COVID-19 Risk Assessment

**Location:** Vehicles/Transport, Sites & Offices **Author:** Vincent Sillence

**Activity:** Employment Activities **Date:** 13/05/2020 **Professional Independent Drainage Solutions**

**Revisions:**  23/07/2020 - Updated Test and Trace

06/08/2020 - Updated Vehicle Share

06/08/2020 - Updated Self-Isolation

06/08/2020 - Updated for face coverings

10/06/2021 – Reviewed VS

12/08/2021 – Reviewed VS return to offices

25/08/2021 - Reviewed VS

Usually in a risk assessment, we would evaluate the likelihood and severity associated with each hazard and arrive at a risk rating. In the case of the novel coronavirus Covid-19, we are unable to make an accurate judgement of severity as this is so variable between individuals, therefore our risk rating is based on likelihood only.

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| **Hazards** | **Who is affected?** | **Risk rating** | **Control Measures** | **Residual Risk** |
| Contracting COVID-19 | Workforce | **High** | Ensure all contact details are up to date.  Persons who are unwell with symptoms of COVID-19 should not travel to or attend the workplace under any circumstances. They should follow the stay at home guidance issued by Public Health England. | **Low** |
| Symptoms of COVID-19 onset while on site  Symptoms of COVID-19 onset while on site (Cont.)  Symptoms of COVID-19 onset while on site (Cont.) | Workforce    Workforce  Workforce | **High**  **High**  **High** | **Subject to updates.**  If any person displays or reports symptoms of Covid-19 they must move themselves to an isolated space outside, inform (by phone, not in person) their operations manager immediately who will advise the safest way to return home They should then follow the stay at home guidance for households issued by Public Health England and book a PCR test to find out if they have coronavirus.  If the person is unable to leave safely on their own, we will ask them to remain in place, alert site management, and call NHS 111 for advice. In the event of a medical emergency we will call 999.  If you test positive for coronavirus, you must share information promptly about your recent contacts through the NHS test and trace service to help them alert other people who may need to self-isolate.  If the GA has symptoms the engineer must put on his PPE and clean and sanitise all surfaces that the symptomatic person has come into contact with, including all potentially contaminated and frequently touched areas such as the dash, seats, doors, and tools before continuing the job or driving the van  Use a sealed storage container to keep soiled materials used for cleaning after a person has shown symptoms or had a positive test.  If the van needs to be used while the engineer is isolating the person collecting the van must don his PPE and clean and sanitise all surfaces that the symptomatic person has come into contact with, including all potentially contaminated and frequently touched areas such as the dash, seats, doors, and tools before driving the van.  Use a sealed storage container to keep soiled materials used for cleaning after a person has shown symptoms or had a positive test.  This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.  If the individual tests negative, this can be disposed of immediately with the normal waste.  If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste. | **Low**  **Low**  **Low** |
| Spreading COVID-19  Spreading COVID-19 (Cont.) | Workforce  Workforce | **High**  **High** | **It has been shown that a percentage of people who contract COVID-19 do not show any symptoms (asymptomatic). To help stop the unknowing spread of the virus we require all staff to take two lateral flow tests a week and follow the NHS reporting procedure via the NHS website.**  If you are contacted by the NHS as a close contact of someone who has tested positive you must return home and book a PCR test.  You must isolate until you have received you test results.  If you have tested positive you will need to follow the isolation instructions from the NHS.  If you have had a negative PCR test and you have not had your 2nd vaccination over two weeks from the test date you cannot return to work, you must follow the isolation instructions from the NHS.  If you have had a negative PCR test and you have had your 2nd vaccination over two weeks from the test date you can return to work but you must take a lateral flow test everyday until you isolation period is over.  Send your NHS results email to your manager before you start your journey to site or the office each day during what would have been your isolation period.  If a daily lateral flow test is positive you must book a PCR test and isolate until you have your PCR test result and follow the above control measures. | **Low**  **Low** |
