

Risk assessment for employees working during Coronavirus (Covid-19) outbreak

Name of employee(s): Womble Bond Dickinson employees (firm wide)

Name of assessor: Stacey Hocking

Date of first assessment: 27/04/20

List of hazards	Who might be harmed and how?	Control measures in place	Further action required to control the risks	Who needs to carry out the action?	When is action needed by?
Individual displaying symptoms of Coronavirus (COVID-19) respiratory illness, including a high temperature or fever; a new continuous cough; or loss of taste and/or smell.	Infected employees could spread virus to other members of staff.	<ul style="list-style-type: none"> Employees should not attend work if they (or another member of their household) are experiencing the following symptoms: high temperature or fever, a new continuous cough, or loss of taste and/or smell. They must follow the Public Health England advice on 'self-isolation' that can be found here: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance If an employee experiences any of the symptoms stated above, they should arrange to be tested as soon as possible. If an employee is at work and starts to display symptoms of Coronavirus (COVID-19) then they must distance themselves from colleagues immediately and inform their line manager and/or HR. The local Faith and Wellness Room can be used to isolate whilst waiting to leave the office if necessary. Suspected Coronavirus (COVID-19) cases should be reported to a member of HR, and confirmed cases to Public Health England. 	Specialist cleaning to take place prior to occupation and following a confirmed case of Coronavirus (COVID-19) in our offices.	Facilities Manager / Greenzone (cleaning contractor)	Prior to re-occupation and following confirmed case of Coronavirus (COVID-19) in our offices

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Contracting Coronavirus (COVID-19) respiratory illness through contact with contaminated persons in the Reception area.	Employees, visitors and contractors could be infected whilst working on site.	<ul style="list-style-type: none"> Face to face meetings should be minimised and alternative remote working tools such as conference calls and Skype should be used. No contact rule for signed deliveries to be observed. Open windows and doors frequently to encourage ventilation, where possible. Maintain a record of visitors / contractors. Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors / contractors on or before arrival. Contractors should also complete the Contractor Induction Form (EF09). All employees, visitors and contractors must sign in and out and reception and maintain records for track and trace requirements. 	<ul style="list-style-type: none"> Ensure employees/visitors are aware of social distancing procedures in the office, including the use of floor, wall and freestanding signage. 	Facilities Manager	Prior to re-occupation
			<ul style="list-style-type: none"> Receptionists to be supplied with appropriate PPE and protective screens, and only one receptionist to work at the reception desk at any time (unless possible to work and maintain 2 metre distance). Training to be provided on use of PPE. 	Facilities Manager / Receptionist	Prior to re-occupation
			<ul style="list-style-type: none"> Receptionists will check temperatures of all visitors / contractors, and remind them of current government guidelines on reporting symptoms. Notice to be displayed at Reception. 	Facilities Manager / Receptionist	Prior to re-occupation
			<ul style="list-style-type: none"> Implement one way system where possible. 	Facilities Manager	Prior to re-occupation
Contracting Coronavirus (COVID-19) respiratory illness through contact with contaminated surfaces in the Reception area.	Employees, visitors and contractors could be infected whilst working on site.	<ul style="list-style-type: none"> Hand sanitiser stations to be provided in reception area for use by employees, visitors and contractors. Revise visitor arrangements to ensure social distancing and hygiene, including avoiding shared pens to sign in at reception. 	<ul style="list-style-type: none"> There should be a separate area assigned where deliveries of post and goods can be deposited and quarantined awaiting appropriate action from the Facilities team. 	Facilities Manager / Receptionist	Prior to re-occupation
			<ul style="list-style-type: none"> Restriction of personal deliveries to reduce volume of non-work related packages. 	Facilities Manager	Prior to re-occupation
			<ul style="list-style-type: none"> Presence of a day cleaner to regularly clean 'touch surfaces'. 	Facilities Manager / Greenzone (cleaning contractor)	Prior to re-occupation
Contracting Coronavirus (COVID-19) respiratory illness through contact with contaminated persons in meeting rooms.	Employees, visitors and contractors could be infected whilst working on site.	<ul style="list-style-type: none"> Where meetings cannot be avoided, only participants that are absolutely necessary should attend and the number of people in meeting rooms should be restricted to allow safe distancing. 	<ul style="list-style-type: none"> Employ a one way traffic system around meeting rooms if possible. 	Facilities Manager	Prior to re-occupation
			<ul style="list-style-type: none"> Collapsible screens available on request from Reception. 	Facilities Manager / Receptionist	Prior to re-occupation / meetings
			<ul style="list-style-type: none"> Consider reconfiguration of furniture and/or removing chairs from meeting rooms. 	Facilities Manager / Receptionist	Prior to re-occupation

