

## COVID-19 risk assessment v.2

**Company name:** Institution of Environmental Sciences

**Assessment carried out by:** Dan Ward (Programme Lead)

**Date assessment was carried out:** 10/09/2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?
Getting or spreading coronavirus by not washing hands or not washing them adequately	Staff, Contractors, Visitors	All staff currently working from home  No contract work currently being carried out  No visitors on site at current	Ensure there are hand sanitising stations present both in the main IES office and in the Fjord and Fjell meeting rooms  Put up hand washing information signs near the sink in the IES kitchen area  Ensure kitchen area has running water, soap and paper towels for drying	Programme Lead	10/09/2020

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		<p>Communal areas of the building have hand sanitising stations</p> <p>Toilet facilities have information signs reminding people to wash their hands for 20 seconds, with appropriate hand washing techniques</p> <p>Toilet facilities have running water, soap and paper towels, managed by the building</p>			

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		landlord			
Getting or spreading coronavirus in public access communal use areas of the building such as the corridors, the stairway, the lift, toilet facilities, entry/exit points to facilities, and other communal areas	Staff, Contractors, Visitors	<a href="#">A full risk assessment and associated mitigation measures have been put in place by the building landlord</a>	Continued liaison on communal areas	Office Administrator	Ad-hoc
Getting or spreading coronavirus in narrow pinch-point areas of the IES office where social distancing is difficult to maintain, such as corridors, entrance/exit points to meeting rooms and/or the office itself	Staff, Contractors, Visitors	Corridors leading to the IES Office fall under the landlord's risk assessment  As above, no-one currently using the office  Numbers of	Put up signs at entrance/exit points to remind individuals to social distance where possible, including standing back and allowing passage for anyone currently in a corridor or heading towards an entrance/exit point with priority access for those exiting	Programme Lead	10/09/2020

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		<p>visitors will be limited (maximum 6 if using the Fjord meeting room in boardroom style, or 12 in theatre style) and must be pre-booked</p> <p>Visitors are asked to stagger their arrival and departure times to avoid congestion</p> <p>Different visitor groups will be required to book different days,</p>	<p>Contractors will be pre-booked where possible on days without other external visitors</p> <p>Number of staff on site will be limited (maximum 5) on days when meeting rooms are hired out</p>		

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		to allow for thorough cleaning			
Getting or spreading coronavirus in high traffic areas where people may congregate or equipment may be commonly touched, e.g. kitchen, computer area etc.	Staff, Contractors, Visitors	As above, no-one currently using the office  Online meetings are actively encouraged  External visitors that have hired meetings are asked before attending to avoid using the kitchen areas and main office. This will be supervised on	As above, number of staff on site will be limited (maximum 5) on days when meeting rooms are hired out  Staff will be asked to stagger their lunch breaks or to take lunch out of the office  Plates/cups/mugs/cutlery to be used by external visitors for meetings will be kept separate from those used by staff.  All	Programme Lead       Office Administrators	10/09/2020       Ad-hoc

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		visit	<p>plates/cups/mugs/cutlery will be thoroughly washed before and after use in the sinks with hot water and appropriate bacterial detergent</p> <p>Non-fire doors and windows to be left open as much as possible during opening hours to improve ventilation and reduce common contact points</p> <p>Air con units, when in use, to be switched to ventilation, not circulation</p>		
Getting or spreading coronavirus through workers living together and/or travelling to work together	Staff	At the time of assessment, no members of staff live together and/or	Review upon change of staff circumstances	Programme Lead	Ad-hoc

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		travel to work together			
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	Staff, Contractors, Visitors	<p>Each workstation is allocated to one member of staff</p> <p><a href="#">Common touch points in the communal areas are regularly and thoroughly cleaned as per the landlord's risk assessment</a></p>	<p>As above, maximum number of staff on site on days when meeting rooms are hired out is 5, to use every other desk and maintain social distancing</p> <p>Staff will still have the option to work from home</p> <p>If more than 5 staff are required on site, the Fjord meeting room will be set up to accommodate additional workstations, with appropriate cleaning measures in place</p> <p>Meeting rooms will only be hired out to one group per</p>	Programme Lead	Daily

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			<p>day, to allow for cleaning between groups</p> <p>Door handles, taps, hand sanitising stations and other commonly touched areas in the IES office will be regularly and thoroughly cleaned at the beginning of each day</p> <p><a href="#">Toilets are cleaned as per the risk assessment in Corinthian House</a>. This will be revised upon increased numbers of visitors/users of the office.</p> <p>A cleaning rota will be drafted and implemented relative to the number of staff that will be using the office</p>		



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			Training on hygiene and cleaning will be provided to all staff		
Mental health and wellbeing affected through isolation or anxiety about coronavirus	Staff	<p>Morning check-in meetings</p> <p>Regular communications on updates between staff</p> <p>Working hours set, breaks encouraged, annual leave encouraged</p>	<p>Mental Health First Aid Officer to complete training</p> <p>Mental Health First Aid Officer to set out action plan and improvements</p> <p>Share more information around mental health and wellbeing with staff, including the use of office posters</p>	Programme Lead	31/10/2020
Musculoskeletal disorders as a result of using DSE at home for a long period of time	Staff	There is no increased risk for people working at	All staff to complete a display screen equipment (DSE) equipment and appropriate measures put		

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		<p>home temporarily but if this arrangement becomes long term the risks should be assessed</p>	<p>in place to address issues raised as part of these assessments e.g. purchasing of equipment</p>		
<p>Poor workplace ventilation leading to risks of coronavirus spreading</p>	<p>Staff, Contractors, Visitors</p>		<p>All aircon units to be switched to drawing in fresh air where possible and not circulating air</p> <p>All non-fire doors and windows to be left open where possible during opening hours until the weather renders this ineffectual</p>		<p>10/09/2020</p>
<p>Increased risk of infection and complications for vulnerable workers</p>	<p>Staff</p>		<p>Staff will be required to fill out an individual assessment to identify if</p>		<p>Prior to return (no current set</p>

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			<p>they are classified as clinically extremely vulnerable, or at risk of worse outcomes from COVID-19, as <a href="#">defined by the UK government and Public Health England</a></p> <p>All staff, visitors and contractors, regardless of individual assessment, will be asked not to travel to the office or any other work function if they are suffering from known COVID-19 symptoms, <a href="#">as defined by the World Health Organisation</a>, or are aware of being in contact with an individual who has tested positive for COVID-19 in the last 14 days. Staff are asked to take a COVID-19</p>		<p>date)</p>

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			<p>test and await a negative result, or a 14-day isolation period, before returning to the office</p> <p>Any staff who are required to action the above will be in close contact with a senior member of staff to ensure their wellbeing</p> <p>All external visitors are asked to submit their full name and contact details prior to attending the office, to comply with NHS Track and Trace</p>		

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)