

# JLA Combined Risk Assessment & Method Statement



<b>Reference:</b> RA138	<b>Title:</b> Coronavirus (COVID-19) – Office Occupancy	<b>People at Risk:</b> Employees, Visitors and Contractors
<b>Assessor:</b> Peter McClean	<b>Others Involved in Assessment:</b> Dave Watson, Andrew Pilcher	<b>Potential Others at Risk:</b> Public
<b>Date of Assessment:</b> 10 Oct 21		

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>What further action is necessary and by who?</b>
Access / egress to site	Staff, Visitors to our premises, Cleaners, Contractors, Drivers Vulnerable groups – (Elderly, Pregnant workers, those with existing underlying health conditions), anyone else who physically comes in contact with you in relation to our business, through the spread of Covid-19 virus	<ul style="list-style-type: none"> <li>• All colleagues that can work from home should do so after consultation with their managers, in accordance with Government guidance dated 8 December 2021. Colleagues who cannot work from home, should continue to work from the Offices.</li> <li>• Stop all non-essential visitors</li> <li>• Facilities Management to monitor site access points to enable social distancing (2m minimum) – may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring</li> <li>• Thermal imaging fever screening will be carried out for people accessing site</li> <li>• Hand cleaning facilities/hand sanitiser/face masks available at the entrance and exit</li> <li>• Regularly clean common contact surfaces in Reception, Office, access control and delivery areas e.g. scanners, screens, telephone handsets, desks, particularly during peak flow times</li> <li>• Anti-bacterial wipes available in Reception to self-sanitise booking in screen prior to and after use</li> </ul>	<ul style="list-style-type: none"> <li>• Line managers to consult with colleagues to judge if they can carry out their normal duties from home.</li> <li>• Line managers should consider whether home working is appropriate for workers facing mental or physical health difficulties, or those with a particularly challenging home working environment.</li> <li>• Facilities Management (FM) to inform contract cleaners/janitor accordingly</li> <li>• Rigorous checks will be carried out by Facilities to ensure that the necessary procedures are being followed.</li> </ul>

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<p>Spread of Covid-19 Coronavirus</p>	<p>Staff, Visitors to our premises, Cleaners, Contractors, Drivers Vulnerable groups – (Elderly, Pregnant workers, those with existing underlying health conditions), anyone else who physically comes in contact with you in relation to our business, through the spread of Covid-19 virus</p>	<p><b>Office Staffing Levels</b></p> <ul style="list-style-type: none"> <li>• Overall staffing level reduced to the absolute minimum in accordance with Government guidance dated 8 December 2021.</li> </ul> <p><b>Hand Washing</b></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place.</li> <li>• Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS</li> <li>• Gel sanitiser stations in areas where washing facilities not readily available</li> <li>• Personal gel sanitiser provided for colleagues</li> <li>• Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.</li> </ul> <p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>• 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, coffee machine touch-screen, hot water boiler handle, fridge handles and surfaces using appropriate cleaning products and methods. Regularly clean the hand washing facilities and check soap and sanitiser levels.</li> <li>• Colleagues provided with anti-bacterial wipes to self-clean desks, work areas, telephones and computer mouse/mouse mat/keyboard</li> <li>• Anti-bacterial wipes provided at fridges, coffee machines, hot water and cold water stations for colleagues to wipe down</li> </ul>	<ul style="list-style-type: none"> <li>• Execs to discuss plans that work best with their teams</li> <li>• Colleagues to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying via signage in the toilets.</li> <li>• FM to ensure personal sanitiser gel and anti-bacterial wipes are available for colleagues</li> <li>• FM to inform contract cleaners/janitor accordingly</li> <li>• Rigorous checks will be carried out by Facilities to ensure that the necessary procedures are being followed.</li> <li>• FM to ensure personal sanitiser gel and anti-bacterial wipes are available at work stations</li> </ul>