| Social distancing in vehicles  Social distancing in vehicles (Cont.) | Engineers  Engineers | **High**  **High** | Because it’s not possible to keep 2m distance in a vehicle you must take the following mitigating actions.  Wash or sanitise hands immediately before entering the vehicle.  Sit side by side not face to face.  Do not unduly raise your voices to each other. You should refrain from playing music or broadcasts that may encourage shouting, including playing at a volume that makes normal conversation difficult. This is because of the potential for increased risk of transmission, particularly from aerosol transmission.  Use fixed pairs of personnel where possible.  Make sure vehicles are well ventilated by opening windows.  Single worker loading and unloading of the vehicle if possible.  Remove waste and belongings every day.  Frequently clean areas that are often touched e.g. dashboard, handles, steering wheel, gear stick, keys etc.  Use transfer zones when passing things like equipment or parts.  Ensure there are sufficient supplies of hand sanitiser.  There is growing evidence that wearing a face covering in an enclosed space helps protect individuals and those around them from COVID-19.  The passenger will wear a face covering and face screen to separate from the driver.  Driver will wear a face covering.  We encourage the use of reusable face coverings to reduce waste.  Face covering must cover mouth and nose.  Wash hands with soap and water for 20 seconds, or use sanitiser before putting on and taking off face coverings.  When wearing face coverings avoid touching face or covering.  If wearing a single use face covering dispose of your face covering at the end of your journey or if damp or damaged.  Put used cloths and wipes and used face coverings in the ‘black bag’ waste bin.  You do not need to put them in an extra bag or store them for a time before throwing them away.  Wash or sanitise hands regularly. | **Low**  **Low** |
| Working on all sites inside or outside  Working on all sites inside or outside (Cont.)  Working on all sites inside or outside (Cont.) | Engineers, GA’s and Surveyors  Engineers, GA’s and Surveyors  Engineers, GA’s and Surveyors | **High**  **High**  **High** | Discuss and/or review any site operating procedures in relation to COVID-19 with site contact.  Carry out ‘point of work risk assessment’ (POWRA) taking COVID-19 and any related site rules/procedures into account.  Use sanitation provided (washing or alcohol gel) at entrance.  Read carefully and observe signage, warnings and rules.  Keep social distancing space of 2m. Observe floor markings.  Avoid touching surfaces such as push plates, metal gates, door handles, desks  Avoid using shared pens when signing in.  Inductions should be held outside or in a large area that allows social distancing. If this is not possible, ask [name of Principal Contractor] to provide the induction information in a different form.  COVID-19 risk is managed through social distancing not PPE.  PPE provides only limited additional protection.  Where it’s not possible to keep a 2m distance you must take the following mitigating actions.  Regular PPE already identified for tasks should still be worn as specified in the IVDC safe systems of work.  Jetting PPE will stay as described in the High Pressure Water Jetting code of practice.  There is evidence that wearing a face covering in an enclosed space helps protect individuals and those around them from COVID-19.  We encourage the use of reusable face coverings to reduce waste.  Face covering must cover mouth and nose.  Wash hands with soap and water for 20 seconds, or use sanitiser before putting on and taking off face coverings.  When wearing face coverings avoid touching face or covering.  If waring a single use face covering dispose of your face covering at the end of your task or if damp or damaged.  Put used cloths and wipes and used face coverings in the ‘black bag’ waste bin.  You do not need to put them in an extra bag or store them for a time before throwing them away.  You do not need to put them in an extra bag or store them for a time before throwing them away.  Increase frequency of hand washing and surface cleaning.  Keep activity time to a minimum.  Place tools /materials in a transfer zone and retire to 2m when directly passing things to each other.  Use your own hand tools and manhole keys.  Use screens / barriers.  Use back to back or side by side working whenever possible.  Reduce number of people each person has contact with by using “fixed partnering” where possible.  Consider whether people involved are especially vulnerable to COVID-19.  Do not ask clients to sign the job card on your phone, print name and position.  Where possible and safe have single workers load or unload vehicles.  Stairs should be used in preference to lifts.  Consider talking to clients in open or outside areas where possible. | **Low**  **Low**  **Low** |
