

**Waddington & Son** 18 Richmond Terrace, Blackburn, BB1 7BL

**Date of Assessment:** 24<sup>th</sup> June 2020

**Assessed by:** Praxis42 & Rachel Dixon

**Date of Next Review:** 24<sup>th</sup> July 2020

This is a COVID-19 Risk Assessment which assesses the specific risk of the spread of coronavirus. The results of this assessment will be shared with all who work here.

This risk assessment will be reviewed if it is no longer valid, the government issue new guidance or at the time set in the review date above.

Hazard	Who Can be Harmed and How	Control Measures
<b>COVID-19 (Coronavirus)</b>	Employees attending the workplace and spreading the virus to anyone in the workplace.	<ul style="list-style-type: none"><li>- Employees that can work from home will be encouraged to do so.</li><li>- Employees that cannot work from home or cannot do so comfortably will be prioritised.</li><li>- Those that are required to attend will follow all measures in this assessment.</li><li>- Employees who wish to wear face coverings will be supported and given guidance on using them safely.</li></ul>
<b>COVID-19 (Coronavirus)</b>	Employees attending the workplace at the same time leading to an increased risk of virus spread.	<ul style="list-style-type: none"><li>- Arrival and departure times are naturally staggered to reduce numbers congregating at the same time.</li><li>- Automatic sanitiser units will be provided in the vestibule and must be used by everyone.</li></ul>
<b>COVID-19 (Coronavirus)</b>	Employees / visitors catching the virus because the layout of the workplace / furniture does not allow for 2m separation.	<p><b>Workstations</b></p> <ul style="list-style-type: none"><li>- All workstations have been assessed and can be used ensuring a 2m separation.</li><li>- Workstations that are used by more than one employee will be cleaned between each use.</li></ul> <p><b>Photocopier / Printer</b></p> <ul style="list-style-type: none"><li>- Avoid using the photocopier / printer where possible.</li><li>- Only 1 person will use the photocopier at any one time.</li><li>- Sanitise your hands before use or wipe with an antibacterial wipe.</li></ul> <p><b>Bathrooms</b></p> <ul style="list-style-type: none"><li>- Toilets can be used by employees without restriction</li></ul>

		<p><b>Meeting Rooms</b></p> <ul style="list-style-type: none"> <li>- Having assessed the meeting rooms the following can be used – Conference Room</li> <li>- Individual offices will not be used for face-to-face meetings.</li> <li>- Furniture in these rooms will be adjusted so that they provide a 2m separation.</li> <li>- Hand sanitiser, tissues and a waste bin will be provided.</li> <li>- PPE is available if required.</li> <li>- Meeting rooms can be used for face to face meetings; however, the preference is that the client is in the meeting room and the video conferencing facilities are used to minimise contact.</li> <li>- Face-to-face meetings must be kept to the shortest possible time.</li> <li>- Meeting rooms will be cleaned in between meetings.</li> </ul>
<p><b>COVID-19 (Coronavirus)</b></p>	<p>Visitors, contractors, members of the public or any non-employee attending the workplace and potentially spreading the virus.</p>	<p><b>Planned Visitors (From 1<sup>st</sup> July)</b></p> <ul style="list-style-type: none"> <li>- Where possible visitors will have pre-arranged appointments to attend the office for a specific purpose.</li> <li>- All pre-arranged visitors will be asked to confirm that: <ul style="list-style-type: none"> <li>• They do not have any COVID-19 symptoms,</li> <li>• They have not been in close contact (for more than 15 minutes) with anyone in the last 14 days who has symptoms</li> <li>• Have not been advised to self-isolate by track and trace programme.</li> </ul> </li> <li>- Visitor access is controlled via the buzzer system.</li> <li>- The vestibule area has signage to give information and instruction and an automatic hand sanitiser unit.</li> <li>- Reception area will have a roped barrier to encourage distancing.</li> <li>- Reception will brief visitors on the specific arrangements during their visit.</li> <li>- Visitors shall be recorded in a visitor's log with contact details in case contacts of a virus victim need to be traced.</li> <li>- Visitors who are onsite for long meetings will be permitted to use the bathroom facilities, all</li> </ul> <p><b>Unplanned Visitors</b></p> <ul style="list-style-type: none"> <li>- A maximum of two unplanned visitors can be in reception at any one time. Visitors will be encouraged to book an appointment and return at later time. If this is not possible, they will wait on the sofa whilst arrangements are made for them to be seen.</li> <li>- Any other visitors will be told via the buzzer system that they have to wait outside.</li> <li>- Unplanned visitors are not permitted anywhere other than the ground floor.</li> </ul>

