



Key Enviro Solutions

Company Management System Safety

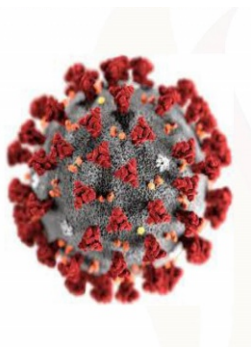
RISK ASSESSMENT FORM

R/A – 044

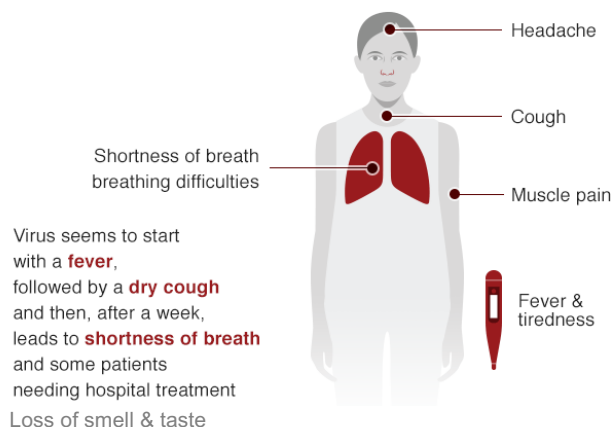
Task Carried Out	Returning to Work after COVID-19 Lockdown		Risk Assessment Number			RA-044		
Location of Task			No of Persons			All		
Frequency of Task	Constant until further UK GOV advice		Client					
Who is Affected?			Assessment of Risk without Controls			Assessment of Risk with Controls		
Operatives	Client & Stakeholders	General Public	Low	Med	High	Low	Med	High
Hazards:								
1	Spread of COVID-19 Coronavirus		X	X	X	X	X	X
Who might be harmed?								
1	Building Cleaners / Security / Maintenance Team							
2	Visitors to the premises – General Public							
3	Client team and stakeholders							
4	Vulnerable Groups – Elderly and Pregnant							
5	Persons with underlying health conditions							
6	Anyone else who physically comes into contact with you							
Harm:								
1	Mild Symptoms							
2	Moderate Symptoms							
3	Severe Symptoms							
4	Fatality							
Visual Harm Pictorial:								

What is COVID-19

- Coronavirus is a large group of viruses that cause respiratory symptoms and flu-like illnesses:
 - Common cold virus
 - Virus that caused SARS
 - Virus that caused MERS
- **COVID-19** is the new strain that has not been previously identified in humans.



Symptoms of coronavirus (Covid-19)



Controls:

1	Washing Hands
	Hand washing facilities with soap and water in place
	Stringent hand washing taking place.
	Hand Washing Chart
	<p>Drying of hands with disposable paper towels Paper towels should be the preferred way to dry hands after washing to reduce the risk of coronavirus contamination and spread, according to UK researchers.</p> <p>They said they had found that using paper towels was substantially more effective than jet dryers for removing microbes when still-contaminated hands were dried</p>
	Hand Towels – The safe option



Sanitiser Gel to be installed where washing facilities are not available

Staff are encouraged to protect their skin by applying emollient cream regularly

2 Cleaning

Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods

3 Social Distancing

Social Distancing - Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency

Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.

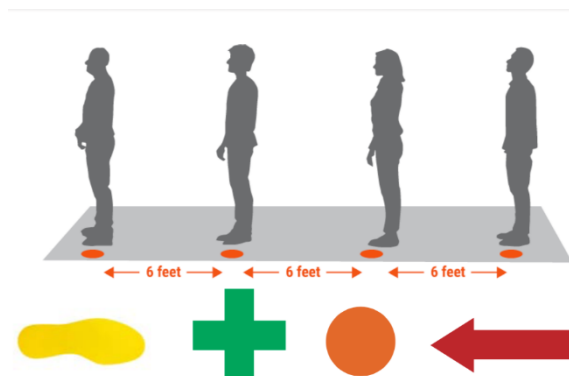
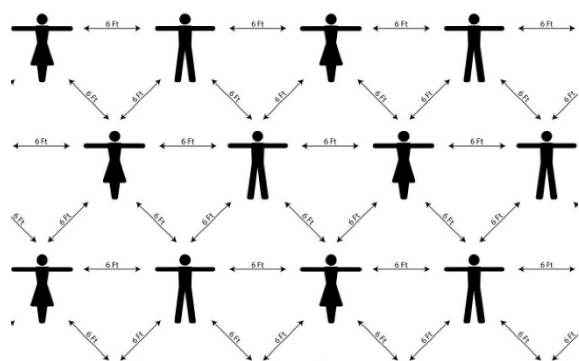
Redesigning processes to ensure social distancing in place.