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Contracting Coronavirus (COVID-19) respiratory illness through contact with contaminated surfaces in meeting rooms .	Employees and contractors could be infected whilst working on site.	<ul style="list-style-type: none"> Employees must follow social distancing guidelines and maintain 2 metre distance from others. Open windows and doors frequently to encourage ventilation, where possible. 	<ul style="list-style-type: none"> Review layouts and processes (including consideration of reduced occupancy) to allow people to work at least 2m apart. 	Facilities Manager / Team Leaders	Prior to re-occupation
			<ul style="list-style-type: none"> 50% occupancy limits in office areas to ensure physical distancing. Desks must be booked in advance through Guest Services teams. 	Facilities Manager / Team Leaders	Prior to re-occupation
			<ul style="list-style-type: none"> Employees to be supplied with suitable PPE on request, including gloves and washable face masks where appropriate. Training to be provided on use of PPE. 	Facilities Manager	Prior to re-occupation
			<ul style="list-style-type: none"> Implement one way system where possible. 	Facilities Manager	Prior to re-occupation
Contracting Coronavirus (COVID-19) respiratory illness through contact with contaminated surfaces in open plan areas .	Employees and contractors could be infected whilst working on site.	<ul style="list-style-type: none"> Encourage storage of personal items and clothing in lockers where available. Clear desk procedures must be followed to allow effective cleaning of desks. Antibacterial wipes are available to wipe down desks and equipment if desired. 	<ul style="list-style-type: none"> Evening cleaners will thoroughly clean and sanitise all desks that have been occupied that day. 	Facilities Manager	Prior to re-occupation
			<ul style="list-style-type: none"> Day time cleaner available if required. 	Facilities Manager	Prior to re-occupation
Contracting Coronavirus (COVID-19) respiratory illness through contact with contaminated persons in cellular offices	Employees could be infected whilst working on site.	<ul style="list-style-type: none"> Clear desk procedures to be followed to allow effective cleaning of desks. 	<ul style="list-style-type: none"> Only one person to occupy a cellular office at a time. 	Facilities Manager / Team Leaders	Prior to re-occupation
Contracting Coronavirus (COVID-19) respiratory illness through contact with contaminated persons in Post Rooms and Distribution .	Employees and contractors could be infected whilst working on site.	<ul style="list-style-type: none"> Employees must follow social distancing guidelines and maintain 2 metre distance from colleagues. No one other than Facilities to enter post rooms. All mail to be scanned and sent by email. No contact rule for signed deliveries to be observed. 	<ul style="list-style-type: none"> Post rooms to deliver and collect post to designated points in the office. 	Facilities Manager	Prior to re-occupation
			<ul style="list-style-type: none"> Postroom space to be reconfigured to better accommodate social distancing if necessary. 	Facilities Manager	Prior to re-occupation
			<ul style="list-style-type: none"> Consider use of other spaces for printing (such as training rooms/ unused meeting rooms) if necessary. 	Facilities Manager	Prior to re-occupation

