

# Risk Assessment



Assessors Name:	James Whelan
Date:	27 <sup>th</sup> July 2020

Signature:	<i>J.J. Whelan</i>	Assessment Reference Number:	RA Cov-19-001	Review Date:	14 <sup>th</sup> Aug 2020
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Endorsed by Name:		Signature:		Position:		Date:	
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Description of Activity being Assessed:	Exposure to Coronavirus / COVID-19 This risk assessment has been produced for use of managed office facilities at Lincoln Chamber of Commerce
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Location:	Commerce House, 2 Carlton Boulevard, Lincoln LN2 4WJ
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SEVERITY x PROBABILITY = RISK

R = RISK  
S = SEVERITY  
P = PROBABILITY  
RR = RISK RATING, High, Medium, Low

RISK SCORE	RISK RATING	ACTIONS REQUIRED
1 - 3	LOW	Continue to review working practices on a regular basis and implement any additional control measures within the time scale given in the risk assessment
4 - 6	MEDIUM	Implement control measures within the time scale shown in the risk assessment and review the working practices on a regular basis. Review tooling and working practices used to reduce the probability of an accident to the lowest level possible (employee consultation should be included in the review)
7 - 9	HIGH	<b>Do Not</b> allow work to start and review the working practices <b>immediately</b> . Implement all the additional control measures identified in the Risk Assessment within the given timescales. Continue to review and implement additional control measures until the probability of an accident is reduced to the lowest level possible. (Employee consultation should be included in the review)

Risk	Severity	Probability	Risk Matrix			
			Degree of Risk	1	2	3
1-3 Low	1= Minor	1= Unlikely				
4-6 Med	2=Serious	2= Likely	1	1	2	3
7-9 High	3=Major	3 = Very Likely	2	2	4	6
			3	3	6	9

**GENERAL**

Covid-19 (Coronavirus) pandemic has very quickly spread throughout the world. This virus is transmitted from person-to-person very quickly and easily through social contact. The virus is thought to live for considerable time on inanimate surfaces, such as door handles, tables etc. The people at particular risk of serious illness and potential death are, in general, older people or people with underlying health concerns (particularly respiratory or immune system problems). Although there have already been cases of younger healthier people succumbing to the virus (although rare). These controls apply to **EVERY** aspect of your time at work, including travel to and from your place of work.

A range of information, instructions & training have been produced and delivered by Lincoln Chamber of Commerce to ensure all of our staff, tenants and visitors are “Covid Aware”. You **MUST** ensure that you have read and understood the written instruction and raise queries if you are unsure of anything. You **MUST** pay attention to all instructions and training given and raise questions if you do not understand anything.

If you or a family member have symptoms related to Coronavirus (COVID-19) **YOU MUST STAY AT HOME** and not come to the Office. Symptoms are a new continuous cough, a temperature (typically over 38C or 100.4F) and more recently acknowledged a loss of taste and smell.

The NHS test and trace service: Ensures that anyone who develops symptoms of coronavirus (COVID-19) can quickly be tested to find out if they have the virus,


It helps trace close recent contacts of anyone who tests positive for coronavirus and, if necessary, notifies them that they must self-isolate at home to help stop the spread of the virus, more guidance can be found on the link below:


<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

Identified Hazards	Who may be affected	Risk level before control measures S x P = R				Control measures required	To be actioned by	Completion Date	Final Risk Level S x P = R			
		S	P	R	M				S	P	R	M
Lack of Information about the virus and procedures to protect the spread.	All	3	2	6	M	<ul style="list-style-type: none"> <li>The Chamber Management and Safety Advisors to monitor Gov / PHE / guidance on a daily basis and review procedures as necessary.</li> <li>Guidance documents produced by the Government &amp; Hunt and Sykes Safety to be displayed in work area and kitchen notice boards.</li> <li>All staff have been briefed about the virus by the management and made aware of the company control measures.</li> <li>Warning Posters to be displayed in all working areas</li> <li>All staff are made aware of the signs and symptoms of Coronavirus and the actions to be taken if the symptoms are experienced – high temperature and persistent cough. <b>Do not come to work.</b></li> <li>Covid-19 risk assessment will be posted on the company website.</li> <li>Government ‘Covid Secure’ poster to be prominently displayed in the Chamber of Commerce.</li> <li>All visitors are by appointment only and will contact their host upon arrival for the host to collect from the entrance.</li> <li>All staff are to read and work in accordance with the Chamber Covid-19 risk assessment.</li> </ul>	H&S  Simon Beardsley  All staff	Ongoing	3	1	3	L

