

Covid Secure Risk Assessment



Issued 30/08/2020
Version 1.0

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	In Place
Spread of Covid-19 Coronavirus	Staff	2 Who should go to work				
	Visitors	In our offices				
	Cleaners		Requests from team members to work more than 2 days per work in the office will be considered by the BCP group and approved by exception.	BCP steering	01-Sep-20	Yes
	Contractors	From 1st September staff will work in the offices for two days per week on a planned rota basis with numbers limited	Face to face on site meetings (in small groups) were held with all staff in their relevant location to fully brief and consult on measures implemented for this planned return to the office			
	Drivers					
	Vulnerable groups					
	Anyone who physically comes in contact with the business	In our offices adequate sanitation materials provided with guidance on handwashing. Sanitisation stations provided around the offices		NH	16-Mar-20	Yes
		Record of all staff attending offices	Clear centrally controlled documents to record attendances supplemented by sign in and out logs	NH	01-Jun-20	Yes
		On client sites				
		Clients are offered virtual meetings hosted by Patrick Parsons via Microsoft Teams or Zoom.	Clear separate guidance has been issued to support team members on site meetings with clients. Appendix 1	GVR	01-Apr-20	Yes
		2.1 Protecting people at higher risk				
		Carefully reviewed personnel records and highlighted team members in the vulnerable category using this information to inform any decisions.	Shielding ended in the UK on 01/09/20	NH	05-Mar-20	Yes
		2.2 Self Isolation				
		Provisions made for all staff to work from home from 24th March 2020, meaning anyone that may need to self isolate could work from home		NH	24-Mar-20	Yes
		3 Social distancing at work				
	3.1 Coming to work and leaving work					
	Where necessary office capacities have been reduced.	Clear seating plans are in place per office as detailed in Appendix 2. Offices can only be attended by prior arrangement.	BCP steering	29-May-20	Yes	
	Flexible working times are offered to staff working in an office	Cleaners will attend the offices outside of the hours staff are present to reduce the amount of people in the office at any one time.	NH	01-Jun-20	Yes	
	To enable driving to work as much as possible, any available parking spaces will be allocated to team members that are approved to office work.	Bicycle storage is available at all of our offices	NH	01-Jun-20	Yes	
	Company vehicles and personal vehicles used on company business will be limited to one person.		NH	01-Jun-20	Yes	
	Movement around our offices will be managed by clear signage supporting social distancing measures	All sites reviewed in August including the addition of our new Wakefiled office	NH/GB	31-Aug-20	Yes	

Bags and personal items should be stored away from work stations.	Clear desk policy implemented with each member of staff given a 'desk box' to keep personal possessions in	NH	01-Jun-20	Yes
Hand cleaning stations at all entry and exit points.	All sites reviewed in August including the addition of our new Wakefiled office	NH/GB	31-Aug-20	Yes
3.2 Moving around buildings and worksites				
Movement around our offices will be managed by clear signage supporting social distancing measures	All sites reviewed in August including the addition of our new Wakefiled office	NH/GB	31-Aug-20	Yes
Masks must be worn if a member of staff is not sat at their desk (excluding Ash Vale as space permits)	All staff were provided with two Patrick Parsons Masks	NH	31-Aug-20	Yes
3.3 Work places and work stations				
Seating plans reviewed to consider 2m (or 1m +) social distancing guidelines	Detailed seating plan per office, including max capacity. Appendix 2 (Reviewed August)	NH	31-Aug-20	Yes
Desks positioned towards the wall where appropriate	Our Twickenham and Gateshead office required a change in layout. Some desks were changed to wall facing	NH	31-Aug-20	Yes
Old paper files have been removed from offices to allow clearer office space and a clear desk policy	A full office clear down took place across our estate to best support cleaning practices: Birmingham - Desks cleared to storage areas Twickenham - Significant reduction in files stored in office, moved off premises Ash Vale - Significant reduction in files stored in office, moved off premises Gateshead - Desks cleared to storage areas Wakefield - Moved to new office location from Huddersfield	NH	31-Aug-20	Yes
Clear desk policy is managed by individuals keeping all work items in a cleanable box in a designated storage unit.		NH	31-Aug-20	Yes
Desks assigned to individuals on a daily basis		BCP steering	31-Aug-20	Yes
3.4 Meetings				
Virtual meeting tools (Microsoft Teams, Zoom) are available for internal and external meetings.		NH	24-Mar-20	Yes
Where possible cross site internal meetings should be held virtually		NH	31-Aug-20	Yes
Internal meeting rooms are closed unless they have windows or doors that open externally.	Meeting rooms outside of this guidance can be used by one individual	NH	31-Aug-20	Yes
Pens, physical documents and other objects should not be shared during meetings		NH	31-Aug-20	Yes
Hand sanitiser and disinfection wipes will be provided in meeting spaces. Individuals will be asked to clean down desk space and chair before and after use.		NH	31-Aug-20	Yes
Guidance on external meetings is shown in Appendix 1		GVR	01-Apr-20	Yes
3.5 Common areas				

