COVID-19 Risk Assessment

Scope		Details
Company	HBSUK	V2: COVID-19 Risk Assessment of HBSUK's Nottingham office post 19th July 2021 and the relaxation of government-imposed controls. Two main changes have been implemented to the government guidelines: a) most businesses do not need to implement social distancing in the workplace; b) the government is no longer instructing people to work from home. The government expects and recommends a gradual return to office over the summer. The aim of this document is to help employees understand the specific risks of Covid-19 in the workplace and how we all can ensure a safe return to work.
Office Location	Nottingham Office, NG15 0DT	
Assessment Owner	Taranpreet Kaur	
Dates	Original: 08/07/2021 Update: 03/08/2021	
Next Review Date	01/11/2021	

Key to risk level	Low 1 - 3	Moderate 4 - 6	High 8 - 12	Extreme 15 - 25

#	Hazards	People at risk	Controls in place	Additional Controls	Risk Score	Tolerate
1	**Contracting or spreading coronavirus by not washing hands or not washing them adequately**	Staff Customers Contractors Visitors	HBSUK is following guidance on cleaning, hygiene, and hand sanitiser. The building provides water, soap, and electrical dryers in washing facilities. HBSUK provides hand sanitiser at the entrance of the office.	Put in place monitoring and supervision to make sure people are following controls. Put signs up to remind people to wash their hands regularly. Identify how HBSUK is going to replenish hand sanitising facilities.	4	**Yes**
2	**Contracting or spreading coronavirus by travelling to the office using public transport**	Staff Customers Contractors Visitors	Communicate to staff to follow government guidance for using public transport. Permit work from home and therefore, minimise staff who work in the office.	Monitor government guidance. Permit continue homeworking even if there is an easing of homeworking requirement.	3	**Yes**
3	**Contracting or spreading coronavirus in commonly used or high traffic areas**	Staff Customers Contractors Visitors	Limiting number of people in the same area to permit social distancing. All staff members need to wear face coverings when in shared areas. Lift can be used by one person at a time. Increased cleaning of shared surfaces. Increased numbers of hand sanitisers available.	Put in place monitoring and supervision to make sure people are following any controls HBSUK have in place, including social distancing guidelines.	6	**Yes**

			Requested staff to use their own cutlery and mugs and keep these in the office, avoiding shared items. Appropriate ventilation in place.			
4	**Contracting or spreading coronavirus by touching frequent touch points (e.g., handles)**	Staff Customers Contractors Visitors	Wipes available for clean down to enable staff to clean frequent touch points and shared surfaces. Increased numbers of hand sanitisers available for regular hand cleaning.	Monitor cleaning frequency and supplies of wipes and hand sanitisers.	4	**Yes**
5	**Contracting or spreading coronavirus by allowing visitors**	Staff Visitors	HBSUK requires external visitors to do a Rapid Covid-19 Antigen test.	Keep track of all external visitors and their Covid-19 test results.	3	**Yes**
6	**Contracting or spreading coronavirus through shared workstations**	Staff	Wipes available for desks to be cleaned regularly, especially at beginning and end of shift. Increased numbers of hand sanitisers available for regular hand cleaning. Maximum number of people in the office at any one time would be 12.	Write office protocols to instruct staff to clean keyboards, mice and desks at start and end of the shift. Where possible, allocate individuals who are permanently in the office to specific desks.	4	**Yes**

7	**Staff need to self-isolate after resulting COVID-19 positive**	Staff	All staff members need to self-test before starting their shift. If someone results positive, they will be asked to leave the building immediately. The rest of the team can continue to attend the office as long as they do daily tests which are negative and have no symptoms. Sickness absence related to Covid-19 is not counted for sickness absence management action.		5	**Yes**
8	**Staff need to self-isolate after being in contact with someone COVID-19 positive**	Staff	All staff members who have been informed by the NHS Covid-19 app that they have been in close contact with someone with the virus, need to self-isolate for 10 days. Therefore, they can continue to work from home. From 16th August 2021, who have been fully vaccinated at least two weeks before will no longer have to self-isolate. Therefore, if their results are negative, they can continue to attend the office.		6	**Yes**

9	**Increased risk of infection and complications for workers who are clinically extremely vulnerable and workers in higher-risk groups**	Staff with health conditions or vulnerabilities	All staff are able to continue to work from home. Staff from BAME backgrounds, who may be more vulnerable, are able to continue to work at home. Sickness absence related to Covid-19 is not counted for sickness absence management action.		2	**Yes**
10	**Returning to work after prolonged period of shutdown**	Staff	Ventilation systems work effectively and are properly maintained. Guaranteed by landlord. Office was regularly cleaned during closure and/or was cleaned before reopening.		1	**Yes**