

## COVID RISK ASSESSMENT

<b>Organisation:</b>	True LLP	<b>Location:</b>	2 <sup>nd</sup> - 5 <sup>th</sup> Floor, Percy House, Newcastle, NE1 4QL
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<b>Risk Assessment No:</b>	TrueLLP/COVID19/002	<b>Process:</b>	Working Safely During Coronavirus (COVID-19)
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### Current situation:

The current pandemic of COVID-19 has led to strict social distancing, travel restrictions, increased work from home and the requirement for any residual risk within the workplace or workplaces to be put back into use to be taken into consideration and sufficient control measures put into place to ensure that all personnel who may enter the organisation's site or may be affected by their processes are, as far as reasonably practicable, protected.

This risk assessment sets out the potential hazards that may spread the virus and the risk of that occurring. It then seeks to identify suitable control measures that will reduce that risk to a level as low as reasonably practicable.

The requirements to protect from COVID-19 do not at any time replace or outweigh the need to comply with normal Health and Safety regulations.

Hazard / Task	Personnel at Risk and from What	Existing Control Measures	Risk Matrix	Additional Control Measures Required	Action by whom	Complete by Date	Complete Signature	Risk Outcome
Arrival at site (main site entrance)	Personnel on-site at risk of contact with personnel and/or surfaces carrying the virus	<ul style="list-style-type: none"> <li>The building has a dedicated receptionist/building manager</li> <li>Managing agent has sufficient control measures in place within the common areas</li> </ul>	3-3 Med	<ul style="list-style-type: none"> <li>Existing control measures are sufficient</li> </ul>	N/A	N/A	N/A	1-3 Low
Entrance to site	Personnel on-site at risk of contact with personnel and/or surfaces carrying the virus	<ul style="list-style-type: none"> <li>Secured access</li> <li>Hand sanitiser and sign located at the entrance</li> </ul>	3-3 Med	<ul style="list-style-type: none"> <li>Existing control measures are sufficient</li> </ul>	N/A	N/A	N/A	1-3 Low

		and all personnel to use on arrival and before leaving the area						
Stairways	Personnel on-site at risk of contact with personnel and/or surfaces carrying the virus and from being close to others	<ul style="list-style-type: none"> <li>Personnel instructed to maintain 2m distancing whilst using the stairways</li> <li>The managing agent has implemented sufficient control measures in the common areas of the building</li> </ul>	3-3 Med	<ul style="list-style-type: none"> <li>Existing control measures are sufficient</li> </ul>	N/A	N/A	N/A	1-3 Low
Lifts	Personnel on-site at risk of contact with personnel and/or surfaces carrying the virus and from being close to others	<ul style="list-style-type: none"> <li>Personnel instructed that the use of lifts is restricted one person at a time</li> <li>The managing agent has implemented sufficient control measures in the common areas of the building</li> </ul>	3-3 Med	<ul style="list-style-type: none"> <li>Existing control measures are sufficient</li> </ul>	N/A	N/A	N/A	1-3 Low
Workstations	Personnel on-site at risk of contact with personnel and/or surfaces carrying the virus	<ul style="list-style-type: none"> <li>Minimal number of personnel on-site</li> <li>Workstations in use are over 2m apart and in separate areas of the office</li> <li>Workstations are for individual use</li> <li>The majority of staff are working from home</li> <li>No 'hot desks' are in use</li> <li>Cleaning is completed regularly by external</li> </ul>	3-3 Med	<ul style="list-style-type: none"> <li>Use 2m floor markers, where required to ensure personnel remain 2m apart</li> </ul>	True LLP	15 <sup>th</sup> June 2020	DA	1-3 Low

		<p>cleaners and includes all high touch areas</p> <ul style="list-style-type: none"> <li>Personnel are instructed to keep own work stations wiped down throughout the day</li> </ul>						
Homeworkers	Personnel at risk from DSE use or degraded mental health wellbeing	<ul style="list-style-type: none"> <li>Equipment supplied to enable work from home</li> <li>Regular contact with homeworkers</li> <li>Consultation with homeworkers on return to work to identify which of the following will provide the outcome for both parties:               <ol style="list-style-type: none"> <li>Homeworking</li> <li>Return to work</li> <li>Rotation between home and work</li> </ol> </li> </ul>	3-3 Med	<ul style="list-style-type: none"> <li>Homeworker self-assessment to be completed – this assessment should cover more than just DSE issues and should include:               <ul style="list-style-type: none"> <li>DSE</li> <li>Welfare</li> <li>Electrical safety</li> <li>Fire safety</li> <li>Manual handling</li> <li>Security</li> <li>Lone working</li> </ul> </li> </ul> <p>The assessment should allow for the individual to identify what they have already done and what they still require The assessment must also include what the employer has done in response to issues identified and a sign off for actions taken</p> <ul style="list-style-type: none"> <li>A template for use can be supplied by the HS&amp;E Company Ltd</li> </ul>	True LLP	15 <sup>th</sup> June 2020	DA	1-3 Low

