

Continuity Assessment - Pandemic

Risk Assessment Number: **MG RS 7 002**

Date: **13/05/20**

Risk Assessment Activity:	<i>COVID-19 Corona Virus Return to Office</i>
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Persons Exposed:	Morson Employees, Visitors, Contractors & General Public
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Summary

Morson International are responsible for the health, safety and welfare of its employees. Therefore, in line with the most up to date guidance from government, will be offering office working to employees in a critical business sector.

The below assessment details the risk and hazards associated with employees returning to work in an office environment, but also the risk to interested parties, visitors, contractors and general public.

COVID-19 Symptoms:

The most common symptoms of coronavirus are a new continuous cough and/or a fever/high temperature (37.8C or greater).

A new continuous cough is where you:

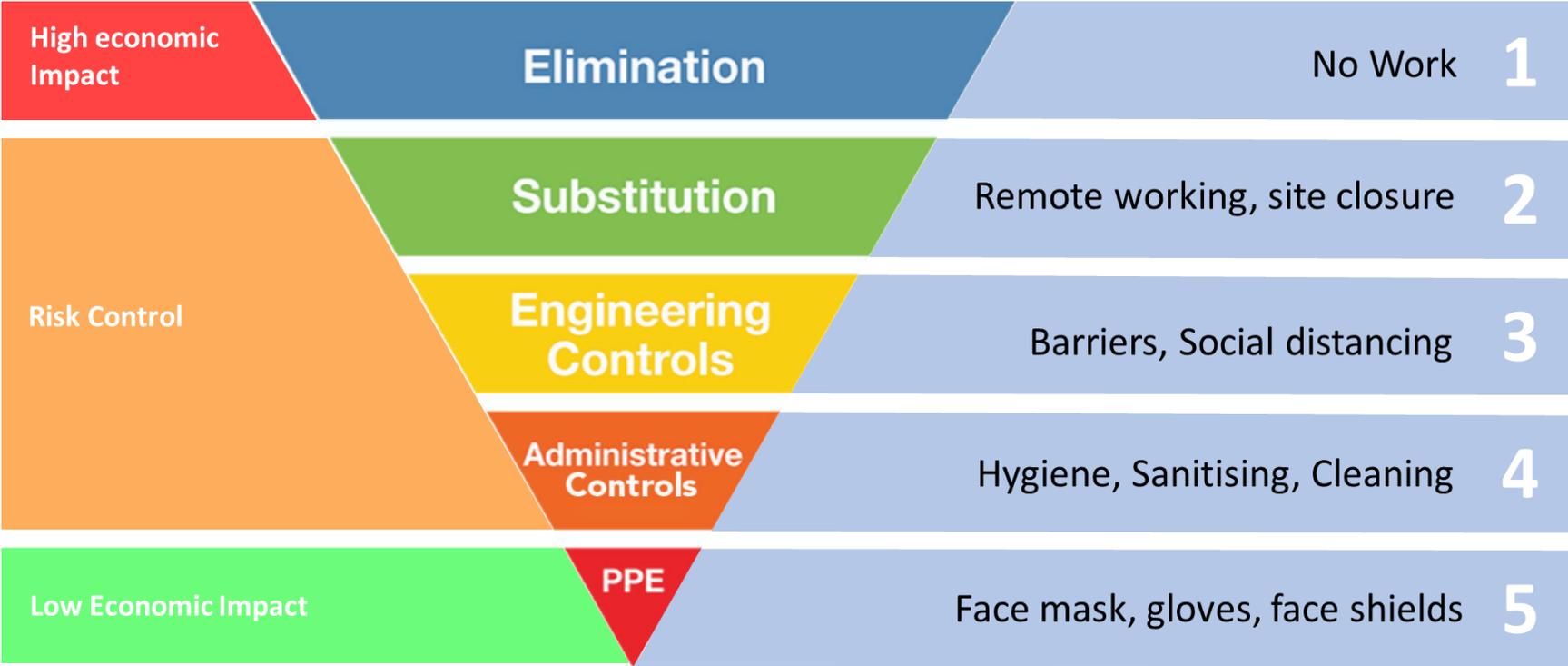
- have a new cough that's lasted for an hour
- have had 3 or more episodes of coughing in 24 hours
- are coughing more than usual

If you have any of the symptoms associated with the COVID-19 virus then you must self-isolate immediately and inform your line manager and/or HR.

