

Risk assessment- COVID-19

Name of assessor	Erin Ferguson	Date	27/09/2020
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Time	6am-2am, 7 days a week	Work area	All Rothamsted Enterprises Buildings and Grounds
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Task being assessed	COVID-19 specific Risk Assessment, Covering all REL activities during phased return to work and re-opening.
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This document will be reviewed regularly in line with Government guidelines and HSE advice, and whilst COVID-19 remains a risk to the community. Following government guidance, a phased return to work plan has been prepared (work smart, stay apart) and information published for our staff, our tenants and our clients. These will be continually monitored and reviewed as we move through each phase. **We will continue to update in line with the <https://www.hse.gov.uk/news/coronavirus.htm>**

General Emergency procedures:

- Staff experiencing COVID-19 symptoms, must self-isolate immediately and inform their line manager. Staff must use the 111 Coronavirus service: <https://111.nhs.uk/covid-19>. Contactless temperature-checks are available in the staff control area.
- Other concerns, i.e. security issues or client welfare should be reported to your line manager/ duty manager in the first instance. 2222 can be called from an internal line for on-site assistance. **In the case of a serious emergency call 999.**
- Client medical emergencies may be attended by an available first aider in the usual way, however direct contact, even with PPE, should be avoided and instruction given to the patient from a safe distance where possible.

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What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk rating			Additional controls	New risk rating			Action/ monitored by whom?	Action/ monitored by when?
				L	C	R		L	C	R		
1) High touch items and surfaces such as Electrical Equipment (TV screens, computer monitors and PCs), stationary, door handles, switches, buttons etc, increasing the risk of contracting COVID19	Rothamsted Enterprises Staff, RRes employees, Tenants, Clients, the Public	Contraction of COVID-19 (symptoms ranging from mild illness to serious risk to life) which include high temperature, cough, potentially progressing to pneumonia, chronic breathing issues, fatality	None	4	4	16	<p>*The 'Rule of 6' enforced in all public spaces including outside areas. All staff have been trained of new policy and will intervene if this rule is broken.</p> <p>*Removing all unnecessary equipment and stationery from rooms and shared areas</p> <p>*Contactless payment only in operation</p> <p>*Keeping routes clear and doors open where possible</p> <p>*Regular sanitation of high touch items</p> <p>*Increased daily spot checks</p> <p>*Hand sanitation points on entrances, exits and other key areas</p> <p>*Sanitisation of furniture and electrical equipment before and after each use</p> <p>*For shared spaces which are not constantly monitored, cleaning products are provided for client use.</p> <p>*Pre-booking system for clients to use to avoid unnecessary contact</p> <p>*Sanitising wipes available during meetings</p> <p>Single use items only where possible</p> <p>* IT support will be remote where possible</p> <p>*Clear desk policy has been put in place; personal items will be stored in designated area on entry to the building</p> <p>*Staff have fixed workstations and will not hot-desk.</p> <p>* Staff are to eat their lunch at dedicated desks and not in public spaces.</p> <p>*Staff will follow stay safe, stay apart policy and receive induction before returning to work as well as on the job training</p> <p>*Staff will be required to complete additional cleaning and sign completed cleaning sheets</p> <p>*Guidance document for clients on how to</p>	2	4	8	Facilities/ Erin Ferguson/ Visual checks Duty Manager/ Claire Flawn Sales office	Removal of equipment - Upon return to work Visual checks and sanitisation daily

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							use the space safely and avoid unnecessary contact *Signage on how to safely use and leave the space for other users. *PPE – Masks are compulsory for all customer facing employees, regardless if another protection is in place. Gloves, masks and visors are available for all staff					
2) Cleaning and increased Chemical + Use of Sanitiser	Enterprises Staff, RRes employees, and sub-contractors	Increase use of chemicals leading to skin irritation, eye irritation, rash, cracked/dry skin. Chemical inhalation. Contraction of COVID-19 (symptoms ranging from mild illness to serious risk to life) which include high temperature, cough, potentially progressing to pneumonia, chronic breathing issues, fatality	None	3	4	12	*Our safe system of work establishes working techniques that avoid or minimise contact with harmful substances, all staff will adhere to the COSHH policy and have access to the COSHH manual in case of allergic reaction or accident *First aid kits and irrigation kits widely available in case if allergic reaction or accidents. *On the job training to ensure all areas are cleaned thoroughly and safely without skin to surface contact *PPE including protective gloves, masks, aprons, visors and eye protection are available. *Gloves must be worn during cleaning tasks and mask use is encouraged. PPE will be disposed of and replaced with new after each task.	1	4	8	Erin Ferguson/ Steph Forrester/ Duty Manager	Annual COSHH, monitored daily during events and weekly. To be reviewed in line with Government guidance
3) Working from home/ lone working	Rothamsted Enterprises Staff	Undetected accidents or incidents, e.g. slips, trips and falls, back injuries, increased manual handling risk leading to physical strain, increased risk of repetitive strain injury, eye strain, mental fatigue caused	*24-hour security is in operation on site	4	4	20	*When on site alone, staff are required to inform Alan Shuffill (alan.shuffill@rothamsted.ac.uk). If working in pairs, this is not required. Line managers should always be aware of which staff are on site and keep a rota updated. *Facilities to keep REL updated on what maintenance will be taking place when *Where job roles can be undertaken from home staff should continue to work from home.	2	4	8	Duty Manager to administer training and supervise application during shift, Line Managers	Daily during routine checks. To be reviewed in line with Government guidance and during individual 1 to 1s