High-risk personnel	Higher risk to personnel through age or pre-existing medical condition – this includes: Clinically extremely vulnerable individuals Clinically vulnerable individuals	<ul style="list-style-type: none"> <li>Clinically extremely vulnerable individuals are designated as 'home only' and have been excluded from the workplace</li> <li>Clinically vulnerable individuals are either permitted to work from home or, if allowed to work on-site, are given the safest available role on-site following careful assessment of the individual risk</li> </ul>	3-3 Med	<ul style="list-style-type: none"> <li>Existing control measures are sufficient</li> </ul>	N/A	N/A	N/A	1-3 Low
Shared equipment	Personnel on-site at risk of contact with personnel and/or surfaces carrying the virus	<ul style="list-style-type: none"> <li>Workstations are for individual use</li> </ul>	3-3 Med	<ul style="list-style-type: none"> <li>Photocopier/ printer areas to have hand sanitiser in place</li> <li>Photocopier/ printer areas to have wipes in place to allow a post use wipe down policy to be implemented</li> <li>This should be supported by a locally produced sign being displayed in the areas to indicate the requirements</li> <li>The photocopier/ printer stations are to have 2m zones created around them by either barrier or floor marking and them limited to one person in the area at any one time</li> <li>There is an IT station located in the small office adjacent to the office entrance that is used by</li> </ul>	True LLP True LLP True LLP True LLP True LLP	15 <sup>th</sup> June 2020	DA DA DA DA DA	1-3 Low

				<p>more than one person at various times – this area should have wipes placed within it and that personnel using the area instructed to use the wipe both before and after use on all high touch areas such as the keyboard and the mouse</p> <ul style="list-style-type: none"> <li>• A locally produced A5 sized sign should be displayed at the IT station indicating the above requirement</li> </ul>	True LLP		DA	
Movement around site	Personnel on-site at risk of contact with personnel and/or surfaces carrying the virus	<ul style="list-style-type: none"> <li>• Sufficient space for personnel to pass safely</li> <li>• Start and finish times staggered to reduce movement at any one time</li> </ul>	3-3 Med	<ul style="list-style-type: none"> <li>• Existing control measures are sufficient</li> </ul>	N/A	N/A	N/A	1-3 Low
Toilets	Personnel on-site at risk of contact with personnel and/or surfaces carrying the virus	<ul style="list-style-type: none"> <li>• Toilets are single-use room type by design</li> <li>• Hand driers have been placed out of use and paper towels and bins provided</li> <li>• Staff instructed to ensure only 1 person at a time is using the toilet entrance corridor and to ensure they maintain 2m distancing in this area</li> <li>• Staff instructed to wash hands before and after using the toilets</li> </ul>	3-3 Med	<ul style="list-style-type: none"> <li>• Existing control measures are sufficient</li> </ul>	N/A	N/A	N/A	1-3 Low

Kitchen areas	Personnel on-site at risk of contact with personnel and/or surfaces carrying the virus	<ul style="list-style-type: none"> <li>• A sign indicating the area is to be kept clean is displayed</li> <li>• Staff required to wash hands before and after use in the kitchen area</li> </ul>	3-3 Med	<ul style="list-style-type: none"> <li>• The kitchens must be limited to one person at a time – a locally produced sign should be displayed at the kitchen entrances indicating this and instructing personnel to wait until the area is free</li> </ul>	True LLP	15 <sup>th</sup> June 2020	DA	1-3 Low
				<ul style="list-style-type: none"> <li>• Wipes should be provided to allow any surfaces/appliances used to be wiped down post-use</li> </ul>	True LLP		DA	
				<ul style="list-style-type: none"> <li>• A sign indicating the requirement to wipe down post-use should be displayed in the areas – there is a sign in place that requires personnel to keep the area clean but this does not satisfy the specific requirement</li> </ul>	True LLP		DA	
				<ul style="list-style-type: none"> <li>• Consideration should be given to removing shared items, cups and cutlery, and insisting that personnel using the kitchen supply their own items that are taken away with them after use</li> </ul>	True LLP		DA	
Meeting rooms (5 <sup>th</sup> floor)	Personnel on-site at risk of contact with personnel and/or surfaces carrying the virus	<ul style="list-style-type: none"> <li>• Meetings are conducted via electronic means – Teams, Zoom, etc.</li> </ul>	3-3 Med	<ul style="list-style-type: none"> <li>• Meetings, where required, are to be kept to minimal attendance</li> </ul>	True LLP	15 <sup>th</sup> June 2020	DA	1-3 Low
				<ul style="list-style-type: none"> <li>• Seating in meeting rooms to be reconfigured to achieve 2m distance between attendees</li> </ul>	True LLP		DA	
					True LLP			

