

The Skills Network	<u>Risk Assessment and Safe System of Work</u> DETAILS - Office and Reception meeting rooms and associated facilities COVID-19 return to work assessment. PRINCIPAL CONTRACTOR - Skills Network DATE FORMULATED - 20 th May 2020 Review Date; August 2020
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Task Details	Assess facilities for a return to office duties and activities. Work Locations Covered by RAMS - Abbey Court, 6-16 Benedict Drive, Selby, YO8 8RY Supervisor - N/A	Produced by	Kath Lockwood
Site Address			

Areas / Activities Covered by this Risk Assessments

. Office area, meeting rooms and other facilities

- Scope of work**
- Identify vulnerable and high risk individuals.
 - Entering and exiting work.
 - Movement internally.
 - Work stations.
 - Meetings.
 - Common areas.
 - Accidents, Security and other incidents.
 - Visitors and Contractors
 - Cleaning
 - Handling materials goods and other common items
 - PPE and face coverings
 - Return to work
 - Inbound/Outbound goods

Introduction

This risk assessment and method statement document has been prepared by Kath Lockwood MNA Group Limited as Safety Representative and is intended as instructions for safely undertaking specific, identified work. The Safety Director must ensure that all personnel involved in the work activity are briefed on this document, drawing particular attention to the safety precautions to be upheld throughout the work. All involved personnel must understand the document and they will uphold all safety precautions throughout the work.

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Comments

This document must be immediately reviewed if working practices or circumstances change.

All work will be undertaken by qualified and competent persons with experience of the type of work described above, and in all cases in full accordance with Safety Procedures specified in the company’s Health and Safety Policy.

Approved by (Print): Claire Conlaund

(Sign): *Claire Conlaund*

Position: Managing Director

Date 22.05.2020

SECTION ONE Risk Assessment











Hazards identified											
1	Access/egress	x	7	Live services		13	Manual handling		19	Transportation	
2	Confined spaces		8	Overhead services		14	Hand Tools		20	Lone Working	
3	Contamination	x	9	Underground services		15	Power Tools		21	High risk/ other groups	x
4	Demolition/ dismantling		10	Excavation		16	Fire	x	22		
5	Disease	x	11	Lifting operations		17	Hot Works		23		
6	Hazardous materials / substances		12	Plant Specific	x	18	Interface with public/visitors traffic	x	24		
PPE											
Protection required (Include standard)											

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PPE/RPE requirements Specification (Type)	 Hand	 Hearing	 Eye	 Respiratory	 Face Shield/Covering	 Fall	 Body	 Foot	 Hi-Viz	 Head
General works	Available				Will not be issued by the company					

Risk factor key			
Likelihood (L)		Severity (S)	Risk Score (RS)
5 = Certain 4 = Likely 3 = Probable 2 = Occasional 1 = Remote	X	5 = Catastrophic 4 = Critical 3 = Serious 2 = Marginal 1 = Negligible	= 10+ = High Risk 5 - 9 = Medium Risk 1 - 4 = Low Risk

Persons Affected Key	
Person	Code
Employee	E
Other Workers	O
Members of the Public	P
Visitors	V
Young Persons	Y
New/expectant mothers	M

Hazard, who might be harmed and how may they be harmed	Risk Factor			Control Measures	Residual Risk			Measures to be Implemented By												
	L	S	RS		L	S	RS													
1 Access/ egress <table border="1" style="display: inline-table; margin-left: 20px;"> <tr> <td>E</td> <td>O</td> <td>P</td> <td>V</td> <td>Y</td> <td>M</td> </tr> <tr> <td>✓</td> <td>✓</td> <td></td> <td>✓</td> <td></td> <td></td> </tr> </table>	E	O	P	V	Y	M	✓	✓		✓			3	4	12	All staff travel independently of each other. Start and finish times to be staggered so no bottleneaking around clocking on/off locations. 2 meter distancing rules to apply to all areas.	1	4	4	Site Manager
E	O	P	V	Y	M															
✓	✓		✓																	

