RISK ASSESSMENT	GE/214-1	GERALDEVE
Coronavirus workplace health safety and welfare		

RA completed by	D McVerry	Signature		Date	June 2020
RA reviewed by	I Robertson	Signature		Date	June 2020
Tasks covered:	Workplace arrangements to reduce the risks to those on site being exposed to coronavirus. This document follows current government guidance: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres				

L: Likelihood								
5	5	10	15	20	25	**High risk: 15-25**	High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced.
4	4	8	12	16	20		
3	3	6	9	12	15	**Medium risk: 8-12**	Medium risks should only be tolerated for the short term and only whilst further control measures to mitigate the risks are being planned and introduced.
2	2	4	6	8	10		
1	1	2	3	4	5	**Low risk: 1-6**	Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.
	1	2	3	4	5		
	S: Severity					**DR:** Degree of risk	**RR:** Residual risk

Guidance	
	1. Identify the people at risk and the significant hazards. 2. Calculate an initial DR for the activity. 3. Identify risk control measures that reduce the risks to an acceptable level. 4. Calculate a revised RR – assuming the control measures are followed. (Consider changing both the likelihood (L) and the severity (S) ratings.)

PPE Assessment	**Note.** In many instances, you will be able to reduce risks further by asking employees/others to wear/use PPE. Identify which items are required for the task here:							
Type of PPE:								
	Head	Foot	Eye	Hand	Hearing	Hi-visibility	RPE	Fall arrest
	Standard rules	**Standard rules**	**Standard rules**	**Standard rules x**	**Standard rules**	**Standard rules**	**Standard rules x**	**Standard rules**
Additional requirements:	There is no requirement for the precautionary use of extra PPE to protect against coronavirus outside clinical settings or when responding to a suspected or confirmed case of covid-19							

Note. PPE must only be considered when other control measures, such as guarding, local exhaust extraction, preventing noise at source, eliminating the need to work at height etc. are not possible. PPE should always be considered as a last resort option. PPE should only be worn when there is reasonable justification for doing so.

Risk Assessment									
Activity	**People at risk**	**Significant hazards**	**Initial**			**Risk control measures**	**Residual**		
			L	**S**	**D R**		**L**	**S**	**RR**
Exposure to the Covid-19 virus during working visiting the company	Employees, contractors and associated parties	Serious ill health conditions and risks	**3**	**5**	**15**	To protect others, employees, contractors and associated parties must stay at home if they, or someone they live with, has symptoms of coronavirus (Covid-19). Guidelines for self- isolation as follows: An individual with symptoms of coronavirus (new cough and/or high temperature also loss of taste or smell), must self-isolate for 7 days. If they live with someone who has symptoms, self-isolate for 14 days from the day the first person started having symptoms.	**1**	**5**	**5**
						If you get symptoms whilst self-isolating – self isolate for 7 days from when symptoms started even if it means you are self- isolating for longer than 14 days. If you do not get symptoms whilst self-isolating – you can stop self- isolating after 14 days. **(https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)** Anyone who has received notification advising them to shield as they are deemed 'extremely vulnerable' due to particular health conditions. Someone deemed 'vulnerable' - in summary those over 70 or have underlying health conditions or who are pregnant. **(https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people)** People who have been identified under 'Track and Trace' to self-isolate due to their association to someone diagnosed with Covid-19 within the last 28 days. People are actively encouraged to discuss any health, safety or welfare arrangements with their line manager, or HR, at the first opportunity.			

