey

Head Office

## Covid-19 Coronavirus RISK ASSESSMENT



**HEAD OFFICE  
RISK ASSESSMENT  
Covid-19/Coronavirus**

**Objective:** To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority.

In the context of COVID-19 this means working through these steps in order:

- In every workplace, increasing the frequency of handwashing and surface cleaning.
- Businesses and workplaces should make every reasonable effort to enable working from home as a first option. Where working from home is not possible, workplaces should make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible).
- Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.

Further mitigating actions include:

- increasing the frequency of hand washing and surface cleaning
  - keeping the activity time involved as short as possible
  - using screens or barriers to separate people from each other
  - using back-to-back or side-to-side working (rather than face-to-face) whenever possible
  - reducing the number of people each person has contact with by using ‘fixed teams or partnering’ (so each person works with only a few others)
- Finally, if people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead. No one is obliged to work in an unsafe work environment.

Key	
H&S Manager	Jay Alexander
OM	Office Manager – Holly Cooling
HoD	Head of Department

**HEAD OFFICE  
RISK ASSESSMENT  
Covid-19/Coronavirus**

What are the hazards?	Who might be harmed and how?	H	M	L	What are you already doing?	What further action is necessary?	Action by whom?	H	M	L
<b>Covid-19 Coronavirus - Who Should Work in the Office?</b>										
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>Staff</li> </ul> <p>May suffer the symptoms of COVID-19 ranging from mild to potentially fatality or pass them onto their families</p>				<p><b>Who Should Work in the Office?</b></p> <ul style="list-style-type: none"> <li>Staff should work from home where and when possible.</li> <li>Only staff needed to operate the office safely and effectively will attend daily – initially the Office Manager will fulfil this role</li> <li>Regularly monitoring the wellbeing of people who are working from home and helping them stay connected to the rest of the workforce,</li> <li>Keeping in touch with staff working from home on their working arrangements including their welfare, mental and physical health and personal security.</li> <li>Providing equipment for people to work at home safely and effectively, for example, laptops, remote access to work systems, mobile phones.</li> </ul>	<ul style="list-style-type: none"> <li>Staff must pre-book and gain approval for any working in office requirement with the Office Manager and HoD to ensure awareness and control on office attendance</li> <li>A register/diary of staff visiting the office is maintained electronically to ensure the maximum number of 25 staff allowed to work in the office is not exceeded</li> </ul>	Directors HoD OM Ongoing OM Ongoing			
	<ul style="list-style-type: none"> <li>Vulnerable groups i.e. those with existing underlying health conditions</li> </ul> <p>May suffer the symptoms of COVID-19 ranging from mild to potentially fatality or pass them onto their families</p>				<p><b>Protecting People who are at Higher Risk</b></p> <ul style="list-style-type: none"> <li>Clinically extremely vulnerable individuals have been strongly advised not to work outside the home.</li> <li>Clinically vulnerable individuals, who are at higher risk of severe illness (for example, people with some pre-existing conditions), have been asked to take extra care in observing social distancing and should work from home</li> </ul>	<ul style="list-style-type: none"> <li>Providing support for staff around mental health and wellbeing. This could include advice or telephone support.</li> <li>Monitoring for updates to the guidance for advice on who is in the clinically extremely vulnerable and clinically vulnerable groups.</li> <li>Maintain a register of those staff who have been informed that they are vulnerable</li> </ul>	HoD Ongoing  H&S Manager Ongoing OM Ongoing			
	<ul style="list-style-type: none"> <li>Staff</li> </ul> <p>May suffer the symptoms of COVID-19 ranging from mild to potentially fatality</p>				<p><b>People Who Need to Self-Isolate</b></p> <ul style="list-style-type: none"> <li>Individuals who are advised to stay at home do not physically come to work. This includes individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms.</li> </ul>	<ul style="list-style-type: none"> <li>Monitoring for updates to the guidance for advice on self-isolation and for people who have symptoms and those who live with others who have symptoms</li> </ul>	H&S Manager Ongoing			

