

## Risk Assessment – Return to Work

Date: 20<sup>th</sup> May 2020

Ref no: BPL – Covid-19

**Work Activity Assessed:** The spread of **Covid-19** also known as **Coronavirus**

**Assessor:** Mick Waring

**Persons at Risk:** Staff, Visitors, Cleaners, Contractors, Delivery Drivers, Vulnerable Persons and those with underlying health conditions, Pregnant Workers. This list is not limited to the above and would include anyone else you come into contact with during the course of business.

### Controls Required

#### Hand Washing & Sanitising

Hand washing facilities with soap and water are in place.

Stringent hand washing is encouraged with notices displayed.

Hand washing guidance is provided at <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

Hand drying using disposable paper towels is the preferred method during the Covid-19 pandemic.

Hand Sanitising facilities are provided at entry and exit points.

#### Cleaning

Frequent cleaning and disinfecting of objects and surfaces that are regularly touched to include door handles, light switches, bannisters, keyboards, telephones etc.

The above points are in addition to all previous regular cleaning carried out.

The company has purchased a fogging machine to be used on a weekly basis to disinfect the offices.

### Additional Controls

One of the most effective ways of stemming the spread of Covid-19 is to make sure that hands are clean and germ free. The Company will encourage regular hand washing and display this message around the building.

Staff will be encouraged to visit the NHS website as detailed opposite to familiarise themselves with best hand washing techniques.

Remind staff to adopt the Catch It, Bin It, Kill It method for dealing with coughs and sneezes and also to avoid unnecessary touching of the face, nose, eyes and mouth with unclean hands.

Communicate the importance of proper hand drying using paper towels and disposing of them in the bins provided.

Display the HSE Dermatitis poster to encourage staff to keep a regular check on their skin condition which could change due to extra hand washing.

Hand sanitising facilities will be available at entry and exit points, staff are instructed to use these at every opportunity.

If you notice that any of the soap / sanitiser / wipe products provided are running low then please inform your line manager who should arrange a refill or replacement.

Checks will be carried out by department managers to ensure their areas are being cleaned regularly, at least first thing in the morning, midday and at the end of the working day.

Keyboards and telephones are the responsibility of the user to clean at least at the intervals suggested above. A supply of antibacterial wipes will be available for each department.

Under no circumstances should telephone handsets be passed to a colleague to take a call on another user's telephone.

An extra precaution of fogging decontamination will take place on a weekly basis in the offices. This will help to remove bacteria from work surfaces in conjunction with other cleaning processes currently in place.

## **Social Distancing**

We will reduce the number of staff in any work area so that a 2 metre gap can be observed, this must be complied with unless otherwise authorised.

In areas such as corridors it is acceptable to pass within 1 metre of a colleague where a 2 metre gap is impractical. Do not stop to converse in such areas.

If it becomes necessary to have more staff within the building as business increases we will look to stagger start and finish times if required to avoid congestion at peak times.

We will make alterations to some traffic areas such as stairways, corridors and staff areas to avoid unnecessary gatherings.

Use telephones and email to communicate rather than moving from office to office.

Working from home will be encouraged to keep staff levels within the building to a minimum.

Photographers will be issued with COVID 19 Working Practices information giving clear instructions on how we expect them to work in a school environment at their Return to Work training session.

Some work stations, particularly in the packing and counting departments will be out of action and clearly marked. If later it becomes necessary to have certain groups of workers in closer confines then we will discourage face to face working but provide screening should this be unavoidable.

If your journey to another part of the building is necessary, complete it as quickly as possible, do not stop to 'chat' and return swiftly to your own work station.

Staff will be reminded regularly to observe social distancing guidelines. Office doors will remain wedged open during working hours but must be closed on departure in line with fire regulations.

Internal keypad entry systems will be temporarily disabled to allow quick and hygienic entry into rooms.

Where possible it is advisable to ventilate offices by opening windows. Start and finish times could be adjusted in the future to align with business needs.

Both offices will operate a separate entry and exit route. Mansfield Staff will enter by the front door and leave by the rear exit. Manningtree Staff will use the rear door to enter the building and leave by the front door. The main corridor in the Manningtree Office will be marked as a one-way system with both doors to the packing department remaining open and also being marked as entry and exit.

The staff room will be used for making hot drinks and using the water dispenser only. Observe the entry and exit route for this room via the overflow packing and photo mount store rooms. For the duration of Covid-19 you will be permitted to take your break and eat at your work station taking extra care to avoid spillages, you can always leave the building and eat outside if you prefer.

Make sure that you use your own crockery and cutlery rather than communal items.

Smoking areas will be temporarily suspended to discourage social gathering.

Do not pass on the stairways and use of the lift at the Mansfield Office for passengers is prohibited at this time.

## **PPE**

Various items of PPE are available if required.

It is highly recommended that gloves are worn when handling deliveries, incoming photographer job bags and collection bags.

We suggest that where practical, the above mentioned items are wiped with an antibacterial wipe before opening.

When handling cash and order payments, gloves should be worn.

Face masks, shields, anti-bacterial wipes and hand sanitiser are available for photographers with attention being paid to wiping equipment including light and backdrop stands before use.

Thermal temperature checkers purchased for staff safety.

Secure boxes located outside will be used for ease of photographers dropping off and collecting their work from both offices, this will also

Staff will be reminded that gloves are available but also be made aware that good hygiene (ie frequent hand washing) is recognised as a more effective prevention of the spread of Covid-19.

Worn gloves should be disposed of safely in the bins provided at the end of each day.

