

# Bevan Brittan COVID-19

## Return to Office

COVID-19 is an infectious disease caused by a newly discovered coronavirus. Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness, however effects can be severe or even fatal for vulnerable individuals. Those infected with COVID-19 can be asymptomatic and/or not display symptoms for several days, yet still be infectious.

The virus is largely transmitted via aerosolised respiratory droplets from breathing, coughing or sneezing and can therefore infect individuals in proximity by inhalation/ingestion. The virus can live on surfaces where respiratory droplets have been deposited for a significant amount of time, therefore it is important we protect ourselves and others from infection by washing our hands or using an alcohol based rub frequently and not touching our face.

The aim of this assessment is to reduce the risk of COVID-19 transmission to staff, contractors and visitors or anyone who may come into contact with our staff and contractors during the course of our business activities.

## Risk Matrix – Likelihood vs Impact

		Impact			
		Low	Medium	High	Very High
Likelihood	Probable	<b>4</b> Moderate	<b>8</b> Major	<b>12</b> Severe	<b>16</b> Severe
	Possible	<b>3</b> Minor	<b>6</b> Moderate	<b>9</b> Major	<b>12</b> Severe
	Unlikely	<b>2</b> Minor	<b>4</b> Moderate	<b>6</b> Moderate	<b>8</b> Major
	Rare	<b>1</b> Minor	<b>2</b> Minor	<b>3</b> Minor	<b>4</b> Moderate

# Risk Assessment

Risk	Untreated			Controlled (ie. current status if different)			Treated (ie. score if treated)			Risk treatment option (treat/accept/monitor)	Risk treatment action	Action Date
	Likelihood	Impact	Score	Likelihood	Impact	Score	Likelihood	Impact	Score			
Transmission of COVID-19 through lack of awareness means transmission and company mitigation strategies.	2	4	8	1	4	4	1	4	4	Treat	Review the latest Government guidance, develop mitigation strategy for all transmission risks affecting all persons attending the company premises and staff traveling unavoidably for reasons of business to the lowest possible risk.  Ensure all mitigation strategies are in place and clearly communicated to all staff groups, contractors, visitors and clients who attend any company premises before allowing re-occupation. This should include the expected behaviours of all persons attending the premises.	Ongoing
Transmission of COVID-19 by close contact with others in workplace areas, where coughs, sneezes or breathing can produce infected vapour up to 2m.	4	4	16	2	4	8	1	4	4	Treat	Continue to encourage working from home where possible.  Checks in place and reporting system for symptoms for all entering the offices.  Limit the number of working desks to maintain 2m distance, managed through our desk booking system to assist in allowing use of office to all who need on an equitable basis.  Social distancing rules in place reinforced by rigorous checks to ensure that the necessary procedures are being followed.  One way systems for access egress to offices to be implemented where practicable.  Limited numbers for confined rooms i.e. washrooms, staff kitchens and meeting rooms/spaces.  Ensure a safe use protocol is in place for staff kitchens to maintain high standard of hygiene for all staff. Provide bottled drinking water and disinfectant wipes for hygiene.  Issue of PPE considered but not implemented as not a specified requirement by government or PHE guidance.	Ongoing
Transmission of COVID-19 by lack of hand hygiene.	4	4	16	2	4	8	1	4	4	Monitor	Hand washing facilities with soap and water in place. Guidance to staff, contractors and visitors: <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a>  Drying of hands with disposable paper towels.  Gel sanitisers in any area where washing facilities not readily available.  Supply sanitising wipes to enable self-cleaning of the following but not limited to high touchpoint surfaces, keyboards, mice, desks, printers, meeting rooms and kitchens.  Posters, leaflets and other materials are available for display.	Ongoing
Transmission of COVID-19 whilst using public transport to commute to and from site.	4	4	16	2	4	8	1	4	4	Monitor	Promote cycling and walking to work where possible.  Allow those who live further to utilise car parking on site.  Allow staggered starts so people can use less utilised services to enable better social distancing.	Ongoing
Transmission of COVID-19 by Heating Ventilation and Cooling Systems.	2	4	8	1	4	4	1	4	4	Monitor	Maintenance of systems to ensure optimum performance, check to ensure suitable fresh filtered air is delivered and that filters are changed on required service intervals.	Ongoing
Individual displaying symptoms of COVID-19.	4	4	16	2	4	8	1	4	4	Monitor	If anyone becomes unwell and displaying COVID-19 symptoms 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.  Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.  Continue regular cleaning throughout the day to ensure hygienic environment.	Ongoing
Transmission of COVID-19 through lack of appropriate cleaning regime.	4	4	16	2	4	8	1	4	4	Monitor	Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.	Ongoing
Transmission of COVID-19 through use of lifts.	4	4	16	2	4	8	1	4	4	Monitor	Use of lifts to be single occupant and only for upward travel with the exception of mobility impaired persons, unless in a fire evacuation, fire stairs to be used for downward travel.  Regular sanitisation of lift buttons and high frequency touch points.	Ongoing
Vulnerable people.	4	4	16	2	4	8	1	4	4	Treat	Encourage home working where possible  Carry out individual risk assessments where appropriate  Complete or Revise PEEP's where required and able to make reasonable adjustments.	Ongoing
Deterioration of mental health in staff returning to the workplace due to anxiety over transmission of the virus at work.	4	4	16	2	4	8	1	4	4	Monitor	Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. Regular communication of mental health information and open door policy for those who need additional support. Reference: <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing</a> <a href="http://www.hseni.gov.uk/stress">www.hseni.gov.uk/stress</a>	Ongoing