<p>We have reviewed the shared buildings in our portfolio. These are:</p> <ul style="list-style-type: none"> Ash Vale – there is shared toilet facility. We have however, come to an arrangement with the landlord and other tenants that for the time being we will have allocated toilet space. Gateshead – We have fully reviewed the position of the Gateshead office. The shared kitchen area is out of use to our employees. Tea / coffee and fridge facilities are provided in the office with bottled water available in the absence of a running water supply. Toilet facilities within the shared building are operating a ‘one in one out’ rule. Our teams must adhere to this as per our office specific meeting. 		NH	31-Aug-20	Yes
Break times should be staggered for those attending work in the office		NH	01-Jun-20	Yes
<p>Kitchens will be limited to one person at a time. Clear signage will be displayed.</p>	<p>The Twickenham kitchen facility is closed due to it being in the open office environment. To support our Twickenham team, we have implemented the following:</p> <ul style="list-style-type: none"> New fridge’s ordered, one for each floor Water dispensers installed on each floor, providing chilled and instant hot drinking water. The units are pedal operated to reduce high touch areas <p>The Gatehead kitchen is closed, with provisions made for fridge and drinks facility in the office</p>	NH	31-Aug-20	Yes
Teams will be encouraged to bring their own food in a airtight container. Fridge facilities will be provided as normal.		NH	01-Jun-20	Yes
Staff are encouraged to get fresh air but we advise against visiting high footfall areas		NH	01-Jun-20	Yes
Toilet facilities will be allocated per individual in the office (with the exception of Ash Vale and Gateshead)		BCP steering	01-Jun-20	Yes
Reception areas will be closed at present.	A buzzer system is in operation in all sites to notify staff of things such as deliveries	NH	01-Jun-20	Yes
<u>3.6 Accidents, Security and other incidents</u>				
Social distancing measures are not required during emergencies such as a fire.	People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.	NH	01-Jun-20	Yes
<u>4 Managing customer visitors and contractors</u>				
<u>4.1 Manage contact</u>				
Clients are offered virtual meetings hosted by Patrick Parsons via Microsoft Teams or Zoom.	Clear separate guidance has been issued to support team members on site meetings with clients. Appendix 1	GVR	01-Apr-20	Yes
Any trades person that is required to visit one of our locations will be directed to our website before their visit. Our risk assessment will be available here.	Trades persons are limited to one on site	NH	01-Jun-20	Yes
Some of our meeting rooms are now open, where there are externally opening windows or doors. Clients can attend meetings in our offices if they adhere to our Covid secure guidelines. Guidelines should always be shared in advance of attendance. Confirmation of receipt and understanding should be sought before a client attends our offices.		NH	31-Aug-20	Yes
<u>4.2 Providing and explaining available guidance</u>				