Issue Date	Rev No
09 February 2021	1b

What are the hazards?	Who might be harmed and how?	H	M	L	What are you already doing?	What further action is necessary?	Action by whom?	H	M	L
<b>Covid-19 Coronavirus - Equality in the Workplace</b>										
Legal non-compliance	<ul style="list-style-type: none"> <li>Staff</li> </ul> <p>May feel aggrieved that there needs have not been met or they have been disadvantaged</p>				<p><b>Equality in the Workplace</b></p> <p>We have taken into account the particular circumstances of those who we are aware of who have protected characteristics:</p> <ul style="list-style-type: none"> <li>Where appropriate, we will involve and communicate with staff whose protected characteristics might either expose them to a different degree of risk or might make any measures you are considering implementing inappropriate or challenging for them.</li> <li>We will consider whether we need to put in place any particular measures or adjustments to take account of our duties under the equality's legislation.</li> <li>We will make reasonable adjustments to avoid disabled workers being put at a disadvantage and assessing the health and safety risks for new or expectant mothers.</li> <li>Made sure that the steps we have taken do not have an unjustifiable negative impact on some groups compared to others, for example, those with caring responsibilities.</li> </ul>	<ul style="list-style-type: none"> <li>Maintain a register of those staff who have protected characteristics</li> <li>Make regular contact with those who have protected characteristics to ensure their circumstances have not changed</li> </ul>	<p>OM Ongoing</p> <p>HoD OM Ongoing</p>			

**HEAD OFFICE  
RISK ASSESSMENT  
Covid-19/Coronavirus**

What are the hazards?	Who might be harmed and how?	H	M	L	What are you already doing?	What further action is necessary?	Action by whom?	H	M	L
<b>Covid-19 Coronavirus - Social Distancing at Work</b>										
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>Staff</li> <li>Visitors</li> </ul> <p>May suffer the symptoms of COVID-19 ranging from mild to potentially fatality or pass them onto their families</p>				<p><b><u>Coming to Work and Leaving Work</u></b></p> <ul style="list-style-type: none"> <li>Staggering arrival and departure times at work to reduce crowding into and out of the workplace</li> <li>Providing parking or facilities such as bike racks to help people walk, run, or cycle to work where possible.</li> <li>Reducing congestion, for example, by having more entry points to the workplace.</li> <li>Using markings and introducing one-way flow at entry and exit points.</li> <li>Providing hand sanitiser at entry and exit points and not using touch-based security devices such as keypads.</li> <li>Providing alternatives to touch-based security devices such as keypads.</li> </ul>	<ul style="list-style-type: none"> <li>Staff must pre-book and gain approval for any working in office requirement with the Office Manager and HoD to ensure awareness and control on office attendance</li> <li>Regular monitoring to ensure control measures are in place and remain effective</li> <li>Weekly recorded inspection to ensure control measures are in place and remain effective</li> </ul>	<p>All Staff When required</p> <p>OM Ongoing H&amp;S Manager Ongoing</p>			
					<p><b><u>Moving Around Buildings</u></b></p> <ul style="list-style-type: none"> <li>Reducing movement by discouraging non-essential trips within the building i.e. restricting access to some areas, encouraging use of telephones and cleaning them between use.</li> <li>Introducing more one-way flow through buildings.</li> <li>Regulating use of high traffic areas including corridors and walkways to maintain social distancing</li> </ul>	<ul style="list-style-type: none"> <li>Regular monitoring to ensure control measures are in place and remain effective</li> <li>Weekly recorded inspection to ensure control measures are in place and remain effective</li> </ul>	<p>OM Ongoing H&amp;S Manager Ongoing</p>			

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RISK ASSESSMENT  
Covid-19/Coronavirus**

