

## COVID-19 (SARS-CoV-2) HEAD OFFICE RISK ASSESSMENT

<b>1.</b>	<b>Risk Assessment written by:</b>	GZ Directors	<b>Date:</b>	22-6-20	<b>Signed:</b>	Steve Trew
	<b>Reason for review:</b>	New document.				
<b>2.</b>	<b>Risk Assessment reviewed by:</b>	GZ Directors	<b>Date:</b>	26-6-20	<b>Signed:</b>	Steve Trew
	<b>Reason for review:</b>	Review of Government guidelines and social distancing rules.				
<b>3.</b>	<b>Risk Assessment reviewed by:</b>	Ronnie Reid	<b>Date:</b>	2-10-20	<b>Signed:</b>	Ronnie Reid
	<b>Reason for review:</b>	Self-isolation rules updated, general review and additions.				
<b>4.</b>	<b>Risk Assessment reviewed by:</b>	Ronnie Reid	<b>Date:</b>	7-1-21	<b>Signed:</b>	Ronnie Reid
	<b>Reason for review:</b>	Change in Government restrictions (national lockdown), mandatory wearing of face coverings in HO, cleaning provision added, post and deliveries section added.				
<b>5.</b>	<b>Risk Assessment reviewed by:</b>	Ronnie Reid	<b>Date:</b>	22-4-21	<b>Signed:</b>	Ronnie Reid
	<b>Reason for review:</b>	Lateral flow testing added.				

### Current usage

GreenZone is observing current Government guidelines by asking for those who are able to work from home to continue to do so. Furthermore, operations managers are being asked not to come into the office unless it is absolutely necessary. Extremely clinically vulnerable workers are also being asked to stay at home. As a consequence, the head office is very lightly used. This is not expected to alter until Government guidelines change regarding home working. This risk assessment reflects the current usage of the office and will be amended to include additional measures once greater numbers return to work.

## HEALTH AT HOME

If you are displaying symptoms of coronavirus while at home, you must start self-isolating immediately for 10 days. **DO NOT** wait to obtain a test result.

You will be contagious and shedding the virus. **DO NOT** come to work and inform your line manager immediately.

Symptoms of coronavirus are;

- A new continuous cough
- A high temperature
- A loss of, or change in, your normal sense of taste or smell

You **MUST** arrange to have a test for Covid-19 by clicking the link below and following instructions;

<https://www.gov.uk/get-coronavirus-test>

If you test positive you **MUST** inform your line manager immediately.

**DO NOT COME TO WORK** If someone you live with is showing symptoms of coronavirus. You should follow Government advice and self-isolate for 10 days or until a negative test result is confirmed for the infected person and you both feel well. Please consult the latest Government guidelines below;

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

## HEALTH AT WORK

If you start to feel unwell or start displaying symptoms of coronavirus while at work, notify your line manager. You **MUST** leave immediately and go straight home in your own vehicle. If you do not have your own vehicle or cannot arrange someone to collect you, a taxi will be organised for you. You must wear a face covering if not travelling alone.

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If you are showing symptoms of Covid-19 (see above) then you **MUST** start self-isolating immediately for 10 days. **DO NOT** wait to obtain a test result. You **MUST** arrange to have a test for Covid-19 by clicking the link below and following instructions;

<https://www.gov.uk/get-coronavirus-test>

If you test positive you **MUST** inform your line manager immediately and begin self-isolation.

### **SUSPECTED OR CONFIRMED CASE OF CORONAVIRUS AT HEAD OFFICE**

Once GreenZone becomes aware of a suspected or confirmed case of coronavirus at its head office, it will inform all staff so those who came into close contact\* with the affected person can monitor their health. Staff do not need to self-isolate, unless they are symptomatic or instructed to do so by the Government Test and Trace scheme. However, staff should strictly observe all Covid-19 prevention guidelines, such as social distancing and wearing a face covering. For those who believe they have come into contact with the affected employee, It is recommended that they seek a PCR or rapid lateral flow test as soon as possible.

Following a **suspected** case of coronavirus, all areas where that person has been present will undergo a deep clean.

Following a **confirmed** case of coronavirus, all office staff will be sent home immediately, by private transport or taxi, and the office will undergo a complete disinfection.

