

The Maltings

COVID-19 Risk Assessment – May 2020

Scope

This document covers The Maltings. Separate documents will be prepared for Hatton and Basildon.

Objective

To assess and then mitigate risks to persons, either working in or visiting the building, of contracting or spreading COVID-19.

Risk Assessment

COVID-19 Risk Table		Risk Rating				
Description	Notes	Likelihood (1-5)	Severity (1-5)	Risk Factor (1-25)	Counter Measure Factor (1-5)	Revised Risk Factor (1-25)
Entrance to the building	Potential for carrying the virus into the building	2	4	8	2	4
Use of common areas	Potential for contact with others or within 2 metres	3	2	6	3	2
Meeting rooms	Potential for contact with others or within 2 metres	3	2	6	2	3
Movement around the offices	Potential for contact with others or within 2 metres	3	2	6	3	2
Use of the stairs	Potential for contact with others or within 2 metres	3	2	6	2	3
Use of computer equipment	Potential to use a computer handled by someone else	2	2	4	2	2
Potentially contaminated surfaces	Taps, work surfaces, phones, door handles, handrails, sinks, water machines, water boilers, kettles, drinks machines, stationery, cups/glasses, cutlery etc.	3	2	6	2	3
Office traffic	Potential for contact with others or within 2 metres	3	2	6	2	3
External visitors	Potential for contact with others or within 2 metres and for carrying the virus into the building	2	4	8	2	4
Symptomatic employees	Employees with symptoms attending the office	3	5	15	3	5
Employee household (showing symptoms)	Employees carrying the virus from symptomatic household members	2	4	8	2	4
Employee families (shielding)	Risk of the virus being transferred from the office environment to a shielding household member	2	4	8	4	2
Contact between desks as a result of coughs/sneezes	Bodily fluids that may become airborne and contaminate employees more than 2 metres away	2	3	6	3	2
Air quality	Use of air conditioning units and fans that may spread the virus, and lack of airflow generally	4	3	12	4	3

Revised Risk Ratings above 5 are deemed to require extreme caution.

The countermeasures to the above risks are identified in the Precautions and Procedures below:

Precautions

1. Prior to anyone returning to work they will be asked to confirm in writing:
 - a. That they have no symptoms of COVID-19.
 - b. That they are not a shielded or vulnerable person.
 - c. That they have not come into contact with anyone displaying COVID-19 symptoms in the last 14 days.

2. Employees will be asked to inform their line manager immediately should the declaration they have given at (1) change at any time.
3. Any visitors, prior to accessing the building, will be asked to complete a questionnaire along the same lines as (1) above.
4. Signs have been erected around the building dealing with sanitisation, access to common areas, social distancing, and direction of travel into and out of the main upstairs office.
5. Additional cleaning measures have been taken, including a deep clean of desk areas, sanitisation points installed around the building, the provision of anti-bacterial wipes and the carpets have been cleaned.
6. Desks have been rearranged to ensure 2m gaps between people seated is respected as far as possible throughout the building.
7. Perspex dividers are being fitted to desks to provide further separation of individuals.

Procedures

The practical steps underpinning this Risk Assessment are outlined in a separate document dated 18 May 2020 which is entitled "Office Health & Safety Guidelines and Procedures". A copy of this document can be found on the Intranet and framed copies are mounted in each of the offices. For the sake of good order, the following is an extract from that document:

The following guidelines and procedures have been drawn up for your safety and for the safety of those around you. They will evolve as government advice does:

- Sanitise your hands on entering and leaving the building and throughout the day at the workstations provided.
- Whilst moving around the building please respect the need to remain socially distanced from others.
- The top of the stairs at The Maltings will operate an "entry/exit" strategy with signs indicating the flow of direction.
- No deliveries such as parcels, other than from recognised suppliers to the business, will be accepted.
- Team meetings should, where possible, take place in the breakout room and last no longer than 30 minutes.
- Meeting room 1 is restricted to 2 people at any time.
- Meeting rooms 2 – 4 are restricted to 1 person at any time.
- The boardroom is available for meetings but with a maximum of 4 attendees.
- Kitchen areas to be restricted to 1 person at a time.
- Toilets are restricted to 1 visitor at a time, engaged signs will indicate availability.
- Only use the workstation and equipment assigned to you.
- Hot desking is no longer permitted.
- Do not sit on any desk furniture; we have had legs made to support separation of the desks and they are not load-bearing.
- All visitors to the office will be required to complete a Visitor Health & Safety Questionnaire in advance.
- Please make your own drinks or use the vending machine in the breakout room.
- Please bring your own tea and coffee in a container – keeping them in your desk drawer.
- Hot water will always be available in each of the kitchen areas.
- Anti-bacterial wipes will be available next to multi-access equipment to use beforehand.
- To facilitate less restricted access for the cleaners, a strict clear desk policy will be in force at all times:
 - No files/paperwork/pens/pictures should be stored on your desk when it is vacant.
 - Before you leave the office at night, you should take your laptop home (if applicable) and place keyboard/mouse and all belongings into your drawer for overnight storage.
- Coats and bags should be stored safely under your desk or in your drawer throughout the day.

- Items such as shopping should not be brought into the building but either left outside or secured in your car.
- If you require IT assistance, please ensure you leave your desk when support arrives and maintain social distancing rules at all times.
- Windows should be opened where possible to improve ventilation around the building; it is recommended air conditioning units are switched off where the environment allows (please ensure windows around you are closed when you leave the building).

Peer Review

The Directors and Management Team, having had prior sight of the “Office Health & Safety Guidelines and Procedures” document dated 18 May 2020, visited The Maltings on Wednesday 20 May 2020 to inspect the Precautions outlined earlier and how the Procedures may work in practice.

There was consensus that the risks to anyone working at or visiting the office had been, as far as practical, mitigated by the Precautions and Procedures that had either already been enacted or were in process.

Review Date

This Risk Assessment will be reviewed either monthly or as government advice evolves.

David Hale
Managing Director