What are the hazards?	Who might be harmed and how?	H	M	L	What are you already doing?	What further action is necessary?	Action by whom?	H	M	L
<b>Covid-19 Coronavirus - Social Distancing at Work</b>										
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>Staff</li> </ul> <p>May suffer the symptoms of COVID-19 ranging from mild to potentially fatality or pass them onto their families</p>				<p><b><u>Workplaces and Workstations</u></b></p> <ul style="list-style-type: none"> <li>Review layouts to allow people to work further apart from each other.</li> <li>Using floor tape or paint to mark areas to help staff keep to a 2m distance.</li> <li>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.</li> <li>Only where it is not possible to move workstations further apart, using screens to separate people from each other.</li> <li>Managing occupancy levels to enable social distancing.</li> </ul>	<ul style="list-style-type: none"> <li>Whilst we will try and avoid the use of hot desking, where this is not possible, we will ensure that workstations will be cleaned and sanitised between different occupants including shared equipment</li> <li>Regular monitoring to ensure control measures are in place and remain effective</li> <li>Weekly recorded inspection to ensure control measures are in place and remain effective</li> </ul>	<p>OM Cleaner Ongoing</p> <p>OM Ongoing H&amp;S Manager Ongoing</p>			
	<ul style="list-style-type: none"> <li>Staff</li> <li>Visitors</li> </ul> <p>May suffer the symptoms of COVID-19 ranging from mild to potentially fatality or pass them onto their families</p>				<p><b><u>Meetings</u></b></p> <ul style="list-style-type: none"> <li>Using remote working tools to avoid in-person meetings such as Teams or Zoom</li> <li>Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout.</li> <li>Avoiding transmission during meetings, for example avoiding sharing pens and other objects.</li> <li>Providing hand sanitiser in meeting rooms.</li> <li>Holding meetings outdoors or in well-ventilated rooms whenever possible.</li> <li>For areas where regular meetings take place, using floor signage to help people maintain social distancing</li> </ul>	<ul style="list-style-type: none"> <li>Regular monitoring to ensure control measures are in place and remain effective</li> <li>Weekly recorded inspection to ensure control measures are in place and remain effective</li> </ul>	<p>OM Ongoing H&amp;S Manager Ongoing</p>			

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What are the hazards?	Who might be harmed and how?	H	M	L	What are you already doing?	What further action is necessary?	Action by whom?	H	M	L
<b>Covid-19 Coronavirus - Social Distancing at Work</b>										
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors</li> </ul> <p>May suffer the symptoms of COVID-19 ranging from mild to potentially fatality or pass them onto their families</p>				<p><b><u>Common Areas</u></b></p> <ul style="list-style-type: none"> <li>• Working collaboratively with tenants to ensure consistency across common areas, for example, receptions, staircases.</li> <li>• Staggering break times to reduce pressure on break rooms or the kitchen.</li> <li>• Using safe outside areas for breaks.</li> <li>• Installing screens to protect staff in receptions or similar areas.</li> <li>• Encouraging workers to bring their own food.</li> <li>• Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions.</li> <li>• Encouraging staff to remain on-site and, when not possible, maintaining social distancing while off-site.</li> </ul>	<ul style="list-style-type: none"> <li>• Regular monitoring to ensure control measures are in place and remain effective</li> <li>• Weekly recorded inspection to ensure control measures are in place and remain effective</li> </ul>	OM Ongoing H&S Manager Ongoing			
					<p><b><u>Accidents, Security and Other Incidents</u></b></p> <ul style="list-style-type: none"> <li>• In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe.</li> <li>• People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.</li> </ul>	<ul style="list-style-type: none"> <li>• Regular monitoring to ensure control measures are in place and remain effective</li> <li>• Weekly recorded inspection to ensure control measures are in place and remain effective</li> </ul>	OM Ongoing H&S Manager Ongoing			

**HEAD OFFICE  
RISK ASSESSMENT  
Covid-19/Coronavirus**

What are the hazards?	Who might be harmed and how?	H	M	L	What are you already doing?	What further action is necessary?	Action by whom?	H	M	L
<b>Covid-19 Coronavirus - Managing Visitors and Contractors</b>										
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>Staff</li> <li>Visitors</li> </ul> <p>May suffer the symptoms of COVID-19 ranging from mild to potentially fatality or pass them onto their families</p>				<p><b>Manage Contracts</b></p> <ul style="list-style-type: none"> <li>Encouraging visits via remote connection i.e. Teams or Zoom, where this is an option.</li> <li>Where an office visit is required, guidance on social distancing and hygiene should be explained to visitors on or before arrival.</li> <li>Limiting the number of visitors at any one time.</li> <li>Limiting visitor times to a specific time window and restricting access to required visitors only.</li> <li>Maintaining a record of all visitors</li> <li>Revising visitor arrangements to ensure social distancing and hygiene, for example, where someone physically signs in with the same pen in receptions.</li> </ul>	<ul style="list-style-type: none"> <li>Signing in book to be held by the Office Manager</li> <li>Office Manager to explain social distancing and hygiene requirements on arrival</li> <li>Regular monitoring to ensure control measures are in place and remain effective</li> <li>Weekly recorded inspection to ensure control measures are in place and remain effective</li> </ul>	OM Ongoing OM Ongoing OM Ongoing H&S Manager Ongoing			
					<p><b>Providing and Explaining Available Guidance</b></p> <ul style="list-style-type: none"> <li>Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage or before arrival, i.e. on the website or by email.</li> <li>Establishing host responsibilities relating to COVID-19 and providing any necessary training for people who act as hosts for visitors.</li> <li>Reviewing entry and exit routes for visitors and contractors to minimise contact with other people.</li> <li>Coordinating and working collaboratively with tenants</li> </ul>	<ul style="list-style-type: none"> <li>Signing in book to be held by the Office Manager</li> <li>Office Manager to explain social distancing and hygiene requirements on arrival</li> <li>Regular monitoring to ensure control measures are in place and remain effective</li> <li>Weekly recorded inspection to ensure control measures are in place and remain effective</li> </ul>	OM Ongoing OM Ongoing OM Ongoing H&S Manager Ongoing			