				<ul style="list-style-type: none"> <li>• Hand sanitiser and surface wipes to be supplied in meeting rooms</li> <li>• Shared items, cups, glasses, etc. to be removed from meeting rooms and replaced with disposable items where required</li> </ul>	True LLP		DA	
Deliveries to site	Personnel on-site at risk of contact with personnel and/or surfaces carrying the virus	<ul style="list-style-type: none"> <li>• Mail, parcels, and deliveries are delivered to the site reception and collected from there where 2m distancing measures are in place</li> <li>• Where the delivery has to be taken to the first floor due its size or weight the person making the delivery is directed to the relevant floor by the receptionist and then met at the office entrance where the delivery is placed in the designated area whilst 2m distancing is maintained</li> </ul>	3-3 Med	<ul style="list-style-type: none"> <li>• Hand sanitising procedure must be in place for personnel who collect and/or handle mail, parcels or deliveries</li> </ul>	True LLP	15 <sup>th</sup> June 2020	DA	1-3 Low
Cleaning	Personnel on-site at risk of contact with personnel and/or surfaces carrying the virus	<ul style="list-style-type: none"> <li>• Regular cleaning completed by an external contractor – this includes all high touch surfaces</li> <li>• Wipe down procedures in place for all areas where</li> </ul>	3-3 Med	<ul style="list-style-type: none"> <li>• Consideration should be given to creating and implementing an end of day wipe down procedure that ensures that all high touch areas are wiped down – this would ideally be</li> </ul>	True LLP	15 <sup>th</sup> June 2020	DA	1-3 Low

		<p>contact can be made whilst the area is in use</p> <ul style="list-style-type: none"> <li>Personnel supplied with wipes to keep areas of responsibility clean</li> </ul>		<p>completed by a cleaning contractor</p> <ul style="list-style-type: none"> <li>Encourage staff on-site to wipe down areas throughout the day – post-use wipe down procedures for specific areas will ensure that this achieved</li> </ul>	True LLP		DA	
Ventilation	Personnel on-site at risk of contracting the virus due to limited or no ventilation	<ul style="list-style-type: none"> <li>Staff instructed that where the working temperature allows, windows are to be kept open at all times whilst the area is in use to ensure fresh air ventilation is achieved</li> </ul>	3-3 Med	<ul style="list-style-type: none"> <li>Existing control measures are sufficient</li> </ul>	N/A	N/A	N/A	1-3 Low
Visitors	Personnel on-site at risk of contact with personnel and/or surfaces carrying the virus	<ul style="list-style-type: none"> <li>In line with normal workplace procedures for personnel visiting site</li> </ul>	3-3 Med	<ul style="list-style-type: none"> <li>Consider creating and implementing a simple site COVID-19 compliance brief that should be given to all personnel visiting site – this can simply be the existing list of Control Measures that everyone must follow that True LLP has already produced</li> <li>Consider requesting that any person due to visit site supply a 'Statement of Health' confirming they have no symptoms and have not been subjected to an instruction from the National Track and Trace system before arriving on site</li> </ul>	True LLP  True LLP	15 <sup>th</sup> June 2020	DA  DA	1-3 Low



Contractors	Personnel on-site at risk of contact with personnel and/or surfaces carrying the virus	<ul style="list-style-type: none"> <li>In line with normal workplace procedures for personnel visiting site</li> </ul>	3-3 Med	<ul style="list-style-type: none"> <li>Consider creating and implementing a simple site COVID-19 compliance brief that should be given to all personnel visiting site – this can simply be the existing list of Control Measures that everyone must follow that True LLP has already produced</li> </ul>	True LLP	15 <sup>th</sup> June 2020	DA	1-3 Low
				<ul style="list-style-type: none"> <li>Consider requesting that any person due to visit site supply a 'Statement of Health' confirming they have no symptoms and have not been subjected to an instruction from the National Track and Trace system before arriving on site</li> </ul>	True LLP		DA	
				<ul style="list-style-type: none"> <li>Request contactor COVID-19 risk assessment or statement of measures in place before arrival on site</li> </ul>	True LLP		DA	
				<ul style="list-style-type: none"> <li>Review of service schedules to eliminate cross-over of visits to limit personnel on site</li> <li>Time cap visits to limit personnel's time on site</li> </ul>	True LLP True LLP		DA DA	
Personnel with symptoms	Personnel on-site at risk of contact with personnel and/or surfaces carrying the virus	<ul style="list-style-type: none"> <li>Staff issued with company policy</li> <li>The policy directs personnel to be fully compliant with current NHS guidance</li> </ul>	3-3 Med	<ul style="list-style-type: none"> <li>Existing control measures are sufficient</li> </ul>	N/A	N/A	N/A	1-3 Low