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Controlling the Risk:

The risk-based model originates from the Health and Safety Executives Hierarchy of control. There are 5 levels of control to consider before employees can safely return to office-based environments.



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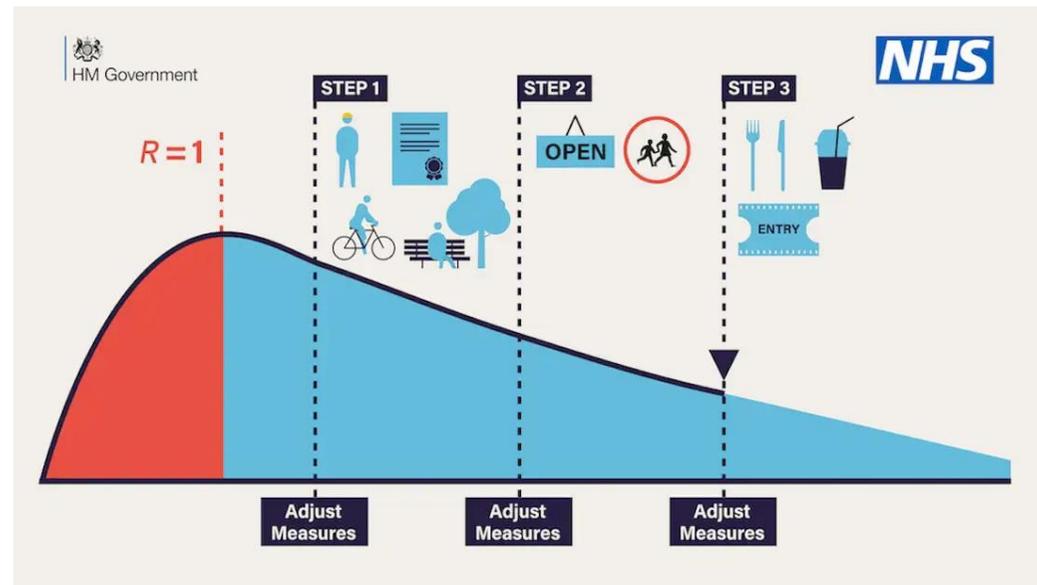
Update **13/05/20**:

The changes to policy in this step will apply from Wednesday 13 May in England. As the rate of infection may be different in different parts of the UK, this guidance should be considered alongside local public health and safety requirements for Scotland, Wales and Northern Ireland.

If the R rate increases at any point, Morson will take the necessary steps to ensure the Health and Safety of the employees but also the economic impact to the business, therefore it may be necessary to return to a heightened state of lockdown. Morson International will comply with the most current Government Guidance where reasonably practicable.

