

COVID-19

RISK ASSESSMENT

CAMELOT

HEALTH & SAFETY RISK ASSESSMENT

<h2 style="color: #00AEEF;">HEALTH & SAFETY RISK ASSESSMENT</h2>		Locations:	All open Camelot offices
		RA /SSoW Ref:	COVID 19-04
Work Activity Being Assessed (Process):	<p>This Risk Assessment covers the measures implemented by the business to ensure that sites under their control and open to staff meet the 'COVID-19 Safe' standards set out by the government.</p> <p>At present all Camelot office based staff are encouraged to carry on working from home. There are a limited number of staff working from all sites</p>	Assessed By:	<p>Uta Horten</p> <p>Health, Safety & Environment Manager</p>
Persons at Risk:	Employee • Contractor • Visitor • Member of the Public	Date of Assessment:	June 2020
		Review Date:	December 2020 or more frequently subject to changes in government guidance

What is the Hazard?	What is the Cause or Source & Potential Injury? (Risk)	Existing Control Measures in place	Risk H, M, L	Further Control Measures to be implemented (once completed sign off)	Risk H, M, L	Complete (sign off)
<p>Spread of coronavirus through surfaces</p>	<p>Possibility of infection through touching of a surface, object or hand of an infected person and then touching their own mouth, nose or eyes.</p>	<ul style="list-style-type: none"> • All staff must sign up to the 'Covid-19 Safe Working on Site' policy prior to returning to work in the office • Hand washing facilities are in place throughout all of Camelot sites • Guidelines on how to wash hands are provided through signage to help build awareness • Hand Sanitizer stations are provided throughout all sites. All site and office floor entry points have a hand sanitizer station located by the door. All staff and contractors are requested through signage to sanitize their hands • Further hand sanitizing points are located on all office floors, within toilet facilities, kitchens and restaurant/coffee shop • Paper towels and waste paper bins have been provided within all toilet facilities • Employees are reminded to catch coughs and sneezes in tissues - Follow catch it, Bin it, Kill it guidelines and avoid touching face, eyes, nose or mouth with unclean hands. • A bi weekly antiviral misting program is in place throughout all of our sites. The misting prevents any viruses from contaminating hard surfaces located on all office floors, within toilet facilities, kitchens and restaurant/coffee shop • A regular disinfecting cleaning regime of all hard surfaces such as door handles, handrails and other frequently used touch points • Staff are requested and reminded through signage not to share equipment 	<p style="text-align: center;">L</p>	<ul style="list-style-type: none"> • None at present 	<p style="text-align: center;">L</p>	

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Spread of coronavirus through close contact with infected person	Possibility of infection through inhalation of droplets into the lungs due to people who are nearby	<ul style="list-style-type: none"> • Employees are reminded through the 'Covid-19 Safe Working on Site' policy to maintain social distancing whilst on site • 'House rules' banners located throughout buildings to remind staff and contractors of importance to social distance and hand hygiene • Lifts are reduced to use by one person only. This is reminded through 'House rules' banners and through signage above call buttons • Social distancing tape and 'footprints' are made visible within Coffee shop, staff restaurant and kitchen areas within office floors • Restaurant seating areas have been closed down and a 'take away' option only has been introduced • Additional outside seating areas have been made available for staff to utilise during break times • Signage has been displayed within the car park, reminding drivers to be mindful of other car park users when exiting or entering their cars • Desks are adequately spaced to maintain social distancing. • Spare desks are clearly marked as not to be used • Staffing numbers monitored per day to ensure maximum capacity is not exceeded • Staffing numbers monitored through 'Work on site request' system which is managed by onsite security • Meeting rooms have reduced maximum capacity to maintain social distancing and staff are encouraged to use virtual meeting systems rather than meet in person • Guidance not to share equipment and importance of hand hygiene displayed in meeting rooms 	L	<ul style="list-style-type: none"> • Depending on the level of occupancy, we will review the traffic flow within the coffee shop and introduce a queuing system outside the serving area • Depending on occupancy levels in the future a one way system through staircases and office areas may be considered 	L	

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People with pre-existing conditions who are considered high risk	To protect clinically vulnerable individuals from infection in the workplace	<ul style="list-style-type: none"> Staff are encouraged to work from home. This is managed through regular contact with line managers and the People Team Business Partners Staff are encouraged to work from home if they live with a person who is shielding 	L	<ul style="list-style-type: none"> An individual assessment will be completed with members of staff who cannot work from home but feel anxious working from the office environment. 	L	
Confirmed case of Covid-19 in the workplace	Infection from inside or outside of the workplace	<ul style="list-style-type: none"> All employees are reminded of the symptoms of Covid-19 through internal communications sent out via e-mail and intranet. Staff are instructed to go home immediately and contact the public health service if they show any signs of these after informing their manager This is re-emphasised on 'House Rules' banners If a worker is confirmed to have Covid-19, employers should inform fellow workers of their possible exposure to Covid-19 in the workplace but maintain confidentiality Workers who are well but have a sick family member at home should notify their manager as soon as possible, and refer to NHS guidance as to how to assess their potential exposure and the measures to take 	L	<ul style="list-style-type: none"> None at present 	L	
High risk of infection	Risk of infection due to lack of information on Covid-19 safety procedures. Make sure all workers understand Covid-19 related safety procedures and are kept up to date	<ul style="list-style-type: none"> All staff must sign up to the 'Covid-19 Safe Working on Site' policy Covid-19 'House rules' communicated to all staff through intranet 'House rules' banners are displayed throughout the buildings Floor signage prominently displayed to remind staff of social distancing Signage to remind staff to wash and sanitize their hands is displayed throughout 	L	<ul style="list-style-type: none"> None at present 	L	

