

COVID-19

RISK ASSESSMENT

CAMELOT

HEALTH & SAFETY RISK ASSESSMENT

HEALTH & SAFETY RISK ASSESSMENT		Locations:	Camelot Offices - Watford
		RA /SSoW Ref:	COVID 19-07
Work Activity Being Assessed (Process):	<p>This Risk Assessment covers the measures implemented by the business to ensure that Camelot sites in Watford open to staff meet the 'COVID-19 Safe' standards set out by the government as at September 2020.</p> <p>This Risk Assessment is supported by Camelot's Covid-19 Procedure document and government guidance</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:	September 2020
The Residual Risk Rating is based on all individuals adhering to common government guidance of social distancing and regular hand hygiene.		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)	Risk H,M,L	Existing Control Measures in place	Residual Risk H,M,L	Further Control Measures to be implemented (once completed sign off)	Future Risk H,M,L
Spread of coronavirus through surfaces	Possibility of infection through touching of a surface, object or hand of an infected person and then touching their own mouth, nose or eyes.	M	<ul style="list-style-type: none"> • All staff returning to work from the office on a regular or ad hoc basis are to watch a re-induction video in which Covid measures implemented within the buildings are introduced and explained • Temperature checks are being carried out for all staff, visitors and contractors in reception area. Staff who have high temperatures should not enter the building. • Hand washing facilities are in place throughout all of Camelot sites • Guidelines on how to wash hands are provided through signage within all toilet cubicles and kitchen areas • Wall mounted hand Sanitiser stations are provided at each entry point into the buildings and office floors. Additional hand Sanitiser points are within toilet facilities and kitchen areas. Desks are kitted out with hand Sanitiser bottles • Please Sanitise your hands' signage is affixed above wall mounted hand Sanitiser stations • All staff, contractors and visitors are requested through signage to Sanitise their hands on a regular basis • Paper towels and waste paper bins have been provided within all toilet facilities • A bi weekly antiviral misting program is in place throughout all of our sites. The misting prevents any viruses from contaminating hard surfaces • A regular disinfecting cleaning regime of all hard surfaces such as door handles, handrails and other frequently used touch points is in place • Desks are cleaned with disinfectant on a daily basis • Staff are requested and reminded through signage not to share equipment 	L	<ul style="list-style-type: none"> • None at present 	L

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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	H	<ul style="list-style-type: none"> • Employees are reminded through the induction training to maintain a 2 metre social distance on site (where possible) • 'House rules' banners and Covid-19 banners & signage are 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 by lifts • Social distancing floor markings are visible throughout traffic routes within the building • Restaurant seating areas have been closed down and a 'take away' option only has been introduced • A 'one way system' with 2 metre social distancing has been introduced in the restaurant and coffee shop • Face coverings are to be worn in the restaurant and coffee shop area • 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 set up in pairs and adequately spaced to maintain social distancing. • Perspex screens have been positioned on desks to add additional protection • Desks used for document storage or repair works are clearly marked as not to be used to sit at • Each team has allocated desks and staffing numbers are monitored through a 'hot desk' booking system by each team. Ad hoc user have to book a desk space in advance • Meeting rooms have reduced maximum capacity to maintain social distancing and staff are encouraged to use virtual meeting systems rather than meet in person 	L	<ul style="list-style-type: none"> • None at present 	L

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People with pre-existing conditions who are considered high risk	Clinically vulnerable individuals catch infection in the workplace	H	<ul style="list-style-type: none"> Guidance not to share equipment and importance of hand hygiene displayed in meeting rooms The filtration system within the AHU has been upgraded to filter out maximum air impurities including virus particles Split AC units have been disconnected in meeting rooms to avoid air being circulated around the room. Where split units can not be disconnected for technical reasons (in server rooms) staff are required to wear face covering if working in pairs inside room 	M	<ul style="list-style-type: none"> This will be assessed on a case by case basis 	M/L
Confirmed case of Covid-19 in the workplace	Infection from inside or outside of the workplace	M	<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 and must also inform their manager This is re-emphasised on 'House Rules' & Covid-19 banners Temperature checks are being carried out on entry into buildings. If body temperature exceeds 37.8 degC, staff are refused entry (self implemented) into the building and must follow government guidance (self isolate and get a Covid test) 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 Employees who have been contacted through track and trace should notify their line manager. Employees should not come to work and if the employee has been in the office between time of exposure to an infected person and date of contact - all staff who could be affected should be notified. 	L	<ul style="list-style-type: none"> None at present 	L

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High risk of infection	Risk of infection due to lack of information on Covid-19 safety procedures.	M	<ul style="list-style-type: none"> Covid safety information is displayed throughout the building through banners, wall signs and floor stickers. Covid-19 'House rules' communicated to all staff through intranet 'Signage to remind staff to wash and Sanitise their hands is displayed throughout Make sure all workers understand Covid-19 related safety procedures and are kept up to date 	L	<ul style="list-style-type: none"> None at present 	L

Comments:

Regular updates on COVID-19 are posted on the internal intranet and through regular team meetings

Government guidance is reviewed and risk assessment is updated accordingly.

An FAQ page is available and updated in line with government guidance.

A site specific Risk Assessment has been compiled and distributed to staff at the NDC

The above risk assessment reflects the physical measures implemented by Camelot during the Covid-19 pandemic.

The 'Low' Risk Rating is based on all individuals adhering to common government guidance of social distancing and regular hand hygiene. Should it be observed that these are not being adhered to, the risk assessment will be reviewed and the risk rating amended accordingly.

RISK SCORING MATRIX

Use the matrix below to help determine the risk of injury, harm or loss before and after control is introduced. Consider the hierarchy of control when determining the level of risk and controls required.

- **S**ubstitution Redesign the job or substitute a substance so that the hazard is removed or eliminated.
- **T**echnical Replace the material or process with a less hazardous one. Use work equipment or other measures to control risk where it cannot be avoided.
- **O**perational Controls These are all about identifying and implementing the procedures you need to work safely.
- **P**ersonal Protective Equipment After all previous controls have been found to be in-effective in controlling risk should PPE be issued.

S E V E R I T Y	Fatality						HIGH RISK	
	Major							MEDIUM RISK
	7-Day							
	Mimor							LOW RISK
	Nil							
		Improbable	Remote	Likely	Probably	Very Likely		
		LIKELIHOOD						