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Contracting Coronavirus (COVID-19) respiratory illness through contact with contaminated surfaces in Post Rooms and Distribution .	Employees and contractors could be infected whilst working on site.	<ul style="list-style-type: none"> Avoid shared use of equipment where possible. Antibacterial wipes and hand sanitiser to be provided. 	<ul style="list-style-type: none"> Facilities Assistants to be supplied with appropriate PPE, including latex free gloves. Training to be provided on use of PPE. 	Facilities Manager	Prior to re-occupation
			<ul style="list-style-type: none"> Restriction of personal deliveries to reduce volume of non-work related packages. 	Facilities Manager / Team Leaders	Prior to re-occupation
Contracting Coronavirus (COVID-19) respiratory illness through contact with contaminated persons in Cafés .	Employees, visitors and contractors could be infected whilst working on site.	<ul style="list-style-type: none"> Encourage employees to bring their own food. Provide packaged meals or similar to avoid fully opening cafés. 	<ul style="list-style-type: none"> Limit number of employees in café areas at any one time. 	Facilities Manager / CH&Co (catering contractor)	Prior to re-occupation
			<ul style="list-style-type: none"> Reconfigure seating and tables to maintain spacing and reduce face to face interactions. 	Facilities Manager / CH&Co (catering contractor)	Prior to re-occupation
			<ul style="list-style-type: none"> Ensure a separate risk assessment is completed for return of CH&Co employees and seek guidance on provisions. 	CH&Co (catering contractor)	Prior to re-occupation
Contracting Coronavirus (COVID-19) respiratory illness through contact with contaminated surfaces in Cafés .	Employees, visitors and contractors could be infected whilst working on site.	<ul style="list-style-type: none"> Antibacterial wipes and hand sanitiser to be provided. 	<ul style="list-style-type: none"> Hand sanitiser to be provided in café areas. 	Facilities Manager	Prior to re-occupation
			<ul style="list-style-type: none"> Implement regular cleaning of 'touch surfaces' such as vending machines. 	Facilities Manager / CH&Co (catering contractor)	Prior to re-occupation
			<ul style="list-style-type: none"> Arrange to put Vivreau machine back in service. 	Facilities Manager / CH&Co (catering contractor)	Prior to re-occupation
Contracting Coronavirus (COVID-19) respiratory illness through contact with contaminated persons in tea points .	Employees and contractors could be infected whilst working on site.		<ul style="list-style-type: none"> Restrict number of employees permitted in tea points to allow 2 metre social distancing. 	Facilities Manager	Prior to re-occupation
			<ul style="list-style-type: none"> Appropriate signage to be displayed. 	Facilities Manager	Prior to re-occupation
Contracting Coronavirus (COVID-19) respiratory illness through contact with contaminated surfaces in tea points .	Employees and contractors could be infected whilst working on site.	<ul style="list-style-type: none"> Antibacterial wipes and hand sanitiser to be provided in tea points. Consider more regular disposal of waste in these areas. 	<ul style="list-style-type: none"> Arrange flushing of Billi taps before occupation of offices. 	Facilities Manager	Prior to re-occupation
			<ul style="list-style-type: none"> Regular cleaning of 'touch surfaces', including Billi taps. 	Facilities Manager / Greenzone (cleaning contractor)	Prior to re-occupation

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Contracting Coronavirus (COVID-19) respiratory illness through contact with contaminated persons in print points.	Employees and contractors could be infected whilst working on site.		• Restrict number of employees permitted in print points to allow 2 metre social distancing.	Facilities Manager	Prior to re-occupation
			• Appropriate signage to be displayed.	Facilities Manager	Prior to re-occupation
Contracting Coronavirus (COVID-19) respiratory illness through contact with contaminated surfaces in print points.	Employees and contractors could be infected whilst working on site.	• Limit / restrict use of high-touch items and equipment such as whiteboards.	• Regular cleaning of 'touch surfaces', including printer screens in print points.	Facilities Manager / Greenzone (cleaning contractor)	Prior to re-occupation
			• Provide employees with screen touch pens to use on keyboards etc. (on request).	Facilities Manager	Prior to re-occupation
Contracting Coronavirus (COVID-19) respiratory illness through contact with contaminated persons in lifts.	Employees, visitors and contractors could be infected whilst working on site.	• Encourage use of stairs wherever possible. • Ensure people with disabilities have access to lifts.	• Restrict number of employees permitted in lifts to allow 2 metre social distancing.	Facilities Manager / Greenzone (cleaning contractor)	Prior to re-occupation
			• Appropriate signage to be displayed.	Facilities Manager	Prior to re-occupation
Contracting Coronavirus (COVID-19) respiratory illness through contact with contaminated surfaces in lifts.	Employees, visitors and contractors could be infected whilst working on site.		• Regular cleaning of 'touch surfaces', including lift buttons in lobby areas.	Facilities Manager / Greenzone (cleaning contractor)	Prior to re-occupation
Contracting Coronavirus (COVID-19) respiratory illness through contact with contaminated persons in toilets / showers.	Employees, visitors and contractors could be infected whilst working on site.		• Restrict number of people permitted in communal toilets.	Facilities Manager	Prior to re-occupation
Contracting Coronavirus (COVID-19) respiratory illness through contact with contaminated persons in entrances / lobbies.	Employees, visitors and contractors could be infected whilst working on site.	• Work collaboratively with landlords to ensure consistency across common areas.	• Introduce staggered start times and longer working day to reduce traffic in lobbies at peak times.	Facilities Manager / JLL (building mgmt)	Prior to re-occupation
			• Implement one way traffic on stairwells if building has more than one staircase.	Facilities Manager / JLL (building mgmt)	Prior to re-occupation
			• Liaise with building management to extend plant and security operations to cover extended working day.	Facilities Manager / JLL (building mgmt)	Prior to re-occupation

