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| **Ref No: RA 0105 /20** | **Activity / Event:** Covid 19 – re-occupation of building |
| **Assessor/s:**  | **Date:**  |
| **Who (or what) might be Harmed:** Acivico staff, i.e. employees and contractors and (essential) building maintenance contractors.Acivico has taken the decision not to allow visitors to its offices in the short term, this decision will be kept under ongoing review; access will be allowed for contractors undertaking essential building maintenance, etc.Note: this Risk Assessment will be kept under ongoing review and will be reviewed formally on a monthly basis. |

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| **No.** | **ISSUE / HAZARD**Description of Hazard | **EFFECT**Effect of Hazard on People | **CONTROL MEASURES**Controls put in place to avoid harm / reduce risk | **RISK RATING** |
|  | Louisa House is an open plan office environment spread over three floors, which would be designated as a LOW RISK working location. There is parking located in the building in basement / lower basement areas, other facilities include: meeting rooms, kitchen areas and shower room. There are toilets with handwashing facilities on each floor. The office areas are accessed by stairs and lift from the parking areas and other floors. Controls are predominantly based on hygiene and social distancing as currently no vaccine is available. Prior to the closure of Louisa House there were no known (or suspected) cases of Covid 19 identified in employees and others who used the building.Prior to occupation building services have been checked, i.e. water systems, lifts, etc., to ensure safety and serviceability. Prior to occupation a full clean will be undertaken to ensure appropriate levels of hygiene and cleanliness. | **HIGH**  |
| 1. | Covid 19 | Risk of serious ill health through transmission of Covid 19 virus  | Controls detailed below a. – k. | **High (L3 x S4)** |
|  |  |  | 1. **Working from home:** Acivico will continue to encourage working from home, where practicable and aligned to business need.

Note: Where staff have been advised to isolate but are well (c.) they will be expected to work from home. |  |
|  |  |  | 1. **Cleaning:** Following occupation an enhanced cleaning regime will be put in place, with an emphasis on high traffic areas and contact points. Staff will be restricted to a designated desk and hot desking will be prevented.

**Note\*: wipes to be used for cleaning surfaces on printers, etc. Sprays are only to be used for hard surfaces, such as desks.** |  |
|  |  |  | 1. **Staff with symptoms:** Any staff who have symptoms\*, that may be due to Covid 19, or who have been advised to self-isolate by a clinician, should inform their Line manager and HR, they should not go to Louisa House.

**Note\*: anyone with any of the listed symptoms should arrange for a Covid 19 test and follow government and clinical advice. If anyone with symptoms or isolating is unwell, they should follow standard sickness absence reporting processes.** |  |
|  |  |  | 1. **Hand sanitisation:** Hand sanitisers are available at all access points and other locations within the building, handwashing facilities are available in all toilets and in all kitchens that are currently in use. Hand hygiene is promoted through signage and staff communications.

**All staff / persons entering Louisa House should wash their hands at the first opportunity.** |  |
|  |  |  | 1. **Reduced occupancy:** staff numbers (present at one time) will be reduced using a number of mechanisms including: flexible working patterns, rota’s, etc.
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|  |  |  | 1. **Access and social distance:** access to working areas will be based on a one-way system to minimise risk of contact facilitate social distance.

**Note:** access via central staircase and lift; egress via fire exits. |  |
|  |  |  | 1. **Social distance in working areas:** will be maintained by a number of mechanisms including: restricting staff to a designated desk; maintaining occupancy (at any one time) to one employee per four desk block/pod or three employees per eight desk block; having a one way system for movement around the office; restricting numbers of staff able to use welfare facilities at any one time
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|  |  |  | 1. **Social distance in Welfare facilities:**  only one member of staff to use the welfare facilities at any one time, controlled by signage.
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|  |  |  | 1. **Printers:**  only one member of staff to use printer at any one time, controlled by signage. User to clean\* contact point prior to each use.