*\* Close contact is spending 15 minutes or more at a distance of less than two metres or a face-to-face conversation at less than one metre, within the two days prior to being informed of an infected person.*

**Note** - *Where an interaction between two people has taken place through a Perspex (or equivalent) screen, this would not be considered sufficient contact, provided that there has been no other contact such as any of those indicated above.*

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## FACE COVERINGS

Face coverings must be worn at all times in the office except when seated at your work station or in the kitchen drinking or eating. Wearing a face covering does **NOT** mean you should disregard other Covid-19 prevention measures. Social distancing must continue to be observed, as far as possible, despite wearing a face covering. Face coverings can provide an additional layer of protection from the new, more transmissible variant of coronavirus.

If you are unable to wear a face mask or covering for whatever reason, please let your line manager or the Health and Safety Manager know as soon as possible.

The mandatory wearing of face coverings extends to all visitors, including delivery drivers and subcontractors.

## SOCIAL DISTANCING

Social distancing is the most effective method to avoid person-to-person infection. Social distancing means maintaining a 2 metre distance (3 steps) from other people or 1 metre with risk mitigation (see below) where 2 metres is not viable. This includes anyone in the building as well as work colleagues.

All GreenZone staff **MUST** observe social distancing measures at all times, while in the head office. Floor markings have been added to help you.

Working back-to-back is permissible if you are more than one metre apart. If working side-by-side within two metres is unavoidable, please use plastic screen dividers. Two mobile dividers have been supplied for this purpose.

Social distancing **MUST** be observed during lunch breaks, when gathering externally (eg cigarette break) and when using the kitchen area. Face coverings must still be worn despite practising social distancing.

## RISK MITIGATION

If You are unable to stay two metres apart from another person then consider the following risk mitigation guidelines;

- a. Consider how you are doing that activity. Do you need to speak face-to-face with that person? Can you use technology - emails, videoconferencing, chat apps, etc? Can you return later when the area is quieter?
- b. Keep the activity time as short as possible. The longer you are close to another person, the greater the risk.
- c. Use back-to-back or side-on working if possible. The risk is lower if you are not face-on with another person.
- d. Use plastic screens to isolate individuals where reasonably practicable.
- e. Wear a face covering.

## PERSONAL HYGIENE

**Use the touch-free hand sanitising station at reception every time you enter head office.**

Wash your hands regularly throughout the day and always before eating or drinking. You **MUST** wash your hands for at least 20 seconds and ensure you wash them thoroughly – under the nails and in the creases of your skin.

**DO NOT** touch your face with unwashed hands. If your hands are contaminated, the virus can enter your body through your mouth, nose and eyes.

**DO NOT** shake hands with anyone at head office. Contact may spread the virus.

**DO NOT** greet any colleagues by kissing them on the cheek. This will violate social distancing rules (see above) and may pass on the virus if you are infected.

Always sneeze and cough into a tissue and dispose of it immediately. If you have no tissue handy, then sneeze or cough into the elbow of your sleeve. **DO NOT** sneeze into the open air. You will contaminate surfaces and possibly people around you if you have Covid-19.

**DO NOT** share common vehicles. Bring your own cup and glass for drinking and cutlery or utensils for eating. If you do use cutlery, utensils or plates from the kitchen ensure that no-one else uses them and place them in the dishwasher when you have finished.

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## CLEANING DESKS AND FREQUENT TOUCH POINTS

If you are using a **hot desk** in the operations managers' room you **MUST** sanitise your desk and chair before starting work **AND** when finishing. Use Nilaqua spray with disposable paper towels or Nilaqua wipes. The paper towels must be disposed of immediately into the general waste bin. **DO NOT** dispose of as recyclable waste.

Currently, with only a handful of staff regularly using the head office, there is reduced cleaning provision. If you use the office you are responsible for sanitising your desk, chair and anywhere you sit. Nilaqua spray and wipes, along with disposable paper towels are provided for this purpose. The paper towels must be disposed of immediately into the general waste bin. **DO NOT** dispose of as recyclable waste.