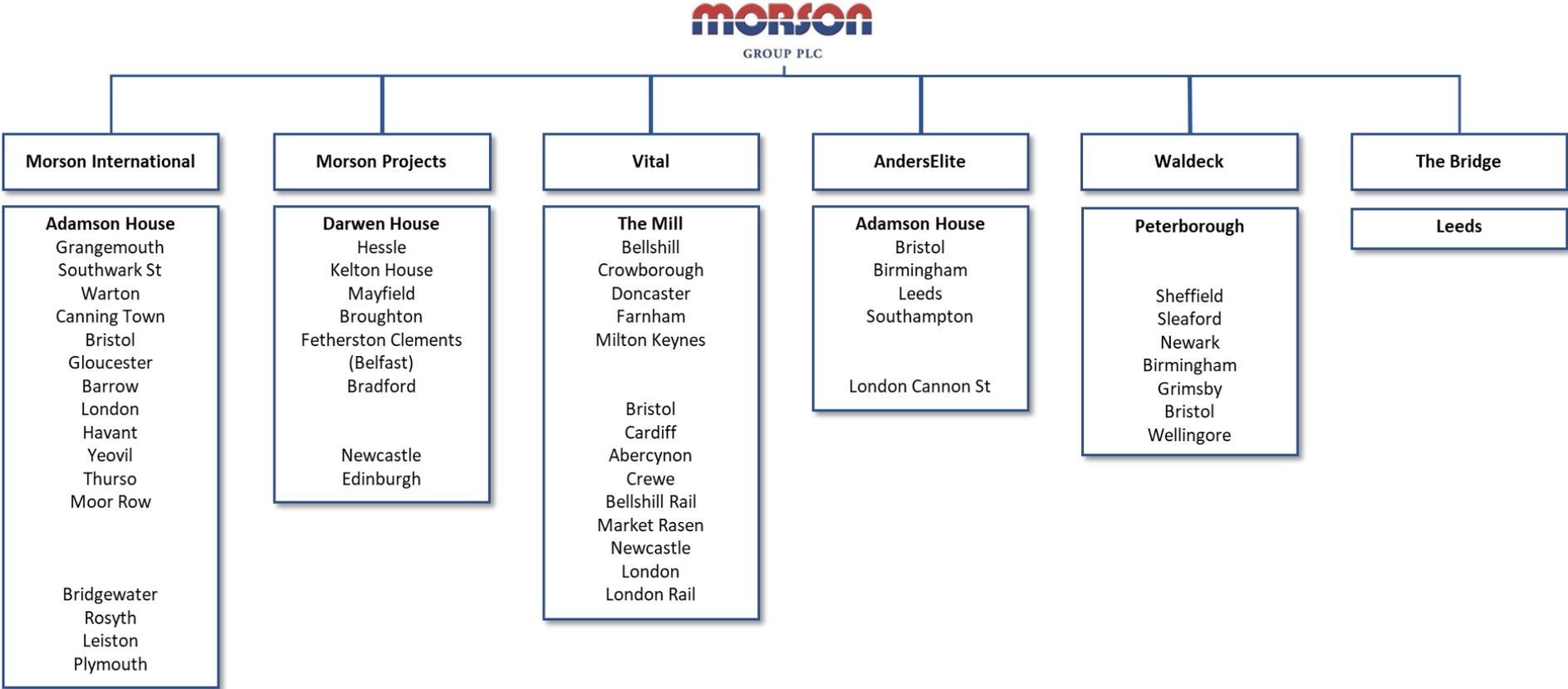
References:

[Working Safely during Coronavirus – Offices and Contact Centre Guide/ issued on the 11/05/20](#)



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Morson Group – Operating Areas



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Risk Assessment

Hazard	Risk	Impact to business			Persons Affected:	Controls	Residual Risk Level		
		L	S	RR			L	S	RR
Contracting or Spreading Covid-19 when returning to an office environment	<ul style="list-style-type: none"> Confirmed Cases of COVID-19 in the workplace. Influenza and associated symptoms Death Loss of key clients Media speculation – damaging company image 	4	5	20	All office staff and MI workforce Visitors Contractors General public	<p>Morson International have taken a staged approach to the re-opening of offices and branches, beginning with small numbers of employees returning to prevent a second wave.</p> <p>Staff should work from home if at all possible.</p> <p>Branches are issued with a checklist to complete prior to opening to ensure provisions are in place to maintain social distancing.</p> <ul style="list-style-type: none"> Where employees are still expected to be at work, social distancing will be considered wherever possible. Employees should consider using alternate seats and desks in order to remain 2 meters apart, sitting diagonally opposite each other. Morson will be issuing an instruction MI H&S 005 Covid-19 Work Safe. Hand sanitisers have been installed at entrance and exits in most Morson owned premises. Reception to monitor number of visitors entering building and waiting in reception. Welfare facilities will contain suitable levels of soap and antibacterial gel. Employees will be asked to wash hands with soap regularly and thoroughly, for at least 20 seconds. The provision of hand moisturiser or barrier cream should be considered as employees will be expected to wash their hands regularly. Social distancing (2m) for all employees Signs and hazard markings to ensure 2m distancing is maintained Restricted use of kitchen/breakout areas Staggered start and finish times Fixed teams/regular working partners and/or shift patterns to be considered in order to limit the number of people an individual can come into contact with. Clean desk policy in place to ensure office areas remain tidy 	1	5	5

