



ARMSTRONG CRAVEN

CV19 RISK ASSESSMENT

Return to Hale Office Summer 2020

RISK ASSESSMENT

Covid-19 Risk Assessment of return to work in the Hale office, ensuring a Covid-19 Secure environment

Coronavirus Risk Assessment for Armstrong Craven Ltd

Armstrong Craven takes the health and well-being of our colleagues seriously and ensuring that this is protected at all times, alongside safeguarding business continuity for our clients is paramount.

This document captures the results of the Risk Assessment carried out as part of the Covid-19 return-to-office process for the Armstrong Craven Hale office, ensuring a Covid-19 Secure environment for all colleagues.

This document has been approved by the Armstrong Craven Operating Board and will be updated regularly in response to changing government advice.

The results of this will be share with the wider business and a set of Covid-19 Secure guidelines provided to all colleagues.

The risk levels we have assigned, and measures put in place assumes a working capacity of maximum 15 people at any time to minimise transmission risk and ensure social distancing measures can be effectively adhered to. At any stage, should increased capacity be required, we will revisit this Risk Assessment and take appropriate measures.

Rachel Davis and Peter Howarth
Joint Managing Directors

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June 2020

Coronavirus Risk Assessment for Armstrong Craven Ltd

Location/Dept: Hale Office			Date Assessed: 16 th June 2020			Assessed by: Rachel Davis, Joint Managing Director				
			Risk rating before implementing control measures			Risk rating after implementing control measures				
Activity/Task	Hazard/Risk	Persons at Risk	Likelihood (1-5)	Severity (1-5)	Risk/Priority	Controls Measures in Place	Likelihood (1-5)	Severity (1-5)	Risk/Priority	Ongoing Controls Measures Required
Working in the Hale office	Contact with persons suffering from coronavirus	Employees Visitors	4	5	20	<p>Social distancing measures and sanitising products provided across the office.</p> <p>Emergency Action Plan (EAP) in place and communicated to all members of staff and visitors, including what symptoms to look out for and what action to take. EAP to be displayed in visible areas around the workplace.</p> <p>All members of staff instructed to follow government guidance on self-isolating and adhere to advice given.</p> <p>Where eligible, employees are recommended to take part in the government's testing programme for COVID-19 and ensure that the results are communicated to senior management. If the test results reveal that the individual has contracted COVID-19, action will be taken as prescribed in the Emergency Action Plan and a decision will be made on when they can return to work.</p> <p>Return to Work Form to be completed when an employee returns from self-isolating or has been diagnosed with COVID-19.</p> <p>Employees encouraged to download NHS COVID-19 app on personal phones and follow instructions received.</p>	3	5	15	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated following weekly CV19 meeting.</p>

						<p>Employees instructed to download NHS COVID-19 app on their business phone, use during working hours and follow instructions received.</p> <p>Once symptomatic, all surfaces that the person has come into contact with must be cleaned, including:</p> <ul style="list-style-type: none"> • All surfaces and objects which are visibly contaminated with body fluids; and • All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc. <p>Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected.</p> <p>If a person becomes ill in a shared space, these should be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice.</p>				
Working in the Hale office	Contact with persons who may have been exposed to coronavirus – foreign travel	Employees Visitors	2	5	10	<p>Foreign travel unlikely until government advice says otherwise.</p> <p>Employees will not be required to undertake foreign travel on behalf of business for the remainder of 2020.</p> <p>Employees who are suspected to have coronavirus are to quarantine themselves in accordance with the government guidance.</p> <p>Other persons who may have been exposed to coronavirus have been instructed by the government guidance to quarantine themselves.</p> <p>Employees who have returned from foreign travel should quarantine themselves, even if they do not show any symptoms.</p>	1	5	5	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated following weekly CV19 meeting.</p>

