


COVID-19 Secure Risk Assessment_V2

PAGEANT MEDIA LTD


Assessment type	 General
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Last Review:	9 th July 2020
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Introduction:


Due to the emerging evidence and changes to Government Guidance, it is vital that the most up to date guidance is referred to. This can be found at: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

It should be noted that wherever possible people should still be encouraged to work from home.


This risk assessment sets out the controls that will be in place for the workplace (PML, One London Wall, London, EC2Y 5EA) and work activities in order to reduce the risk of the transmission of the Covid-19 virus and demonstrate that the organisation is COVID-Secure.


Hazard	Who could be harmed and how?	Controls
 <p>1. Cleaning to Reduce Transmission Of Covid-19 - Risk of exposure to Covid-19 whilst cleaning work areas</p>	<p>All staff / Cleaners</p> <p>How?</p> <p>Cleaning areas where Covid-19 may be present may lead to exposure to the virus. However- the cleaning of all areas correctly will reduce the risk of transmission overall</p>	<p>Appropriate Disinfectant Products. Appropriate disinfectant to be used - this will be communicated to staff. (COSHH Data Safety Sheets provided by KM Cleaning) The product will be used in line with instructions for use and dilution rates and appropriate PPE provided and worn where indicated. Disposable cloths will be used where possible to reduce transmission.</p> <p>Cleaning of Premises Before Work Commences Assessment of cleaning requirements will be carried out prior to premises opening and appropriate cleaning will take place. (provided by KM Cleaning)</p> <p>Correct Guidance Will Be Followed for Cleaning Areas of Higher Risk Based on current Government Guidance for Non-clinical Settings. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings This includes the use of additional PPE (gloves, aprons, eye protection, mask) and items double-bagged and labelled - stored securely for 72 hours before disposal.</p> <p>Increased Cleaning Frequency of Workspaces Throughout Premises Increased cleaning regime in place throughout premises - Particular focus on commonly touched areas, equipment, surfaces and common shared areas.</p> <p>Workspaces Will Be Cleared of Waste Frequently Personal items removed at end of shift and increased waste collection in place</p>

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 <p data-bbox="150 389 475 560">2. Hygiene Control - Poor hand hygiene and respiratory hygiene control may lead to an increase in surface contamination</p>	<p data-bbox="507 271 746 331">All staff / Cleaners / Contractors</p> <p data-bbox="507 376 580 405">How?</p> <p data-bbox="507 443 831 645">Increased risk of surfaces becoming contaminated with pathogens including Covid-19 leading to spread of infection</p>	<p data-bbox="874 271 1442 331">Increased Hand Washing and sanitiser Facilities Provided</p> <p data-bbox="874 338 1493 517">Increased hand washing encouraged throughout the workplace, sanitizer located at various locations including at entrances, exits and common areas. Individual bottles of hand sanitiser provided to employees and made available in reception</p> <p data-bbox="874 555 1442 616">Signs and Posters In Use To Remind To Practice Good Hygiene</p> <p data-bbox="874 622 1474 728">Relevant posters and signs displayed to remind employees of the need to wash hands for at least 20 seconds on a frequent basis</p> <p data-bbox="874 766 1461 907">Also signs to remind employees to practice good respiratory hygiene - catching of coughing and sneezes and correct disposal of tissues followed by hand washing</p> <p data-bbox="874 958 1139 987">Use of Face Coverings</p> <p data-bbox="874 994 1465 1055">If employees choose to wear face coverings, then they will be supported in the workplace.</p> <p data-bbox="874 1099 1449 1160">Face coverings are classed as PPE. Advice will be given to employees on the correct use.</p> <ul data-bbox="874 1205 1485 1697" style="list-style-type: none"> •Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it. •When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands. •Change your face covering if it becomes damp or if you have touched it. •Continue to wash your hands regularly. •Change and wash your face covering daily. •If the material is washable, wash in line with manufacturer’s instructions. •If it is not washable, dispose of it carefully in the PPE waste bins Provided.


