

This risk assessment will be reviewed at least annually, or following significant changes including but not exclusive to incident investigation/analysis or changes in best practice.

Full description of what is being assessed	This RA is an addition to the existing site RA to be used when HUB's return to work as a business after COVID-19 lockdown.
--	--

Reference number	Date	Assessor/s	Assessor/s signature/s
	29/05/20	Jonathon Mitchell	

What is the hazard?	Who might be harmed and how?	Existing control measures	Further control measures	Completion date
Fire	Employees, contractors and visitors could be injured by fires, resulting from burns, smoke inhalation or loss of life.	Fire alarms are serviced and tested by an external company on an annual basis.	Fire alarms tested before employees gain entry. Refresher fire familiarisation training conducted for all trained fire wardens. Refreshers training for fire evac chair trained employees (site specific) H&S inspections to be undertaken (building/ fire/ emergency lighting/firefighting equipment etc) All PEEP's documents reviewed, and assessments completed prior to HUB reopening. In the event of Furloughed employees, their assessments completed immediately when on site.	
Exposure to contagious disease and spread of infection	Staff, contractors, visitors, and any vulnerable persons onsite such as those with pre-existing medical conditions or new and expectant mothers that could contract a contagious disease.	Gloves are worn when administering any first aid.	Hand sanitiser to be in operation at front of HUB One-way system to be implemented for separate access/egress. Gloves to be worn for any cash handling and cashing up Only 2 customers permitted in HUB at one time.	On-going On-going

			<p>Contactless credit card machine and till to be wiped over routinely with antibacterial wipes provided.</p> <p>Signage encouraging contactless payments whilst in store.</p> <p>No access to customers past service counter. Due to restriction on numbers allowed in HUB, only 2 people allowed.</p> <p>Social distancing to be adhered to where possible.</p> <p>Staffs to wear face coverings if social distancing cannot be adhered to.</p> <p>Information/instruction/ training given to staff on how to put on, take off and dispose of masks.</p> <p>Minimum stock levels to be established and daily stock check to be introduced. Equipment to included (masks/gloves/soap/ anti bac gel/ anti-bacterial wipes & paper towel.</p> <p>All used PPE, wipes etc to be stored for 72hrs and then placed into commercial bins for removal.</p> <p>Flexiglass barriers at points of regular interaction.</p> <p>Discontinue the use of electronic gaming equipment and children’s play table.</p> <p>I-pad bench manned, and customers encouraged to use 1 pad per household. Any used devices to be wiped down using antibacterial wipes after each use.</p> <p>Observations required on surrounding businesses to assess their social distancing and implemented procedures and an action plan</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p>
--	--	--	---	---

			<p>to be compiled if control measures are required.</p> <p>Staff breaks to be split.</p> <p>Soft furnishings to be removed from HUB floor.</p> <p>Staff must provide own cup for drink and cutlery for lunches. They must be clearly labelled and washed at home.</p> <p>Gloves to be worn when handling any merchandise. Signage required instructing customers to ask staff to handle merchandise.</p> <p>All non-essential doors to be kept open where possible.</p>	<p>On-going</p>
<p>Workforce within the office environment and team sizes</p>	<p>Employees, contractors and visitors not able to keep to the social distancing guidelines by working in close proximity to one another.</p> <p>Persons who have not yet had any symptoms could inadvertently spread the virus by having close contact with others</p> <p>Staff, Contractors and visitors can suffer from effects of the facility and business requirements due to Hub's being closed.</p>	<p>Any employee displaying symptom of covid-19 such as a fever or cough will be advised to go home and self-isolate as recommended in the government guidelines. Their desk area cleaned and not used by anyone else for 72hours. Do not use signs displayed on the desk until ready to be operational again.</p> <p>Mobile T&H service in operation to deep-clean any affected areas.</p>	<p>Reduce workforce in HUB's to roles critical for business or who cannot work from home due to personal circumstances allowed into the office. This will mean reduced workforce within the HUB with some employees following the working from home guidance.</p> <p>Only travel between sites for essential business</p> <p>Change seating, tables and layouts so staff work further apart and reduce face-to-face interaction. A minimum of 2 meters between each workstation.</p> <p>Face employees away from each other or side-to-side where possible, so they are not face-to-face</p> <p>Hot desks must not be used. Employees should be allocated desks.</p> <p>Unused desks will be marked out of use – please do not use those marked as not available.</p>	<p>On-going</p>

