

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

1.	Risk Assessment written by:	GZ Directors	Date:	22-6-20	Signed:	Steve Trew
	Reason for review:	New document.				
2.	Risk Assessment reviewed by:	GZ Directors	Date:	26-6-20	Signed:	Steve Trew
	Reason for review:	Review of Government guidelines and social distancing rules.				
3.	Risk Assessment reviewed by:	Ronnie Reid	Date:	2-10-20	Signed:	Ronnie Reid
	Reason for review:	Self-isolation rules updated, general review and additions.				
4.	Risk Assessment reviewed by:	Ronnie Reid	Date:	7-1-21	Signed:	Ronnie Reid
	Reason for review:	Change in Government restrictions (national lockdown), mandatory wearing of face coverings in HO, cleaning provision added, post and deliveries section added.				
5.	Risk Assessment reviewed by:	Ronnie Reid	Date:	22-4-21	Signed:	Ronnie Reid
	Reason for review:	Lateral flow testing added.				
6.	Risk Assessment reviewed by:	Ronnie Reid	Date:	18-8-21	Signed:	Ronnie Reid
	Reason for review:	New guidelines for fully vaccinated individuals.				
7.	Risk Assessment reviewed by:	Ronnie Reid	Date:	13-10-21	Signed:	Ronnie Reid

	Reason for review:	Complete reviewing following re-opening of office. Office sign-in and ventilation and air purifying added. Misting schedule added under appendix 1 at the end of the risk assessment.			
8.	Risk Assessment reviewed by:	Ronnie Reid	Date:	20-1-22	Signed: Ronnie Reid
	Reason for review:	Update to self-isolation guidance, reduction to five full days with two negative lateral flow tests, one day apart.			
9.	Risk Assessment reviewed by:	Ronnie Reid	Date:	3-2-22	Signed: Ronnie Reid
	Reason for review:	Update to face covering requirements at head office.			

Current usage	
<p>Government advice to work from home has ended as has the requirement to social distance and wear face coverings. There are no limits on social contact between people from different households.</p> <p>GreenZone has introduced a hybrid working system with office-based staff coming into head office a minimum of three days a week. Operations managers are likely to use the office more often and previous restrictions imposed upon them have been lifted.</p> <p>Extremely clinically vulnerable workers may still work from home full time, although they may work at head office if they prefer.</p> <p>This version of the risk assessment reflects the current usage of the office with Covid measures reflecting existing Government guidance (https://www.gov.uk/guidance/working-safely-during-covid-19/offices-factories-and-labs updated 27/1/22).</p>	

HEALTH AT HOME

If you are displaying symptoms of coronavirus while at home, you must start self-isolating **immediately** until you obtain a test result.

You may be contagious and shedding the virus. **DO NOT** leave your house and **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
- Cold-like symptoms – runny nose, sore throat, persistent headache

You **MUST** arrange to have a PCR test (a test that is sent to a lab) for Covid-19 by clicking the link below and following instructions;

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

If you test positive you **MUST** self-isolate for ten days (from when your symptoms started) and you **MUST** inform your line manager immediately. Self-isolation can be reduced to five full days if you return two negative lateral flow tests at least one day apart starting from day five. If you end self-isolation early, you are strongly advised to take a lateral flow test every day until the end of your original ten day period. Take this test daily before leaving your home. You are also strongly advised to limit close contact with people outside of your household, wear a face covering in crowded, enclosed or poorly ventilated spaces and where you are in close contact with other people, and follow guidance on how to stay safe and prevent the spread of Covid-19 (<https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do#keeping-yourself-and-others-safe>).

If you test **negative**, your period of self-isolation ends and you may return to work.

DO NOT COME TO WORK if someone you live with is showing symptoms of coronavirus, unless you have been **fully vaccinated**.* If you have not been fully vaccinated, you should follow Government advice and self-isolate for 10 days or until a negative test result is confirmed for the infected person. 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>

- **Fully vaccinated** means that you have been vaccinated with an MHRA approved Covid-19 vaccine in the UK, and at least 14 days have passed since you received your second injection. You are strongly advised to take a lateral flow test every day for the next seven days. Take this test daily before leaving your home. You are also strongly advised to limit close contact with people outside of your household, wear a face covering in crowded, enclosed or poorly ventilated spaces and where you are in close contact with other people, and follow guidance on how to stay safe and prevent the spread of Covid-19 (<https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do#keeping-yourself-and-others-safe>).

HEALTH AT WORK

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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.