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			L	S	D R		L	S	RR
Working in company premises during the Covid-19 pandemic.	Employees, contractors and associated parties	Serious ill-health conditions and risks	3	5	15	Business continuity teams, chaired by the Managing Partner, meet regularly to review risks to the business and discuss the implementaton of appropriate guidelines. Reviews will include, if any, GE HS documentation that requires upating in line with the evolving situation and associated guidelines. Members of the BC team are in regular contact/update with advisory bodies, to provide factual and comprehensive guidelines and localised arrangements to the business and associated parties. Factual advice and guidance to the business will be circulated frequently as it is important to remain open and transparent at all times. Senior management, and HR, appreciate there is a likelihood that employees will encounter dilemmas between personal, professional and work obligations and advocate an open door policy to any employee who wishes to discuss issues and concerns as the health, safety and welfare of employees remains a priority.	1	5	5
Working on company premises/ working at home	Employees/ contractors	Serious ill-health conditions and risks	3	4	12	If employees can complete some or all of their duties from home, they will continue to do so - until government guidelines outline otherwise. Monitoring the wellbeing of employees working from home remains a priority and the Firm actively encourages teams to stay connected through remote access, team talks, virtual coffee mornings, Skype, clear review check in sessions, Office Teams and conference calls. The Hub provides a collective weekly summary of business-related news, events, initiatives and up to date health, safety and welfare arrangements in line with government guidelines and best practice. Line Managers will work with HR to maintain clear lines of communication with employees working from home. and their arrangements. including their welfare, mental and physical health and personal security. Provisions in place to ensure that employees working from home have the right tools, including remote access to work systems, and know who to contact to raise and issue or concern. Employees and contractors whose roles cannot be performed remotely due to the nature of work, and whose roles are critical for business and operational continuity reasons, or who are unable to work remotely due to home circumstances or the unavailability of safe enabling equipment will be permitted to work on company premises subject to the following control measures: • Authorisation from senior management, and HR, with clearly defined arrangements in place for safely travelling to and working on company premises and acknowledgment of site-specific inductions and safety plans. • Planning safely for the number of people needed on site to operate safely and effectively whilst adhering to social distancing measures.	1	5	5

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			L	S	D R		L	S	RR
						• Implementation of reasonable measures to minimise the risk of transmission including enhanced cleaning, social distancing practices, and arrangements to manage the transmission risk when 2m distancing cannot be achieved, hygiene protocols, assigned/configured workstation that comply with 2m social distancing and suitable signage and visual cues. • Staggering shift times to prevent people arriving on site at one time. • Enhanced cleaning of workstations and waste removal. • Minimise the storage and handling of paper documents by adhering to the principles of the clean desk policy. • Updated guidance notes, policies and procedures taking into account government guidelines, industry standards and best practice. • Taking into consideration the needs of disabled and vulnerable people, and where people are unable to work from home, a separate assessment will be completed to ensure that a safe working environment can be provided.			
Working on company premises/ working at home	Employees/ Clients	Reputational risk of putting people in high risk situation	**3**	**5**	**15**	Follow governmental guidance, as well as H&S legislation. Regular communication with employees and clients to update them of our actions and steps being taken to reassure that we are focusing on the health and safety of our employees, clients and our communities.	**1**	**5**	**5**
Home Working	Employees	Serious ill-health conditions/muscu lar skeletal disorders/ mental health issues and security.	**2**	**5**	**10**	Employees must identify a suitable location to work in their home. It should provide enough separation from likely disruptions and space to allow them to work in a safe manner. Employees should ensure that they check associated household insurance policies and liaise with providers to check homeworking status and follow all safety guidelines provided by the Firm and their associated insurance provider. Appropriate equipment and access to systems etc. to be provided and maintained to ensure employees can complete their duties at home. Workstations and work routines should be set up and maintained in accordance with current HSE guidance and best practice. Employees to complete WorkRite assessments highlighting issues and concerns which will be actioned accordingly. Home working welfare videos and guidance circulated via The Hub and uploaded to the intranet.	**1**	**5**	**5**

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			L	S	D R		L	S	RR
						Employees who are experiencing any issues or concerns as a consequence of working from home, and their set up, are encouraged to also report to their line manager, HR or contact **agileworking@geraldeve.com** – Ergonomic and welfare concerns will escalated accordingly If the work at home duties are not restricted to using display screen equipment, a safe system of work is to be developed in discussion with the line manager and HR and agreed by the employee. If hazardous substances are to be used, how they are to be used and stored is to be defined in a safe system of work (SSOW).			
Visitors and contractors working or visiting the company premises	Employees, contractors and associated parties	Serious ill-health conditions and risk of transmission	**2**	**5**	**10**	Visitors, including contractors, are to be kept to minimum on the premises, by appointment only with restricted access whilst on the premises. Meetings etc must completed by phone, or video conferencing (Skype) etc. Reception set up to enable social distancing for receptionists, employees, visitors and contractors. Floor markings set out 2m social distancing from reception desk. Signage providing clear instructions of one-way routes, rules of social distancing and etiquette. Installation of screen to further minimise risk of exposure. Reconfiguration of reception waiting furniture in accordance with social distancing. Removal of magazines and other literature. Signing in book and shared passes to be removed. Visitors to wear single use stickers and remain with their host. All visitors and contractors to adhere to site specific safety arrangements, 2m social distancing and adhere to respiratory, and hand hygiene protocol, at all times. Contractors to provide copies of their own risk assessment and policies for minimising risk of transmission. Plan of work provided outlining how social distancing will be maintained and consideration given to scheduling of works taking into account peak/reduced occupancy levels. SSOW must be specific to the tasks/locations etc. of the works being completed. They must identify site-specific risks and appropriate control measures. No works to be authorised, or subsequently completed, without formal documented and agreed SSOW in place.	**1**	**5**	**5**