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What are the hazards?	Who might be harmed and how?	H	M	L	What are you already doing?	What further action is necessary?	Action by whom?	H	M	L
<b>Covid-19 Coronavirus - Cleaning the Workplace</b>										
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>Staff</li> <li>Visitors</li> </ul> <p>May suffer the symptoms of COVID-19 ranging from mild to potentially fatality or pass them onto their families</p>				<p><b>Before Re-opening</b></p> <ul style="list-style-type: none"> <li>An assessment of all offices that have been vacant will be carried as they are required before restarting work</li> <li>Offices will be cleaned when required and hand sanitiser provided before restarting work</li> <li>Opening windows and doors frequently to encourage ventilation, where possible</li> </ul>	<ul style="list-style-type: none"> <li>Regular monitoring to ensure control measures are in place and remain effective</li> <li>Weekly recorded inspection to ensure control measures are in place and remain effective</li> </ul>	OM Ongoing H&S Manager Ongoing			
					<p><b>Keeping the Workplace Clean</b></p> <ul style="list-style-type: none"> <li>Frequent cleaning of work areas and equipment between uses, using your usual cleaning products.</li> <li>Frequent cleaning of objects and surfaces that are touched regularly, such as door handles and keyboards, and making sure there are adequate disposal arrangements.</li> <li>Clearing workspaces and removing waste and belongings from the work area at the end of a shift.</li> <li>Limiting or restricting use of high-touch items and equipment, for example, printers or whiteboards.</li> <li>If cleaning is required after a known or suspected case of COVID-19 then reference will be made to: <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></li> </ul>	<ul style="list-style-type: none"> <li>Regular monitoring to ensure control measures are in place and remain effective</li> <li>Weekly recorded inspection to ensure control measures are in place and remain effective</li> </ul>	OM Ongoing H&S Manager Ongoing			

**HEAD OFFICE  
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What are the hazards?	Who might be harmed and how?	H	M	L	What are you already doing?	What further action is necessary?	Action by whom?	H	M	L
<b>Covid-19 Coronavirus - Cleaning the Workplace</b>										
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>Staff</li> <li>Visitors</li> </ul> <p>May suffer the symptoms of COVID-19 ranging from mild to potentially fatality or pass them onto their families</p>				<p><b><u>Hygiene: Handwashing and Toilets</u></b></p> <ul style="list-style-type: none"> <li>Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.</li> <li>Providing hand sanitiser in multiple locations in addition to washrooms.</li> <li>Setting clear use for toilets to ensure they are kept clean and social distancing is achieved as much as possible.</li> <li>Enhancing cleaning for busy areas.</li> <li>Providing hand drying facilities – either paper towels or electrical driers</li> </ul>	<ul style="list-style-type: none"> <li>Regular monitoring to ensure control measures are in place and remain effective</li> <li>Weekly recorded inspection to ensure control measures are in place and remain effective</li> </ul>	OM Ongoing H&S Manager Ongoing			
	<ul style="list-style-type: none"> <li>Staff</li> </ul> <p>May suffer the symptoms of COVID-19 ranging from mild to potentially fatality or pass them onto their families</p>				<p><b><u>Changing Rooms and Showers</u></b></p> <ul style="list-style-type: none"> <li>Where shower and changing facilities are required, setting clear use and cleaning guidance for showers and changing rooms to ensure they are kept clean and clear of personal items and social distancing is achieved as much as possible.</li> <li>Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day</li> </ul>	<ul style="list-style-type: none"> <li>Regular monitoring to ensure control measures are in place and remain effective</li> <li>Weekly recorded inspection to ensure control measures are in place and remain effective</li> </ul>	OM Ongoing H&S Manager Ongoing			

