

CALICO RISK ASSESSMENT



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|----------------------------------|--------------------------------------|--------------|-----------------|--------------------|------------|
| Job / Task Assessed: | Workplace Management for Coronavirus | Area: | Centenary Court | Assessor: | Liz Dewell |
| Person assessed (if any): | Facilities and H&S Reps | Date: | 19/07/2021 | Job Number: | |

| Hazard <i>What is the potential for harm?</i> | Hazardous Event <i>How could the harm be realised?</i> | Risk Assessment | | | Who is Affected | Controls Measures <i>What are the current controls? How can the risk be reduced further?</i> | Residual Risk Rating |
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| <p>Covid-19 virus. The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p> | <p>Exposure to and transmission of covid-19. Contact with someone who has Covid-19 in the workplace, touch points or air droplets from coughing, sneezing, talking and breathing.</p> | 4 | 3 | 12 | <p>Staff Visitors Contractors customers Members of the public</p> | <p>Step 4 – 19th July 2021 The Government has removed all legal restrictions in terms of social distancing, mask wearing, limitations of gatherings and work from home if you can messaging.</p> <p>However, as an employer, The Calico Group has a duty of care for the health, safety and welfare of it's employees and others who may be affected by them.</p> <p>It's important that the decisions we make are the right ones for our customers, our people, our business and our partners. Although the government has removed all legal restrictions on our personal lives, we can see the following challenges over the coming weeks.</p> <ul style="list-style-type: none"> • The majority of our services are in 'areas of enhanced response' (Lancashire and Greater Manchester) where cases are still rising • A significant number of our people and customers are not fully vaccinated and some of younger people are not eligible for a vaccination. Only people 18+ are eligible • The 'Delta' variant is prevalent and being transmitted more easily, and if we don't have good controls in place there is potential for a surge of cases in our teams including positive cases and those self-isolating, which will impact on our staffing levels and ability to deliver services safely. <p><u>People who need to isolate</u> Employees are informed that they should not come into the workplace if they have symptoms of covid-19 or feel unwell. They should stay at home and book a PCR test.</p> <p>If employees have come into close contact with somebody with covid-19, they should isolate for 10 days in line with current government guidance. Calico will support them to do this.</p> <p>Employees, customers and visitors must sign or swipe into the building to assist with test and trace.</p> <p><u>Outbreaks in the workplace</u> If more than 1 employee receives a positive test result within 14 days of each other and it is likely to have been transmitted in the workplace, then this may need to be reported to the local PHE health protection team. The Group Health and Safety Manager can support with this.</p> <p><u>Homeworking</u> Although the Government has removed it's advice to work from home if you can, they have urged that employers manage a gradual return over the summer. Calico are not expecting all employees who have been working at home to come into the office on 19th July, but are happy to allow a small number of people to return if this benefits service delivery. Employees should consult with their Manager and Calico will keep the situation under review for the next few weeks.</p> | 2x3=6 |

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| | | | | | <p><u>Protecting People Who are at Higher Risk</u> The higher-risk groups include those who:</p> <ul style="list-style-type: none"> • are older males • have a high body mass index (BMI) • have health conditions such as diabetes • are from some Black, Asian or minority ethnic (BAME) backgrounds <p>Managers will think about will have relevant discussions with employees and make decisions on a case by case basis.</p> <p><u>Testing</u> The Calico Group encourage employees to do lateral flow tests twice weekly and these can be supplied by Calico if employees find this the most convenient way of obtaining tests, and to get vaccinated. Lateral flow tests are available to take home from Centenary Court for this purpose.</p> <p><u>Social Distancing</u> Employees must maintain 2m social distance as much as possible with the aid of floor markings If a distance of 2m cannot be maintained for any reason then further mitigating actions include: – further increasing the frequency of hand washing and surface cleaning – keeping the activity time involved as short as possible – using screens or barriers to separate people from each other – using back-to-back or side-to-side working (rather than face-to-face) whenever possible – reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others)</p> <p>Maximum occupation to be identified for each work space and public reception area Managers to walk the floor to ensure social distancing protocols are being followed Floor markings outside and inside reception areas indicating the 2m social distancing points, with possible use of portable Tensa barriers if necessary A triage person is located at the entrance to reception to ensure social distancing measures are adhered to by visitors, customers, deliveries</p> <p>Reception is open to customers between 9am and 1pm and there is a separate risk assessment for this activity / area.</p> <p><u>Ventilation</u> Tiny airborne particles can travel further than droplets and in poorly ventilated spaces this can lead to viral particles spreading between people. Good ventilation can reduce this risk. Calico will make sure there is a supply of fresh air to indoor spaces where there are people present. This can be natural ventilation through opening windows, doors and vents, mechanical ventilation using fans and ducts, or a combination of both. Calico will identify any poorly ventilated spaces and</p> | | |