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			L	S	D R		L	S	RR
Preventing infection spreading/ social distancing during working or visiting the company	Employees, contractors and associated parties	Serious ill-health conditions and risk of transmission	**3**	**5**	**15**	Numbers of employees working in offices limited with start and finish times staggered to achieve social distancing. Occupants enter/exit buildings using access routes available to accommodate social distancing as outlined in site specific induction packs. Walkways and aisles have one-way system and visual cues in place, where possible, to maintain social distancing. Workstation configurations introduced to maintain social distancing as per government guidelines. Restriction on sharing workstations. Visual cues and site-specific arrangements for tea points, toilets, showers and changing room facilities. Screens and barriers introduced in areas where social distancing may be compromised at times. Where 2m is not practical manage transmission risk via fixed teams/partnering and/or limit the activity timescale. Employees to work back-to-back or side-to-side rather than face-to-face whenever possible. In addition to adhering to 2m social distancing all people to be regularly reminded to consider the route and risk of transmission and: • Stay at home if they, or someone they live with, has symptoms of Covid-19. • Follow the Firms guidelines on reporting Covid-19 symptoms whilst on the premises – urgently liaise with line manager and HR and follow procedures provided following an assessment of the risks. • Raise concerns at **workplace@geraldeve.com** or speak to HR or Facilities in confidence if a colleague is not adhering to site safety arrangements and hygiene protocol. • Contact **fhelpdesk@geraldeve.com** for onsite provisions or to make them aware of a hygiene or safety query/concern. • Cover mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing. • Dispose of any tissues in appropriate waste receptacles as quickly as possible. **Catch it - Bin it- Kill it.** • Do not touch face or eyes if hands are not clean. • Adhere to signage displayed across the workplace, including toilets and changing facilities, to remind all of social distancing respiratory and hand hygiene protocol. • Number of people allowed to use lifts to be identified via signage on floor and as per site induction packs. Numbers allow social distancing rules to be maintained. Staff to look away from each other.	**1**	**5**	**5**

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			L	S	D R		L	S	RR
Cleaning and housekeeping of company premises	Employees, contractors and associated parties	Serious ill-health conditions and risk of transmission	4	5	20	Enhanced cleaning procedures implemented across sites, particularly in relation to areas cleaned and frequency including: • hard surfaces including worktops, tables and window ledges • toilets - flush and seats • door handles and push plates • lift buttons • taps and washing facilities • hand rails on staircases and corridors • food preparation and eating surfaces • telephony equipment • keyboards, photocopiers and other office equipment Signage – guidance on handwashing hygiene for all and for 20 seconds and the provision of hand dyring facilities - albeit paper towels or dryers. Provision of hand sanitiser around the workplace as back up for soap and water with guidelines. Cleaning schedules reviewed and amended to reflect enhance cleanining provision and control methods employed to minimise exposure to infection including social distancing and PPE. Enhanced waste management with increasd rubbish collections and disposal. Gloves to be worn whilst emptying bins and replacing liners coupled with appropraite hand hygiene. Placement of PPE disposal bin at each entrance. In the event of possible contamination, i.e. a person attending site who has a confirmed case, areas that may be contaminated to be deep cleaned/decontaminated.	1	5	5
Using company Toilet, shower and changing facilities	Employees, contractors and associated parties	Serious ill-health conditions and risk of transmission	3	5	15	Rearrangement of toilets, changing rooms and showers to enable social distancing using clear visual cues including floor markings and signage. Provision of cleaning materials per shower/changing facility for cleaning by users before and after use - in addition to periodical cleans by cleaning personnel. Extending use of facilities across building at Welbeck to compensate for social distancing restrictions in each toilet and shower facility. Security passes to be modified accordingly. Use of visual hook system in place outside GE managed toilets, shower and changing facilities to show if a room has reached the limit of authorised numbers and social distancing markers outside if employees are required to queue.	1	5	5