What are the hazards?	Who might be harmed and how?	H	M	L	What are you already doing?	What further action is necessary?	Action by whom?	H	M	L
<b>Covid-19 Coronavirus - Personal Protective Equipment (PPE) and Face Coverings</b>										
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> <li>Staff</li> </ul> <p>May suffer the symptoms of COVID-19 ranging from mild to potentially fatality</p>				<p><b>Face Coverings</b></p> <p>We are not encouraging the precautionary use of extra PPE, such as Face Masks, to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19 as per Government advice.</p> <p>There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure such as travelling to work on public transport. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms.</p>	<p>We support our staff in the use of face coverings in our office environment and will brief them on the safe use should they choose to wear one.</p> <p>All staff will receive the following in an email and this will form the basis of a poster to be displayed around the office:</p> <ul style="list-style-type: none"> <li>Wash hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it</li> <li>When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands</li> <li>Change your face covering if it becomes damp or if you've touched it</li> <li>Continue to wash your hands regularly</li> <li>Change and wash your face covering daily</li> <li>If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste</li> <li>Practise social distancing wherever possible</li> </ul> <p>All members of staff will be provided with a 3 ply cotton face mask by Szerelmey.</p>	<p>OM All staff Ongoing</p>			

**Examples of Control Measures**

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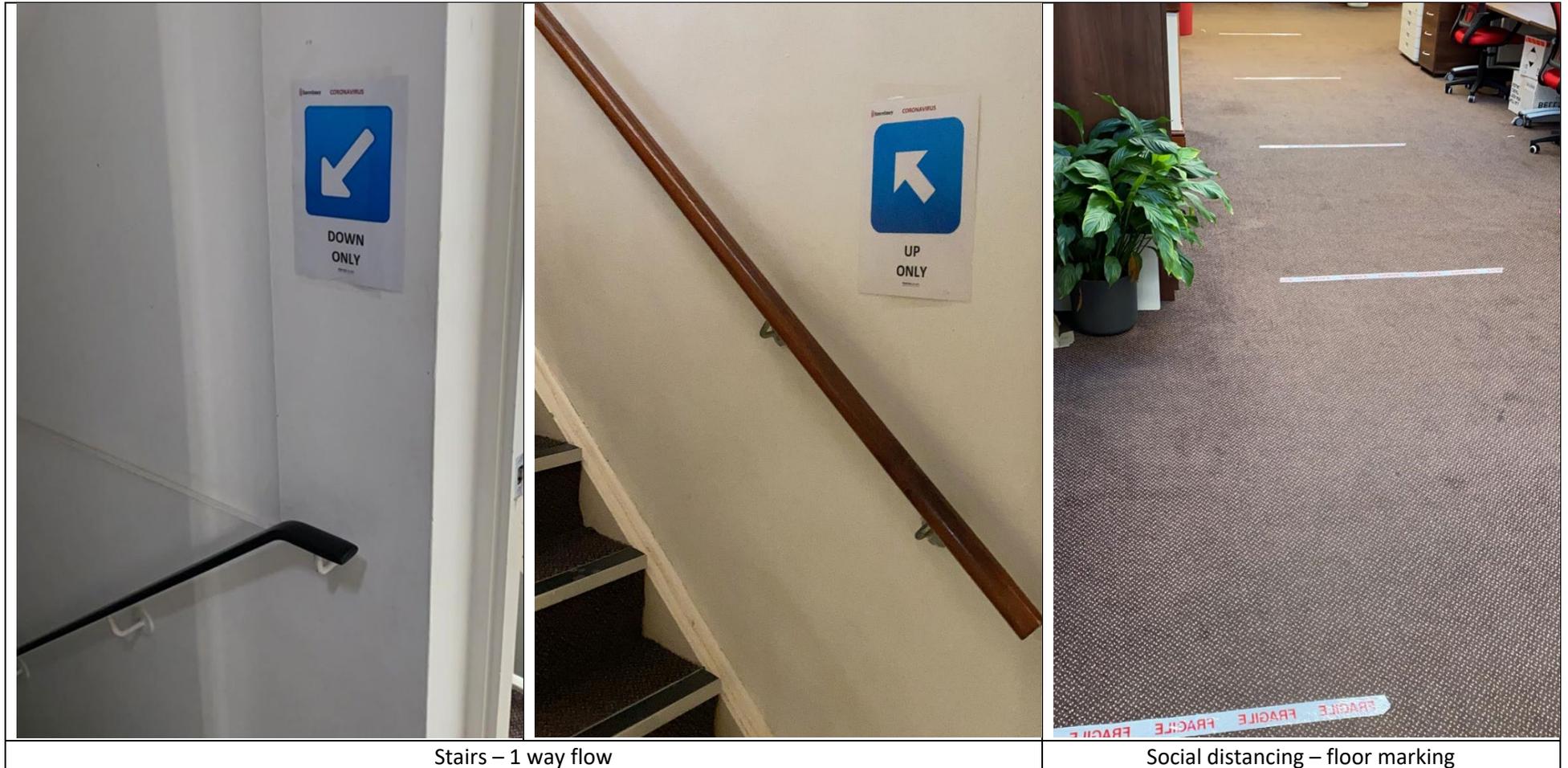
Social distancing poster