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| | | | | | <p>take steps to improve fresh air flow in these areas.</p> <p>Open windows and doors frequently to encourage ventilation, where possible especially on floors 1 -4. The ground floor air handling system introduces fresh air into the area.</p> <p>Air conditioning and ventilation systems have been assessed for safety by seeking manufacturer's guidance and that of your specialist HVAC contractor</p> <p><u>Coming To and Leaving Work</u> Encourage employees to travel alone in their own transport (or walk, or cycle if it is safe to do so) when getting to and from work to maintain social distancing Provide a secure area for storing bikes (court yard) All employees must enter and exit through the rear staff entrance door – not reception. The building will be open from 8am at the latest with keyholders being able to open up earlier, and close at 7pm.</p> <p><u>Moving Around Buildings and Work Sites</u> One way systems around the workplace, with floor markings on each level One way entrances, exits and stairways where possible Visiting of other, desks, floors or departments unless pre-agreed is discouraged</p> <p><u>Workplaces and Workstations</u> No hot desking or sharing of work stations, unless it is required to maintain 2m distance in which case the workstation should be sanitised. There will be disinfectant wipes available on each floor. Workstation layout to be reconfigured wherever possible into alternate, diagonal desk occupation Employees should not face each other, and be positioned back to back or side onto each other Managers will control the seating arrangements of their teams and where 2m cannot be maintained, the use of screens will be required.</p> <p><u>Meetings</u> Hold virtual meetings where possible. Where virtual meetings are not possible only essential participants should attend meetings and maintain 2m distance Hand sanitiser should be available at meetings Small meeting rooms not to be used, but utilise as individual offices Holding meetings outdoors or in well-ventilated rooms whenever possible</p> <p><u>Common Areas</u> Rest rooms, kitchens, lifts, printers and toilets to be used 1 person at a time where possible Upon entering a kitchen area, employees must wash their hands before touching any equipment Employees must only prepare their own food and drink Chairs and tables will be physically moved to ensure 2m distance</p> | | |

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| | | | | | <p>Use outside areas for breaks if the locations are suitable and it is safe to do so Employees should limit the amount of times they leave the premises during working hours to reduce the risk of transmission in the community, subject to work requirements.</p> <p><u>Accidents, Security and Other Incidents</u> In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe, however, fire wardens and managers should encourage social distancing at assembly points. People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands Extra fire wardens have been trained in order to ensure the normal evacuation procedure can be carried out in case of a fire alarm evacuation. Upon discovering a fire, raise the alarm by pressing a call point and leave the building by the nearest exit (disregard any one way instructions in emergency situations) Upon activation of the fire alarm, leave the building by the nearest exit (disregard any one way instructions in emergency situations) Social distancing should be observed at the assembly point and encouraged by managers It is important that staff use their swipe cards to enter the building and not tail gate in order to have an audit trail for NHS test and trace. All equipment and safety features of the building will be serviced and maintained in line with manufacturer's guide lines Water systems have been flushed prior to re-occupation and checks are ongoing.</p> <p><u>Reducing the risk for Customers, Visitors and Contractors</u> Only essential visitors to be allowed on site, hosted by their contact. Any visitors, customers or contractors with covid-19 symptoms will be asked to leave the building Consider appointment only system for visitors / customer / client contact Visitor waiting area seats placed 2m apart</p> <p><u>Managing Post and Deliveries</u> There is no evidence to suggest that covid-19 can be transmitted via parcels Collections and deliveries will be scheduled where they can. Maintain social distancing (2m apart) at all times with delivery personnel Ideally collections and deliveries should be signed for on your behalf. Where this cannot be achieved then staff must use their own pen to sign any documentation (DO NOT USE OTHERS PENS & MANITAIN SOCIAL DISTANCING) Restriction on non-business deliveries, for example, personal deliveries to employees Hand washing facilities available for employees handing post or deliveries</p> <p><u>Providing and Explaining Available Guidance</u> All Covid-19 related Risk Assessments and guidance will be available on the company websites Managers will go through the risk assessments and guidance with employees prior to returning to Centenary Court.</p> | | |