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						<ul style="list-style-type: none"> • First aid PPE is available • Movement around the offices to be limited. Conversations should not be held face to face. Email or telephone is to be used. • Meetings should be held via MS Teams, Zoom or other approved media such as telephone conference calling – not face to face. • Hand sanitiser should be provided for meeting rooms. • Lunch breaks/regular breaks should be staggered to avoid contact in rest or eating areas. Staff should remain on site for these breaks but if not, then social distancing should be in place whilst taking lunch and other breaks outside of the office. • All employees have had a site-specific induction brief on changes made during COVID-19. • Deliberate breach of protocol will result in disciplinary action. • If you have any symptoms associated with COVID-19 then you must self-isolate and inform your line manager or HR. 			
Employees working from home	<ul style="list-style-type: none"> • Confirmed Cases of COVID-19 in the workplace. • Influenza and associated symptoms • Death • Loss of key clients • Media speculation – damaging company image 	4	5	20	<p>All office staff and MI workforce</p> <p>Visitors</p> <p>Contractors</p> <p>General public</p>	<p>Staff should work from home if at all possible.</p> <p>Morson International will provide adequate and suitable resources to be able to work from home.</p> <p>DSE Risk Assessment to be completed by all employees working remotely</p> <p>Line managers will remain in constant contact to ensure clear lines of communication are defined.</p> <p>Wellbeing information and support available at any time, provided by suitably qualified HR Business partners.</p>	2	4	8
Cleaning and sanitising work areas	<ul style="list-style-type: none"> • Confirmed Cases of COVID-19 in the workplace. • Influenza and associated symptoms • Death • Loss of key clients 	4	5	20	<p>All office staff and MI workforce</p> <p>Visitors</p> <p>Contractors</p> <p>General public</p>	<p>Office cleaning will be organised through the existing approved cleaning suppliers.</p> <p>Employees are encouraged to clean and tidy the workspaces at the end of the working day. Desk and workstations must remain clean and tidy. Disposal of cleaning materials via provided waste disposal bins, all other waste such as food wrapping, must be taken with the consumer at the end of the working day.</p>	2	5	10

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	<ul style="list-style-type: none"> Media speculation – damaging company image 					<p>A cleaning schedule will be implemented throughout the site, ensuring that worksurfaces, door handles, taps etc. are all thoroughly cleaned with an antibacterial cleaning substance.</p> <p>Anti-bacterial and bleach-based products are most effective at killing COVID-19 on surfaces. Any product used will have a COSHH assessment and appropriate safety data sheet.</p>			
Control of visitors and contractors to site	<ul style="list-style-type: none"> Confirmed Cases of COVID-19 in the workplace. Influenza and associated symptoms Death Loss of key clients Media speculation – damaging company image 	4	5	20	<p>All office staff and MI workforce</p> <p>Visitors</p> <p>Contractors</p> <p>General public</p>	<p>Only essential visitors and contractors should come to the office.</p> <p>Visitors and contractors must adhere to 2m Social distancing at all times whilst at Morson Premises. Deliberate breaches of protocol and guidance will not be tolerated.</p> <p>Contractors working on site will be safety inducted</p> <p>Visitors will not be issued access cards; it is the responsibility of the person they are visiting to ensure the individual is safe and adheres to social distancing.</p> <p>Staff are not permitted to order personal items to be delivered to Morson premises.</p> <p>Goods and materials that have been delivered will be sanitised using the cleaning materials provided.</p>	1	5	5
Use of personal protective equipment	<ul style="list-style-type: none"> Confirmed Cases of COVID-19 in the workplace. Influenza and associated symptoms Death Loss of key clients Media speculation – damaging company image 	4	5	20	<p>All office staff and MI workforce</p> <p>Visitors</p> <p>Contractors</p> <p>General public</p>	<p>PPE should be considered as a last resort.</p> <p>PPE will be provided for First Aid trained personnel to use in an emergency.</p> <p>Employees are permitted to wear their own PPE whilst on Morson premises, guidance below on best practise:</p> <ul 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. 	1	5	5

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						<ul style="list-style-type: none"> • Change your face covering if it becomes damp or if you’ve 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’s not washable, dispose of it carefully in your usual waste. • Practise social distancing wherever possible. 			
Travel (Business or Personal)	<ul style="list-style-type: none"> • Confirmed Cases of COVID-19 in the workplace. • Influenza and associated symptoms • Death • Loss of key clients Media speculation – damaging company image 	4	5	20	<p>All office staff and MI workforce</p> <p>Visitors</p> <p>Contractors</p> <p>General public</p>	<p>All non-essential Business travel has been restricted. Employees are encouraged to use web-based communication for meetings.</p> <p>Government guidelines have restricted non-essential travel from outside the UK. Anyone returning from abroad will self-isolate for 14 days.</p> <p>If personal travel and tourism commences Morson will review the current documentation in line Government Guidance.</p> <p>Government guidance advises the public transport is to be avoided if possible. Public transport poses a significantly higher risk, therefore if you must travel via public transport then you must exercise social distancing (2m) and wear PPE.</p> <p>Car sharing is not advised and classified as a confined space. Where social distancing is not possible, PPE must be worn.</p> <p>All employees will be encouraged to take holidays even though abroad travel is currently not permitted.</p> <p>Further guidance available in Annex A.</p>	2	5	10