Toilets



**HEAD OFFICE  
RISK ASSESSMENT  
Covid-19/Coronavirus  
Examples of Control Measures**





*better*  
healthcare  
services

**NHS**

## PROTECT YOURSELF & OTHERS

Stop Coronavirus (COVID-19)  
Stop Germs Spreading



always make sure you  
carry tissues with you



cover your mouth and nose  
with a tissue when you  
cough and sneeze



always throw  
used tissues in  
the bin



wash your hands with  
soap and water  
often or use your hand  
sanitiser spray or gel

Call NHS 111 immediately if you think you, your family or anyone you are caring for has Coronavirus (COVID-19) like symptoms or you have any concerns. In any medical emergency please call 999

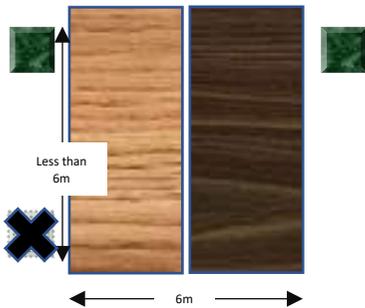
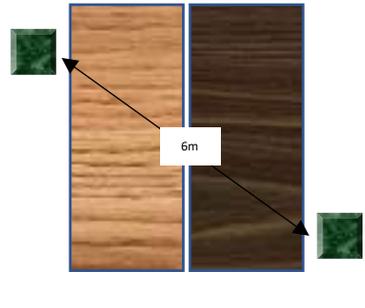
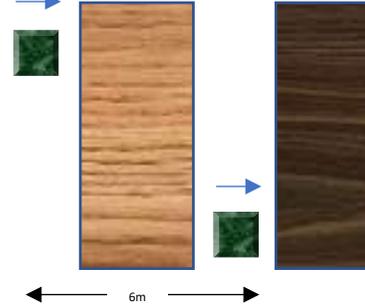
BEDFORD | BRIGHTON | COLCHESTER | IPSWICH | LONDON | LUTON | NORWICH | PETERBOROUGH  
[www.betterhealthcare.co.uk](http://www.betterhealthcare.co.uk)

