

Activity Risk Assessment Landscape Report



Reference	362	Activity Description	Office working - management Covid 19 risks and making the office Covid 19 secure						
Assessment Date	01/06/2020	Publish To Portal	No						
Assessor Name	Kate McGregor	Description	Poppy Lottery office risk assessment so that it is Covid Secure						
Assessment Team Members		Review Date	01/09/2020						
Project Risk Assessment Reference		Overall Potential Risk Level	16						
Org Unit	The Royal British Legion -> Fundraising -> Fundraising Individual Giving	Overall Residual Risk Level	9						
Location	Poppy Lottery Office Aylesford	Number Of People Exposed	7						
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 are at an increased risk of catching 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 - Reopening of the building Legionella contamination of water systems Pest damage to building, cables Pest infestation	Office staff Visitors Contraction of Legionella Fire from pest damage Illness from pest contamination		4 - Likely	3 - Harmful	12 - Substantial Risk	Inspect the building structure, cables and equipment and make appropriate repairs. Flush all water outlets for at least 2 minutes	2 - Rare	2 - Slightly Harmful	4 - Low Risk

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<p>Covid 19 Visitors to site Unable to socially distance Visitors infected with or without symptoms</p>	<p>Office staff Visitors Contractors Exposure to Covid 19</p>		3 - Unlikely	3 - Harmful	9 - Moderate Risk	<p>Entrance 1 - Rear warehouse door remains locked. Entrance 2 – Side entrance (direct to meeting room) remains locked unless opened to agreed visitor. Entrance 3 – Door directly in to process room remains locked. (Visitors to knock on office window)</p> <p>Limit visitors to site to business critical only Provide risk assessment to contractor and receive their documentation on managing C19. Restrict access to site</p>	2 - Rare	3 - Harmful	6 - Low Risk
<p>Covid 19 travel Lack of parking and bike facilities Lack of personal hygiene 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>Staff will be arrange to arrive at different times and be asked to wait until others have entered the building if arrive at same time. Avoid travel - utilise technology for video calls and meetings Avoid travel - work from home Staff will drive or walk to site. Follow social distancing guidelines Increase hand washing and use of hand sanitiser</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 clean of the area where staff member was working before reopening of the area Isolate member of staff an 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

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<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>		<p>3 - Unlikely</p>	<p>3 - Harmful</p>	<p>9 - Moderate Risk</p>	<p>Dispose of PPE after use and replenish first aid kit with PPE. Identify nominated persons and procedures for first aid and communicate. Provide gloves, masks and aprons in the first aid kits</p>	<p>2 - Rare</p>	<p>3 - Harmful</p>	<p>6 - Low Risk</p>
<p>Covid 19 - visitor illness Possible transmission of virus</p>	<p>Anyone in contact with the person Exposure to Covid 19</p>		<p>4 - Likely</p>	<p>4 - Very Harmful</p>	<p>16 - Substantial Risk</p>	<p>Ensure clean takes place before reopening the area Isolate area where visitor had been located Visitor on site - supported to get home avoiding other people Question visitors before arranging visit. Avoid visits and utilise technology</p>	<p>3 - Unlikely</p>	<p>3 - Harmful</p>	<p>9 - Moderate Risk</p>

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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 changing desks each day Staff having breaks at the same time Staff hot desking during the day Staff leaving at the same time Staff not social distancing when meeting 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. Arrange desks with social distance separation and screens. Small work groups that do not change limiting mixing of people Develop and implement buddy system - phone in and out (Lone Working) 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 Prop doors open where possible, using Dorguards if fire door. Provide gloves and masks for staff if required. Provide sanitising wipes Sanitise desk and equipment before use Sanitise touch points of printers and shared equipment before use. Utilise technology for meetings Work from home where possible Desks located so seating areas do not face towards one another. Each individual to have agreed workstation so there is no sharing of equipment or work locations. Staff briefed to stay 2m away from one another at all times. Staff will have their own stationery equipment provided to minimise sharing of equipment</p>	2 - Rare	3 - Harmful	6 - Low Risk
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<p>Covid 19 - hygiene Cleanliness of desks and equipment Cleanliness of general office areas Cleanliness of toilets Cleanliness of welfare areas - canteens Communal equipment contaminated with virus Contaminated PPE to be disposed of No cleaning or sanitising provision during office hours Overflowing bins 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 stations and keep replenished Provide masks Provide special bins to dispose of PPE and ensure it is not recycled. Regular and frequent hand washing to take place 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
<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 Wear a mask and gloves when interacting with delivery personnel and accepting packages, such as signing for items Royal Mail – postman to announce arrival through window and leave sacks on site, member of team to collect once delivery driver at safe distance G4S – exchange in doorway at safe distance.</p>	2 - Rare	3 - Harmful	6 - Low Risk

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<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>		<p>4 - Likely</p>	<p>3 - Harmful</p>	<p>12 - Substantial Risk</p>	<p>Work patterns adjusted for a staggered start and finish. Provide markings on the ground to enforce social distancing as people enter and exit the site. Provide signage to remind people entering site to wash their hands on entering and more frequently. Provide signage to remind people to adhere to social distancing while entering and moving around the site</p>	<p>2 - Rare</p>	<p>3 - Harmful</p>	<p>6 - Low Risk</p>
<p>Covid 19 - welfare facilities In adequate cleaning and sanitising of surfaces In adequate personal hygiene Lack of soap and towels to allow hand washing effectively Metal cutlery provided Risk of virus spread by non social distancing in toilets Social distancing not possible in canteen facilities Touch points not sanitised Waste not segregated or disposed of</p>	<p>Office staff Visitors Contractors Risk of exposure to Covid 19</p>		<p>4 - Likely</p>	<p>3 - Harmful</p>	<p>12 - Substantial Risk</p>	<p>Increased cleaning and sanitising of areas Provide disposable gloves Provide disposable masks Provide floor markings to ensure social distancing can be adhered to Provide hand sanitiser stations at entrances Provide signage about hygiene requirements Provide signage to remind people to socially distance Provide signage to remind people to wash their hands more frequently Remove furniture to enable social distancing Toilets restricted to one person, signage to indicate 1 person allowed in canteen area at a time, signage provided. Encourage staff to bring own cutlery in for personal use. Breaks taken in shifts.</p>	<p>2 - Rare</p>	<p>3 - Harmful</p>	<p>6 - Low Risk</p>

Assessment Conclusion Control measures need to be implemented effectively to be acceptable. Keep people on site to a minimum. Keep communicating with staff.

Signatures