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 <p>3. Attendance and Movement Of People In The Workplace -The attendance of people in the workplace where working from home is not possible will increase the number of people in the premises which may increase the risk of Covid-19 transmission.</p>	<p>All staff/ Contractors, Visitors How?</p> <p>Where more than 1 person attends work not from the same household increases the risk of transmission of the Covid-19 virus</p>	<p>Controlled Movement of People Throughout Workplace Use of one-way systems, separate entrances and exits to reduce the number of people at cross over areas and pinch points.</p> <p>Monitoring and regulation of higher traffic areas such as corridors and entrances</p> <p>Use of signs and markings to indicate the direction of movement and 2m distances in place where appropriate. – 2m in certain areas.</p> <p>Emergency Plans Updated and Communicated Staff do not have to adhere to social distancing where there is an emergency such as fire, an accident or a security threat and the risk to safety is imminent.</p> <p>Those assisting others in emergencies should ensure they carry out stringent hygiene control afterwards including thorough handwashing.</p> <p>Employee Will Work from Home Wherever Possible Only business-critical roles / and pre-approved attendance will be permitted in the workplace where remote working is not possible for operational reasons or home circumstances.</p> <p>Information, Instruction and Training Provided to Employees Employees consulted on risks and controls in the workplace Staff communicated with on a regular basis on changes to hazards and controls. Employees receive training through the use of posters, signs, announcements and briefings</p> <p>Minimal Employees to Attend The Workplace Work organised so that minimal people are required to attend the workplace - where it allows work to be carried out safely whilst supporting social distancing</p> <p>Where possible this will be limited to the same people to prevent mixing of groups.</p> <p>Employees will be allocated a desk number and must only use this desk for this interim period</p> <p>Pro-active Monitoring in Place Pro-active Monitoring In Place to ensure that staff are</p>


		<p>adhering to the controls and that control measures are adequate and effective</p> <p>Remote Workers Adequately Supported Adequate work equipment has been provided to remote workers Regular contact will be made with remote workers to support their physical and mental wellbeing</p> <p>Restrict Movement of People Throughout Site Employees discouraged from carrying out non-essential trips within the premises- use of phones, emails or messaging platforms to communicate with others elsewhere</p> <p>Signage and Floor Markings in Place to Remind Employees of The Controls Posters and signs to be used to remind employees of the requirement to adhere to social distancing, to wash hands frequently and to practice good respiratory hygiene (coughs and sneezes).</p> <p>Staggered Work Patterns Working patterns organised to reduce the number of persons on-site at any one time, staggered to reduce the number of people arriving and leaving to prevent cross over.</p> <p>Teams to be fixed where possible to prevent mixing of different people on shifts.</p> <p>Touch-based Devices Disabled Where Possible Where this does not introduce further hazards, touch-based controls/access/security / Items devices will be disabled.</p> <p>For machines/ equipment that relies on touch screen - this will be limited to as few people as possible with increased cleaning carried out before and after use (antibacterial wipes have been provided) and hand hygiene practiced before and after use, Sanitizing stations have been installed near touch devices in use.</p> <p>Vulnerable Persons Protected Further assessment of the specific risks will be carried out on a case by case basis.</p> <p>Those classed as clinically extremely vulnerable are advised not to work outside of the home.</p> <p>Those classed as clinically vulnerable are advised to work 2m away from other persons where they cannot work from home.</p>
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Hazard	Who could be harmed and how?	Controls
 <p>4. Social Distancing Guidelines Cannot Be Met -Activities, where social distancing cannot be followed in full, may lead to increased risk of the transmission of the virus due to being in close proximity. This includes entrances, exits and common areas as well as work activities</p>	<p>All staff</p> <p>How?</p> <p>Being in close proximity may lead to increased risk of the spread of the Covid-19 virus.</p>	<p>Increased Cleaning Carried Out</p> <p>Increased cleaning of surface where people are operating within the 2m social distancing to be carried out.</p> <p>Increased Handwashing Carried Out</p> <p>Provisions will be made in order for people to be able to wash their hands more frequently- including before and immediately after carrying out tasks where social distancing has not been maintained.</p> <p>Time Spent Within 2m To Be Kept to A Minimum</p> <p>The time where persons are within 2m will be kept to as short a time as is practicality and possible</p> <p>Employees to Avoid Face to Face Work Where Possible</p> <p>Where possible, employees will work side by side or back to back to avoid working face to face</p> <p>Teams Will Be Kept Fixed Where Possible</p> <p>To reduce the number of different people working within the 2m, fixed teams will be placed where at all possible to reduce the level of possible transmission</p> <p>Work Activity Will Not Go Ahead</p> <p>Where social distancing cannot be maintained and cannot be limited to a small group of fixed people, the activity will be assessed to decide if it can go ahead safely</p>