| Working in homes  Working in homes  (Cont.) | Engineers, GA’s and Surveyors  Engineers, GA’s and Surveyors | **High**  **High** | No work should be carried out in a household which is isolating because one or more family members has symptoms or has tested positive - unless it is to remedy a direct risk to the safety of the household.  Communicate with households prior to any visit to discuss how the work will be carried out to minimise risk for all parties.  Maintain social distance as far as possible, ask the occupant of the house to wait in another room.  Where it’s not possible to keep a 2m distance you must take the following mitigating actions.  Regular PPE already identified for tasks should still be worn as specified in the IVDC safe systems of work.  Jetting PPE will stay as described in the High Pressure Water Jetting code of practice.  There is evidence that wearing a face covering in an enclosed space helps protect individuals and those around them from COVID.  We encourage the use of reusable face coverings to reduce waste.  Face covering must cover mouth and nose.  Wash hands with soap and water for 20 seconds, or use sanitiser before putting on and taking off face coverings.  When wearing face coverings avoid touching face or covering.  If waring a single use face covering dispose of your face covering at the end of your task or if damp or damaged.  Put used cloths and wipes and used face coverings in the ‘black bag’ waste bin.  You do not need to put them in an extra bag or store them for a time before throwing them away.  Ask that households leave all internal doors open to minimise contact with door handles.  Clean regularly touched objects and surfaces using your regular cleaning products to reduce the risk of passing the infection on to other people.  Wash your hands more often than usual for 20 seconds using soap and hot water, particularly after coughing, sneezing and blowing your nose.  Reduce the spread of germs when you cough or sneeze by covering your mouth and nose with a tissue, or your sleeve (not your hands) if you don’t have a tissue and throw the tissue in a bin immediately, then wash your hand.  Try to minimise travel through the house with tools etc.  Do not ask clients to sign the job card on your phone, print name and position. | **Low**  **Low** |
| Working in the homes of vulnerable people  Working in the homes of vulnerable people (Cont.)  Working in the homes of vulnerable people (Cont.) | Engineers, GA’s and Surveyors  Engineers, GA’s and Surveyors  Engineers, GA’s and Surveyors | **High**  **High**  **High** | No work should be carried out in a household which is isolating because one or more family members has symptoms or has tested positive - unless it is to remedy a direct risk to the safety of the household.  The engineer only to enter the house.  Communicate with households prior to any visit to discuss how the work will be carried out to minimise risk for all parties.  Ask that households leave all internal doors open to minimise contact with door handles.  Take extra care to maintaining social distance as far as possible, ask the occupant of the house to wait in another room.  Where it’s not possible to keep a 2m distance ~~a~~ you must take the following mitigating actions.  Regular PPE already identified for tasks should still be worn as specified in the IVDC safe systems of work.  Jetting PPE will stay as described in the High Pressure Water Jetting code of practice.  There is evidence that wearing a face covering in an enclosed space helps protect individuals and those around them from COVID-  We encourage the use of reusable face coverings to reduce waste.  Face covering must cover mouth and nose.  Wash hands with soap and water for 20 seconds, or use sanitiser before putting on and taking off face coverings.  When wearing face coverings avoid touching face or covering.  If waring a single use face covering dispose of your face covering at the end of your task or if damp or damaged.  Put used cloths and wipes and used face coverings in the ‘black bag’ waste bin.  You do not need to put them in an extra bag or store them for a time before throwing them away.  Clean regularly touched objects and surfaces using your regular cleaning products to reduce the risk of passing the infection on to other people.  Wash your hands more often than usual for 20 seconds using soap and hot water, particularly after coughing, sneezing and blowing your nose.  Reduce the spread of germs when you cough or sneeze by covering your mouth and nose with a tissue, or your sleeve (not your hands) if you don’t have a tissue and throw the tissue in a bin immediately, then wash your hands.  Try to minimise travel through the house with tools etc.  Do not ask clients to sign the job card on your phone, print name and position. | **Low**  **Low**  **Low** |
| Working from the  Office, **all offices** | All employees and visitors | **High** | **Turn away people with COVID-19 symptoms**  **A reminder about symptoms:**  Persons who are unwell with symptoms of COVID-19 should not travel to or attend the workplace under any circumstances. They should follow the stay at home guidance issued by Public Health England. | **Low** |