**Note\*: wipes to be used for cleaning surfaces on printers, etc. Sprays are only to be used for hard surfaces, such as desks.** |  |
|  |  |  | 1. **Vulnerable employees:** ‘Vulnerable’ employees will continue to work from home, until advised otherwise by Acivico.
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|  |  |  | 1. **Transport and parking:** All employees will be encouraged to travel by means other than public transport, for employees travelling by car, parking will be available at Louisa House.
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| 2.  | Non employees accessing Acivico premises (Louisa House) | Risk of infection by third parties  | Acivico has taken the decision to ban visitors from its offices in the short termAccess will be allowed for contractors undertaking essential building maintenance, etc.* All visits will be pre planned, unless for a genuine building emergency when all reasonable precautions will be taken
* Contractors will be asked to confirm staff attending site do not have Covid 19 symptoms and or have not been asked to self-isolate
* On arrival contractors will be escorted by an appropriate member of Acivico staff, maintaining social distance
* On completion of the task the contractor will be asked to contact their Acivico contact and will be escorted from the premises – again maintaining distance
* The work area will either be cleaned post work or left for a period of at least three hours before being accessed/used by Acivico staff.
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| 3. | Fire | Risk of personal injury, property damage. Due to reduced occupancy all designated fire marshals may not be present at all times. | Due to the planned reduced occupancy all designated fire marshals may not be present at all times. In the absence of Fire marshals / to support Fire marshals, the manager/s present on each floor will also assume Fire marshal responsibilities. Appropriate training will be provided to enable this task to be undertaken effectively. During an evacuation, the priority is swift exit from the building and it is accepted that social distance may be temporarily compromised. When staff have exited the building and are at a place of safety, social distance should be resumed. The assembly area will remain unchanged but social distance should be respected in the event of an evacuation.Note: The current Louisa House Fire Risk assessment should also be referenced. |  |
| 4. | First Aid: Due to reduced occupancy all designated First Aiders may not be present at all times. | Management of consequences of a personal injury / ill health event.  | In the absence of appointed First Aiders, the manager/s present on each floor will act as the ‘Appointed Person’. Appropriate training will be provided to enable this role to be undertaken effectively. All existing First Aid provision will remain in place and consideration will be given to identifying and training additional First Aiders, if employee numbers indicate this is necessary.Note: In a low risk environment with low numbers of employees present, employers can rely on an Appointed Person – who is NOT trained to give First Aid and would not provide First Aid.  |  |

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|  | *Having established a risk indicator from current control measures it may be necessary to introduce further actions to enable safe systems of work* |
| **No.** | **RISK**  | **ACTIONS**Enhanced controls to reduce risk  | **TARGET DATE** | **ACTUAL****DATE** | **REVISED RISK RATING** |
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| **Review:**  | **Signature/s:**  |

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| **Risk Matrix** | **CONSEQUENCES / SEVERITY** |
|  |  | **Insignificant (1)**No Injuries / minimal loss | **Minor (2)**First Aid Treatment / medium loss | **Moderate (3)**Medical Treatment / high loss | **Major (4)**Hospital Admission / large loss | **Catastrophic (5)**Death / massive loss |
| **LIKELIHOOD** | **Almost Certain (5)**Often Occurs (once a week) | **Moderate (5)** | **High (10)** | **High (15)** | **Catastrophic (20)** | **Catastrophic (25)** |
| **Likely (4)**Could easily happen (once a month) | **Moderate (4)** | **Moderate (8)** | **High (12)** | **Catastrophic (16)** | **Catastrophic (20)** |
| **Possible (3)**Could happen or known to happen (once a year) | **Low (3)** | **Moderate (6)** | **Moderate (9)** | **High (12)** | **High (15)** |
| **Unlikely (2)**Hasn’t happened yet but could (once every ten years) | **Low (2)** | **Moderate (4)** | **Moderate (6)** | **Moderate (8)** | **High (10)** |
| **Rare (1)**Conceivable but only in extreme circumstances | **Low (1)** | **Low (2)** | **Low (3)** | **Moderate (4)** | **Moderate (5)** |