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		S	P	R					S	P	R		
People in the workforce in a vulnerable category, potentially / statistically most at risk when / if catching the virus.	Staff / family members with existing conditions, elderly Family members that are at greater risk.	3	2	6	M	<p>To protect clinically extremely vulnerable and clinically vulnerable individuals.</p> <ul style="list-style-type: none"> <li>Clinically extremely vulnerable individuals have been strongly advised not to work outside the home during the pandemic peak and only return to work when community infection rates are low which they now are.</li> <li>Clinically vulnerable individuals, who are at higher risk of severe illness (for example, people with some pre-existing conditions, have been asked to take extra care in observing social distancing and should be helped to work from home in their current role or in an alternative role.</li> <li>If clinically vulnerable individuals cannot work from home, they should maintain social distancing guidelines (2m or 1m with risk mitigation where 2m is not viable, is acceptable).</li> <li>Tenants and visitors are not to approach the receptionist. Only 2 people in reception at any one time. Distancing spots are placed on the floor. A barrier will be provided to prevent social distancing being compromised in order to protect the receptionist.</li> </ul>	Directors, Company management			3	1	3	L



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		S	P	R					S	P	R	
Overcrowded welfare facilities, Poor personal hygiene protocol and none use of Protective Equipment leading to the spread of the virus.	Staff, visitors, contractors	3	3	9	H	<ul style="list-style-type: none"> <li>Cleaners are employed for the offices and they should be briefed to increase wiping down and sanitizing surfaces in offices and welfare areas as well as common touch points (door handles, push pads, Handrails).</li> <li>Staff are encouraged to take breaks / lunch outside, where possible.</li> <li>Anti-bacterial wipes will be placed at common touch point facilities. Protocol for wipe down of urn, fridges, kettles, microwave, water dispensers is for staff to wipe down BEFORE use.</li> <li>Use of the kitchen will be limited to 1 person at any one time.</li> <li>Staff may take breaks either outside or at their desk.</li> <li>Magazines will be removed from the waiting area and kitchen.</li> <li>Hosts may make drinks for visitors providing hands and facilities are sanitised prior to use and providing the visitor is content for drinks to be made for them.</li> <li>Increase cleaning regime of facilities and checks on soap and sanitiser levels to be carried out throughout the day.</li> <li>Only one person permitted to use the toilet facilities at a time due to limited space.</li> </ul>  <ul style="list-style-type: none"> <li>Upon arrival all people entering the building must sanitise their hands. Hand sanitiser will be placed at the entrance. Tenants and visitors are required to sign in (in accordance with test and trace requirements).</li> </ul>	All personnel	Ongoing	3	1	3	L

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		S	P	R	H				S	P	R	H
Carrying out work that will bring individuals together and increase the likelihood of spreading the virus	Staff, visitors, contractors	3	3	9	H	<ul style="list-style-type: none"> <li>All meetings should be conducted via video or telephone where possible. If meeting in person is required meeting will be conducted in the board room on the top floor. The meeting room on the ground floor is not available for use due to limited space.</li> <li>When meetings are conducted in the board room attendees will be seated a minimum of 2m apart to maintain social distancing. Windows will be open and ventilation on. Board room table and sideboard will be wiped down before and after every meeting (responsibility of users).</li> <li>Maximum of 12 users of the board room at any one time.</li> <li>Organise working activities to ensure that staff, visitors and contractors can maintain social distancing (at least 2m) where possible while at the office.</li> <li>Personnel are to maintain good personal hygiene practice at all times - cough or sneeze into a tissue or the crook of your arm and wash your hands at the first opportunity and then regularly.</li> <li>Personnel are to be aware of their own work requirements and are responsible for maintaining their own social distancing from others in the working areas.</li> <li>All personnel are to be made aware of and are to follow the handwashing and personal hygiene procedures - cough or sneeze into a tissue or the crook of your arm and wash your hands at the first opportunity and then regularly. Avoid touching your face, eyes and mouth.</li> <li>Staff encouraged to keep windows open where possible during office hours for added ventilation.</li> <li>Mail is delivered to a box located outside eliminating the need for Royal mail workers to enter the building. Any parcels which are delivered will be handled using disposable gloves.</li> <li>1 person at a time max allowed on the stairs.</li> <li>Elevator limited to one person at a time with priority given to disabled / people with mobility issues. Staff are encouraged to use the stairs.</li> </ul>	Directors Managers & Supervisors, All personnel	Ongoing	3	1	3	L
												