| Persons experiencing symptoms of Covid-19 in the office, **all offices**  Persons experiencing symptoms of Covid-19 in the office, **all offices** (Cont.) | All employees and visitors  All employees and visitors | **High**  **High** | Ensure all contact details are up to date.  Persons who are unwell with symptoms of Covid-19 should not travel to or attend the workplace under any circumstances. They should follow the stay at home guidance issued by Public Health England.  If any person displays or reports symptoms of Covid-19 they must inform their manager by phone and leave the building by the closest possible exit, return home quickly and directly and follow the stay at home guidance for households issued by Public Health England. If the person is unable to leave the building safely on their own, we will ask them to remain in place, clear the area and we will call 111 for advice.  We will ask people working nearby to temporarily leave their work area while we undertake cleaning.  We will clear the floor/ area that has been occupied by the person, inform all persons that have been in contact with them of the situation and pass on recommendations made by NHS 111.  We will then clean and sanitise the persons work station after symptoms or a positive case. | **Low**  **Low** |
| Cleaning materials for after symptoms or a positive case**, all offices** | Designated  person | **High** | Use a sealed storage container to keep materials for cleaning after a person has shown symptoms or had a positive test.  To include;  Disposable gloves and waterproof working gloves.  Disposable overall and a plastic apron.  Sealed type face covering.  Goggles.  Overshoes.  Disinfectant wipes and cleaning spray.  Hazarded tape.  Refuse bags.  Paper roll.  Disposable mop heads.  Use a sealed storage container to keep soiled materials used for cleaning after a person has shown symptoms or had a positive test. | **Low** |
| Cleaning procedure after symptoms or a positive case**, all offices**  Cleaning procedure after symptoms or a positive case**, all offices** (Cont.) | Designated  person  Designated  person | **High**  **High** | **Personal protective equipment (PPE)**  The minimum PPE to be worn for cleaning an area after a person with symptoms of COVID-19, or confirmed COVID-19, has left the setting, is disposable gloves and an apron. Wash hands with soap and water for 20 seconds after all PPE has been removed.  All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells.  Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction.  Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):   1. Should be put in a plastic rubbish bag and tied when full 2. The plastic bag should then be placed in a second bin bag and tied 3. This should be put in a suitable and secure place and marked for storage until the individual’s test results are known   This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.  Use a sealed storage container to keep soiled materials used for cleaning after a person has shown symptoms or had a positive test.  If the individual tests negative, this can be disposed of immediately with the normal waste.  If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste. | **Low**  **Low** |
| Disposal of COVID waste for staff without symptoms or a positive test, **all offices** | All employees and visitors | **High** | We encourage the use of reusable face coverings to reduce waste.  If you need to throw away used face coverings or PPE, such as gloves:  Dispose of them in your ‘black bag’ waste bin at home or at work, or a litter bin if you’re outside.  Do not put them in a recycling bin as they cannot be recycled through conventional recycling facilities.  Take them home with you if there is no litter bin - do not drop them as litter  Empty all waste bins, before they are half full.  You do not need to:  Put them in an extra bag.  Store them for a time before throwing them away..  Use Hand sanitisers provided. | **Low** |
| Reducing contact, **All Offices** | Office staff | **High** | Keep 2m apart.  Follow the safe distance floor markings to stop close contact with members of staff.  Do not stand over colleague’s desks or share screens. Use the internal phones or company mobile to have a conversation and zoom to share information on screen.  If you need a private conversation have your meeting outside.  Follow control measures for kitchens, toilets and meeting rooms. | **Low** |
| Working in office’s, **all offices**  Working in office’s, **all offices** (Cont.) | Office staff  Office staff | **High**  **High** | Review office layout, using screens or barriers to separate people from each other, or using back-to-back or side-to-side working, instead of face-to-face (screens are only likely to be beneficial if placed between people who will come into close proximity with each other).  Workstations should be assigned to an individual. If they need to be shared, the workstation must be cleaned and sanitised by the last user and waste and personal belongings removed before it can be next user starts work.  Put disinfectant spray and a cleaning wipes on every desk and the tea making areas.  Set up a staff cleaning rota to clean our office internal communal areas  Set up a staff unlocking rota to unlock and do the first clean of the facilities. | **Low**  **Low** |
| Office ventilation, **all offices** | All employees and visitors | **High** | You should make sure there is a supply of fresh air to indoor spaces where there are people present. This can be natural ventilation through opening windows, doors and vents, mechanical ventilation using fans and ducts, or a combination of both. You should identify any poorly ventilated spaces in your premises and take steps to improve fresh air flow in these areas. | **Low** |