Internally our guidance will be shared and tracked through our Learning management system	Externally our guidance will be shared via our website	NH	01-Jun-20	Yes
Clear signage will be displayed around our offices to support guidance	Reviewed August	NH/GB	31-Aug-20	Yes
5 Cleaning				
5.1 before opening				
Each office will receive a cleaning service by our external providers		NH	01-Jun-20	Yes
5.2 Keeping the workplace clean				
Offices will be cleaned daily by our cleaning partners		NH	31-Aug-20	Yes
Team members will work at a single workstation allocated per day	Wipes are available and staff have been advised to clean workstations before and after use	BCP steering	31-Aug-20	Yes
Work stations should be cleaned before and after use with the wipes provided in all offices	Printers will be cleaned before and after use using the wipes provided	NH	01-Jun-20	Yes
Should there be a confirmed case of coronavirus the following guidance will be followed; https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings		NH	01-Jun-20	Yes
5.3 Hygiene - Handwashing, sanitation facilities and toilets				
Good handwashing technique will be promoted at all times	https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/	NH	01-Jun-20	Yes
Hand sanitation stations will be situated at convenient locations in our offices	Wipes will be provided to clean workstations and equipment such as printers	NH	01-Jun-20	Yes
Toilet facilities usage will be limited and spread to limit the amount of people using them	When office working is approved, toilet facilities will be assigned to an individual	BCP steering	01-Jun-20	Yes
5.4 Changing facilities and showers				
Shower facilities will be closed on our offices		NH	01-Jun-20	Yes
5.5 Handling goods, merchandise and other materials, and onsite vehicles				
Any deliveries should be robustly cleaned with wipes provided before opening or use	Gloves provided should be worn when handling delivered goods	NH	01-Jun-20	Yes
Company vehicles and personal vehicles used on company business will be strictly limited to one person.	Vehicles should be cleaned using the wipes available in all offices before and after use. Hand sanitiser should be carried in all vehicles.	NH	01-Jun-20	Yes
Non work deliveries to work are prohibited until further notice		NH	01-Jun-20	Yes
6. Personal Protective Equipment (PPE) and face coverings				
Our guidance on PPE is unchanged	New PPE was ordered for all staff to remove any practices of sharing PPE. All PPE should be stored at home	NH	31/08/2020	Yes
Face coverings should be worn in our offices when staff are not sat at their desks (excluding Ash Vale)		NH	31/08/2020	Yes
7 Workforce Management				
7.1 Shift patterns and working groups				
Staff are split in to teams and will only be required to attend the office two days per week.	Clear rotations with seating plans and assigned toilets (excluding Gateshead and Ash Vale) are shared with staff in advance of visits	BCP steering	31-Aug-20	Yes
We will maintain a robust register of office attendance, including desk locations and any toilet sharing to comply with track and trace measures.		NH	31-Aug-20	Yes
7.2 Work related travel				

In the first instance clients are offered virtual meetings hosted by Patrick Parsons via Microsoft Teams or Zoom.	Clear separate guidance has been issued to support team members on site meetings with clients. Appendix 1	GVR	01-Jun-20	Yes
Walking or cycling should take priority where ever possible. When this is not possible can use public transport or drive. You must wear a face covering when using public transport.		NH	01-Jul-20	Yes
Company vehicles and personal vehicles used on company business will be strictly limited to one person.	Vehicles should be cleaned using the wipes available in all offices before and after use. Hand sanitiser should be carried in all vehicles.	NH	01-Jun-20	Yes
Any overnight stay away from home will be centrally logged and accommodation checked in advance to ensure adequate social distancing measures		BCP steering	01-Jun-20	Yes
7.3 Communication and Training				
Written communications and monthly virtual conferences keeping team members up to date on covid secure activities are sent to all staff by email from our CEO		GB	24-Mar-20	Yes
Covid secure guidance will be issued and tracked via our learning management system	Follow up training and consultation with staff on implemented measures was delivered in small groups prior to our return to office working on rotation. New guidance was issued and tracked via LinkedIn Learning	NH	31-Aug-20	Yes
Increased engagement and virtual social activities to support team members through this challenging period	https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19	GB	01-May-20	Yes
8. Inbound and outbound goods				
Deliveries should be left at the door of our offices		NH	01-Jun-20	Yes
Any deliveries should be robustly cleaned with wipes provided before opening or use	Gloves provided should be worn when handling delivered goods	NH	01-Jun-20	Yes