		<p>Employees are provided regular breaks to allow for frequent handwashing and use of hand sanitiser provided throughout the facility.</p> <p>Meetings if possible, should be conducted via working tools i.e. 'Teams'. However, if any meetings are conducted and social distancing cannot be adhered to, full PPE to be worn. Only internal staff meetings to be undertaken within meeting room.</p> <p>Signage for public areas - Social distancing signs to displayed on HUB floor & do not enter if showing signs of COVID-19.</p> <p>Signage for staff areas – Social distancing/hygiene of hands/signs on desk not to be used.</p> <p>Use floor tape or paint to mark out two-metre distances on HUB floor.</p> <p>Limit use of high-touch items and shared office equipment such as printers and provide hand cleaning facilities near these items.</p> <p>Employees encouraged to open windows rather than using air conditioning units to increase ventilation within staff areas.</p> <p>Air conditioning units serviced, and filters cleaned before the site re-opens.</p> <p>All sites to have a pre-opening check list before employees can work back on sites.</p> <p>All site audits to be completed within 3 months of return (or when travel bans are lifted)</p> <p>Review of documentation and maintenance to ensure a clear plan is in place for those areas</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p>
--	--	---	---

			that have not had required checks during lockdown are brought up to date.	
Electricity	Employees, contractors and visitors could be injured by electrical faults or misuse of equipment resulting in burns, shocks or loss of life.		Electrical equipment to be checked to ensure PAT in date.	
Poor Ergonomics	Employees could be injured by faulty equipment or lack of routines causing musculoskeletal issues.		<p>HR to provide a list of employees to H&S team to be returning to work before they attend site.</p> <p>DSE eLearning to be reset for all employees who have moved desks due to the new social distancing policy.</p> <p>Those with pre-existing DSE concerns will have an assessment by a DSE assessor via the use of remote working tools to avoid in-person meetings.</p> <p>If for any reason specialist DSE equipment assigned to someone returning to work cannot be moved or set up elsewhere, ensure social distancing upheld around their area.</p>	
Lack of provisions and of First Aid knowledge	Employees, contractors and visitors could be injured or affected through lack of training from designated persons and lack of supplies to assist in with that incident.		<p>Refresher first aid familiarisation course run for all trained first aiders.</p> <p>All defib and first aid kits checked for stock and expiration date before site opening.</p> <p>Medical health forms for employees returning to be reviewed to check they are still valid.</p> <p>Correct allocation of fire aiders required to ensure compliance.</p> <p>Signage – update notice boards to inform employees of the first aiders onsite.</p> <p>In an event of an incident employee safety overrides social distancing measures where required.</p>	

			First aid courses for those who have expired over the last 3 months.	
Hazardous Substances	Employees, contractors and visitors could be harmed through absorption, inhalation, eye contact, ingestion and fire/explosion.	COSHH hierarchy of control considered before any products are used. All products used/stored have both Safety Data sheets (SDS) and a COSHH Risk assessment compiled on them. Report any new products onsite such as hand sanitisers etc so COSHH assessment can be completed		
Noise	Customers & contractors could suffer hearing loss through noisy environments and lack of hearing of emergency alarms.		Establish if waiting person(s) hearing whilst gaining access / social distancing to site is affected from background noise (i.e. traffic/other businesses) Noise levels to be recorded and action plan to be compiled if required.	
Slips, Trips and Falls	Employees, contractors and visitors could be harmed from sprain, strains, fractures and bruising.		H&S building inspection to be undertaken (take into consideration handrails & nose heads on stairs / flooring internal & external/ lighting).	
Water	Employees could suffer illness from contact with nonportable water or another bacterium including legionella.		Flush through water systems and outlets. Resampling of water may be required if existing dates have expired.	
Any Other Observations?				

