

Activity / area being assessed:		Coronavirus (covid 19) risk assessment – Molnlycke (Milton Keynes offices)			
Area:	All areas of company operations	Assessor	Mike Clarke	Date	29/6/2020
Equipment in use:	Various work equipment including office equipment, kitchen equipment and cleaning equipment				
People at risk:	Staff/Delivery Drivers/Collection Drivers /cleaners /contractors				
Vulnerable groups that could be at risk:	Elderly/ Persons with underlying health issues/ Pregnant women				
Description of process or area	Offices / Canteen / Toilets/Sales / rest rooms / changing rooms / Break out rooms				
Incident history – previous accidents or near misses	N/A				
Persons consulted	Senior Management / Mike Clarke				
Review history,	N/A				
Possible hazards present that could be present (i.e. What could hurt you – Equipment, tools, methods of work, substances, aspects of work organisation)					
Hazard 1	Coronavirus (COVID 19)	Hazard 11			
Hazard 2		Hazard 12			
Hazard 3		Hazard 13			
Hazard 4		Hazard 14			
Hazard 5		Hazard 15			
Hazard 6		Hazard 16			
Hazard 7		Hazard 17			
Hazard 8		Hazard 18			
Hazard 9		Hazard 19			
Hazard 10		Hazard 20			

Hazard	How would this hazard cause illness	List the precaution already in place as required by Government Guidance	Compliant Y / N / NA	How do we comply	Further controls - Who + When
<p>Potentially Contracting COVID 19</p>	<p>Contracting the Virus COVID 19 resulting in persons becoming unwell.</p> <p><u>Symptoms of Covid-19</u></p> <p>Vulnerable groups who are identified as clinically extremely vulnerable to shield and not go into the workplace.</p> <p>Those who are identified as clinically vulnerable can attend the workplace but discussions are to be held to understand concerns and anxieties in terms of risk mitigation.</p> <p>If anyone becomes unwell with a new continuous cough, a high temperature or loss of sense of smell or taste in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.</p>	<p><u>Home working introduced where possible for all workers, with a return to office planned from 7th September</u></p> <p><u>If staff must go into work the following steps apply:</u></p> <ol style="list-style-type: none"> 1. <u>2M Social distancing in all areas of the workplace</u> 2. <u>If social distancing can't be achieved consider if the job is necessary</u> 3. <u>If the job is necessary, then try and face staff away from each other and reduce the exposure time of the work.</u> 4. <u>Where 2 M cannot be implemented in addition to item 3 above - increase cleaning / hygiene regime required</u> 5. <u>Masks or visors to be worn when moving around the office and where 2m distancing isn't possible.</u> 	<p>Y</p>	<p>All staff who can work from home are doing so – optional opening from 3rd Aug, formal opening from 7th Sept</p> <p>Face coverings & visors are preferred when moving around the office, not mandatory.</p>	<p>Regular communication of covid 19 rules and control measures set out in this document.</p> <p>Supervision to ensure the controls in this document are fully implemented.</p> <p>Regular communication with remote homeworkers to ensure their mental health is monitored.</p> <p>Display COVID 19 Poster.</p>