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 <p>5. Individuals Displaying Symptoms - Coronavirus reportedly spread through exposure or contact to cough droplets. People at work developing on- set of symptoms within the workplace</p>	<p>All staff, Contractors Visitors</p> <p>How?</p> <p>An individual could develop symptoms of Covid-19, which includes a high/raised temperature, a new/continuous cough or loss of sense of taste or smell which may lead to increased risk of transmission of Covid-19.</p>	<p>Cases Recorded and Investigated. Records maintained of those who are isolating or who develop symptoms at work.</p> <p>Investigations carried out if the transmission could be work-related in the event it needs to be reported under RIDDOR.</p> <p>Appropriate risk assessments and work activities reviewed to ensure there are effective controls or if any changes are required.</p> <p>Employee Not to Return To Work And Should Self-Isolate</p> <p>For those displaying symptoms of a high or raised temperature or new/persistent cough, loss of taste or smell isolation should be exercised immediately, ensuring Line Management are informed.</p> <p>Should individuals live with those displaying symptoms, they should isolate for 14 days. If by themselves, 7 days.</p> <p>Employee to Go Home Immediately The employee will be sent home directly from work and maintain social distancing to do so.</p> <p>Should they require someone from their household to come and pick them up - they will wait in an isolated room (the medical room) away from anyone else until they are collected. This area will require thorough cleaning afterwards in accordance with the guidance. They should then self-isolate in accordance with guidelines.</p> <p>Good Hand Washing/Hygiene Procedures Observed Staff should be carrying out regular hand washing for at least 20 seconds using soap and water or use of a sanitiser if this is not available.</p> <p>Following cleaning an area after a symptomatic person the hands should be thoroughly cleaned.</p> <p>Waste Disposed of With Care With Local Guidelines. Any waste from areas where symptomatic people have worked- including the PPE and cleaning items that have been used will be double-bagged,</p>


		<p>labelled and disposed of after 72 hours with normal collection arrangements - or if test results come back negative where applicable</p> <p>Follow Government Advice on Testing and Tracing Follow the relevant protocol for booking a Covid-19 test and any subsequent tracing and isolation that should follow.</p> <p>Work Area Cleaned Thoroughly Using Disinfectant Following Guidelines. 19-decontamination-in-non- healthcare- settings/covid-19-decontamination-in-non- healthcare-settings</p> <p>If dealing with bodily fluids or suspected Covid-19 person then extra precautions will be needed which will include protection for eyes, nose and mouth in addition to the gloves and aprons.</p> <p>For disposal these should be then double-bagged and labelled and stored safely and securely for 72 hours before disposal by normal means of collection.</p>
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 <p>6. Coming To Work And Leaving Work - Sharing of a vehicle to, from work or use of public transport may lead to an inability to maintain social distancing</p>	<p>All staff, Contractors, Visitors</p> <p>How?</p> <p>Exposure to the virus due to inability to maintain social distancing leading to potentially contracting the virus.</p>	<p>Safer Travel Supported Employees should follow guidance and wear a face covering while using Public Transport.</p> <p>Car sharing with people from different households will be discouraged.</p> <p>Alternatives such as walking and cycling will be supported with increased facilities.</p> <p>Flexible working All employees are able to attend the office at a time of their choice to allow employees to travel outside of rush hours.</p> <p>Work from Home Where at All possible. Employees will work from home where possible to prevent the need to travel and enter the workplace.</p>

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 <p>7. Common Areas (Including Kitchen and breakout facilities) - Due to areas being frequently utilised by staff, the potential for infection is increased. This Includes, waiting areas, seating areas as well as kitchen areas.</p>	<p>All staff</p> <p>How?</p> <p>Common areas may restrict distancing of 2M meters at any one time. Due to heavy foot fall, surfaces may be touched more frequently, and individuals may cross paths more often.</p>	<p>Breakout Facilities Restricted Kitchen access restricted to limit number of people permitted at any one time.</p> <p>Employees encouraged to bring in own food to avoid the need to use facilities.</p> <p>Some facilities have been removed from use.</p> <p>Increased frequency of cleaning of kitchen facilities to be carried out.</p> <p>Environmentally friendly disposable cups, and cutlery have been provided for staff to use</p> <p>Additional handwash, antibacterial wipes and hand sanitiser have been placed / installed</p> <p>Numbers of People in Common Areas Individuals using common areas kept to a minimum at all times and social distancing will be adhered to.</p> <p>Regular Cleaning of Common Area And Touch Points. Common areas where people pass through are to be cleaned frequently but specific attention to be paid to areas where people spend more time or common touchpoints.</p> <p>These will be cleaned more intensely/frequently.</p> <p>Disposable cloths will be used where possible to reduce transmission.</p> <p>Restricted Use of Lifts* (OLW) Stairs will be used rather than lifts to prevent people being in close proximity.</p> <p>Lifts will be available for those with disabilities.</p> <p>If the lift is to remain in use then the occupancy will be limited to be able to comply with social distancing.</p> <p>Touchpoints will be cleaned frequently.</p>