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<p>Vulnerable, High-risk, Clinically extremely vulnerable or Clinically vulnerable</p>	<ul style="list-style-type: none"> Confirmed Cases of COVID-19 in the workplace. Influenza and associated symptoms Death Loss of key clients <p>Media speculation – damaging company image</p>	<p>4</p>	<p>5</p>	<p>20</p>	<p>All office staff and MI workforce</p> <p>Visitors</p> <p>Contractors</p> <p>General public</p>	<p>There are some clinical conditions which put people at even higher risk of severe illness from COVID-19, These people may have received letters from the NHS to state that they must self-isolate for 12 weeks. These people are known as ‘Shielding’. People falling into this group are those who may be at particular risk due to complex health problems such as:</p> <ul style="list-style-type: none"> Received an organ transplant and remain on ongoing immunosuppression medication Cancer and who are undergoing active chemotherapy or radiotherapy Cancers of the blood or bone marrow such as leukaemia who are at any stage of treatment Severe chest conditions such as cystic fibrosis or severe asthma (requiring hospital admissions or courses of steroid tablets) Severe diseases of body systems, such as severe kidney disease (dialysis) <p>Employees must speak to their GP or care team if they have not been contacted and think they should have been.</p> <p>Clinically extreme vulnerable employees must work from home in accordance with the Government guidance.</p> <p>Clinically vulnerable employees must take extra care to social distance themselves from persons outside their own household. Therefore, employees that are in the clinically vulnerable category must work from home until further notice.</p> <p>Those employees that are not extreme but are vulnerable, that wish to return to office work will be assessed individually</p>	<p>2</p>	<p>5</p>	<p>10</p>
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<p>General sanitising of vehicles</p>	<ul style="list-style-type: none"> • Confirmed Cases of COVID-19 in the workplace. • Influenza and associated symptoms • Death • Loss of key clients <p>Media speculation – damaging company image</p>	<p>4</p>	<p>5</p>	<p>20</p>	<p>All office staff and MI workforce</p> <p>Visitors</p> <p>Contractors</p> <p>General Public</p>	<p>Use of pool cars is restricted, for those staff members that have been given the use of a Morson vehicle for business-critical activities must sanitise the vehicle after every use.</p> <p>Staff must ensure that pool vehicles are sanitised before handing back to fleet manager.</p>	<p>2</p>	<p>5</p>	<p>10</p>
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Likelihood	Description	Rating	Severity	Description	Rating
Improbable	No known instances of such an event occurring.	1	Minor	Minor loss or damage. Minimal financial or potential impact to program	1
Remote	Past experience suggests that event rarely occur.	2	Moderate	Moderate loss or damage. Minimal financial loss or potential impact to program	2
Possible	Experience shows that events occur on occasions.	3	Serious	Serious Loss or damage. Moderate financial loss, impact to program and loss of reputation.	3
Probable	Experience shows that events occur frequently.	4	Major	Major loss or damage. Major financial loss, impact to program and loss of reputation.	4
Likely	Very likely to happen unless actively prevented.	5	Catastrophic	Catastrophic, loss or damage. Major financial loss, impact to program and loss of reputation.	5