Working in the Hale office	Contact with persons who may have been exposed to coronavirus	Employees Visitors	4	5	20	<p>All employees should wash their hands and use hand sanitiser provided on arriving in the office.</p> <p>'Staying COVID-19 Secure in 2020' poster is displayed at entrance to the office and signage and floor markings are displayed within the office.</p> <p>Anyone who can work from home should continue to do so until government advice says otherwise. A minimum amount of people will be able to work from the office</p> <p>Employees who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories should continue to work from home unless specific and unavoidable reasons for needing to come into the office are provided.</p> <p>The business will aim to maintain two-metre social distancing wherever possible, including while arriving at and departing from work, while in work, and when travelling between sites.</p> <p>In an emergency, for example an accident or fire, people do not have to stay two metres apart if it would be unsafe.</p> <p>People involved in the provision of assistance to others will pay attention to sanitation measures immediately afterwards, including washing hands.</p> <ul style="list-style-type: none"> • Where social distancing guidelines cannot be followed in full in relation to a particular activity, it will be considered whether that activity needs to continue for the business to operate and, if so, we will take all the mitigating actions possible to reduce the risk of transmission between staff. Further mitigating actions include: • Increasing the frequency of handwashing and surface cleaning; 	3	5	15	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated following weekly CV19 meeting.</p>
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					<ul style="list-style-type: none"> • Keeping the activity time involved as short as possible; • Using screens or barriers to separate people from each other; • Using back-to-back or side-to-side working (rather than face-to-face) whenever possible; and • Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others). <p>The business will use floor and desk markings.</p> <p>The business will provide handwashing facilities, or hand sanitiser, at entry and exit points.</p> <p>The business will open front door frequently to encourage ventilation, where possible.</p> <p>The business will look to reduce contact with others by:</p> <ul style="list-style-type: none"> • Managing occupancy levels to enable social distancing; and • Avoiding the use of hot desks and spaces and, where not possible, cleaning and sanitising workstations between different occupants, including shared equipment. • Ensuring the office is unoccupied from Friday to Sunday to ensure 72hrs elapse to ensure all possible traces of CV19 virus has died <p>The business will look to improve hygiene between others by:</p> <ul style="list-style-type: none"> • Using signs and posters to build awareness of good handwashing technique, as well as the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available; • Providing regular reminders and signage to maintain personal hygiene standards; 				
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						<ul style="list-style-type: none"> Providing hand sanitiser in multiple locations in addition to washrooms; 				
Working in the Hale office	Disposal of waste that may be contaminated by a coronavirus sufferer, i.e. public waste bins, personal protective equipment (PPE), etc.	Employees Visitors	4	5	20	<p>All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full.</p> <p>The plastic bag should then be placed in a second bin bag and tied and disposed of as hazardous waste in line with normal infection prevention control policies and procedures.</p>	3	5	15	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated following weekly CV19 meeting.</p>
Working in the Hale office	Contact with persons suffering from coronavirus – meetings	Employees Visitors	4	5	20	<p>The business will look to reduce contact with others by:</p> <ul style="list-style-type: none"> Using remote working tools to avoid in-person meetings; Allowing only absolutely necessary participants to attend meetings and maintaining two-metre separation throughout; Avoiding transmission during meetings, for example by avoiding sharing pens and other objects; Providing hand sanitiser in meeting rooms; Holding meetings outdoors or in well-ventilated rooms whenever possible; and For areas where regular meetings take place, using floor signage to help people maintain social distancing. 	3	5	15	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated following weekly CV19 meeting.</p>
Working in the Hale office	Contact with persons suffering from coronavirus – common areas	Employees Visitors	4	5	20	<p>The business will look to reduce contact with others by:</p> <ul style="list-style-type: none"> Working collaboratively with landlords and other tenants in multi-tenant sites/buildings to ensure consistency across common areas, for example receptions, staircases; Encouraging workers to bring their own food; Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions; 	3	5	15	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated following weekly CV19 meeting.</p>