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						Updated and circulated guidelines for showers, lockers and changing facilities to ensure they are kept clean and clear of personal items. Employees must wash/sanitise their hands before and after using the facilities, as per government guidelines. Covid-19 awareness signage visibly displayed on back of all toilet doors including the requirement to close toilet seat lids when flushing to reduce the risk of transmission. Enhanced cleaning and waste disposal regime in terms of areas cleaned, bins emptied and frequency.			
Travel to the workplace	Employees, contractors and associated parties	Serious ill-health conditions and risk of transmission	**3**	**5**	**15**	All must follow guidelines on travel during coronavirus and continue to avoid public transport, where possible, and consider cycling, walking or driving. For those who must use public transport guidance includes recommendations to (i) keep two metres apart from others, (ii) wear a face covering, (iii) use contactless payments, and (iv) wash and sanitise hands as soon as possible before and after travel. **https://www.gov.uk/government/news/new-guidance-published-to-ensure-transport-network-is-safe-for-those-who-need-to-use-it** **https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers** Vehicles should not be shared if possible. If it is not possible to maintain a 2m distance, consideration should be given to additional safety measures including physical screening, open windows for ventilation, fixed pairing, face coverings and enhanced cleaning. Employees using cars must ensure that the MOT is in date, car has been serviced and deemed safe to drive, and the user has appropriate business insurance and are registered with Licence Bureau. Please contact **fhelpdesk@geraldeve.com** for further details. Drivers in London to pay congestion charge and aware of revised hours of operation. All must adhere to social distancing in line with government guidelines when walking as part of their journey where practical and avoid large congregations of people. Users of Welbeck's cycling facilities must adhere to associated guidelines and ensure that they have appropriate cycle insurance in place and the bike is fitted with a cycle lock that conforms to industry standard including the 'sold secure' rating or similar.	**1**	**5**	**5**

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			L	S	D R		L	S	RR
Use of welfare facilities	Employees, contractors and associated parties	Serious ill-health conditions and risk of transmission	4	5	20	Enhanced cleaning and waste disposal in all tea points and welfare facilities. All people to wash their hands with soap and water as they enter/leave an area. Revised arrangements for monitoring of tea points at Welbeck Street with enhanced cleaning arrangements as per site specific induction pack. Users to wipe down hard and contact surfaces after use including worktops and kitchen equipment. Welfare breaks taken outside if sufficient space and appropriate. Welfare/break out facilities are to be setup, where practical, so that the 2m social distancing rule can be maintained. This may include removing chairs and staggering break times etc. Screens used when potential for social distance is compromised. Implementation of one-way system if practical with signage and visual cues for route, social distancing and specific control measures. Maximum number of people allowed in the facility to be displayed prominently and marked out accordingly. Restriction on the use of crockery with the initial provision of recyclable disposable items, where practical and in accordance with waste streams. Personal mugs and cutlery permitted if cleaned and stored appropriately by the individual. Crockery should not be shared, and users should prepare their own drinks on site. Employees to bring own food and drinks where possible. Food provided by the Firm's catering contractor at Welbeck Street will be packaged with clear guidance as to preparation arrangements. Stringent arrangements for the storing and disposal of food in tea points and kitchens. Breaks staggered where practical to minimise numbers to achieve social distancing Allocation of specific isolation room/area per office for people on the premises experiencing covid-19 related symptoms coupled with site specific procedures for symptomatic employees.	1	5	5
Attending Training and meetings	Employees, contractors and others	Serious ill-health conditions	3	5	15	All employees must complete an induction of the new guidelines and arrangements for returning to the workplace which includes control measures implemented. Documentation must be acknowledged and returned to line managers/HR to confirm they have read and understood the arrangements. Covid-19 awareness training undertaken where required – national offices. Face to face training to be avoided where practicable.	1	5	5

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			L	S	D R		L	S	RR
						Meetings completed, where possible, by video conferencing. External meeting requests are subject to an assessment of risks and advanced discussion of arrangements. Amendment to Condeco set up and clear down times to account for enhanced cleaning arrangements after each meeting. Users liaise with **fhelpdesk@geraldeve.com** for enquiries. Modifications to meeting room guidelines outlining new arrangements regarding bookings, enhanced cleaning, social distancing and etiquette. Internal meetings kept short as possible and no paperwork, stationery, equipment or materials to be shared before, during or after the meeting.			
Using areas that have Inbound and outbound goods including post and deliveries	Employees, contractors and associated parties	Serious ill-health conditions and risk of transmission	**2**	**5**	**10**	Delivery and collection points to be clearly identified with signage. Employees managing the process must direct delivery drivers/couriers to these points. Wherever possible, electronic devices to be used to confirm delivery/collection. Sharing of paperwork to be avoided wherever it is practicable to do so. Delivery drivers/couriers to be encouraged to stay in their vehicles and drop off where practicable. Maintaining 2m social distancing where possible. Delivery drivers/couriers to be allowed to use welfare facilities. No personal post delivered to offices. Non-perishable deliveries including post should be moved to a designated place for quarantine, and if practical, left for 72 hours before processing whereby external packaging should be removed and disposed appropriately and handlers wash their hands immediately. Time sensitive post including legal documents, notices, contracts, cheques and couriered packages should be processed using the appropriate control measures with the provision of PPE. Handlers should dispose of external packaging immediately using the appropriate waste streams and wash hands immediately. All post to be scanned to nominated individuals and processed accordingly. Hard copies of post will be sent to employees upon request only. Access to post room facilities strictly restricted in line with social distancing. All requests for items from the post room must be emailed to **fhelpdesk@geraldeve.com** and delivered accordingly following hygiene protocol at all times.	**1**	**5**	**5**

