

Activity Risk Assessment Landscape Report



Reference	363	Activity Description	Office working - management Covid 19 risks and making the office Covid 19 secure						
Assessment Date	03/06/2020	Publish To Portal	No						
Assessor Name	Belinda Tompkins	Description	Aylesford factory office risk assessment so that it is Covid Secure						
Assessment Team Members		Review Date	24/08/2020						
Project Risk Assessment Reference		Overall Potential Risk Level	16						
Org Unit	The Royal British Legion -> Fundraising -> Community Fundraising, Mass Events and Poppy Appeal -> Fundraising Operations and Poppy Appeal -> Poppy Factory/Warehouse and Offices	Overall Residual Risk Level	9						
Location	Offices in the Factory building for factory management and IT support staff	Number Of People Exposed	5						
Risk Assessment Category	Covid 19 Management	People Exposed	Office staff Visitors Contractors						
Date Record Created	03/06/2020								
Hazard Category & Hazard Phrases	Persons At Risk & How Is Person At Risk	Control Measures	L	S	R	Additional Control Measures	L	S	R
Covid 19 - vulnerable people Staff, volunteers may be clinically vulnerable and more susceptible to Covid 19 and/or effects	staff and volunteers who may be clinically vulnerable Clinically vulnerable people may be more at risk of catching and/or the effects of Covid 19.	Complete health questionnaire before returning to work, Enable BAME and others with pre-existing conditions to identify as clinically vulnerable Support all staff with a specific risk assessment and control measures, including potentially working from home	3 - Unlikely	3 - Harmful	9 - Moderate Risk				
Covid 19 Visitors to site Unable to socially distance Visitors infected with or without symptoms	Office staff Visitors Contractors Exposure to Covid 19		3 - Unlikely	3 - Harmful	9 - Moderate Risk	Ensure that they socially distance and follow safe distance markings Limit visitors to site to business critical only Provide risk assessment to contractor and receive their documentation on managing C19. Restrict access to site	2 - Rare	3 - Harmful	6 - Low Risk

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<p>Covid 19 travel Lack of parking and bike facilities Lack of personal hygiene when travelling Other people may have Covid 19 Public transport very busy Travel in rush hour - no social distancing possible Unable to travel alone in own vehicle</p>	<p>Office staff Visitors Contractors Public Exposure to Covid 19</p>		3 - Unlikely	3 - Harmful	9 - Moderate Risk	<p>Arrange flexible start times to allow for avoiding crowds on public transport Avoid travel - work from home Staff to use their own transport where possible Follow social distancing guidelines Increase hand washing and use of hand sanitiser Use of masks when on public transport</p>	2 - Rare	3 - Harmful	6 - Low Risk
<p>Covid 19 staff illness Possible contamination of area - staff report symptoms after visit Staff ill while at work - contamination of site</p>	<p>Office staff Visitors Contractors Exposure to Covid 19</p>		4 - Likely	4 - Very Harmful	16 - Substantial Risk	<p>Arrange for a deep clean of the area where staff member was working before reopening of the area Isolate member of staff and arrange for them to return home Isolate the area where the staff member was working Provide support and EAP information to all staff affected</p>	3 - Unlikely	3 - Harmful	9 - Moderate Risk
<p>Covid 19 first aid Social distancing not possible Inadequate numbers of first aiders available</p>	<p>Anyone who has an accident First aider Exposure to Covid 19</p>		3 - Unlikely	3 - Harmful	9 - Moderate Risk	<p>Utilise first aiders from factory First aiders provided with mask, gloves and apron if need to administer first aid.</p>	2 - Rare	3 - Harmful	6 - Low Risk

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<p>Covid 19 - office work High touch items such as printers contaminated Inadequate fire warden numbers Lone working, risk of incident not being found Staff cannot social distance using desks Staff having breaks at the same time Staff entering the offices Staff leaving at the same time Staff not social distancing when meeting Staff not socially distancing using stairs Staff sharing equipment and items like staplers</p>	<p>Office staff Visitors Contractors Exposure to Covid 19</p>		4 - Likely	3 - Harmful	12 - Substantial Risk	<p>Agree who can visit the office and make appropriate arrangements Close off desks to enable social distancing Develop and implement buddy system - phone in and out (lone working) Use entrance and exits agreed for factory team. Implement signing in and out of office Increase cleaning and clean desks at the end of each day Limit shared equipment and sanitise before use where shared. Mark floor 2m spaces to assist with social distancing Avoid more than one person in each office to enable social distancing. Do not pass the threshold when meeting. Provide sanitising wipes Sanitise desk and equipment before use Work from home where possible</p>	2 - Rare	3 - Harmful	6 - Low Risk
<p>Covid 19 - hygiene Poor Cleanliness of desks and equipment Poor Cleanliness of general office areas Cleanliness of toilets Cleanliness of welfare areas - canteens Communal equipment contaminated with virus Person on site with symptoms Person reports symptoms after leaving premises Touch points contaminated</p>	<p>Office staff Visitors Contractors Exposure to Covid 19</p>		4 - Likely	3 - Harmful	12 - Substantial Risk	<p>Do not allow waste to build up and dispose of at the end of each day Ensure adequate hand soap, towels and sanitiser provided across the site Increase cleaning of touch points such as door handles Provide gloves Provide hand sanitiser and keep replenished Provide masks Regular and frequent hand washing to take place Restrict access to areas Sanitiser wipes available to clean desks and IT equipment Wash hands on entering the building Isolate area where people have been if showing symptoms and arrange deep clean</p>	2 - Rare	3 - Harmful	6 - Low Risk

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<p>Covid 19 - delivery and receipt post and packages Outer packaging contaminated with virus Social distancing not possible Transfer zones implemented Visitors entering the building risk of virus spread</p>	<p>Office staff Exposure to Covid 19</p>		4 - Likely	3 - Harmful	12 - Substantial Risk	<p>Cease the acceptance of personal items to be delivered and received through the RBL postal system Increase hand washing, wash hands after accepting post Provide drop of points for internal and external post and packages to be left to adhere to social distancing Provide hand sanitisation and ensure that they are refilled Wear a mask and gloves when interacting with delivery personnel and accepting packages, such as signing for items</p>	2 - Rare	3 - Harmful	6 - Low Risk
<p>Covid 19 - access to site Personal hygiene Social distancing not adhered to</p>	<p>Office staff Visitors Contractors Public Exposure to Covid 19</p>		4 - Likely	3 - Harmful	12 - Substantial Risk	<p>Liaise with factory team to coordinate timings so that there is no clash. Wait outside adhering to social distancing if others arrive at the same time. Wash hands on entering the building.</p>	2 - Rare	3 - Harmful	6 - Low Risk
<p>Covid 19 - welfare facilities In adequate cleaning and sanitising of surfaces Metal cutlery provided Risk of virus spread by non social distancing in toilets Social distancing not possible in canteen facilities Touch points not sanitised</p>	<p>Office staff Visitors Contractors Risk of exposure to Covid 19</p>		4 - Likely	3 - Harmful	12 - Substantial Risk	<p>Increased cleaning and sanitising of areas Provide disposable gloves Provide disposable masks Adhere to social distancing in canteen, communal areas, toilets, as indicated by signs and markings. Regularly wash hands Bring own cutlery for use if necessary</p>	2 - Rare	3 - Harmful	6 - Low Risk

Assessment Conclusion Control measures need to be implemented effectively to be acceptable. Keep people on site to a minimum. Supported by Factory Covid risk assessment

Signatures