						<ul style="list-style-type: none"> Encouraging staff to remain on-site and, when not possible, maintain social distancing while off-site; 				
Working in the Hale office	Contact with persons suffering from coronavirus – visitors	Employees Visitors	4	5	20	<p>The business will look to reduce contact with others by:</p> <ul style="list-style-type: none"> Actively encouraging the use of virtual meetings Limiting the number of visitors at any one time; Limiting visitor times to a specific time window and restricting access to required visitors only; Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example carrying out services at night; Maintaining a record of all visitors Providing clear guidance on social distancing and hygiene to people on arrival (for example, signage or visual aids) and before arrival (for example, by phone, on the website or by email); Establishing host responsibilities relating to COVID-19 and providing any necessary training for people who act as hosts for visitors; Coordinating and working collaboratively with landlords and other tenants in multi-tenant sites, for example shared working spaces. 	3	5	15	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated following weekly CV19 meeting.</p>
Working in the Hale office	Contact with persons suffering from coronavirus-wearing of PPE	Employees Visitors	4	5	20	<p>As the workplace is outside a clinical setting and we do not respond to a suspected or confirmed case of COVID-19, this workplace will not encourage the precautionary use of extra PPE to protect against COVID-19.</p> <p>Wearing a face covering is optional and is not required by law. If employees choose to wear one, it will be important to use face coverings properly and wash your hands before putting them on and taking them off.</p> <p>Employees using face coverings will be encouraged to:</p>	3	5	15	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated following weekly CV19 meeting.</p>

						<ul style="list-style-type: none"> Wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it. When wearing a face covering, avoid touching their face or face covering, as it could contaminate them with germs from their hands. Change their face covering if it becomes damp or if they have touched it. Continue to wash their hands regularly. Change and wash face coverings daily. If the material is washable, wash in line with manufacturer's instructions. If it is not washable, dispose of it carefully in your usual waste. Practise social distancing wherever possible. 				
Working in the Hale office	Contact with persons suffering from coronavirus – travel to work	Employees	4	5	20	<ul style="list-style-type: none"> The business will encourage employees to avoid public transport where possible Face coverings should be used if public transport is unavoidable as per government requirements It is important to use face coverings properly and hand washing undertaken before putting them on and taking them off Minimise non-essential travel 	2	5	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated following weekly CV19 meeting.</p>
Working in the Hale office	Contact with persons suffering from coronavirus – visitors and contractors	Employees Contractors Visitors	4	5	20	<p>The business will look to improve hygiene between others by:</p> <ul style="list-style-type: none"> Using signs and posters to build awareness of good handwashing technique, as well as the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available; Providing regular reminders and signage to maintain personal hygiene standards; Providing hand sanitiser in multiple locations in addition to washrooms; Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible; 	2	5	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated following weekly CV19 meeting.</p>

						<ul style="list-style-type: none"> Introducing enhanced cleaning for busy areas; Providing more waste facilities and more frequent rubbish collection; Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities; and Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day. 				
Working in the office or contact centre	Contracting and spreading of infection	Employees Visitors	4	5	20	<p>Basic infection controls should be followed as recommended by the government:</p> <ul style="list-style-type: none"> Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. Put used tissues in the bin straightaway. Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. Try to avoid close contact with people who are unwell. Clean and disinfect frequently-touched objects and surfaces. Do not touch your eyes, nose or mouth if your hands are not clean. <p>Persons worried about symptoms should use the NHS 111, only call if they cannot get help online, and NOT go to their GP or other healthcare centre.</p>	3	5	15	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be revised and updated following weekly CV19 meeting.</p>

Risk/Priority Indicator Key

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so

Review Record

Date of Review	Confirmed by	Comments
16/06/2020	Rachel Davis	All measures are in place well before any employees have been permitted to return to the office, in line with the severity of the identified risks (red)

I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes.

Employee Name (Print)	Employee Signature	Date