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		by screen time.					<p>*Whilst we are operating a minimal rota, and areas are not open to the public, entrances and exits will be controlled.</p> <p>*Staff are briefed on correct posture during induction. A home working DSE to be completed If home-working stations are not appropriate for long term home-working, line managers should be informed, and equipment can be borrowed or purchased</p> <p>*Staff are encouraged to take regular breaks including taking walks - particularly when home working and breaks can be overlooked</p> <p>*Staff are encouraged not to work earlier or later than usual office hours or to respond to emails out of office hours. Others may be working selected times for childcare purposes.</p>					
4) Emergency evacuation; Slow response leading to people prioritising social distancing measures over escape.	Rothamsted Enterprises Staff, sub-contractors, Tenants, RRes employees, Clients, The Public	Smoke inhalation, minor burns/ surface burns, shock, disfigurement, serious/ third degree burns, fatality	None	4	5	20	<p>*Emergency signage will be updated to remind people to prioritise evacuation over social distancing</p> <p>*Staff will have a Stay Safe, Stay Apart briefing which will include guidance on prioritising safe exit during emergency evacuations.</p> <p>*Fire wardens are briefed specifically to ensure evacuation is prioritised over social distancing</p>	3	4	8	Steph Forrester/ Erin Ferguson/ Facilities / Fire wardens	Fire Risk assessments reviewed every 6 months/ Evacuation drills annually/ Fire warden training
5) Social isolation/ increased stress	Rothamsted Enterprises Staff and sub-contractors	Emotional effects including increased stress and anxiety Depression, loss of motivation leading to blurred vision, headaches, weight gain or loss, tiredness.	None	3	3	9	<p>*All staff are being allowed in occasionally if the task demands i.e. for show rounds</p> <p>*weekly all company Microsoft teams meetings are used to catch up and socialise</p> <p>*line managers check in on employees' welfare at least once a week and check workload is not too high/too low</p> <p>*All employees are set both personal and team challenges to keep morale high and retain a sense of team</p> <p>*HR support is available</p> <p>*Mental Health best practise advice shared</p>	2	3	6	Line managers Manager/ HR	During 1 to 1s

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							from Rothamsted Research. *all staff are being encouraged to take annual leave and line managers are required to find suitable cover.					
6) Contact or close proximity to facility users, colleagues, external contractors/ suppliers and deliveries	Rothamsted Enterprises Staff, sub-contractors, tenants, RRes employees, Clients, The Public	Contraction of COVID-19 (symptoms ranging from mild illness to serious risk to life) which include high temperature, cough, potentially progressing to pneumonia, chronic breathing issues, fatality	None	3	4	12	<ul style="list-style-type: none"> *1-way systems in place where possible *No entry signs on appropriate doors and certain internal doors to be kept locked to separate building areas *We will look at each case of returning to work should staff be classed as high risk *Restricted access to some buildings i.e. Laws Innovation Hub, where access will temporarily be removed for RRes staff * All facilities including outside tables, signage/guidance are arranged with a two-meter distance. Privately hired space may be reduced to 1m plus when requested by the client, and where additional mitigation (i.e. screens and masks) are introduced *Social distancing signage on all entrances including *Floor vinyl's, external floor stencils and mats are in place to help staff and clients maintain a 2meter distance *There are restrictions to tenant package/post collection *Installation of plexi-glass screens to separate staff from the public and clients *1 person per lift in operation in all buildings *Use of shared kitchenettes discouraged/ strictly monitored for staff and tenants *Daniel hall and LOIH meeting rooms will be arranged with at least 1m social distance and minimum numbers advised 	1	4	4	Duty manager daily, Erin Ferguson/ Steph Forrester weekly and annual audits	Daily walkaround/ checks are undertaken To be reviewed in line with Government guidance