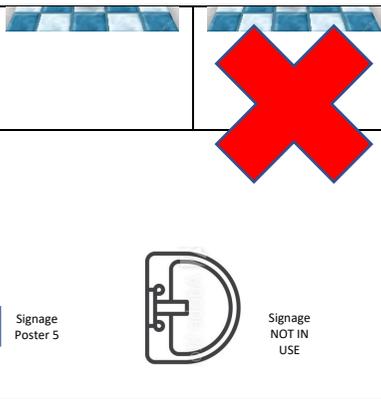
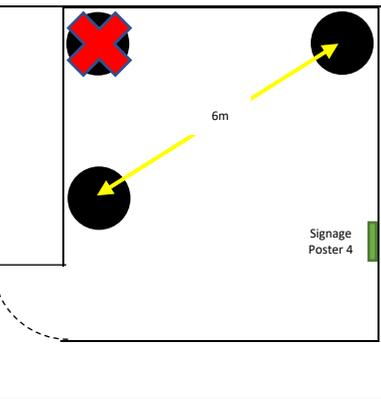
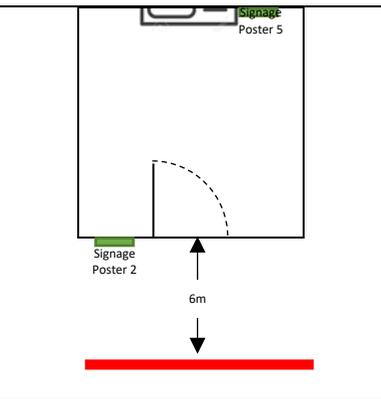
HEAD OFFICE  
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Covid-19/Coronavirus  
What we should be doing?

After going through various documents and guidance, the common theme throughout is:

- Before opening up the office, a thorough, deep-clean is required. This should concentrate areas of common/constant use such as:
  - Kitchens – work surfaces, taps, kettle handle etc.
  - Toilets – sinks, taps, etc.
  - Rest Areas
  - Desktops/keyboards/mice/telephones
  - Cupboard tops
  - Door handles
- Sufficient cleaning material should be left in areas so cleaning can be carried out and there should be regular additional cleaning undertaken at regular intervals
- Additional hand sanitiser dispensers at exits to the yard, rear carpark and entrance to 371
- Ensure wipes are available in each area/room for items such as telephones, keyboards etc.
- Additional posters displayed – reminders to hand wash etc.
- Ensure a stock of disposable/surgical type masks and hand sanitiser available for travel i.e. underground, buses etc.
- Limit the number of staff using the office – controlled by Sabrina/Database
- Those who do not need to come to the office – continue working from home
- Continue use of Teams/Zoom for meetings as much as possible
- Consider social distancing arrangements:

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Desks:		
		
<p><b>Sitting opposite – not ideal; move to adjoining desk if available</b></p>	<p><b>Sitting diagonally opposite – not ideal; move to adjoining desk if available</b></p>	<p><b>Desk separated – both facing forward</b></p>

Toilets:	Breakout Area:	Kitchen:
		
<p><b>Put one stall out of use</b></p>	<p><b>Corner table not to be used</b></p>	<p><b>One in – one out; tape line</b></p>

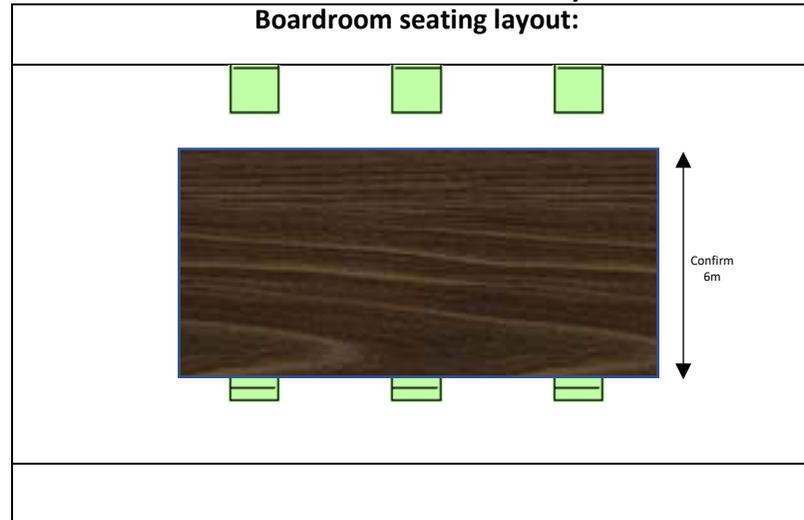
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Additionally, the following should be considered:

- 369 to be used as the main entrance & 371 as the exit
- Signage – No entry to 369 Reception, Exit at 371
- Stairs – one up and one down

Signage – Up and down arrow and no entry at the top of the up stairs

- Boardroom – max of 6 at any one time



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**Signage to follow**

- **Single offices – max 3 at any one time if 6m can be maintained**

**Signage to follow**

**Office seating layout:**