Conference calls to be used instead of face to face meetings

Ensuring sufficient rest breaks for staff.

Social distancing also to be adhered to in canteen area and smoking area.

Image of Correct Social Distancing



4	Wearing of Gloves
	Under normal circumstance the wearing of gloves wouldn't always be necessary, however due to the nature of COVID-19 our Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.
5	PPE
	Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings, we have extended these guidelines to our business additionally individuals are asked to observe social distancing measures and practice good hand hygiene behaviours
	Where RPE is a requirement for risks associated with the work undertaken the following measures will be followed- Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer's face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer. Wearers must be clean shaven.
6	Symptoms of COVID-19
	If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time. If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken https://www.publichealth.hscni.net/
7	Drivers
	Procedures in place for Drivers to ensure adequate welfare facilities available during their work – Reference https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm COVID-19-guidance on freight transport. Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.
8	Mental Health
	Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress
Additional Controls	
Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.	
Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme https://www.hse.gov.uk/skin/professional/health-surveillance.htm	
To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice – https://www.publichealth.hscni.net/news/covid-19-coronavirus	

Posters, leaflets, and other materials are available for display.

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>

Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.

Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.
Management checks to ensure this is adhered to.

Staff to be reminded that wearing of gloves is not a substitute for good hand washing.

To minimise the risk of transmission of COVID-19 during face-fit testing the following additional measures should be carried out –

Both the fit tester and those being fit tested should wash their hands before and after the test.

Those being fit tested with non-disposable masks should clean the mask themselves before and immediately after the test using a suitable disinfectant cleaning wipe (check with manufacturer to avoid damaging the mask).

Test face pieces that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual.
Fit testers should wear disposable gloves when undertaking cleaning of the tubes, hoods etc. and ensure they remove gloves following the correct procedure (PDF)

Reference <https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm>

Our code SFM50 3ply Surgical Face Mask comply with EN 149:2001+A1:2009

Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast-changing situation.

Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.

Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities.

Regular communication of mental health information and open-door policy for those who need additional support.

Additional Assessments:

1	None Required.
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Is the task adequately controlled	Yes	Is the risk assessment suitable for this location	Yes
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Monitoring Procedures:

1	Site Manager / Supervisor to ensure that only operatives who are trained and competent are permitted to operate site compaction equipment.
2	Site Manager / Supervisor to ensure that all operatives carry out their tasks as per method statement and safe system of work at all times.
3	Site Manager / Supervisor to ensure that if personal protective equipment is issued to operatives to allow them to carry out their tasks safely it is worn and in the correct manner.
4	Site Manager / Supervisor to ensure that all operatives have received a full Site Induction prior to commencing duties.
5	Site Manager / Supervisor to actively encourage operatives to report all near-miss accidents and dangerous occurrences associated with this or any other task.

Specific Legislation:

1	Health & Safety at Work etc. Act 1974.
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2	Management of Health & Safety at Work Regulations 1999 (as amended).
3	Workplace (Health, Safety & Welfare) Regulations 1992.
4	Manual Handling Operations Regulations 1992 (as amended).
5	Provision & Use of Work Equipment Regulations 1998 (PUWER) (as amended).
6	Personal Protective Equipment at Work Regulations 1992 (as amended).
7	Health & Safety (First Aid) Regulations 1981 (as amended).
8	Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended).
9	Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013 (RIDDOR).

Reporting Procedures:

1	If whilst checking or using this equipment any damage, defect or failure of safety devices is discovered, the equipment must be taken out of use and isolated
2	The details of the defect or failure must be reported to the Site Manager / Supervisor immediately so that arrangements can be made for repairs to be carried out or replacements purchased

Environmental Impact of the Task:

1	Water	It is not anticipated that chemicals will be used in this task, therefore no impact.
2	Waste	Provided that all waste collected is disposed of in the correct manner and location and recycled where possible, it is not anticipated that there will be any impact worthy of note at site level. However, there is potential for impact at end disposal
3	Electricity	It is not anticipated that electricity will be used in this task, therefore no impact.
4	Chemicals	It is not anticipated that cleaning agents will be used in this task, however, if any are used, they must be used in line with the manufacturer's instructions and dilution rates, this will reduce potential impact.