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Hazard, who might be harmed and how may they be harmed	Risk Factor			Control Measures	Residual Risk			Measures to be Implemented By												
	L	S	RS		L	S	RS													
Potential for serious injury to staff or third party accessing and leaving the site.				Sanitiser available at point of building access. Employees not permitted to move between units or floors other than for entering and leaving building. Floor markers to set out appropriate social distance. Guidance posters and social distancing stickers in every business to help ensure understanding. Staff will be instructed on these changes prior to returning to the office and this will form part of the induction.																
Contamination <table border="1" style="margin: 5px auto; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px;">E</td> <td style="width: 20px;">O</td> <td style="width: 20px;">P</td> <td style="width: 20px;">V</td> <td style="width: 20px;">Y</td> <td style="width: 20px;">M</td> </tr> <tr> <td style="color: red;">✓</td> <td style="color: red;">✓</td> <td></td> <td style="color: red;">✓</td> <td></td> <td></td> </tr> </table> Potential to catch disease from other persons or contaminated surfaces	E	O	P	V	Y	M	✓	✓		✓			3	4	12	Sanitiser available at point of building access and in each office space. Wipes and sanitizer available for workstations and common areas. Staff instructed to clean computer equipment at the start and end of each shift Teams to be fixed, individual will not work across teams or buildings. Personnel to use own cutlery and drinking vessels and be responsible for cleaning of kitchen after each use. for the cleaning of any items used. Clear desk policy in force so that workstation can be disinfected at the end of each shift. Procedures in place for the distribution office supplies and post across the building. Printers to be used by designated individuals. Door handles to be wiped after each use. Cleaning station set up in each office space.	1	3	3	Site Manager
E	O	P	V	Y	M															
✓	✓		✓																	

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		L	S	RS		L	S	RS													
					Posters in each office area/kitchen and WC to remind staff about hygiene protocols Paper towels provided in WC and kitchen																
5	<p>Disease</p> <table border="1"> <tr> <td>E</td> <td>O</td> <td>P</td> <td>V</td> <td>Y</td> <td>M</td> </tr> <tr> <td>✓</td> <td>✓</td> <td></td> <td>✓</td> <td></td> <td></td> </tr> </table> <p>Potential to catch disease from other persons or contaminated surfaces</p>	E	O	P	V	Y	M	✓	✓		✓			4	5	20	<p>All staff who are 'shielding' will continue to work at home or will remain on sick if they are unable to work from home.</p> <p>Individuals who are considered vulnerable be encouraged to work from home. If this is not possible these employees will be isolated away from other in the office.</p> <p>Health screening to be undertaken on first day of return to work.</p> <p>Anyone showing any symptoms of the virus is to remain at home for the designated time period.</p> <p>Anyone in the household of an employee showing symptoms will enforce quarantine on the employed individual for the designated time period.</p> <p>Anyone suspected of having come into contact with anyone with symptoms of the virus will stay at home for the designated time period. All of the above must not come into the office and make contact by telephone to their manager/HR department and inform them.</p>	1	5	5	Site Manager
E	O	P	V	Y	M																
✓	✓		✓																		
12	<p>Plant Specific</p> <table border="1"> <tr> <td>E</td> <td>O</td> <td>P</td> <td>V</td> <td>Y</td> <td>M</td> </tr> <tr> <td>✓</td> <td>✓</td> <td></td> <td>✓</td> <td></td> <td></td> </tr> </table>	E	O	P	V	Y	M	✓	✓		✓			4	5	20	Where able maintain a one way flow through the main building. If this is unavoidable please wait until corridors are clear before using.	1	5	5	
E	O	P	V	Y	M																
✓	✓		✓																		

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		L	S	RS		L	S	RS													
	Workstations, use of common areas (Meeting rooms, canteen and welfare facilities) and common equipment (photo copiers, phones, door handles light switches, window latches etc.)				Floor markers to set out appropriate social distance and to be used as a guide for employees to move around their workspace. Staff will be given a preassigned desk space before returning to work which will be separated by 2 meters from any other user. The use of Meeting rooms is only for additional office space. Meetings to continue by electronic means. Use of shared equipment (i.e. photocopiers etc.) will be carried out by designated individuals. Sanitize touch screens or wear disposable gloves before and after use. Office staff encouraged to eat at their workstations. Access will not be permitted to external contractors or visitors unless deemed business essential. Business travel limited to absolutely necessary pools car not in use.				Site Manager All Staff												
16	<p>Fire /Accident</p> <table border="1" style="margin-left: auto; margin-right: auto; text-align: center;"> <tr> <td>E</td> <td>O</td> <td>P</td> <td>V</td> <td>Y</td> <td>M</td> </tr> <tr> <td>✓</td> <td>✓</td> <td>✓</td> <td>✓</td> <td></td> <td></td> </tr> </table> <p>Potential for injury to personnel from fire starting within the workplace.</p>	E	O	P	V	Y	M	✓	✓	✓	✓			3	4	12	All staff are familiar with current fire evacuation procedures. In the event of the fire alarm sounding all staff, are to leave the building using the designated displayed fire evacuation routes, while maintaining a 2-meter social distance from other persons and meet at the designated muster point. Staff are to remain at muster point and where possible maintain social distancing until further advised.	1	4	4	All
E	O	P	V	Y	M																
✓	✓	✓	✓																		