Antibacterial wipes will be provided for the wiping of bags and deliveries before opening.

It is imperative that you wear gloves when handling money.

It is important to understand that face coverings are not a replacement for other more effective measures of managing the risk of Covid-19 such as social distancing and frequent hand and surface washing or cleaning. The wearing of face coverings in the office is optional while seated. Face coverings should be worn while moving around the buildings. These items are also available for photographers and the sales team. Photographers will be instructed to wear face shields when entering school premises and face masks thereafter. They will also be provided with hand sanitiser and anti-bacterial wipes to be used on equipment before commencing photography.

Staff will be subject to periodic temperature checks using a thermal device. Any staff member with an unusually high temperature will be asked to leave the building.

Face coverings protect others from you if you are infected but have not developed symptoms, this is government advice.

Face masks provided by the company should be worn once only, face

include school order collections.

shields can be worn more frequently but should be cleaned before using again but only by the same person. If you are given a face shield please put an identifying mark on it.

### Symptoms of Covid-19

If anyone becomes unwell with symptoms of Covid-19 in the workplace they will be sent home and told to follow the stay at home guidance.

Communication by line managers to staff of any such incident will be deemed of paramount importance and any necessary precautions to be taken will be advised.

If we are advised that a member of staff has developed Covid-19 symptoms, their work station and places they have spent time should be thoroughly cleaned. It is not necessary to clean areas where they may have walked.

We will ensure that adequate cleaning procedures are in place.

### Company Vehicle Drivers

If you use a company vehicle for your work you must ensure that it is kept clean and tidy, particularly inside, to help prevent the spread of germs.

We recommend wiping the steering wheel, gearstick and door handles on a daily basis with an antibacterial wipe.

Wear gloves when refuelling.

Do not carry passengers unless they are family members.

Refer to the Driving at Work policy in your company handbook for all other guidance which remains the same.

Observe signage and policy at your destination, particularly social distancing which is common practice.

### Mental Health

Management will promote mental health and wellbeing awareness to staff during the Covid-19 outbreak and offer whatever support they can. Worthwhile reference sites are <https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/> and [www.hse.gov.uk/stress](http://www.hse.gov.uk/stress)

We will provide regular communication of mental health information and an open door policy for those who need additional support.

### Summary of Risk Assessment

This risk assessment has been carried out by issuing guidelines to all staff of our intended changes to working practises to ensure that a return to work at Braiswick Photographic can be managed safely. Comments were requested from all staff and acted on accordingly and it is the opinion of the management that a controlled return to work can happen in a safe working environment. Any further changes required will be communicated with staff and displayed on the specific Covid-19 notice boards.

Future Control Measures Recommended	Completed	Date
Un-furloughed staff were consulted on 11 <sup>th</sup> June for their views on how precautions were working. All staff were happy with the new working practises with just one suggestion of clearer exit route signage at the Manningtree Office which has been installed.	Yes	11/06/20
Un-furloughed staff were consulted on 16 <sup>th</sup> July, no further changes required to office environment.	Yes	16/07/20
Additional PPE instructions added including extra provisions, these changes are now included in PPE section.	Yes	16/07/20

A fogging machine has been purchased to be used weekly for disinfecting around the offices.	Yes	01/09/20
Photographers are being issued with a COVID 19 Working Practice instruction sheet and receiving training.	Yes	01/09/20
Lockable wall mounted box fixed to outside wall at Manningtree Office for safe delivery and collection of photographers jobs and collections.	Yes	01/09/20
Lockable wall mounted box fixed to outside wall at Mansfield Office for safe delivery and collection of photographers jobs and collections.	Yes	10/09/20
Office based staff were consulted on 25 <sup>th</sup> September asking for comments or suggestions for improvements to the precautions in place. No further action necessary apart from a reminder to staff to adhere to the procedures already in place. An email will be sent to all regarding this.	Yes	25/09/20
The photographer training manager was asked if any concerns had been raised by photographers or schools but none had been reported.	Yes	25/09/20
On Monday 12 October the wearing of face coverings while moving around the premises was introduced and communicated verbally to office based staff by the Managing Director. A supply of face coverings was issued to each department.	Yes	12/10/20
No further action required at this time.	Yes	30/11/20
Following the decision to close schools in January, the business has been open on much reduced hours until further notice for the minimum amount of employees. All previous safety measures are still in place.	Yes	01/02/21
Worn signage and directional arrows replaced.	Yes	06/04/21
All staff advised to use the readily available Lateral Flow Tests as recommended the Government and NHS.	Yes	13/04/21
Staff were asked if they have any concerns over the COVID safety arrangements we have in place, no issues were raised.	Yes	01/06/21
Lateral flow tests obtained for all staff with advice issued to test on a Sunday and Wednesday	Yes	24/06/21
Following the recent lifting of certain restrictions over the wearing of masks and social distancing it has been decided that we as a business will continue with our current arrangements and not make any changes until further notice.	Yes	26/07/21
No further changes required at present	Yes	27/09/21
All current measures to remain in place	Yes	26/11/21
It has been decided that regardless of any government announcements on the lifting of restrictions that all of our current measures will remain in place for the time being.	Yes	26/01/22
No changes to our working practices at this time, the wearing of masks around the building and weekly fogging will still be in place.	Yes	28/03/22
As previous review	Yes	27/05/22
As previous review	Yes	27/07/22
Following HSE advice COVID-19 will remain a public health issue but a Risk Assessment is no longer necessary. Guidance for workplaces has been replaced with general public health advice	Yes	28/09/22

Review Date: No further review necessary unless HSE guidance changes