

CALICO RISK ASSESSMENT



Job / Task Assessed:	Workplace Management for Coronavirus	Area:	All Communal Workplaces	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
		Likelihood (A)	Harm (B)	Risk Rating (C)			
<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). Severe cases of the disease can lead to hospitalisation and death.</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><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>Home working</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> <p><u>Protecting People Who are at Higher Risk</u></p>	2x3=6

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					<p>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> Some workplaces such as care homes, refuges, rehabs and homeless shelters may be required to or decide to test employees and customers either periodically or following possible contact with covid positive persons. If this applies to your workplace, you should follow the Government advice on testing and the industry specific guidance.</p> <p>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.</p> <p><u>Social Distancing</u> Employees must maintain 2m social distance as much as possible with the aid of floor markings 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 public areas indicating the 2m social distancing points to encourage customers and visitors to socially distance If a distance of 2m cannot be maintained for any reason then further mitigating actions include:</p> <ul style="list-style-type: none"> – 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><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 in your</p>		

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					<p>premises and take steps to improve fresh air flow in these areas. Air conditioning and ventilation systems have been assessed for safety by seeking manufacturer's guidance and that of our specialist HVAC contractor.</p> <p><u>Moving Around Buildings and Work Sites</u> One way systems around the workplace, with floor markings and floor plans on each level One way entrances, exits and stairways where possible No visiting of other, desks, floors or departments unless pre-agreed</p> <p><u>Workplaces and Workstations</u> Avoid hot desking or sharing of work stations or ensure adequate cleaning is in place in between users 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</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 Chairs and tables will be physically moved to ensure 2m distance Use outside areas for breaks if the locations are suitable and it is safe to do so Encourage employees to remain on site during working hours Work collaboratively with landlords and other tenants in multi-tenant sites/buildings to ensure consistency across common areas, for example, receptions and staircases.</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 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 Reduced numbers of employees in the building may result in fire wardens and first aiders not being readily available. 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)</p>		

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					<p>If somebody injures themselves at work and the injury requires treatment call 999 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, health questions to be asked prior to attendance and temperature checks and site induction to be conducted upon arrival Consider appointment only system for visitors / customer / client contact Visitor waiting area seats placed 2m apart</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 with employees Guidance for colleagues will be issued to all employees for their specific work places and activities 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 and regularly used equipment has been arranged. Anti-viral wipes available to wipe down workstations and touch points Following a known or suspected case of COVID-19, contact facilities who can arrange for a specialist contractor to attend and fog the affected building or area.</p> <p><u>Hygiene</u> Employees are asked to wash their hands upon arrival Temperatures may be taken upon arrival using infra-red thermometers depending on the specific workplace 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.</p>		

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					<p>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>Clinical settings should follow the specific industry guidance on PPE.</p> <p><u>Workforce Management</u> Employees are still encouraged to work from home if possible 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> <p><u>Inbound, Outbound and Handling of Goods and materials</u> Deliveries will be managed to a minimum and scheduled to avoid multiple deliveries at the same time Handwashing facilities for employees handling inbound goods Restricting non-business deliveries, for example, personal deliveries to employees</p>		

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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)	Surgical masks
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)