| Presence in the office, **Sunbury Landlord control measures** | All employees and visitors | **High** | Comply with the COVID controls identified in reception.  Face coverings to be worn in the shared parts of the building, outside your own working office.  Use Hand sanitisers provided. | **Low** |
| Unlocking the office, **Sunbury**  Unlocking the office, **Sunbury** (Cont.) | Key holders  Key holders | **High**  **High** | Due to the narrow corridor and blind corners between our office and the stairs please make way for other building users to maintain as much distance as possible.  Immediately after unlocking and entering the office and after removing your face covering and placing it in a sealed storage container use hand gel or wash hands thoroughly.  Use disinfectant spray and a clean cloth (kept in sanitation unit next to the door) to wipe down:   * Internal and external door handles to the office. * Photocopier surfaces. * Drink making area and fridge handle. * Open the windows to enable air to circulate. * Open the door to the corridor to enable air to circulate. | **Low**  **Low** |
| Entering the office, **Sunbury** | All employees and visitors | **High** | Immediately after unlocking and entering the office and after removing you face covering and placing it in a sealed storage container use hand gel or wash hands thoroughly.  Follow the safe distance floor markings to stop close contact with other members of staff.  Do not stand over colleague’s desks or share screens. Use the internal phones or company mobile to have a conversation and zoom to share information on screen.  Do not use desk fans.  Use disinfectant spray and the cleaning wipes on your desk to wipe down your desk and equipment.  Only 1 person to use the drink making area at any one time. Please make you own tea/coffee, clean up thoroughly after yourself. Wipe down all surfaces and appliances you have used.  Wash your hands frequently during the day. | **Low** |
| Using the toilets, **Sunbury**  Using the toilets, **Sunbury** (Cont.) | All employees and visitors  All employees and visitors | **High**  **High** | Due to the narrow corridor between our office and the toilets please make way for other building users to maintain as much distance as possible.  Do not use the communal toilets opposite the kitchen because there is not an occupancy control in use and 2 people may accidentally come into very close contact.  Use the disabled toilets because they are single occupancy. Unofficially the downstairs toilet is designated as the Ladies.  Clean up thoroughly after use. Wipe down surfaces ready for the next person.  Remember: door handles / flush / taps / any other surfaces you have touched. | **Low**  **Low** |
| Using the meeting room in **Sunbury** | All employees and visitors | **High** | Meetings to be held outside as far as possible or in the internal designated meeting area within our office.  In exceptional circumstances, and with prior permission from your manager, the meeting room can be used by 1 employee at a time, for a maximum of 20 minutes each hour. Leave a 30 minute break between employees or third parties using the room. The door must be opened for ventilation.~~.~~  The meeting room must not be used due to poor ventilation except in the above circumstances. | **Low** |
| Using the shared kitchen, **Sunbury** | All employees and visitors | **High** | Due to the narrow corridor between our office and the shared kitchen~~s~~ please make way for other building users to maintain as much distance as possible.  Only 2 people to use the communal kitchen at any one time. Please make your own tea/coffee (Landlord cleaning has increased).  Clean up thoroughly after use. Wipe down surfaces ready for the next person. | **Low** |
| Visitors, **Sunbury** | Visitors | **High** | Only pre-booked appointments.  Comply with the COVID controls identified in reception.  Visitors will have to sign a document stating that they do not have Corona virus symptoms and do not live with anyone displaying symptoms and leave full contact details.  Meetings to be held outside as far as possible or in the internal designated meeting area.  The meeting room must not be used due to poor ventilation.  Visitors are not allowed to use kitchen and drinks facilities and will not be offered any food or drink.  Visitors will be able to use the toilets but controls must be followed. | **Low** |
| Leaving your desk for the day, **Sunbury**  Leaving your desk for the day, **Sunbury** (Cont.) | All employees and visitors  All employees and visitors | **High**  **High** | Clean up thoroughly after yourself, wipe down all surfaces and appliances you have used. Wash any crockery and cutlery you have used.  Put any rubbish in the bin and tidy your desk.  Use the disinfectant spray and cleaning wipes on your desk to wipe down your desk and equipment.   * Remove your personal waste bag for disposal, do not let it get more than half full.   Immediately before leaving the office, put your face covering over your face and nose, use hand gel.  Due to the narrow corridor and blind corners between our office and the stairs please make way for other building users to maintain as much distance as possible.  Comply with the COVID controls identified in reception. | **Low**  **Low** |