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					Fire extinguishers are situated next to entrance and exits and should only be used to tackle small fires by competent personnel. First Aid procedures to remain the same as previously. In the event of accident to an employee, first aiders instructed to carry out first aid duties in line with their training.																
18	<p>Interface with Public / Visitors</p> <table border="1" style="margin-left: 20px;"> <tr> <td>E</td><td>O</td><td>P</td><td>V</td><td>Y</td><td>M</td> </tr> <tr> <td>✓</td><td>✓</td><td>✓</td><td>✓</td><td></td><td></td> </tr> </table> <p>Delivery persons and visitors pose a separate risk to staff.</p>	E	O	P	V	Y	M	✓	✓	✓	✓			4	5	20	<p>No visitors or contractor to enter site in the initial phase Staff are encouraged to hold remote meetings wherever possible. Delivery persons should not pass parcels etc. directly to staff members but place items in the designated reception vestibule for both collection and delivery. Personal delivery of parcels to employees will not be permitted. Business essential contractors to be inducted before coming onto site by electronic means, photographic evidence will be required to be shown at a distance rather than signing in or out of the building.</p>	1	3	3	All
E	O	P	V	Y	M																
✓	✓	✓	✓																		
21	<p>High Risk/other groups</p> <table border="1" style="margin-left: 20px;"> <tr> <td>E</td><td>O</td><td>P</td><td>V</td><td>Y</td><td>M</td> </tr> <tr> <td>✓</td><td></td><td></td><td></td><td></td><td></td> </tr> </table>	E	O	P	V	Y	M	✓						4	5	20	<p>Identification of high-risk groups has been undertaken by Government. This is as detailed above. Those staff with shield notifications shall remain outside of this scope.</p>	1	5	5	
E	O	P	V	Y	M																
✓																					

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	Consideration to high risk groups and other social impacts.				Furlough remains an option for some personnel. Furloughed personnel may be asked to return to work if conditions change. Individuals who care for, or live with a vulnerable or high-risk person shall be assessed on a case by case basis as to their ability to work from the office or continue to work from home. Employees who have other social issues with returning to work (e.g. childcare) should speak to their immediate line manager.				Site Managers

Emergency contacts

Emergency services	(Fire Service / Ambulance / Police)	999
Skills Network Office		
Skills Network HR	01757-606660	

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Health and Safety	(Kath Lockwood / Mark Newman)	07946-414080 / 07813113350
Emergency Provision		
<p>First Aid - First Aid facilities are available within the within the main office building and a list of local first aiders is in notice boards throughout the facility. All accidents incidents and near misses must be reported Site Manager /an/or Health and Safety representatives.</p>		
<p>Fire - There is an integrated fire alarm system in the building. Site firefighting measures will be in place and Company Fire Procedures will be adopted in the event of a fire emergency</p>		

Sequence of operations	
1	Arriving
1.0	Ensure you travel to site avoiding public transport and on your own.
1.1	Sanitize hands on entry to building
1.2	<i>Clock in by personal fob</i>
1.3	<i>Report any health issues you may have concerns about for you, people you live with, or people you may have come into contact with to a manager for assessment. (ideally this step should be carried out remotely via email or telephone).</i>
1.4	<i>Work within your preassigned designated work area, this ensure a minimum of 2meter between each employee. Sanitize your work area.</i>
1.5	<i>Sanitize your work area, phones screens, keyboard and mouse prior to switching on.</i>
2	Work Area Risk Assessment
2.1	<i>Observe traffic flow and office and Covid rules during your working day.</i>
2.2	<i>Ensure you comply with social distancing rules, if required stagger comfort breaks and regular breaks to ensure rules are maintained.</i>
2.3	<i>Ensure visitors and contractors under your remit follow the rules.</i>
3	Leaving
2.3	<i>At the end of your day remove all personal desk items to drawers etc. Leave work space clear. Sanitize area including phones etc.</i>

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2.3	<i>Sanitize area including phones etc.</i>
2.4	<i>Clock off using your personal job</i>
3	PPE Wearing
3.1	<i>Hand sanitiser and cleaning materials will be made available. It is an employees personal choice to wear face coverings, and the company acknowledge this although they will not be handed out by the company.</i>
4	Waste Disposal
4.1	<i>All waste should be place in the appropriate bins provided. Recycle items where applicable and safe to do so. Waste bins shall be emptied daily, recycle bins when full.</i>