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Use of public transport or work vans and private vehicles bringing personnel into close contact with each other spreading the virus during transit to work areas	Staff	3	3	9	H	<ul style="list-style-type: none"> <li>Avoid the use of public transport wherever possible.</li> <li>If public transport has to be used, maintain social distancing (at least 2m) where possible and / or wear a face mask / covering.</li> <li>Follow good personal hygiene, cough or sneeze into a tissue or the crook of your arm, wash your hands at the first opportunity and then regularly. Avoid touching your face, eyes and mouth.</li> <li>Arrange transport to working locations where possible to provide individual vehicles for personnel and minimise contact with others.</li> <li>When sharing a vehicle follow good personal hygiene, cough or sneeze into a tissue or the crook of your arm, wash your hands at the first opportunity and then regularly. Avoid touching your face, eyes and mouth. Travel with windows down for increased ventilation and a face covering where distancing cannot be maintained.</li> <li>Anyone experiencing or displaying the symptoms of the virus should not use public transport or travel to work in shared vehicles, they should stay at home and arrange a test.</li> </ul>	All personnel	Ongoing	3	1	3	L
Use of work equipment that may be contaminated spreading the virus for those who use the equipment.	Staff, tenants	3	3	9	H	<ul style="list-style-type: none"> <li>Work equipment such as photocopiers / printers are to be cleaned by the operators prior to each use.</li> <li>Equipment is to have all common touch points cleaned with disinfectant or antibacterial wipes including buttons, touch screens, switches etc.</li> <li>Wear gloves where possible to reduce risk of spreading virus.</li> <li>Regular cleaning of common touch points within the offices (door handles, door pads, keypads).</li> <li>No hot desking is required. All workers are positioned in order to maintain social distancing.</li> </ul>	All personnel	Ongoing	3	1	3	L
Someone becoming ill in the workplace office during the working day.	Staff, visitors, contractors	3	2	6	M	<ul style="list-style-type: none"> <li>Individuals feeling unwell are to keep their distance from all other personnel and maintain the social distancing 2m rules. Go Home!!</li> <li>Individuals feeling unwell are to leave the premises and return directly to their home – Do <b>NOT</b> go to a doctor's surgery, urgent care centre, hospital or pharmacy.</li> <li>Anyone with symptoms should <a href="#">ask for a test through the NHS website</a>. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</li> <li>Individuals who continue to feel unwell should go online to NHS 111 or call 111 if they do not have an internet connection. If symptoms become severe or you experience breathing difficulties call 999.</li> <li>Anyone who has assisted an ill person should follow good personal hygiene procedures and wash their hands for at least 20 seconds after assisting someone.</li> <li>if required a full deep clean of the office work area will be carried out.</li> </ul>	All personnel	Ongoing	3	1	3	L

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Covid-19 positive test result.	Staff, Tenants, visitors.	3	2	6	M	<ul style="list-style-type: none"> <li>Tenants are advised to inform the chamber following a positive test result.</li> <li>As part of the national test and trace programme, if other cases are detected within the Chamber of Commerce, Public Health England's local health protection teams will conduct a rapid investigation and will advise on the most appropriate action to take. Simon Beardsley will be the Single Point Of Contact (SPOC) who will lead on contacting public health teams. PHE East Midlands Health Protection Team can be contacted by dialling 0344 2254 524 (option 1).</li> </ul>	Simon Beardsley	Ongoing	3	1	3	L
Control of access points	Staff, visitors, contractors, public					<ul style="list-style-type: none"> <li>Stop all non-essential visitors. Visitors by appointment only.</li> <li>Monitor access points to ensure social distancing.</li> <li>2 people max in the reception area at any one time. Distancing to be maintained between receptionist and people signing in (distancing spots are displayed on the floor and a barrier will be provided).</li> <li>All workers and visitors to wash/clean hands when entering or leaving, sanitiser located at entrance and reception signing in pad.</li> <li>Regularly clean all common contact surfaces in welfare, Reception, office areas and entry point.</li> </ul>	Receptionist	Ongoing	3	1	3	L

Additional Comments:

- 1. This risk assessment needs to be discussed with the employees & tenants before they carryout work at the Chamber of Commerce to ensure compliance with all control measures through their understanding.
- 2. Employees are to sign an acknowledgement sheet for their understanding of this risk assessment.
- 3. The risk assessment is to be reviewed on a bi-weekly basis or sooner if changes are made to government guidance, or a significant increased number of staff with symptoms.

Assessor:	James Whelan	Signature:		Date:	27/07/2020
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The following personnel have read or been briefed by management and understand the Risk Assessment for the controls to limit the spread of the Coronavirus in the workplace and agree to comply with the instructions and control measures identified.

Print Name	Signature	Date

Print Name	Signature	Date