If you are showing symptoms of Covid-19 (see above) then you **MUST** start self-isolating **immediately** until you obtain a test result.

You **MUST** arrange to have a PCR test (a test that is sent to a lab) for Covid-19 by clicking the link below and following instructions;

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

If you test positive you **MUST** self-isolate for ten days (from when your symptoms started) and you **MUST** inform your line manager immediately. Self-isolation can be reduced to five full days if you return two negative lateral flow tests at least one day apart starting from day five. If you end self-isolation early, you are strongly advised to take a lateral flow test every day until the end of your original ten day period. Take this test daily before leaving your home. You are also strongly advised to limit close contact with people outside of your household, wear a face covering in crowded, enclosed or poorly ventilated spaces and where you are in close contact with other people, and follow guidance on how to stay safe and prevent the spread of Covid-19 (<https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do#keeping-yourself-and-others-safe>).

If you test **negative**, your period of self-isolation ends and you may return to work.

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 self-isolate, where necessary, and 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 lateral flow test as soon as possible.

Following a **suspected** or **confirmed** case of coronavirus, the office will undergo a complete disinfection by misting.

Following a **confirmed** case of coronavirus, all office staff will be sent home immediately, by private transport or taxi and advised to monitor their health and take a lateral flow test as soon as possible.

** 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 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.

FACE COVERINGS

Face coverings are not required when moving around the office, the air is constantly sanitised by an air purifier (see section below) or when seated at your desks, they are adequately spaced with protective screens. The wearing of face coverings is now personal choice. However, you **MUST** wear a face covering if you are in a meeting of three or more people, as they are likely to take place in an enclosed area.

Not wearing a face covering does **NOT** mean you should disregard other Covid-19 prevention measures, such as avoiding congested areas or frequently washing your hands.

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 in meetings of three or more people extends to all visitors, including clients, employees, etc.

SOCIAL DISTANCING

Social distancing is no longer a requirement at head office.

However, GreenZone does expect its employees to act sensibly and avoid congested areas (such as kitchens) or wear a face covering if areas become crowded.

The office layout promotes back-to-back or side-by-side working. All workstations have desk dividers to facilitate separation.

RISK MITIGATION

If You have to have close contact with 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. 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. Alternatively, ensure you regularly use the hand sanitisers provided.

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.

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. Wash your hands thoroughly after sneezing.

GreenZone provides cups, glasses, plates and cutlery. If you are uncomfortable using the items provided, please bring your own cups, cutlery, etc and keep them secure by your desk. If you do use the GreenZone provided items, place them in the dishwasher when you have finished.

CLEANING DESKS AND FREQUENT TOUCH POINTS

Daily cleaning provision will strongly focus on all frequently touched objects and surfaces. The cleaner will wear a face covering while carrying out these tasks.

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 the Nilaqua spray with disposable paper towels or Nilaqua wipes provided. The paper towels must be disposed of immediately into the general waste bin. **DO NOT** dispose of as recyclable waste.

If you do use a meeting room, it is important you make every effort to **clean any objects and surfaces you touch** before you leave the room. Use the Nilaqua spray with disposable paper towels or Nilaqua wipes provided. The paper towels must be disposed of immediately into the general waste bin. **DO NOT** dispose of as recyclable waste.

A **clear desk policy** is now in force to aid cleaning. If you are bringing your own utensils and cups / glasses to use at head office, please store them in your drawers or cupboard and not on the desktop.

All photocopier screens have been covered with an anti-bacterial silver ion film that inhibits the build-up of dirt and bacteria that may harbour viruses.

KITCHENS AND BREAK-OUT AREA

A face covering should be worn if the kitchen area is busy. It can be removed when seated to eat or drink.

If the kitchen area is congested, consider returning when it is quieter.

If sitting at the kitchen table, maintain distance, as far as possible, between you and other users. 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.

Some frequently-touched handles have been covered with a silver ion protective film that reduces surface contamination that may harbour viruses.

VULNERABLE EMPLOYEES

GreenZone advises that all vulnerable employees or those living with people classed as extremely vulnerable, should continue to work remotely. 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 to the visit head office alone.

Any visitors that arrive at head office **MUST** wear a face covering if they attend a meeting with three or more people (unless they are exempt) and use the touch-free hand sanitising station.

Visitors must wait in the reception area until they are addressed by the person they are visiting who **MUST** inform the visitors of all office rules concerning Covid-19 (face coverings, hygiene rules, social distancing, etc)

All visitors must use the signing-in screen and must answer 'yes' to the Covid security questions. Any visitor who responds 'no' to any Covid security question will be asked to leave the office immediately. The signing-in screen is covered with a silver ion protective film that reduces surface contamination that may harbour viruses.