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Other considerations - daily hygiene	Employees, visitors and contractors could be infected whilst working on site.	<ul style="list-style-type: none"> Encourage employees to maintain good hand hygiene, washing hands with soap and water for a minimum of 20 seconds often, especially if coming into contact with frequently touched surfaces i.e. door handles, work surfaces, printers. Avoid touching mouth, nose and eyes with unwashed hands at all times. Hand sanitisers made available and located throughout the office. 	<ul style="list-style-type: none"> Liaise with our cleaning contractor to arrange provision of full time cleaner during the day, and regular cleaning of 'touch surfaces'. 	Facilities Manager / Greenzone (cleaning contractor)	Prior to re-occupation
			<ul style="list-style-type: none"> Liaise with building management regarding cleaning regimes of common parts. 	Facilities Manager / JLL (building mgmt)	Prior to re-occupation
			<ul style="list-style-type: none"> Liaise with building management to ensure appropriate signage is provided in common areas. 	Facilities Manager / JLL (building mgmt)	Prior to re-occupation
Contracting COVID-19 respiratory illness through contact with contaminated persons not adhering to control measures.	Employees could be infected whilst working on site.	<ul style="list-style-type: none"> Line managers to ensure employees are following measures where possible, and lead by example. 	<ul style="list-style-type: none"> All employees to be informed that they must follow control measures or they will be sent home. 	Facilities Manager/ HR	Prior to re-occupation
			<ul style="list-style-type: none"> Appoint COVID Representatives in each office to ensure adherence with procedures; provide guidance to employees on rules in place; escalate any concerns; and report recurring breaches to Facilities Managers. 	Facilities Manager	Prior to re-occupation
Contracting COVID-19 respiratory illness through contact with contaminated persons on public transport.	Employees could be infected whilst working on site.	<ul style="list-style-type: none"> Minimise non-essential travel, and consider remote options first. Ensure adequate facilities such as bike racks to help people walk, run or cycle into work where possible. 	<ul style="list-style-type: none"> Introduce staggered arrival and departure times so that employees can avoid peak travel times on public transport. 	Facilities Manager / HR	Prior to re-occupation
			<ul style="list-style-type: none"> Consider wider use of parking spaces for those who have difficulty getting to work. 	Facilities Manager / HR	Prior to re-occupation
Contracting COVID-19 respiratory illness through contact with contaminated persons where social distancing is not possible.	Employees such as first aiders whilst attending to infected persons.	<ul style="list-style-type: none"> Wherever possible we should allow for at least one first aider in the office during core working hours. 	<ul style="list-style-type: none"> First aiders to be provided with appropriate PPE where 2 metre distancing cannot be maintained, including approved disposable face masks; disposable aprons and face visors. 	Facilities Manager	Prior to re-occupation
			<ul style="list-style-type: none"> Used PPE to be bagged and disposed of/sent for cleaning. 	Facilities Manager / first aiders	Prior to re-occupation
			<ul style="list-style-type: none"> First Aiders should review First Aid Guidance from Cardinus (see appendix A). 	Facilities Manager / first aiders	Prior to re-occupation

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Contracting COVID-19 respiratory illness through contact with contaminated persons where social distancing is not possible .	Employees such as level 2 IT Analysts whilst fixing to IT issues.		<ul style="list-style-type: none"> Level 2 IT support analysts to be provided with appropriate PPE where 2 metre distancing cannot be maintained, including approved disposable face masks; disposable aprons and face visors. 	Facilities Manager	Prior to re-occupation
			<ul style="list-style-type: none"> Used PPE to be bagged and disposed of/sent for cleaning. 	Facilities Manager	Prior to re-occupation
Vulnerable persons contracting COVID-19 respiratory illness through contact with contaminated persons / surfaces.	Vulnerable employees could be infected whilst working on site.	<ul style="list-style-type: none"> Clinically extremely vulnerable individuals strongly advised not to work outside the home. Clinically vulnerable individuals that cannot work from home should be offered safest available on site roles. Ensure awareness and focus on the importance of mental health and wellbeing. 	<ul style="list-style-type: none"> Seek guidance from HR regarding individual requirements of our people. There should be appropriate accommodations made for workforce demographics and individual vulnerabilities (including age, pregnancy, mental health, relevant illness, BAME vulnerability?). 	Facilities Manager / HR	Prior to re-occupation
Contracting Coronavirus (COVID-19) respiratory illness through contact with contaminated persons in other locations .	Employees could be infected whilst working at other sites.	<ul style="list-style-type: none"> Travel ban in place to offices other than home office. International travel remains banned. 	<ul style="list-style-type: none"> Avoid travel to other offices or at least seek evidence of robust entry protocols. 	Risk & Best Practice Team	Immediately

