

OFFICE RISK ASSESSMENT - COVID 19

JOE BROWNS LIMITED

Kandy Works, Brown Lane East, Holbeck, Leeds, LS11 0BT

Title: Coronavirus	Date of assessment: 18th May 2020 - reviewed 18th August 2020
Risk Assessment Reference: TH001	People involved in making this assessment: Tracey Hepton, Alison Rycroft, Darren Abbott, Tony Brown

Hazard: Looking after vulnerable individuals

Control measures:

A list was created of employees in receipt of the 12 week NHS letter and other individuals identified as needing to shield.

These individuals initially worked full time at home, but most have now returned to an AB shift pattern, following the change in Government guidelines on 1st August and following doctors' guidance.

Hazard: Maintaining social distancing upon arrival at work to reduce potential spread of the virus

Control measures:

External arrival area marked out with 2m distancing spacing floor signage

Reception area marked out with 2m distancing spacing floor signage as well as wall posters

Clocking in area marked out with 2m distancing spacing floor signage as well as wall posters. Employees to wait their turn to clock in.

Staircases marked out with 2m distancing spacing floor signage, 'keep right' signage and wall posters

Hazard: Maintaining social distancing around the office areas to reduce potential spread of the virus

Control measures:

Office corridor areas marked out with 2m distancing floor signage with wall posters acting as reminders and mirrors to help in areas where viewing is difficult

Desks have been removed where these caused narrow passing areas and blockages

Offices have been tidied up and gangways cleared where possible

Teams have been put into AB shift patterns with weekly changeovers - same teams to remain together at all times to reduce contamination potential

Employees required to sit 2m apart at all times

Hot desking is to be avoided wherever possible. If it is needed, maximum sanitisation measures are required to stop any potential virus spread.

Printers have been moved to accessible places

Where possible, doors to remain open to reduce touch points

Employees to keep right on staircases - clearly indicated with signage

Give way signs clearly denote where corridors are more narrow and where corners restrict view

Transfer zones have been created in each department (including sanitisation materials) allowing for the safe transfer of materials from one individual to another whilst maintaining safe distance. Sanitisation equipment can also be found in these areas

Hazard: Keeping all touch points clean to reduce potential spread of the virus

Control measures:

Clocking in machine replaced with an eye scanner, to remove need for touch entry

Thermal contactless thermometer purchased for head office

Cleaner in the building for 5 hours a day to keep all touch points sanitised

Sanitisation stations created and clearly signed all round the offices

Staff are instructed not to share equipment such as PCs and telephones, to reduce potential transfer

Hazard: People showing symptoms of Coronavirus in the office

Control measures:

A clear policy is in place for employees showing signs of the virus to call the office ahead of making a journey into work

All those with symptoms are required to isolate for 14 days and their families advised to isolate for 14 days.

All individuals are instructed to take their temperature upon arrival in the building and to report any incidences above 38 degrees to their line manager

Hazard: General building cleanliness and hygiene

Control measures:

The offices are being cleaned for five hours between 10am and 3pm each day, by the same individual to minimise risk. All touchpoints are regularly disinfected during this time

Sanitisation stations have been installed around the building for employee use. These are clearly signposted and easily accessible

All employees are instructed to clean their desk areas daily
Employee belongings are removed at the end of each day wherever possible
Drinks rounds are forbidden
Individuals must only use their own eating and drinking equipment
No deliveries into the building apart from those required in the normal course of business.

Hazard: Safe use of kitchen

Control measures:

Only 2 people are allowed in the kitchen at any one time. This is clearly signposted
The floor has been clearly marked with 2m markings
An urn has been installed to reduce the need for the regular filling of kettles
Sanitisation equipment is available and staff are actively encouraged to clean equipment before and after use

Hazard: Safe use of canteen areas

Control measures:

Dining chairs and tables have been moved so that people can socially distance themselves when taking breaks and eating meals.
Clear signage has been placed on equipment that is not to be used.
Settees have been moved apart and social distancing signage is prominent around them.
Additional bins have been installed
Sanitisation equipment is available on all tables
Signage has been placed on benches in the carpark and people are encouraged to eat outside for the improved ventilation

Hazard: Safe use of washroom facilities

Control measures:

Signage has been installed in the toilets to remind people to socially distance themselves whilst inside
Hand sanitisers are present in each toilet
Employees are encouraged to close the toilet seats when they flush to stop the unnecessary spread of germs.
Employees are clearly reminded to wash their hands with soap for at least 20 seconds
Contactless paper towel dispensers have been installed

Hazard: Safe use of meeting rooms

Control measures:

Each room has been designated a maximum number of employees per meeting to enable safe distancing
Employees are encouraged to make all meetings as quick as possible
Meetings to be replaced with video calls wherever possible, appreciating some meetings are needed due to the nature of our business.
All meeting rooms have sanitisation equipment which employees are actively encouraged to use as they enter and leave the room

Hazard: Safe use of other offices and rooms

Control measures:

Each room has been designated a maximum number of employees per meeting to enable safe distancing
This is clearly signed outside each room
All rooms have sanitisation equipment

Hazard: Safe use of call centre

Control measures:

Call centre is to be made a one way system as the corridor is too narrow for passing safely. This will be clearly signalled.
A paper handover station has been created for invoices, cheques and postal orders
The stationery cupboard has been removed and installed in a place where people can access products safely
The print cartridge disposal bin has been removed and installed in a place where people can access products safely

Hazard: Safe use of photography studio

Control measures:

All briefs to be sent via email rather than in person
Samples to be left on the empty rail outside the studio
Contact sheets to be used for image approvals via email
Models can be used but maintaining the 2m distancing rule at all times
Hair and make up artists and stylists to have full PPE dress and follow strict sanitisation rules for cleaning equipment.

Hazard: External visitors and meetings

Control measures:

All external meetings are forbidden for the foreseeable future, unless agreed with a manager
Video meetings are to replace meetings in person until the business instructs otherwise.

Hazard: Keeping employees aware of the measures and the impact they can make

Control measures:

A code of practice has been pulled together, explaining all the interventions and how employees can help minimise the spread of the virus. All employees to confirm receipt and that it has been read and understood
We have invited feedback and the document will be updated regularly with new and improved measures for employee safety.
We have set up a Working Group that meets regularly to discuss ways to make the working environments even safer.
Signage is present all round the offices, informing employees of the role they play in helping maintain a safe environment

Documents associated with this risk assessment: Ongoing action list / Code of practice 1 and 2

Review date: Weekly at morning board meetings

Reviewers: Tracey Hepton, Alison Rycroft, Darren Abbott, Tony Brown