

COVID RISK ASSESSMENT MAY 2020 – BARLOW HOUSE



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BACKGROUND

To ensure we protect our colleagues and the wider population from the risks of Covid 19, we have a legal & moral responsibility to conduct a workplace Risk Assessment. The assessment will focus on managing and reducing transmission risks of COVID 19 within the workplace.

The Risk Assessment was created considering the following information:

- Working Safely during Covid 19 – Offices & Call Centres
- Our Plan to Rebuild – The Governments Covid 19 Recovery Strategy
- Rehva Covid 19 guidance document
- Statement of Intent – Barlow House Building Management
- Maximum office seating capacities with 2 metre distancing plans
- Site layouts & facilities available
- Colleague representation

The Risk Assessment is supported by a detailed action plan.

COVID 19 RETURN TO WORK RISK ASSESSMENT – BARLOW HOUSE

Date of Risk Assessment: 28th May 2020 – Review Date: 28th June 2020 OR if guidance is updated

Hazard	Who is at risk?	Current Control Measures	Further Control Measures	Actioned by:	To be actioned by (date)	Date Complete
Spread of Covid -19	<p>General: Staff Visitors Contractors Delivery Personnel Reception Other Tenants</p> <p>Vulnerable Groups: Pregnant Staff Staff with existing underlying health conditions</p> <p>High Risk: First Aiders</p>	<p>Infection Control Hygiene Hand washing facilities with soap and water in place. Hand Sanitiser is available on banks of desks Standard Office Cleaning Regime</p>	<p>Staff will be instructed to:</p> <ul style="list-style-type: none"> • Always cover the mouth and nose with a tissue or elbow (not hands) when coughing or sneezing Catch it-Bin it-Kill it • Put used tissues in the bin immediately • Wash hands regularly with soap and water for at least 20 seconds. To use hand sanitizer where this isn't possible • Not to touch the face, eyes, nose or mouth hands if your hands aren't clean • To use hand sanitizer provided upon entering & exiting the suite, at print hubs, & before using water machines. • To use hand sanitizer in areas where handwashing facilities are not available. • Avoid desk sharing • Avoid sharing equipment • Where possible and practical, to open windows to increase air flow throughout the suite • To use air conditioning units only where necessary, and set to low speed when required 	HR Facilities Building Management Local Managers	12/06/2020	12/06/2020

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RISK ASSESSMENT ACTION/SUPPORT PLAN

- Purchase & introduce disposable paper towels
- Purchase & introduce hand sanitising products and stations
- Purchase & introduce materials to create safe distancing internal traffic flows and label active workstations
- Purchase/produce & introduce appropriate signage to reinforce appropriate behaviours & guidance
- Conduct risk assessment for First Aid provision