| Locking the office at end of the day, **Sunbury** | Key holders | **High** | Before leaving the office each day:  Wash your hands thoroughly first. Use disinfectant spray and a clean cloth to wipe down:   * Drink area surfaces and appliances. * All light switches. * Photocopier surfaces. * Close windows and wipe. * Door to corridor wipe the push plate (close after cleaning) put the disinfectant spray in sanitation unit next to the door. * Remove your personal waste bag for disposal, do not let it get more than half full. * Lock the door.   Immediately before leaving the office, put your face covering over your face and nose, use hand gel.  Due to the narrow corridor and blind corners between our office and the stairs please make way for other building users to maintain as much distance as possible.  Comply with the COVID controls identified in reception. | **Low** |
| Presence in the office, **Preston Landlord control measures** | All employees and visitors | **High** | Comply with the COVID controls identified in reception.  Face covering to be worn in the shared parts of the building, outside your own. working office.  Use Hand sanitisers provided. | **Low** |
| Unlocking the office, **Preston** | Key holders | **High** | Due to the narrow corridor and blind corners between our office and the outside rear door please make way for other building users to maintain as much distance as possible.  Immediately after unlocking and entering the office and after removing your face covering and placing it in a sealed storage container use hand gel or wash hands thoroughly  Use disinfectant spray and a clean cloth (kept in sanitation unit next to the door) to wipe down:   * Internal and external door handles to the office. * Photocopier surfaces. * Drink making area and fridge handle.   Open the windows to enable air to circulate.  Open the door to the corridor to enable air to circulate. | **Low** |
| Entering the office, **Preston**  Entering the office, **Preston** (Cont.) | All employees and visitors  All employees and visitors | **High**  **High** | Due to the narrow corridor and blind corners between our office and the outside. rear door please make way for other building users to maintain as much distance as possible.  Immediately after entering the office and after removing you face covering use hand gel or wash hands thoroughly.  Follow the safe distance floor markings to stop close contact with other members of staff.  Do not stand over colleague’s desks or share screens. Use the internal phones or company mobile to have a conversation and zoom to share information on screen.  Use the disinfectant spray and the cleaning wipes on your desk to wipe down your desk and equipment.  Do not use desk fans  Only 1 person to use the drink making area at any one time. Please make your own tea/coffee, clean up thoroughly after yourself. Wipe down all surfaces and appliances you have used.  Wash your hands frequently during the day. | **Low**  **Low** |
| Using the toilets, **Preston** | All employees and visitors | **High** | Due to the narrow corridor between our office and the toilets please make way for other building users to maintain as much distance as possible.  Only 1 person in the toilets at any one time, open the outer door and make yourself known to any person using the toilet, you may need to wait for the toilet to be cleaned and vacated before you can use it.  Clean up thoroughly after use. Wipe down surfaces ready for the next person.  Remember: door handles / flush / taps / any other surfaces you have touched. | **Low** |
| Using the shared kitchen, **Preston** | All Employees | **High** | Due to the narrow corridor between our office and the kitchen please make way for other building users to maintain as much distance as possible.  Only 2 people to use the communal kitchen at any one time. You may need to wait for the kitchen to be cleaned and vacated before you can use it.  Please make you own tea/coffee (Landlord cleaning has increased).  Clean up thoroughly after use. Wipe down surfaces ready for the next person. | **Low** |
| Leaving the office, **Preston** | All employees and visitors | **High** | Immediately before leaving the office, use hand gel and put your face covering over your face and nose.  Due to the narrow corridor and blind corners between our office and the exit please make way for other building users to maintain as much distance as possible.  Immediately before leaving the office, put your face covering over your face and nose, use hand gel.  Comply with the COVID controls identified in reception. | **Low** |
| Using the meeting room, **Preston** | All employees and visitors | **High** | If you need to discuss a scenario with a colleague, please use Zoom to do so.  If a face to face meeting is more efficient use the meeting room.  Wipe down door push plate and handle before entering.  Leave the door open.  Open the windows to enable air to circulate.  If using the whiteboard – do not share pens and only one person at a time to use the board.  Space out seats around the desk.  Once finished, tidy up and wipe down surfaces including desks and light switches.  Shut the meeting room door and wipe down handles and push plate. | **Low** |