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							<ul style="list-style-type: none"> *Event arrival times will be staggered 15 mins apart and clients placed on separate floors where possible *Meeting room layouts and maximum numbers have been amended to adhere to 1m+ distance restrictions *Staff provided with badges to remind public and colleagues to respect their safe space *Staff training will be provided to encourage a general awareness of social distancing. *clients are required to provide contact information for contact tracing if a case of COVID come to light *staff are required to wear visors when providing table service *PPE will be provided for staff including gloves, masks, visors and aprons 					

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7) Contamination during food preparation and service	Rothamsted Enterprises Staff, Clients, The Public	Contraction of COVID-19 (symptoms ranging from mild illness to serious risk to life) which include high temperature, cough, potentially progressing to pneumonia, chronic breathing issues, fatality	None	4	4	16	<ul style="list-style-type: none"> *Kitchen staff will be on rotational rota and only a minimal number of staff will be in the kitchen at 1 time *Only 1 person to enter walk-in storerooms/fridges/ freezers at a time *Single use service containers and utensils used where possible *Food delivery is no-contact *Food items and packaging to be washed after delivery *Additional touch point cleaning *Serving utensils, when in use, to be changed at 20-minute intervals *Food served pre-packaged to minimise contact during service *Where food service is re-introduced buffets will initially not be in operation- rather individually served/ packed lunches will be offered *Takeaway service including pre-order in operation *On the job training provided to teach staff how to be cautious when preparing food *PPE will be worn at all times including gloves, and these will be changed at regular intervals/ after each task. Masks and visors are optional. 	2	3	6	Head Chef/ Duty Manager	Daily during routine checks. To be reviewed in line with Government guidance.
8) Ventilation of the buildings	Rothamsted Enterprises Staff, Tenants, Clients, The Public	The circulation of contaminated air in the buildings	Open doors and windows where possible	3	4	12	<ul style="list-style-type: none"> *Air conditioning not installed in buildings, just ventilation. *Clients and staff advised to open windows where possible and entrances left open if weather allows *Rooms aired during cleaning (between meetings/ at the end of the day) *Maximum room numbers are reduced 	2	4	12	Operations team daily basis	Operations team on a daily basis

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9) Transmission risk between team members	Rothamsted Enterprises team / Customers	Contraction of COVID-19 (symptoms ranging from mild illness to serious risk to life) which include high temperature, cough, potentially progressing to pneumonia, chronic breathing issues, fatality		4	4	16	<p>*all office-based staff are on a rota or are in bubbles based in separate buildings.</p> <p>*Operational teams are bubbled together but continue to follow strict social distancing measures. Office based staff have received cross-training to allow the company to continue running in case one employee contracts C-19 and the whole team has to isolate</p> <p>*Social distancing measures and additional cleaning as detailed in this document minimises the risk of infection whilst at work</p> <p>*Key Bank staff have been brought off furlough and can be brought in immediately in case an operational team has to isolate</p> <p>*Perspex screens are attached to all desks in the office</p> <p>*All staff must wear face coverings when in public/hospitality areas or when entering the shared space of another bubble. E.g. FOH team entering the sales office</p> <p>*PPE including masks, visors and gloves is available for all staff</p>	3	4	6	Rothamsted Enterprises Management team. Additional cleaning to be carried out by Ops team	If a positive covid-19 case occurs

Review date	Notes/ Additions/ Changes	Name	Signature
15/05/2020	<p>This Risk Assessment written is in response to current Government and HSE guidance and will be updated in line with additional/ changing government information.</p> <p>https://www.hse.gov.uk/news/coronavirus.htm</p>	Steph Forrester	



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10/07/2020	Risk Assessment was updates based on updated Government and HSE guidance to incorporate all planned future activities carried out by REL. This document will be updated if it fails to cover any additional changes to guidance.	Erin Ferguson	
06/08/2020	Updated after introduction of Perspex screens in the office, visors made available for all staff and more team returning to site on a rotated basis	Erin Ferguson	
27/09/2020	<p>This document has been updated to reflect new rules introduced by the government. The main notable changes are:</p> <ul style="list-style-type: none"> • All staff are to wear face coverings when in public/hospitality areas or when entering the shared space of another team's bubble • All staff have been taken off furlough and will be onsite on a rotated basis • The 'Rule of 6' is to be followed in public/hospitality areas both inside and outside and will be enforced by staff if not followed. 	Erin Ferguson	

Key:

L= Likelihood (0-5)

C= Consequence (0-5)

R= Risk rating (0-25)