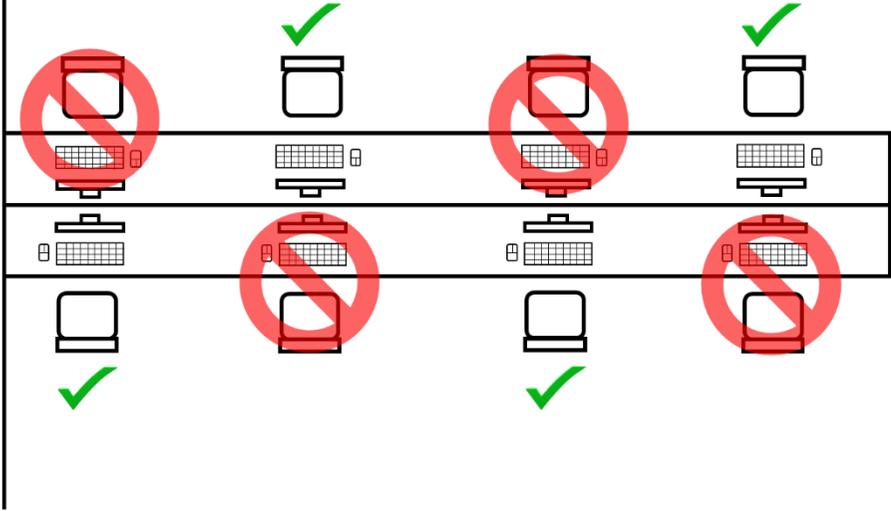
Likelihood x Severity = Risk		Severity				
		5	4	3	2	1
Likelihood	5	25 H	20 H	15 S	10 M	5 L
	4	20 H	16 H	12 S	8 M	4 L
	3	15 S	12 S	9 M	6 M	3 L
	2	10 M	8 M	6 M	4 L	2 L
	1	5 L	4 L	3 L	2 L	1 L

Range	Classification of Risk	Action
0-1	Insignificant - I	No action required. No need to record as part of risk assessment.
0 – 5	Low - L	Action if necessary. Where action is possible, without significant costs or difficulty.
6 – 10	Moderate - M	Tolerable, but efforts should be made to reduce the risk where cost effective and reasonably practicable.
11 – 15	Substantial - S	All practicable measures must be taken to reduce the level of risk; tolerable only where further risk reduction is impracticable or disproportionate to the risk involved.
16 – 25	High - H	Unacceptable activity. Control measures must be implemented regardless of cost.

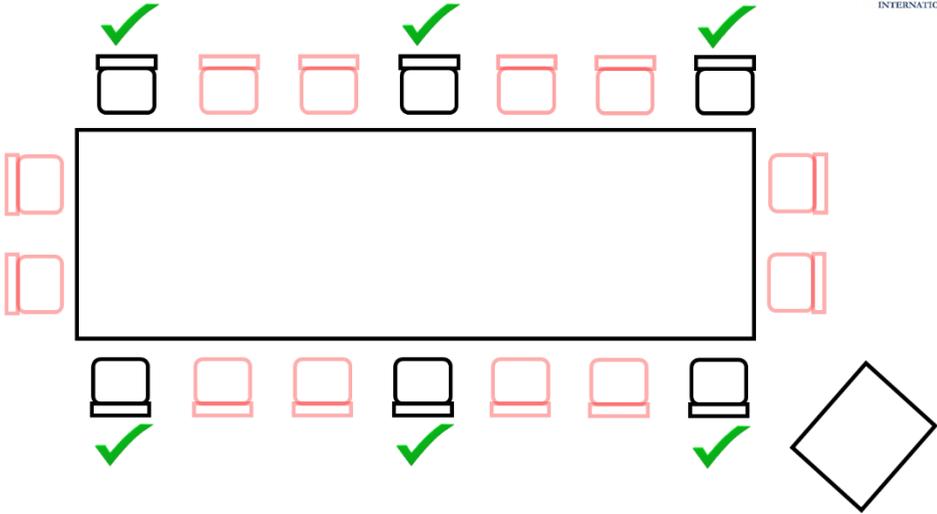
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Office layout guidance:

Office Social Distancing Desk Guidance



Meeting Room Social Distancing Guidance



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PPE guidance:

Personal Protective Equipment (PPE) are advised where social distancing cannot be achieved for example:

- Public transport
- Working in close proximity – confined spaces
- Administering first aid

Guidance below is for Face covering and Face masks and how effective that PPE actually is:

					
	Surgical Mask	FFP2/FFP3 Mask without valve	FFP2/FFP3 Mask with valve	DIY Mask	Scarf
Protection of yourself	SOME	YES	YES	SOME	SOME
Protection of others	YES	YES	NO	YES	SOME
Used in hospitals	YES	YES	YES	NO	NO

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