



RA007 Brighton COVID-19 Risk Assessment

Department:	H&S and Facilities		
	Author:	Approved by: (if required)	
Title:	Facilities & Health and Safety Officer	Group Chief Executive	
Name:	Pippa Stocker	Adam Stroud	
Signature:	<i>P Stocker</i>		
Date:	20/05/2020	Review Due:	01/07/2020

Overview of Document

This risk assessment addresses the risk to employees, contractor's and visitors associated to COVID-19, who come to our site and highlights the preventative controls in place to protect them.

We have used the guidance provided for Working Safely during COVID-19 in offices and contact centres to inform the controls and procedures put in place to the manage the risk to our workforce.

We have complied with the Government's five step's to staying COVID-19 secure which are:

1. Carried out a COVID-19 risk assessment
2. Developed cleaning, handwashing and hygiene procedures
3. Taken all reasonable steps to help people work from home
4. Taken all reasonable steps to maintain 2m social distancing
5. Where people cannot be 2m apart, we have done everything practical to manage transmission risk

The following website will be the trusted source of information for the purpose of completing the risk assessment and fact finding or communications.

Trusted Source Of Information	
www.gov.uk	UK Government Services / Health and Social Care
www.who.int	World Health Organisation
www.hse.gov.uk	Health & Safety Executive
https://www.worldometers.info/coronavirus/	Monitor the number of cases
https://www.ecdc.europa.eu/en/current-risk-assessment-novel-coronavirus-situation	European Centre for Disease Prevention and Control
https://www.britsafe.org/	British Safety Council

Document Reference: RA007

Owner: Facilities Manager

Version 1.0

Infection Prevention & Staff Safety

Control Measure	Department Responsible
COVID-19 Health, Safety & Wellbeing Policy & Procedures	
Ensure that the organisation complies with its duty to provide a safe and healthy workplace/working conditions for staff who remain working in the workplace during the coronavirus pandemic	H&S and Facilities
Following Government guidance on and updates on Coronavirus, no person permitted to site if they or a household member has symptoms	HR
Business criteria agreed/briefed to CEO and director's and used for return to work criteria: Home working first option Minimum number of people to be working on site Vulnerable, extremely vulnerable employees or those who live with vulnerable to work from home Public transport should not be used for commuting	CEO Director's HR H&S and Facilities
HSW046 Brighton coronavirus policy and safety procedures circulated to all working staff and managers; these set out how staff should behave and the precautions they must adopt during the pandemic to keep them safe	HR H&S and Facilities
Only essential contractors permitted to site for critical works	H&S and Facilities
Contractor and Visitors attending site must comply with HSW044 COVID-19 Contractors & Essential Visitors Policy	H&S and Facilities
First Aiders provided updated guidance on CPR during pandemic and masks put in kits for use if required	H&S and Facilities
Departmental specific risk assessments implemented and reviewed with the teams throughout the outbreak/pandemic	H&S and Facilities
Return to site induction provided to all employees	H&S and Facilities

Document Reference: RA007

Owner: Facilities Manager

Version 1.0

Infection Prevention & Staff Safety

Control Measure	Department Responsible
Hygiene	
Public Health campaign and messages displayed via poster's and reinforced by management to ensure good personal hygiene and respiratory hygiene	H&S and Facilities
Handwashing regularly completed where soap and water not easily accessible hand sanitising stations have been made available throughout premises	H&S and Facilities
Tissues are readily available throughout site along with guidance on how to dispose 'catch it, bin it, kill it'	H&S and Facilities
Communal phones taken out of use	H&S and Facilities

Infection Prevention & Staff Safety

Control Measure	Department Responsible
Cleaning	
Deep clean of Paxton House completed by Beacon Cleaning	Facilities Beacon Cleaning
Touch Point cleaning completed at intervals throughout the working day as per touch point cleaning schedule	H&S and Facilities
Sanitiser stations made available in communal areas	H&S and Facilities
End of day cleaning completed by Beacon cleaning, including removal of all waste	Beacon Cleaning
Staff encouraged not to have out any equipment not needed to ensure areas kept clean and reduce touch/contact points and surfaces for virus	H&S and Facilities Department Managers

Document Reference: RA007

Owner: Facilities Manager

Version 1.0

Infection Prevention & Staff Safety

Control Measure	Department Responsible
Social Distancing	
Minimal number of employees for each department working from site (based on departmental risk assessment)	Director's HR H&S and Facilities
Face to Face meetings cancelled and replaced with virtual meeting/conferencing	All
Staff accessing site given specific entrances and exits and zones to work from as well as staggered arrival times	H&S and Facilities
Workstations and working zones allocated to specific teams only and desks allocated to ensure persons are spaced 2 meters apart, no hot desking allowed	H&S and Facilities
Audits completed to ensure compliance and feedback provided	H&S and Facilities Department Managers
Social Distancing toolbox talk created and delivered to all onsite staff and any Paxton employees attending site at any time	H&S and Facilities
Collaboration spaces out of use and relevant signage displayed	H&S and Facilities
Meeting room access restricted meetings are carried out virtually	H&S and Facilities
Lunch break space and time plan created with departments for Paxton House to reduce pressure on these areas and create social distancing. Staff encouraged to bring own lunch and to remain onsite.	H&S and Facilities Department Managers
Post and Office Stationery process outlined in HSW046 COVID-19 Policy and in specific department risk assessments	H&S and Facilities
Reception has 2-meter floor markings to ensure staff do not approach the desk	H&S and Facilities
Smoking area use allocated to reduce pressure on this area and floor markings provided	H&S and Facilities
IT support to be provided remotely and IT team to follow department risk assessment when troubleshooting	IT H&S and Facilities
Lifts use should be avoided and only one person to travel in them, signage to be displayed to remind persons of occupancy	H&S and Facilities

Document Reference: RA007

Owner: Facilities Manager

Version 1.0

Cases of Possible Infection On-Site

Control Measure	Department Responsible
COVID-19 Health, Safety & Wellbeing Policy & Procedures	
Staff aware and HSW047 details procedure if someone becomes unwell while working	H&S and Facilities
All employees are advised to isolate and not come into work if they have symptoms or a member of their household has symptoms	Department Managers HR
HSW047 Contingency for Deep Clean procedure created	H&S and Facilities
Cleaning	
Safe System of Work SOW003 for deep cleaning of areas potentially contaminated created following government guidance	H&S and Facilities

Higher Risk Areas of the Workplace – bathrooms and rest areas

Control Measure	Department Responsible
COVID-19 Health, Safety & Wellbeing Policy & Procedures	
HSW027 COVID-19 Brighton Site Policy & Procedure briefed to all staff	H&S and Facilities
Hygiene	
Staff instructed and posters displayed to remind staff of good hygiene standards including washing their hands when using these areas	H&S and Facilities
Clean tea towels are provided on a daily basis along with single use paper towels	H&S and Facilities
Adequate supply of sanitiser and soap available in these areas along with appropriate signage	H&S and Facilities
Cleaning	
Sanitiser available in kitchens and tea points for cleaning of work surfaces	H&S and Facilities
Touch point areas for bathrooms and kitchens completed periodically throughout the day	H&S and Facilities
End of day clean completed by cleaning contractor	H&S and Facilities
Waste bins are provided throughout premises and emptied daily by contract cleaner	H&S and Facilities
Social Distancing	
Allocated use of break areas and bathrooms for teams	H&S and Facilities

Document Reference: RA007

Owner: Facilities Manager

Version 1.0