



## Risk Assessment – Office Staff - COVID 19

Company name: Caice Acoustic Air Movement Ltd

Objective: Ensuring the workplace is COVID Secure

Date carried out: 12<sup>th</sup> July 2021

Assessment carried out by: Health & Safety Personnel

Date of next review: When applicable

The Covid restrictions are lifting on 19<sup>th</sup> July, but what remains is the Health and Safety at Work Act and its two most relevant sections:

- **Section 2 – duties to our own employees to do what is reasonably practicable to ensure their health and safety.**
- **Section 3 – duties to non-employees who are affected by our business to do what is reasonably practicable to ensure their health and safety.**

What are the hazards?	Who might be Affected?
Getting or spreading coronavirus in common use high traffic areas such as corridors, rest rooms, toilet facilities, entry/exit points to facilities, lifts, high touch equipment (i.e., printers), other communal areas and by not washing hands or not washing them adequately.	<ul style="list-style-type: none"><li>• Vaccinated individuals (1 jab or 2 jabs (+ 2 weeks for full antibody development) the risk of serious illness/ death is vastly reduced, but the risk of passing the disease to others is only reduced by about 50% (data is limited at the moment).</li><li>• Non vaccinated individuals will include all those not yet vaccinated, including their children and those who cannot be vaccinated or who choose not to be.</li></ul>

Emma Darch, Health &  
Safety Administration Manager

12<sup>th</sup> July 2021

**What further action do you need to take to control the risks?**

1. Consultation with the workplace involving an open conversation about returning to the workplace. Staff must feel safe.
2. Individuals need to be mindful that COVID-19 has not gone away and reminded to continue to adopt a sensible approach to protect themselves, work colleagues and family.
3. Social distancing stickers will remain in all offices as a reminder.
4. Maximise the supply of fresh air and ventilation in the premises by opening windows and keeping doors open.
5. Face coverings are no longer required by law, but Caice will support their workers in using face coverings safely if they choose to wear one.
6. Individuals are to continue to take their own temperature on a twice daily basis and record results in the Temperature Logbooks.
7. Hand washing and sanitising to continue throughout the offices. Sanitisers are available throughout the office in key positions.
8. Continuance of the cleaning company the sanitising of communal surface areas and 'high touch' areas/equipment, i.e., door handles, desks, bannisters, and printers with anti-viral spray on a daily basis.
9. Individuals to use face coverings on public transport (e.g., when doing site visits in London) and in busy internal areas when visiting clients' workplaces.
10. If travelling together in the same vehicle, wherever possible use fixed travel partners, do not sit face to face, and open windows. A face mask can be used if the individual(s) prefer.
11. If Hot Desking needs to take place the whole of the surface area, keyboard, phone, etc. needs to be sanitised before use.
12. LCP have several pool cars. Each pool car is allocated to a member of staff. In the likelihood of another driver using the car personnel are required to sanitise, at a minimum key touch points in the vehicle, such as the steering wheel, gear stick and door handles.
13. If the carpark barrier is down individuals will need to ensure that they sanitise their hands when touching the code keypad.
14. Visitors are allowed to visit all offices as well as external maintenance personnel. Hand hygiene and temperature measures need to be followed.
15. Individuals to follow the handwashing and sanitising procedures after handling external deliveries.

<b>Who needs to carry out the action?</b>	<b>When is the action needed by?</b>	<b>Done</b>
The elected H&S Representatives of the offices & H&S Administration Manager	As soon as possible	

## **The Use of Face Coverings**

The company will support any employees that wish to use face coverings if they choose to wear one.

**Face Covering Guidance** - this procedure will be made available to all employees, through posters on walls throughout the office(s).

This means telling workers to:

- 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 they 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 their face covering daily.
- If the material is washable, wash in line with manufacturer's instructions.
- If it is not washable, dispose of it carefully in their usual waste.
- Practice social distancing wherever possible.

You can make face-coverings at home and can find guidance on how to do this and use them safely on GOV.UK.