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			L	S	D R		L	S	RR
Use of areas with Security	Employees, contractors and associated parties	Safety and welfare	2	5	10	All should adhere to security protocol when undertaking their roles at all time and follow Firm guidelines regarding safety and security. Guidance material including policies and procedures for lone working, surveying safely, inspections and site visits can be located on the intranet under the risk management and health and safety pages. The Firm supports a worker's decision made in good faith to withdraw from premises, or a task, if there is anything that the worker feels compromises their personal safety. Workers should address their concerns immediately with their respective line manager or HR.	1	5	5
Activities that following prescribed safe systems of work	Employees, contractors and associated parties	Accident or injury caused by working in an unsafe manner	3	5	15	Under no circumstances are employees or contractors to be asked to complete tasks that they're not deemed competent or authorised to perform. There are to be no exceptions to this rule. Prescribed safe systems of work must always be followed. If necessary, the safe system of work must be formally amended before adopting new work practices. New safe systems must not increase risks to those completing the job, or anyone else who may be affected. There may be times due to staff absences, when direct supervision levels may be less than normal. During these times, employees are expected to maintain normal working practices. Anyone failing to do so to be subject to the Firm's disciplinary procedures. If a pre-start check identifies any safety-critical faults, or a fault is identified during use, normal rules apply. The equipment must be taken out of use and corrective action taken. It must not be used if it is deemed to be unsafe.	1	5	5
Use of Emergency and First Aid Provisions	Employees, contractors and associated parties	Accident, injury of fatality	3	5	15	Provision and circulation of updated procedures that take into account minimising the risk of transmission and the provision of revised training and awareness sessions/courses. Fire Safety - Revision of fire procedures to factor that during an unplanned evacuation it is recommended that occupiers disperse a safe distance away from the building but remain in the vicinity to hear when it is safe to return to the office. Fire Marshals will be required to attend muster points to confirm their floors are clear and will be updated as to when it is safe to return to the workplace. First Aid - HSE has stated that those who are unable to complete requalification training due to the Coronavirus outbreak may extend the recertification date by up to three months. This applies to certificates expiring on or after 16th March 2020. The statement can be found in full on the St John Ambulance site: **https://www.sja.org.uk/course-information/covid-19/**	1	5	5

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			L	S	D R		L	S	RR
						If someone at the firm has a confirmed diagnosis of Covid 19 then HR/Facilities will review guidance (see below link) to ascertain if incident is reportable as per RIDDOR **https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm** Personal Emergency Evacuation Plans – Must be in place for employees who require additional assistance to enable them to exit a building in the event of an emergency. Consideration must be given as to how this is facilitated in line of social distancing on premises. Provision of emergency procedures, and associated PPE, for confined spaces where there is a necessity, due to an emergency, to exceed the personnel/2m social distancing limit.			
Air quality in office environment and building services	Employees, contractors and associated parties	Welfare	**2**	**5**	**10**	In line with recommendations from REHVA (Federation of European Heating, Ventilation and Air Conditioning Associations) & CIBSE (Chartered Institution of Building Services) continue with current maintenance regimes to SFG20 specification for main air handling unit (AHU) plant. Pull forward any servicing and filter changes of the main AHU and include cleaning and disinfection of the internal parts, such as coils and chambers. Increasing extraction and reduce supply air to create a negative pressure in the property for several intervals during the day to ensure fresh air quality. *Negative pressure within the building means extracting more air from the building than putting into the building, which will allow for more changes to take place throughout the day providing better air quality on the floors.* Run toilet extract systems 24/7 at increased extract and reduced supply to maintain negative pressure. Extending mechanical ventilation run times within the building. Full pasteurisation of the hot water services within the building.	**1**	**5**	**5**