		<p><b>Contractors</b></p> <ul style="list-style-type: none"> <li>- Refurbishment works due to be undertaken to the 2<sup>nd</sup> floor. Access to works will be segregated so that employees / visitors and contractors will not encounter each other.</li> <li>- Any contractor needing to access part of the office will be given a specific briefing on the measures they are expected to follow.</li> <li>- Hosts of visitors will be made aware of their new COVID-19 specific responsibilities.</li> </ul> <p><b>Deliveries</b></p> <ul style="list-style-type: none"> <li>- Where possible deliveries will be scheduled so that multiple deliveries are not happening at the same time.</li> <li>- Employees will be discouraged from ordering anything non-work related and having it delivered to the workplace.</li> <li>- Larger orders will be placed for routine items to reduce the number of deliveries.</li> </ul>
<p><b>COVID-19 (Coronavirus)</b></p>	<p>Employees coming into work with symptoms of Coronavirus potentially spreading the virus to anyone on site.</p>	<ul style="list-style-type: none"> <li>- Employees are advised not to come in and to self-isolate where they or someone in their household have symptoms of Coronavirus as advised by UK government.</li> <li>- Managers to ensure that they remain up to date on government guidelines and business updates as the guidance may change.</li> <li>- Managers to send anyone home who is showing symptoms to self-isolate.</li> <li>- The workstation of that individual will be immediately and thoroughly cleaned ensuring the minimum personal protective equipment (PPE) is worn – disposable gloves and apron. Waste associated with the cleaning will be secured and marked until it is confirmed if the employee has a confirmed case.</li> <li>- Areas where a symptomatic person has passed through will be cleaned as normal.</li> </ul>
<p><b>COVID-19 (Coronavirus)</b></p>	<p>Spread of Coronavirus to anyone in the workplace due to the virus being left on surfaces potentially spreading the virus.</p>	<p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>- The workplace will be cleaned prior to re-opening.</li> <li>- Contracted daily cleaning is in place scheduled for 7pm when the office is empty</li> </ul> <p>Specific cleaning will be undertaken on:</p> <ul style="list-style-type: none"> <li>• Surfaces that are touched regularly such as doors, workstations, keyboards, printers.</li> <li>• Busy areas – bathrooms, kitchen.</li> </ul> <ul style="list-style-type: none"> <li>- More waste facilities will be provided, and waste will be disposed of more frequently in the normal manner.</li> </ul> <p><b>General Measures</b></p> <ul style="list-style-type: none"> <li>- Posters will be displayed to give guidance on hand washing.</li> <li>- Internal doors are being left open where possible to reduce touch points to employees.</li> </ul>

<p><b>COVID-19 (Coronavirus)</b></p>	<p>Employees who are clinically vulnerable, clinically extremely vulnerable, expectant mothers, or have a protected characteristic</p>	<ul style="list-style-type: none"> <li>- Managers will have discussions with everyone in their team who is clinically extremely vulnerable, clinically vulnerable, expectant mothers, or who has a protected characteristic.</li> <li>- If possible, anyone in these categories will work from home.</li> <li>- If working from home is not possible then a specific assessment will be undertaken for that individual and measures implemented.</li> </ul>
<p><b>COVID-19 (Coronavirus)</b></p>	<p>Spread of the virus to anyone in the workplace due to poor hygiene facilities.</p>	<ul style="list-style-type: none"> <li>- Handwashing facilities will be available including water, soap and paper towels.</li> <li>- Anti bacterial wipes will be available in each toilet cubicle and for cleaning workstations and equipment</li> <li>- Extra stocks will be held to ensure an uninterrupted supply.</li> <li>- Hand sanitiser and tissues will be placed in multiple locations throughout the workplace.</li> </ul>
<p><b>COVID-19 (Coronavirus)</b></p>	<p>Spread of the virus to anyone in the workplace due to food preparation and taking breaks.</p>	<p><b>Drink Preparation</b></p> <ul style="list-style-type: none"> <li>- Hand sanitiser will be available, and use will be encouraged before making drinks.</li> <li>- Employees will be encouraged only to make drinks for themselves.</li> </ul> <p><b>Food Preparation</b></p> <ul style="list-style-type: none"> <li>- Employees are encouraged to bring in their own pre-prepared food into the workplace or go out to the nearby shop.</li> <li>- Fridges should only contain pre-prepared food.</li> <li>- Maximum of two people in the kitchen at any one time.</li> </ul> <p><b>Breaks</b></p> <ul style="list-style-type: none"> <li>- Breaks will be staggered to avoid crowding.</li> <li>- Employees will be encouraged to take breaks on site either at their desk, in the boardroom or in the breakout area. If they are to go off site to maintain social distancing.</li> </ul>
<p><b>COVID-19 (Coronavirus)</b></p>	<p>Employees / visitors not following measures as they are unaware of what is required.</p>	<ul style="list-style-type: none"> <li>- The findings of this risk assessment will be published on the external website and sent out to all employees</li> <li>- Managers will brief their teams both before re-occupation and on the first day back.</li> <li>- Signage will be displayed in the following areas as a reminder of the measures in place: <ul style="list-style-type: none"> <li>• Entrance / exit to the workplace.</li> <li>• Welfare facilities.</li> </ul> </li> </ul>

<p><b>COVID-19 (Coronavirus)</b></p>	<p>First Aiders risk contracting the virus when administering first aid.</p>	<ul style="list-style-type: none"> <li>- First Aiders will ensure they are aware of the risks to themselves and others</li> <li>- First Aiders will wash their hands or use alcohol gel, before and after treating a casualty</li> <li>- First Aiders will have PPE available (facemask, nitrile gloves) and will use it when treating a casualty</li> </ul>
<p><b>Mental Health and Wellbeing</b></p>	<p>Employees may be anxious in returning to work due to the increased risk of contracting coronavirus.</p>	<ul style="list-style-type: none"> <li>- Clear, consistent, and regular communication will be given to employees to ensure they understand the measures in place to protect them.</li> <li>- Employees will be consulted with on measures that affect their health and safety</li> </ul>
<p><b>Mental Health and Wellbeing</b></p>	<p>Employees dealing with challenging domestic situations leading to an increase in stress levels.</p>	<ul style="list-style-type: none"> <li>- Managers will have discussions with their teams before re-occupation to understand the challenges some employees may face and determine what measures can be put into place to give support.</li> </ul>
<p><b>Fire</b></p>	<p>Increased fire risk to those in the workplace due to measure in place to manage COVID-19.</p>	<ul style="list-style-type: none"> <li>- Fire evacuations will be completed as usual with social distancing maintained as best as possible.</li> <li>- When reaching the evacuation point social distancing will resume.</li> </ul>