Document control

Version	Date	Key changes	Approved by
1.	27 April 2020	Initial document	Martin Hall
2	22 June 2020	Addition of travel restriction details	Martin Hall
3	20 July 2020	Addition of new symptoms and testing requirements; requirement for contractors to complete induction form (EF09); and reference to COVID representatives instead of Facilities teams.	Martin Hall
4	10 September 2020	Updated in line with implementation of 'Fresh Start' phase, including changes to Reception & desk booking procedures; return of evening cleaners; and requirement for increase in fire wardens.	Martin Hall

Appendix A

As we start returning to work with guidance from the Government about physical distancing and good hygiene, we need to consider how do our first aiders provide treatment in the workplace.

The symptoms of COVID-19 include fever and/or persistent cough, with some people developing severe pneumonia causing breathing difficulties. The spread of SARS-CoV-2 is most likely to happen when there is close contact with an infected person and the risk increases the longer someone has close contact with them.

There are two routes that people could become infected:

- Directly transferred secretions into the mouths or noses of people who are nearby (within 2m) or possibly via inhalation into the lungs (e.g. drop[lets from coughing or sneezing)
- Through direct contact from touching a person, a surface or an object has been contaminated with respiratory secretions and then touching their own mouth, nose or eyes

There are two effective preventative measures:

- Practice physical distancing (>2m)
- Good hygiene practices – hand washing (or sanitising)

Planning

We never know when someone will need first aid in the workplace, however, we need to plan for it happening, and now in a Covid world we need to include preventing COVID-19 infection as part of those plans.

Have any symptoms? – stay at home, self-isolate and seek medical advice

This will significantly reduce the chance that someone on site is infectious.

Additional planning considerations

- Everyone is appropriately first-aid trained
- First aiders to have their own first aid kit
- First aid kits are fully stocked, within date and extra gloves available
- First aiders to have access to sanitising equipment and/or site welfare facilities

Providing first aid

Where possible, try and get the casualty to administrate self-aid with your support.

Be aware of the risks to yourself and others

In the event that somebody needs emergency first aid at work, go through the normal triage process and call the emergency services if necessary.

Keep yourself safe

- Wash your hands before and after treating a casualty
- Ensure you do not sneeze or cough over the casualty when you are treating
- Wear gloves or cover hands when dealing with open wounds
- Cover cuts and grazes on your hands with waterproof dressing
- Dispose of all waste safely – in hazardous waste, if available or double bag and put in 'normal/black bag' waste or use sanitary bins (found in ladies toilets)

Give early treatment

The vast majority of incidents do not involve you getting close to the casualty, where you could come into contact with respiratory secretions. Sensible precautions will ensure you are able to treat a casualty effectively

Information

Information about COVID-19 is being continually updated by the government and the NHS, keep yourself informed and updated.

Remember your own needs

Make sure you take time to talk about your fears and concerns with someone you trust and to take out time to look after yourself.

What to do if you are required to provide CPR?

Because of the heightened awareness of the possibility that the victim may have COVID-19, **Resuscitation Council UK** offers this advice:

- Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives

- Make sure an ambulance is on its way. If COVID 19 is suspected, tell them when you call 999
- If there is a perceived risk of infection, rescuers should place a cloth/towel over the victims mouth and nose and attempt compression only CPR and early defibrillation until the ambulance (or advanced care team) arrives. Put hands together in the middle of the chest and push hard and fast, 1/3 of their chest size and a rate of 100 per minute
- Early use of a defibrillator significantly increases the person's chances of survival and does not

increase risk of infection

- If the rescuer has access to personal protective equipment (PPE) (e.g. FFP3 face mask, disposable gloves, eye protection), these should be worn.
- After performing compression-only CPR, all rescuers should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative.

They should also seek advice from the NHS 111 coronavirus advice service or medical Adviser.