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.

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** on the Transport for London network (including the underground) unless you have a legitimate health or equality reason (please refer to exemptions section -

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<https://tfl.gov.uk/campaign/face-coverings>). Remember – a face covering does not replace the requirement to observe social distancing on public transport, when necessary,

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 coverings as this is an enclosed area.

CLEANING PROVISION

A cleaner is employed to clean throughout the day with focus on the following frequently-touched areas;

- 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. Please keep your personal belongings in your drawers or desk cupboards.

The head office undergoes periodic ‘misting’ with a virucidal cleaner (Nil aqua) 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 (last Thursday or every calendar month) so continuous protection is assured.

[refer to misting schedule under Appendix 1 at the end of the risk assessment]

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.

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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:

- Blow your nose and then wash your hands for at least 20 seconds in warm soapy water.
- Wipe down the preparation area with the Nilaqua 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.

VENTILATION AND AIR PURIFYING

An air purifying system (called a Scarecrow) has been installed that continuously disinfects the air by continuously drawing it through active carbon and HEPA 13 filters. It then uses UV-C radiation to destroy all types of harmful microorganisms in the environment, thus ensuring a clean room. A CO₂ monitor (called a Canary) helps to ensure that the air quality in the workplace is adequate.

Doors or windows may be opened occasionally to help air flow if indicated by the Canary.

OFFICE CHECK IN

All employees and visitors must use the screen at the reception desk to check in on arrival and sign out on departure. This will help identify those who were in the office in the case of an infected employee in the office and contact them immediately. It will also help us determine the maximum number of staff that may be present without a significant decline in air quality.

RISK ASSESSMENT

Hazards	Persons Affected	Likelihood					Consequence					Inherent risk	Existing Controls	Residual risk			Comments
		Remote	Unlikely	Possible	Likely	Very Likely	Trivial	Minor	Moderate	Serious	Fatal	Total (L) x (S)		Likelihood (L)	Severity (S)	Total (L) x (S)	
		1	2	3	4	5	1	2	3	4	5						
Virus transmission: Direct (person to person)	Employees, third parties					✓				✓		20	Self-isolation rules, risk mitigation, protective plastic screens, face coverings, hand and desk sanitiser provided, lateral flow testing, air purifying, office check-in	1	4	4	
Virus transmission: Indirect (contaminated surfaces and passive vectors [fomites])	Employees, Third parties				✓					✓		16	Sanitising hands, personal hygiene measures, cleaning of frequently touched surfaces and objects, sanitisation of used desks and chairs,	1	4	4	
Vulnerable workers	Employees					✓					✓	25	Advised to continue working from home, Covid-safe office.	1	5	5	
Women of Child Bearing Age	Employees					✓				✓		20	As for vulnerable workers with the addition of an expectant mother risk assessment	1	4	4	
Visitors	Employees and third parties				✓					✓		16	Visitor controls –come alone, wait outside, informed of head office rules, face coverings, sanitise hands, visitor sign-in	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.

APPENDIX 1

Misting schedule

Prior to re-opening, the head office will undergo 'misting' with a virucidal cleaner (Nilacqua) that will remain active on surfaces for up to 30 days, protecting and preventing the spread of viruses. The head office will be 'misted' every 30 days, depending on use, so continuous protection is assured. Nilacqua spray or wipes will be used for daily cleaning and wiping down of surfaces to assure continued effectiveness.

Month	Completed	Confirmed by
June 2020	30 th June	Guy Travers
July	30 th July	Guy Travers
August	1 st September	Guy Travers
September	30 th September	Guy Travers
October	29 th October	Guy Travers
November		
December	17 th December	Guy Travers
January 2021	28 th January	Lorena Salazar
February	25 th February	Lorena Salazar
March	25 th March	Lorena Salazar
April	29 th April	Lorena Salazar
May	27 th May	Lorena Salazar

June	24 th June	Lorena Salazar
July	29 th July	Lorena Salazar
August	26 th August	Alejandra Morales
September	3 rd September	Alejandro Estrada
September	30 th September	Lorena Salazar
October	28 th October	Alejandra Morales
November	25 th November	Alejandra Morales
December	30 th December	Alejandra Morales
January 2022	27 th January	Lorena Salazar
February	24 th February	
March	31 st March	
April	28 th April	
May		
June		
July		
August		
September		
September		
October		
November		