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		<p>objects and surfaces that are touched regularly prior to and after use</p> <p><b>Heating, Ventilation and Air Conditioning (HVAC)</b></p> <ul style="list-style-type: none"> <li>The HVAC system to be switched to fresh air input and circulation only. Re-circulated air to be switched off.</li> </ul> <p><b>Social Distancing</b></p> <ul style="list-style-type: none"> <li>Social Distancing - Reducing the number of persons in any work area to comply with the 2 metres minimum gap. Desks/chairs will be quarantined from use and labelled accordingly or removed from situ</li> <li>One-way system around the offices implemented to maintain social distancing at all times</li> <li>Conference/Zoom/Teams calls to be used where possible instead of face to face meetings.</li> <li>Yellow lanyards available for colleagues who want to inform others they wish to continue to practice social distancing.</li> </ul> <p><b>Symptoms of Covid-19</b></p> <ul style="list-style-type: none"> <li>If anyone becomes unwell with a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste in the workplace they will be sent home and advised to follow the stay at home guidance.</li> <li>Line managers will maintain regular contact with staff members during this time.</li> </ul> <p><b>Mental Health and Wellbeing</b></p> <ul style="list-style-type: none"> <li>Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</li> </ul>	<ul style="list-style-type: none"> <li>FM to ensure HVAC contractors switch re-circulated air off</li> <li>FM to label 'quarantined desk spaces accordingly</li> <li>Directional signage to be installed on floors and doors</li> <li>Lanyards available at reception on request</li> <li>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.</li> <li>Regular communication of mental health information and open door policy for those who need additional support.</li> </ul>

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		<ul style="list-style-type: none"> <li>Mental Health First Aiders on a minimum 1:100 colleague ratio, supported by Wellbeing partners and a Wellbeing app provided by Health Assured</li> </ul>	
Canteen - exposure from large numbers of persons	Staff, Visitors to our premises, Cleaners, Contractors, Drivers Vulnerable groups – (Elderly, Pregnant workers, those with existing underlying health conditions), anyone else who physically comes in contact with you in relation to our business, through the spread of Covid-19 virus	<ul style="list-style-type: none"> <li>Hand cleaning facilities or hand sanitiser available in the Canteen and should be used by colleagues when entering and leaving the area</li> <li>Where catering is provided on site - Payments should be taken by contactless card wherever possible. Disposable crockery and cutlery will be provided by the Catering contactor for take-away food.</li> <li>Drinking water provided with enhanced cleaning measures of the tap mechanism introduced</li> <li>Anti-bacterial wipes available to wipe down cold/hot water equipment, vending machine controls, fridge handles prior to and after use</li> <li>All areas must be thoroughly cleaned at the end of each break and shift including door handles, vending machines and payment devices.</li> </ul>	<ul style="list-style-type: none"> <li>Colleagues to use on-line food ordering system to reduce unnecessary queuing in the Canteen when available</li> <li>Colleagues to use cashless payment wherever possible when available</li> <li>Anti bacterial wipes to be available – FM</li> <li>Rigorous checks will be carried out by Facilities to ensure that the necessary procedures are being followed.</li> </ul>
Use of the Gym, changing facilities and showers - exposure from large numbers of persons	Staff, Visitors to our premises, Cleaners, Contractors, Drivers Vulnerable groups – (Elderly, Pregnant workers, those with existing underlying health conditions), anyone else who physically comes in contact with you in relation to our business,	<ul style="list-style-type: none"> <li>Hand cleaning facilities or hand sanitiser available at the entrance</li> <li>Anti-bacterial wipes available to wipe down equipment prior to and after use</li> <li>Enhanced cleaning of all facilities introduced throughout the day and at the end of each day</li> <li>Suitable and sufficient rubbish bins provided in these areas with regular removal and disposal.</li> </ul>	

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	through the spread of Covid-19 virus		

<b>Signed:</b>		<b>Date:</b> 10 December 2021
<b>Name:</b>	Peter McClean	<b>Review Date:</b> January 2022