| Visitors, **Preston** | Visitors | **High** | Only pre-booked appointments.  Comply with the COVID controls identified in reception.  Visitors will have to sign a document stating that they do not have Corona virus symptoms and do not live with anyone displaying symptoms and leave full contact details.  Meeting to be held outside as far as possible, if not possible the meeting room controls must be followed.  Visitors are not allowed to use kitchen and drinks facilities and will not be offered any food or drink.  Visitors will be able to use the toilets but controls must be followed. | **Low** |
| Leaving your desk for the day, **Preston**  Leaving your desk for the day, **Preston**  (Cont.) | All employees and visitors  All employees and visitors | **High**  **High** | Clean up thoroughly after yourself, wipe down all surfaces and appliances you have used. Wash any crockery and cutlery you have used.  Put any rubbish in the bin and tidy your desk.   * Use disinfectant spray and a clean cloth (kept in sanitation unit next to the door) to wipe down your desk and equipment. * Remove your personal waste bag for disposal, do not let it get more than half full.   Immediately before leaving the office, use hand gel and put your face covering over your mouth and nose.  Due to the narrow corridor and blind corners between our office and the outside rear door please make way for other building users to maintain as much distance as possible.  Immediately before leaving the office, put your face covering over your face and nose, use hand gel.  Comply with the COVID controls identified in reception. | **Low**  **Low** |
| Locking the office at end of the day, **Preston**  Locking the office at end of the day, **Preston** (Cont.) | Key Holders  Key Holders | **High**  **High** | Before leaving the office at the end of each day:  Wash your hands thoroughly first. Use disinfectant spray and a clean cloth to wipe down:   * Drink area surfaces and appliances. * All light switches. * Photocopier surfaces. * Close windows and wipe. * Door to corridor wipe the push plate (close after cleaning) put the disinfectant spray in sanitation unit next to the door. * Lock the door. * Remove your personal waste bag for disposal.   Immediately before leaving the office, put your face covering over your face and nose, use hand gel.  Due to the narrow corridor and blind corners between our office and the exit please make way for other building users to maintain as much distance as possible.  Comply with the COVID controls identified in reception. | **Low**  **Low** |
| Unlocking the office, **Pucknall** | Key holders | **High** | Unlock only the Operations or the accounts doors to gain access to the office.  Immediately after unlocking and entering the office use hand gel or wash hands thoroughly.  Use disinfectant spray and a clean cloth (kept in sanitation unit next to the door) to wipe down:   * Internal and external door handles to the office. * Photocopier surfaces * Kitchens and toilets. * Open the windows to enable air to circulate. * Open the doors to enable air to circulate. * Use the wooden door stops to keep the doors open | **Low** |
| Entering the office, **Pucknall** | All employees and visitors | **High** | Immediately after entering the office, use hand gel or wash hands thoroughly.  Follow the safe distance floor markings to stop close contact with members of staff.  Do not stand over colleague’s desks or share screens. Use the internal phones or company mobile to have a conversation and zoom to share information on screen.  Do not use desk fans  Use the disinfectant spray and ~~a~~ cleaning wipes on your desk to wipe down your desk and equipment.  Wash your hands frequently during the day. | **Low** |
| Using the sales room toilets, **Pucknall** | All employees and visitors | **High** | Only 1 person in the toilet corridor at any one time. An engaged sign outside the toilets will indicate if the toilets are in use, you will need to wait for the toilet to be cleaned and vacated before you can use it.  Move the sign to engaged when you enter  Clean and wipe down surfaces ready for the next person.  Remember: door handles / flush / taps / any other surfaces you have touched.  Move the sign to vacant.  Leave the outside and toilet doors open to allow ventilation and close the office door. | **Low** |
| Using the sales room kitchen, **Pucknall** | All employees | **High** | An engaged sign outside the kitchen will indicate if the kitchen is in use, you will need to wait for the kitchen to be cleaned and vacated before you can use it.  Move the sign to engaged.  Please make you own tea/coffee, clean up thoroughly after yourself.  Wipe down all surfaces and appliances you have used.  Move the sign to vacant. | **Low** |