If you do use the office, it is important you make every effort to **clean any objects and surfaces you touch** before you leave the office. You **MUST** observe social distancing rules while carrying out this task. The number of people using the office will be monitored, and cleaning provision scheduled in accordance with attendance. At present there is limited day janitor service. All frequently touched objects and surfaces throughout the office will be cleaned daily (Tuesday to Friday). The day janitor **MUST** observe social distancing rules while carrying out this task.

A **clear desk policy** is now in force to aid cleaning. A cardboard box will be provided below your desk to store your personal belongings. When bringing your own utensils and cups / glasses to use at head office, please keep them in your personal storage box.

## KITCHENS AND BREAK-OUT AREA

Only **TWO** people may be in the kitchen areas at any time. This is to ensure social distancing rules.

Face coverings must be worn when using the kitchens. They can be removed when seated to eat or drink.

Chairs at the kitchen table have been removed. The remaining chairs have been arranged so that social distancing measures can be observed. **DO NOT** alter the seating arrangement at the kitchen table. Plastic dividing screens have also been installed to ensure adequate separation.

We ask you to provide your own cutlery, mug or glass and keep these in your personal storage box or desk pod by your desk. If you use kitchen utensils or cutlery, ensure that no-one else uses them. GreenZone plates and bowls can be used but must be placed in the dishwasher to be cleaned as soon as you finish using them, and not hand washed.

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If you use the kitchen table to you **MUST** wipe down the table and chair when finished using Nilaqua wipes or disposable paper towels with Nilaqua spray. The paper towels must be disposed of immediately into the general waste bin. **DO NOT** dispose of as recyclable waste.

It is your responsibility to regularly disinfect frequently touched objects and surfaces in the kitchen including microwave doors, toaster, kettle and fridge, cupboard and drawer handles. Most handles have been covered with a silver ion protective film that reduces surface contamination. However, these must still be cleaned as normal to maintain efficacy.

## VULNERABLE EMPLOYEES

GreenZone advises that all vulnerable employees or those living with people classed as extremely vulnerable, should continue to work remotely for the foreseeable future. GreenZone has compiled a list of employees who are considered at high risk from contracting Covid-19, either clinically vulnerable (moderate risk) or clinically extremely vulnerable (high risk). Their working and travel arrangements will be continually reviewed by their line manager, together with the persons involved, to reach an agreement of their individual work arrangements.

## VISITORS

Visitors are actively encouraged **NOT** to the visit head office. Operations managers should arrange to meet new staff away from the office and use one of the mobile ID scanners to verify ID documents. GreenZone is investing in an additional mobile ID scanner to help with this process. Any visitors who must attend head office must do so alone. They must be made aware that if they do not come alone, those accompanying them will be told to wait outside, regardless of weather conditions.

Any visitors that arrive at head office **MUST** wear a face covering at all times (unless they are exempt). They must wait in the reception area until they are addressed by the person they are visiting. If visitors are to enter the office, the person they are visiting **MUST** inform them of all office rules concerning Covid-19 (social distancing, hygiene rules etc) and use the touch-free hand sanitising stations immediately.

If several visitors arrive at the same time and social distancing rules cannot be adequately observed, then visitors must wait outside until they are called forward.

Once a visitor has used the signing-in screen, it **MUST** be disinfected immediately.

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## TRAVELLING TO WORK

If you come to the head office or are visiting clients' sites then consider how you will travel. Consider all other forms of transport before public transport. ie. Company / private vehicle, walk or cycling to work if possible. If you must use public transport, then face coverings are **compulsory** unless you have a legitimate health or equality reason (please refer to exemptions section - <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#exemptions-face-coverings>). Remember – a face covering does not replace the requirement to observe social distancing on public transport.

Remember to wipe down the high touch points in your car on a regular basis (door handles, steering wheel, gear knob, controls and control panels, stereo) using a virucidal cleaner. If you are carrying passengers, then all occupants **must** wear face masks.

## CLEANING PROVISION

A cleaner is employed to clean throughout the day with frequency dependant on the current return-to-work phase. However, cleaning remains the responsibility of every office user. Regular hand cleaning and desk, chair, equipment sanitising is highly effective in breaking the chain of infection.