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| | | | | | <p>Clear guidance on social distancing and hygiene will be provided to people on arrival, for example, signage or visual aids</p> <p><u>Cleaning the Workplace</u> Additional anti-viral cleaning of touch points, handles, rails, lift call buttons etc has been arranged 'Please clean me' signs have been provided to be displayed on desks which have been used so that cleaners know which desk require sanitisation. Deep cleaning / fogging is planned in and can be arranged at short notice in case of a confirmed positive test result.</p> <p><u>Hygiene</u> Employees are asked to wash their hands or use hand sanitiser upon arrival Infra-red thermometers are available to check employees or visitors temperature if they feel unwell whilst in the building. This will be carried out by a first aider or member of the facilities team in the first aid room on the ground floor. Regular washing of hands with soap and warm water for at least 20 seconds Signs and posters will be displayed to increase awareness of good handwashing technique Employees encouraged not to touch their faces Hand sanitiser dispensers installed at key points Electronic documents to be used rather than physical copies where possible Equipment should not be shared where practical and cleaned down in between different users if necessary Perspex screens installed in public facing areas such as reception desks If equipment needs to be passed between people or departments a 'drop off / pick up zone' should be set up with cleaning products to wipe down the items.</p> <p><u>PPE and Face Coverings</u> Face coverings are not mandatory in offices. The risk of covid transmission is being managed through social distancing and hygiene Managers to be informed if 2m distance cannot be maintained for certain tasks in order for a decision to be made as to whether that task is carried out or not If 2m distance cannot be maintained but the task is essential, avoid face to face positioning, wear face covering and keep the time to a minimum Consideration should be given to introducing the wearing of face masks situations where employees may come into close contact with members of the public or when moving around busier areas of the workplace.</p> <p>Managers should support their employees in using face coverings safely if they choose to wear one.</p> <p><u>Workforce Management</u> Employees are still encouraged to work from home if possible unless required in the office to support service delivery</p> | | |

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| | | | | | <p>Home working rota to be set up in each department to reduce numbers of staff More vulnerable employees, based on age, pregnancy, mental health, BAME and relevant underlying illnesses to agree approach with manager Establish fixed teams in order to reduce the number of people coming into contact with each other Only essential trips to other buildings should take place Virtual visits to be conducted instead of physical visits where possible</p> <p><u>Work-related Travel</u> Minimise the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face. Cleaning shared vehicles between shifts or on handover.</p> <p><u>Communications and Training</u> Communication notices and signage in place informing staff and customers of rules Training will be carried out virtually where possible Staff are encouraged to feedback any queries or concerns in order for them to be addressed Employees must inform their manager or HR if they, or a member of their household, becomes unwell Ongoing engagement with workers (including through employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments. Awareness and focus on the importance of mental health at times of uncertainty. Managers are responsible for regularly communicating the rules and expectations around reducing the risk of covid-19 transmission.</p> | | |

Providing the recommendations are followed and the training and instructions provided then the risks can be reduced to acceptable levels.

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PPE REQUIRED FOR TASK (tick/complete as appropriate – Refer to Control Measures over page making specific)



| | | | | | |
|---------------------|--|-------------------|--|----------------------|--|
| Hard Hat | | Ear Protection | | Welding Helmet | |
| Safety Footwear | | Goggles | | Respirator (Type) | |
| High Vis Vest | | Overalls | | Gloves (enter type) | |
| Gas Welding Goggles | | Safety Spectacles | | Other (specify type) | |

| Col (A) - Likelihood of Injury or Hazard | Col (B) - Severity of Injury or Hazard | Who Could Be Affected |
|---|--|---|
| 1. Improbable - (Extremely Unlikely To Occur) | 1. Minor (No First Aid Required) | Operators |
| 2. Remote (Small Chance Of Occurring) | 2. Harmful (Minor First Aid Required) | Maintenance / Quality |
| 3. Occasional (Could Occur Sometime) | 3. Critical (Serious Fractures, Burns, L.T.A.) | Contractors |
| 4. Probable (Unsurprised If It Happened) | 4. Severe (Amputations, Loss Of Eyesight) | Visitors |
| 5. Frequent (Almost Certain To Happen) | 5. Catastrophic (Fatality, Explosions Etc) | Special Cases (Pregnant Worker/Young People Under 18) |