Methodology Statement

What you need to know

- cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people
- wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished
- using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles
- if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron
- wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning

Background

Experience of new coronaviruses (SARS-CoV and MERS-CoV) has been used to inform this guidance. The risk of infection depends on many factors, including:

- the type of surfaces contaminated
- the amount of virus shed from the individual
- the time the individual spent in the setting
- the time since the individual was last in the setting

The infection risk from coronavirus (COVID-19) following contamination of the environment decreases over time. It is not yet clear at what point there is no risk. However, studies of other viruses in the same family suggest that, in most circumstances, the risk is likely to be reduced significantly after 72 hours.

Principles of cleaning after the case has left the setting or area

Personal protective equipment (PPE)

The minimum PPE to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.

If a risk assessment of the setting indicates that a higher level of virus may be present (for example, where unwell individuals have slept such as a hotel room or boarding school dormitory) or there is visible contamination with body fluids, then the need for additional PPE to protect the cleaner's eyes, mouth and nose might be necessary. The local Public Health England (PHE) Health Protection Team (HPT) can advise on this.

Non-healthcare workers should be trained in the correct use of a surgical mask, to protect them against other people's potentially infectious respiratory droplets when within 2 metres, and the mask use and supply of masks would need to be equivalent to that in healthcare environments.

Our code SFM50 3ply Surgical Face Mask comply with EN 149:2001+A1:2009

Cleaning and disinfection

Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.

All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:

- objects which are visibly contaminated with body fluids
- all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells

Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:

- use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine
- or
- a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants
- or
- if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses

Avoid creating splashes and spray when cleaning.

Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.

When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.

Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.

Laundry

Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items.

Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.

Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

Waste

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

1. Should be put in a plastic rubbish bag and tied when full.
2. The plastic bag should then be placed in a second bin bag and tied.
3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known.

Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.

- if the individual tests negative, this can be put in with the normal waste
- if the individual tests positive, then store it for at least 72 hours and put in with the normal waste

If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.

ADDITIONAL LITERATURE

Information Provided by Paul Openibo -v- Managers and Supervisors

Employee wellbeing is CRUCIAL

Wellbeing and mental health

Employees will need to feel comfortable that their daily commute can be completed safely and will not place them and their loved ones at increased risk of exposure to the virus. Employee wellbeing and mental health is paramount and a precondition for ensuring a happy and productive workplace in current circumstances.

Commuting and public transport

Travel via public transport systems will rely upon regulatory and public health advice. Reduced peak time capacity will extend office working hours.

Vertical circulation

Strategies around the use of lifts are fundamental and must take into consideration the management of high-touch areas, increased cleaning, social distancing and management to achieve optimum capacity.

A safe working environment

Regular deep-cleaning of the work premises has become a fundamental health and safety consideration for businesses and is one of the more visible ways in which a company can demonstrate their commitment to providing staff with a safe working environment.

Amenities

Surrounding amenities and building facilities which may have been important in the selection of office premises, may now be closed or in limited operation. Consideration may need to be given to the provision of some amenities such as pre-packaged food and drink, to avoid increased risks from employees exiting and re-entering the building numerous times.

Communication is key

Constant communication and updates to the workforce will be key throughout. These will need to be across the business but more specifically on a country-by-country basis. With 'stay at home' guidelines remaining in place for those deemed at higher risk, it will be important that the whole workforce remains connected to their teams and that opportunities for remote staff to work together on team based or collaborative work projects are created and managed.

Employee

Roadmap the risk

We have Identified the areas within your buildings workplace that have high, medium, and low levels of shared use. Areas such as lifts and WC's are high use and touched by many through the day. Cleaning and hygiene protocols will follow the hierarchy of risk.

HIGH

lifts / lobbies / WC's / showers / stair cases / tea points / copy points

MEDIUM

meeting rooms / quiet rooms collaboration furniture / coat stores / lockers

LOW

desks / store rooms / IT / data rooms

WELL - POLICY

Whether stakeholder staff returning to their office or you staff returning to work all will be anxious and require reassurance that their workspace has not only been physically adapted and measures implemented for social distancing but also that new policies and procedures have been put in place to safeguard their health and wellbeing.