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 <p>8. Managing, Clients Visitors attending Site. - Tradespeople, couriers, deliveries, contractors and other visitors such as customers attending site for work purposes.</p>	<p>All staff, Contractors, Visitors</p> <p>How?</p> <p>Transmission of Covid- 19 between visitors to site and employees</p>	<p>All Visitors to Site to Be Pre-Arranged and Times Staggered Non-essential visitors/contractors are not permitted on site.</p> <p>No unauthorised visitors to be permitted on site- they will be turned away until correct arrangements are made.</p> <p>Visitors to be allocated specific time slots and staggered to reduce the number of people on site.</p> <p>Documentation Issued Electronically Where Possible To reduce the need to exchange paperwork and other documents the information will be exchanged electronically instead where at all possible</p> <p>Information Communicated to all Visitors Tradespeople, Couriers, Deliveries, Contractors etc. Prior communication issued to expected visitors to site through phone, email or website</p> <p>Managed Entry The number of people permitted inside the premises will be restricted to allow effective social distancing</p> <p>Remote Communication Where possible remote communication with visitors' customers and contractors will be used rather than on site attendance.</p> <p>Revised Pick Up and Drop Off Procedures Designated areas for non-contact deliveries will be in place with clear instructions for couriers.</p> <p>Revised delivery / collection methods to reduce the number of visitors to the site such as bulk drop-offs and pick-ups to reduce frequency of visitors</p> <p>Sanitiser Available at Visitor Interfaces Sanitiser available at locations where contractors / visitors will present to employees.</p> <p>Supervision on Site Where contractor tasks are required to be supervised- social distancing will be maintained. The host person on site will be aware of their responsibilities to support social distancing and informing the contractor of their requirements.</p>

		<p>Visitor Records Maintained Records of those who have attended site to be maintained where possible. If requiring people to sign in they must be properly registered and provided with a QR code to sign in to PML 'Sign In' System.</p> <p>Use of signs and markers and announcements to remind any visitors of the requirements</p> <p>People may be turned away until a more suitable time is available where social distancing can be managed</p>
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 <p>9. Meetings - People coming together in close proximity to attend meetings</p>	<p>All staff, Contractors</p> <p>Visitors</p> <p>How?</p> <p>Increased risk of transmission of Covid 19</p>	<p>Meetings Carried Out Remotely Where Possible Where possible meetings will be carried out remotely to avoid the need for people to come together</p> <p>Meetings to Be Held in Well Ventilated Locations Meeting to be held outside where possible. If not then meetings will be held in well-ventilated rooms; doors can be opened.</p> <p>No Sharing of Equipment Permitted No items are to be shared at any time during the meetings such as pens, computers etc.</p> <p>Sanitiser To Be Provided As well as handwashing before and after the meeting, hand sanitiser will be provided for use for meeting participants</p> <p>Social Distancing to Be Maintained All participants to be reminded prior to meeting of the need to adhere to social distancing at all times. Desks and chairs will be arranged to support social distancing or meeting will be held stood up. Signs and markings to be used in regular meeting spaces to indicate 2m distances.</p>

Operating procedures

In the context of COVID-19 this means working through these steps in order

In every workplace, increasing the frequency of handwashing and surface cleaning.

Businesses and workplaces should make every reasonable effort to enable working from home as a first option.

Where working from home is not possible, workplaces should make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible).

Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate and if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.

Further mitigating actions include:

- Increasing the frequency of hand washing and surface cleaning.
- Keeping the activity time involved as short as possible.
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- Reducing the number of people each person has contact with by using 'fixed teams'
- If people must work face-to-face for a sustained period with more than a small group, then you will need to assess whether the activity can safely go ahead.
- No one is obliged to work in an unsafe work environment.

Taken From: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>