| Using the HR room kitchen and toilets, **Pucknall**  Using the HR room kitchen and toilets, **Pucknall** (Cont.) | All employees  All employees | **High**  **High** | An engaged sign outside the kitchen and another outside the toilet will indicate if they are in use. If either are showing engaged you will need to wait to use either facility, and must not walk between the 2 rooms.  When using the kitchen  Move the sign to engaged.  Please make you own tea/coffee, clean up thoroughly after yourself.  Wipe down all surfaces and appliances you have used.  Move the sign to vacant.  When using the toilet  Move the sign to engaged when you enter  Turn the light on so that the extractor fan will bring in fresh air  Clean and wipe down surfaces ready for the next person.  Remember: door handles / flush / taps / any other surfaces you have touched.  Move the sign to vacant. | **Low**  **Low** |
| Moving between offices, **Pucknall** | All employees | **High** | Move between offices using external walkways whenever possible  Follow the safe distance floor markings to stop close contact with members of staff  Do not stand over colleague’s desks or share screens. Use the internal phones or company mobile to have a conversation and zoom to share information on screen  Make way for other building users to maintain as much distance as possible.  The offices have good lines of sight except for the doorway between sales and accounts, if you are approaching from the operations office please follow the separation tape and box marked on the floor and stop to check the way is clear before entering the accounts office  When leaving the toilets please follow the separation tape and box marked on the floor and stop and check the way is clear before entering the accounts office  Please make way for other building users to maintain as much distance as possible  Wash your hands frequently during the day | **Low** |
| Using the meeting room, **Pucknall** | All employees and visitors | **High** | Meetings to be held outside as far as possible or in the internal designated meeting area. If you use the outside tables or chairs, wipe down all surfaces you have touched  The meeting room must not be used for meetings with multiple attendees due to poor ventilation  The meeting room can be used for visiting staff as a hot desk, or for 1 employee at a time. The window and door must be opened for ventilation  Wipe down all surfaces and appliances you have used. | **Low** |
| Visitors, **Pucknall** | All Visitors | **High** | Only pre-booked appointments.  Visitors will have to sign a document stating that they do not have Corona virus symptoms and do not live with anyone displaying symptoms and leave full contact details  Meetings to be held outside as far as possible  The meeting room must not be used due to poor ventilation  Visitors are not allowed to use kitchen and drinks facilities and will not be offered any food or drink  Visitors will be able to use the toilets but controls must be followed | **Low** |
| Leaving your desk for the day, **Pucknall**  Leaving your desk for the day, **Pucknall** | All employees and visitors  All employees and visitors | **High**  **High** | Before leaving the office at the end of each day  Clean up thoroughly after yourself, wipe down all surfaces and appliances you have used. Wash any crockery and cutlery you have used  Put any rubbish in the bin and tidy your desk  Use the disinfectant spray and a cleaning wipes on your desk to wipe down your desk and equipment  Immediately before leaving the office, use hand gel  Place your personal waste bag in the skip, do not let it get more than half full | **Low**  **Low** |
| Locking the office at end of the day, **Pucknall** | Key holders | **High** | Before leaving the office at the end of each day  Wash your hands thoroughly first. Use disinfectant spray and a clean cloth to wipe down   * Drink area surfaces and appliances * All light switches. * Photocopier surfaces * Close windows and wipe * Door to the courtyard, wipe the push plate (close after cleaning) put the disinfectant spray in sanitation unit next to the door * Lock the door * Place your personal waste bag in the skip, do not let it get more than half full | **Low** |
| Staying away from home | Employees staying away from home | **High** | Where employees are required to stay away from their home.  Invincible management will keep details of the stay. | **Low** |
| Using Public Transport  Using Public Transport (Cont.) | Employees    Employees | **High**  **High** | * Check the guidance on how to stay safe and prevent the spread. * Wear a face covering on all public transport including stations. * Download the [NHS COVID-19 app](https://covid19.nhs.uk/) before you travel, if possible, and check in Where you see official NHS COVID-19 QR code posters. * plan your journey and check your route. * check with your operator regarding any policies they may have in place * open or keep windows open for ventilation where it is possible for you to do so. * wash or sanitise your hands regularly. * Avoid touching your face. * cover your mouth and nose with a tissue or the inside of your elbow when coughing or sneezing. * dispose of waste safely, including items such as used disposable face coverings. | **Low**  **Low** |