Daily cleaning will focus on frequently touched areas, including;

- work surfaces, such as desks
- handles on doors, windows, cupboards
- common areas such as toilets, reception, washrooms, shower room
- control panels for photocopiers
- computer keyboards, printers, touch screens, monitors and phones
- taps, kettle, fridge, toaster and microwaves

A clear desk policy is now in force to aid cleaning. A cardboard box will be provided below your desk to store your personal belongings. When bringing your own utensils and cups / glasses to use at head office, please keep them in your personal storage box

The head office undergoes periodic 'misting' with a virucidal cleaner (Nilaqua) that will remain active on surfaces for 30 days, protecting and preventing the spread of viruses. The head office is 'misted' approximately every 30 days so continuous protection is assured.

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## POST AND DELIVERIES

All post and deliveries will be disinfected (sprayed with virucidal cleaner) by reception staff or whoever accepts the delivery. If deliveries are handled, then hands must be washed immediately afterwards.

Post and deliveries must be collected from the reception area as soon as possible. All staff moving deliveries must wash their hands after touching the parcels.

Where possible, all orders should be delivered directly to the relevant site. Suppliers may only deliver to the head office with prior approval from a director.

For the period of the pandemic, personal parcels may not be delivered to HO.

## RAPID LATERAL FLOW TESTING

A rapid lateral flow test site has been established at head office to offer quick Covid-19 testing for those who are asymptomatic but wish to test themselves. There is no mandatory testing and records are not kept. The facility is there for those who wish to use it of their own volition.

The test kit components are laid out and clearly marked. There are several posters on the wall explaining the procedure including how to report your results.

It is recommended you test yourself every 3-4 days.

If you are to use the facility you must:

- Not eat or drink for 30 minutes before you take the test.
- Blow your nose and then wash your hands for at least 20 seconds in warm soapy water.
- Wipe down the preparation area with the Nilqua virucidal wipes provided.
- Report all results to the NHS whether they are positive or negative.
- Dispose of all waste, including the used test kits, in the general waste bin provided.

## RISK ASSESSMENT

Hazards	Persons Affected	Likelihood					Consequence					Inherent risk Total (L) x (S)	Existing Controls	Residual risk			Comments	
		Remote	Unlikely	Possible	Likely	Very Likely	Trivial	Minor	Moderate	Serious	Fatal			Likelihood (L)	Severity (S)	Total (L) x (S)		
		1	2	3	4	5	1	2	3	4	5							
<b>Virus transmission: Direct (person to person)</b>	Employees, third parties				✓				✓				20	Self-isolation rules, social distancing with risk mitigation, protective plastic screens, face coverings, hand and desk sanitiser provided, deliveries restricted, signage, lateral flow testing	1	4	4	
<b>Virus transmission: Indirect (contaminated surfaces)</b>	Employees. Third parties			✓					✓				16	Sanitising hands, do not touch face, cleaning of frequently touched surfaces and objects, sanitisation of used desks and chairs, cutlery and utensil control	1	4	4	
<b>Vulnerable workers</b>	Employees				✓					✓			25	Advised to continue working from home, Covid-safe office.	1	5	5	
<b>Women of Child Bearing Age</b>	Employees				✓				✓				20	As for vulnerable workers with the addition of an expectant mother risk assessment	1	4	4	
<b>Visitors</b>	Employees and third parties			✓					✓				16	Visitor controls – discouraged, come alone, wait outside, informed of head office rules, face coverings, sanitise hands	1	4	4	

**Definition of rating bands:** 1 – 8: Low risk – Safe, but review periodically to ensure controls remain effective.

9 – 12: Medium risk – Continue, but implement additional reasonably practicable controls where possible and monitor regularly.

15 – 25: High risk – Stop the activity! Identify new controls. Activity must not proceed until risks are reduced to a low or medium level.

Definition of likelihood that harm will occur: **Remote** – Almost never; **Unlikely** – Occurs rarely; **Possible** – Could occur, but uncommon; **Likely** – Recurrent but not frequent; **Very likely** – Occurs frequently.

Examples of severity of consequence: **Trivial**, e.g. discomfort, slight bruising, self-help recovery; **Minor**, e.g. Small cut, abrasion, basic first aid need; **Moderate**, e.g. Strain, Sprain, Incapacitation > 3 days; **Serious**, e.g. Fracture, Hospitalisation >24, Incapacitation > 4 weeks; **Fatal**, e.g. single or multiple.

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