Information and instruction	Personnel on-site at risk through lack of instruction and/or guidance	<ul style="list-style-type: none"> <li>All staff made aware of the findings of this risk assessment</li> <li>All personnel issued with the company Personal Control Measures that must be adhered to all times</li> <li>Regular updates and reminders will be given to all staff on the current situation and requirements</li> </ul>	3-3 Med	<ul style="list-style-type: none"> <li>Consider displaying a General information poster in the kitchen area <a href="https://www.eurekadiirect.co.uk/Safety-Signage-Books-Labels/Safety-Signage/Infection-Control-Signage/Coronavirus-Guidance-Poster">https://www.eurekadiirect.co.uk/Safety-Signage-Books-Labels/Safety-Signage/Infection-Control-Signage/Coronavirus-Guidance-Poster</a></li> <li>All areas where a person may wash their hands should display a sign indicating the correct handwashing technique. <a href="https://www.safetysigns4less.co.uk/Safety-Essentials/Safety-Posters-Information/Hand-Hygiene-Posters/Wash-Your-Hands-Regularly-Poster">https://www.safetysigns4less.co.uk/Safety-Essentials/Safety-Posters-Information/Hand-Hygiene-Posters/Wash-Your-Hands-Regularly-Poster</a></li> </ul>	True LLP  True LLP	15 <sup>th</sup> June 2020	DA  DA	1-3 Low
Emergency procedures	Personnel on-site at risk of contact with personnel and/or surfaces carrying the virus whilst evacuating the site	<ul style="list-style-type: none"> <li>Personnel do not have to stay 2m apart if to do so would jeopardise their safety</li> <li>Once clear of escape routes and out of the building personnel will adhere to 2m distancing</li> </ul>	3-3 Med	<ul style="list-style-type: none"> <li>Consideration should be given to creating a simple 'grab-bag' that can be taken to the fire assembly point that contains hand sanitising gel and face coverings</li> <li>If 2m distancing cannot be achieved at the fire assembly point the person in charge should: Encourage personnel to wear face coverings Get personnel to stand as far apart as possible and turn away from each other or stand so they are side by side</li> </ul>	True LLP  True LLP	15 <sup>th</sup> June 2020		1-3 Low

				Stand in small socially distanced groups and not allow groups to mix Send personnel to a suitable alternative area/s where spacing can be achieved				
First aid treatment	Personnel on-site at risk of contact with personnel and/or surfaces carrying the virus	<ul style="list-style-type: none"> <li>In line with current first aid needs assessment</li> </ul>	3-3 Med	<ul style="list-style-type: none"> <li>Ensure sufficient cover is available onsite where personnel have been released to work from home – due to the low-risk environment and the number of personnel currently in the workplace 1x appointed person will be sufficient</li> <li>First aiders are to be fully aware of and adhere to the current guidance given by their respective awarding body</li> </ul>	True LLP	15 <sup>th</sup> June 2020	DA	1-3 Low
Fire Safety	Personnel at risk of injury or death due to an outbreak of fire	<ul style="list-style-type: none"> <li>In line with the current fire risk assessment</li> </ul>	3-3 Med	<ul style="list-style-type: none"> <li>Check to ensure that sufficient competent persons are on-site to maintain regular fire safety checks and control measures</li> <li>Check to ensure Fire Wardens / Nominated persons are in place to clear their areas before vacating the building and reporting to the building manager</li> </ul>	True LLP	15 <sup>th</sup> June 2020	DA	1-3 Low
					True LLP		DA	


**Additional Information**

1. True LLP will remain responsible for considering and ensuring that the requirements contained within this risk assessment are maintained when allowing personnel to return to work, increasing the amount of personnel on site and placing the area back into use.

**The additional control measures identified by this risk assessment will only be considered effective if all personnel fully adhere to them. Where a person or personnel ignore the safety measures in place the risk outcome cannot be considered accurate and would be void.**

**Risk Identification Matrix**

Likelihood →	1 (remote)	2 (unlikely)	3 (possible)	4 (likely)	5 (very likely)
Consequence ↓					
1 (trivial)	L	L	L	L	M
2 (minor)	L	L	M	M	M
3 (Significant)	L	M	M	M	H
4 (major)	M	M	H	H	H
5 (fatal)	M	H	H	H	H

<b>Assessment Completed by:</b>	Darren Sowerby Tech IOSH	<b>Signature:</b>	
<b>Date:</b>	28 <sup>th</sup> May 2020	<b>Date Review Due:</b>	May 2021 or after a significant change to property, personnel, equipment or process