	<p>If advised that a member of staff (or public) has developed Covid-19 and were recently on our premises the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p>Any staff member who has received a communication from the NHS saying they have been in contact with a Covid 19 case must inform their line manager and self-isolate for 14 days. They MUST NOT enter the workplace.</p>	<p><u>Social distancing</u></p> <p>2m social distancing rule in place inside & outside of building where possible.</p> <p>Areas for potential social gatherings re-arranged to facilitate social distancing.</p> <p>Conference / video / telephone meeting arranged where possible for meetings with staff working from home or not operating from the site.</p> <p>Face to face meetings avoided where possible – if not possible then social distancing of 2M applied and sanitisers available in meeting rooms.</p> <p>Wear mask/visor, observe max occupancy. 121 meetings consider holding outside, walking meeting</p> <p>Redesigned work areas / work stations to facilitate 2m rule social distancing.</p> <p>Staggered start and finish times where reasonably practicable avoiding pinch points and gathering at entrance / exit doors or clocking in areas etc. Identify additional entrance and exit points. Shift patterns introduced to reduce numbers</p>	<p>Y</p>	<p>No visitors allowed on the premises until further notice</p> <p>Desks moved so workstations 2M apart Break times are flexible</p> <p>Staff rota for separate days in the office – 2m distance in place - each have own desks so no person on different shift shares desks – some desks taken out of service and taped off – 2m distance achieved Excess chairs removed – screens separating desks Wipes in place in meeting rooms and signage in place stating maximum number of people in rooms – excess chairs removed – sanitiser in place and wipes to clean shared equipment HDMI leads etc. –chairs positions 2m apart</p> <p>Signage displayed in potential bottleneck areas – e.g., kitchen, exit and entry points reminding staff to social distance.</p>	<p>Where necessary post appropriate signage where work instructions are required – e.g., hand washing requirements and social distancing</p>
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				<p>Wipes in place to wipe down fridge (fridges only for milk) and other kitchen equipment Only 1 microwave in operation Signage displayed stating maximum occupancy in the kitchen at any one time. Table and chairs 2m rule adopted Cleaning instructions for wiping down hot tap and vending machine etc.</p> <p>Toilets – main door to left of reception left open Notices in place 20 second hand washing at toilets - hand sanitisers in place at main door – sanitise on the way in/ out Paper towels in place Staff requested to check occupancy – 1 in 1 out of toilets at any one time</p> <p>Main Building – Molnlycke staff shouldn't need to go into other shared workspaces or communal areas other than to collect deliveries – nominated person to collect deliveries –</p>	<p>Revised cleaning schedule to commence Friday 31st July. 2x daily cleans include touch point wipe downs and Friday all desks & chairs to be cleaned.</p>
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				<p>2m social distancing in place - the wearing of face coverings / visors when moving around the building required.</p> <p>Video conferencing software in place. Meetings kept to a minimum using large meeting rooms with 2M social distancing in place. Sanitisers provided at meeting rooms.</p> <p>Meeting held outside where possible observing 2M rule.</p> <p>Shift patterns implemented to reduce staff numbers at any particular time Mon/Tue teams and Wed/Thurs teams, no one in on Fridays.</p> <p>Staff have their own PC's allocated and all necessary stationery to eliminate the need for sharing equipment</p> <p>Notice posted on lift – 1 person only and to sanitise hands before and after operation of lift</p>	
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		<p><u>Hand Washing</u></p> <p>Hand washing facilities with soap and water in place. Stringent hand washing taking place with instructions to wash with soap and warm water for a minimum of 20 seconds. Hand hygiene notices</p> <p>Drying of hands with disposable paper towels. All hand driers to be switched / locked off. Gel sanitisers in any area where washing facilities not readily available</p> <p>Anti-Bacterial / cleaning materials situated throughout facility for cleaning – including in offices and kitchens.</p>	<p>Y</p>	<p>Hand washing facilities in place and sanitisers available at exit and entry points to buildings. Hand sanitisers in meeting rooms and communal areas.</p> <p>Sanitiser products at every machine: coffee machines. Hot tap, microwaves, fridges, photocopiers, franking machine</p> <p>Additional signage at all sinks reminding of 20 sec hand wash rule. Paper towel dispensers have been installed at offices.</p> <p>Cleaning regime increased for common touch areas and staff asked to sanitise equipment before and after use</p> <p>Door left open where this doesn't compromise fire safety – this is the responsibility of CBRE as no doors fire left open in Molnlycke area.</p>	
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		<p>Toilet and shared kitchen appliances will be regularly cleaned using wipes and hand sanitisers made available</p> <p><u>PPE</u></p> <p>Face coverings & visors are made available to prevent the spread of the virus and are advised where the 2m social distancing rules cannot be applied. It is important that the 2m rule MUST be implemented if possible and face coverings should not be used as a substitute for social distancing</p> <p><u>Drivers</u></p> <p>Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p> <p>Company or hire vehicles should be used by one person only.</p> <p><u>Mental Health</u></p> <p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p><u>Vulnerable groups</u></p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Company cars used but for single occupancy only. Cleaning and hand sanitising in place pre and post use of vehicles</p> <p>Face coverings or visors provided to all staff and required when moving around the office when 2m distancing may not be possible</p> <p>Routine communications with homeworkers or those shielding / self-isolating</p> <p>Clinically extremely vulnerable persons not required to go into the workplace, aligned to government guidelines</p> <p>Clinically vulnerable staff in discussion with line managers regarding any requirements to return to work</p>	
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		<p>Vulnerable people and those living with vulnerable people identified and told to stay at home and shield for the 12-week period as per advice. Current government guidance is shielding ends 31st August</p> <p><u>Contractors</u></p> <p>Contractor work will only be undertaken on site if necessary and if cannot be postponed. Communication will take place with the contract company prior to arrival on site and COVID 19 site requirements will be discussed and implemented.</p> <p><u>Visiting customer / other sites</u></p> <p>No external visitors until further notice. No salesforce visitors to office. Face to face meetings to follow guidelines.</p> <p><u>Car parking</u></p>	<p>Y</p> <p>Y</p> <p>Y</p>	<p>Contract work that is non - essential is postponed</p> <p>NO VISITORS, including sales force, allowed until further notice</p> <p>Dedicated drop off points for deliveries – CBRE reception which will be a holding area</p>	<p>CBRE/Main reception. Consideration of 72 Hours quarantine</p>
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		<p>Staff encouraged to either walk or cycle to work or to use cars (no car sharing to be introduced). Use of public transport should be discouraged.</p> <p><u>Goods inward</u></p> <p>Goods coming to site managed so as to control risks – quarantine and hand hygiene measures in place</p> <p><u>Fire Marshals / First Aiders</u> Ensure minimum number of fire marshals and first aiders are in the office at any one time whilst the office is occupied.</p>		<p>Good hygiene practices adopted when handing goods – e.g., social distancing of staff moving / signing for deliveries. No use of touchpads or shared pens etc. Hand sanitiser to be made available and used following handling of goods.</p>	<p>CBRE to compile full list for entire building to ensure shared cover where necessary.</p> <p>Extra training being rolled out to increase number of fire marshals</p>
			Y		
			Y		

[Back to Hazard list](#)

REVIEW DATE - Unless anything significant occurs	Keep reviewing as Government guidelines change
Approved by Manager in charge	<div style="text-align: center;">  Signature & Date- 29th July 2020 </div>

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Actions required.

Action required	Responsibility	By When