These company led measures are necessary to achieve space that and into which staff are confident to return fall into three main categories:

1. Distancing
2. Cleaning
3. hygiene.

Distancing

Distancing is arguably the most effective measure to prevent the spread of Covid-19, hence the lockdowns. The single aim of all the distancing measures is to maintain a minimum 2m gap between everyone in the office or workplace.

Maintaining distance is not a natural instinct so plenty of signage and polite marshalling reminders by front line staff (THIS MEANS YOU) is critical to success.

It is all movement into, around and out of the office which creates continual distancing challenges. We recommend to SKDE the need for well signed and marshalled policies relating to the use of lifts, stairs, toilets, showers, breakout areas, kitchen, tea/coffee points, printers, photocopiers, post rooms, reception areas, car and bike parks need to be considered and implemented.

These include restrictions on numbers using facilities and one-way systems to reduce passing levels.



Cleaning

Distancing alone isn't enough as everything we touch potentially leaves Covid-19 microbes. Cleaning in a way which is anti-microbially effective against Covid-19 is also critical to maintaining social distancing

Our cleaning regime ensure that every surface touched without the protection of sanitised PPE is cleaned prior to it being touched again. This might be a sterilizing wipe done by the staff member or dedicated cleaning staff continually cleaning specific areas (say meeting suites).

Desks (including IT equipment, phones and chairs) need to be cleaned prior to another staff member using them. This can be daily if restrictions on 'desk hopping' during a day are applied.

By rigorously implementing the one non-PPE touch approach to cleaning, the use of regular deep cleaning and microbial barriers provided by fogging systems add a reinforcing level of confidence in the building. As a cleaning provider we follow the Government cleaning and disinfection guidance relevant to the control of Covid-19

Hygiene

With distancing and cleaning measures aimed at removing the transference of Covid-19 microbes, the final category of measures relates to the hygiene of individuals. PPE in its many forms aims to create a microbial barrier.

It is essential as managers and supervisors that your staff view PPE such as masks and gloves as a two-way shield which helps capture the Covid-19 microbes of unwitting carriers and protects the susceptible from the same.

To achieve Office this, staff will need to be issued with appropriate PPE either prior to leaving home or upon entry to the office / building workplace. This combined with well signed and marshalled protocols for the minimum required standards in wearing of the PPE will reinforce the distancing and cleaning measures in protecting the wellbeing of staff.

Other hygiene measures such as sanitising stations, catch it, bin it, kill it notices combined with tissues and waste bin protocols, temperature checks and clear desks policies help reinforce the protection.

Building common areas: Receptions, showers, bike racks, lifts, staircases and WC's if not demised

As you are aware we reduced the staffing levels during lockdown of the buildings, with the imminent lockdown lifting measures we assume at this stage we will need to enhance our cleaning regimes, particularly in communal areas with a focus on high-touch point and high traffic areas with approved Covid-19 cleaning products.

As a company we have been working on a system of measures ensuring we are READY

A site-specific document will be available in due course, until then and whilst in the current state of lockdown we would like your teams to continue with the agreed cleaning regime

- Disinfectant and Sanitisation, applicable in areas that continued to have levels of traffic during the lockdown and reoccupation period. Advanced cleaning/disinfection will continue to be undertaken in common areas and workspace pre occupation.
- Going forward amenity spaces, reception, storage and car park areas will be impacted and may be reduced to meet social distancing measures. Cycle facilities may need to be increased due to people avoiding using public transport.

Recommendations to SKDE

- We recommend SKDE utilisation where appropriate of the public address system to relay the messaging on social distancing and promote regular hand washing and use of sanitizer on entry and exit.
- Increase the staffing levels to the contract levels prior to lockdown
- Increased waste collections frequencies prior to the point of reoccupation
- Increased Installation of hand sanitizer at doorways, entry/exit points, stairs and common areas.
- Alternative procedures for deliveries and access of vendors may be in place.
- Enhance visual barriers / signage installed within all common areas.
- Ensuring extra additional levels of cleaning consumables and resources are in place and aligned with forecasted reoccupation.

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