Risk Assessment Action Plan

Priority	Hazard	Action required	Responsible person	Date due	Date completed	General comments/evidence of completion
1	Fire	Re-opening site checklist to be completed, alarms		15/06/20		

		checked and recorded before staff gain entry into the offices.				
2	Fire	H&S inspections to be undertaken (building/ fire/ emergency lighting/firefighting equipment etc)		15/06/20		
3	Fire	Refresher fire familiarisation training conducted for all trained fire wardens returning to site once list is received from HR		15/06/20		
4	Fire	Refresher Evac-chair training for all trained staff.		15/06/20		
5	Fire	All PEEP's documents reviewed, and assessments completed prior to HUB reopening. In the event of Furloughed employees, their assessments completed immediately when on site.		15/06/20		
6	Fire & first Aid	Signage – update notice boards to inform employees of the fire wardens & first aiders onsite.		15/06/20		
7	Exposure to contagious disease and spread of infection	Minimum stock levels to be established and daily stock check to be introduced. Equipment to included		15/06/20		

		(masks/gloves/soap/ anti bac gel/ anti-bacterial wipes & paper towel.				
8	Exposure to contagious disease and spread of infection	Signage – good hygiene/symptoms of COVID-19/social distancing		15/06/20		
9	Exposure to contagious disease and spread of infection	One-way system to be implemented for separate access/egress routes		15/06/20		
10	Exposure to contagious disease and spread of infection	Additional cleaning of automatic shutter door buttons to be implemented.		15/06/20		
11	Exposure to contagious disease and spread of infection	Hand sanitisers at entrance of HUB.		15/06/20		
12	Exposure to contagious disease and spread of infection	Plexiglass barriers at points of regular interaction.		15/06/20		
13	Exposure to contagious disease and spread of infection	Gaming equipment and handheld devices to be deactivated		15/06/20		
14	Exposure to contagious disease and spread of infection	Soft furnishing removed from HUB floor.		15/06/20		
15	Exposure to contagious disease and spread of infection	Face coverings for HUB employees to be purchased		15/06/20		
16	Exposure to contagious disease and spread of infection	Signage encouraging contactless payments		15/06/20		
17	Exposure to contagious disease and spread of infection	Signage stipulating only staff to handle merchandise		15/06/20		
18	Workforce within the office environment and team sizes	Seating & tables to be arranged to reduce face-to-face interaction.		15/06/20		

19	Workforce within the office environment and team sizes	Signage for public area's – social distancing & showing signs of COVID-19		15/06/20		
20	Workforce within the office environment and team sizes	Signage for staff areas – Social distancing/hygiene of hands/signs on desk not to be used.		15/06/20		
21	Workforce within the office environment and team sizes	Floor tape or paint to mark out two-metre distances on HUB floor		15/06/20		
22	Workforce within the office environment and team sizes	Air conditioning units serviced, and filters cleaned before the site re-opens.		15/06/20		
23	Workforce within the office environment and team sizes	All sites to have a pre-opening check list before employees can work back on sites.		15/06/20		
24	Workforce within the office environment and team sizes	All site audits to be completed within 3 months of return (or when travel bans are lifted)		15/06/20		
25	Workforce within the office environment and team sizes	Review of documentation and maintenance to ensure a clear plan is in place for those areas that have not had required checks during lockdown are brought up to date.		15/06/20		
26	Electricity	Electrical equipment to be checked to ensure PAT in date.		15/06/20		

27	Poor Ergonomics	HR to provide a list of employees to H&S team to be returning to work before they attend site.		15/06/20		
28	Poor Ergonomics	DSE eLearning to be reset for all employees who have moved desks due to the new social distancing policy.		15/06/20		
29	Poor Ergonomics	Any DSE follow-up assessments to be undertaken		15/06/20		
30	Lack of provisions and of First Aid knowledge	Refresher first aid familiarisation course run for all trained first aiders.		15/06/20		
31	Lack of provisions and of First Aid knowledge	All defib and first aid kits checked for stock and expiration date before site opening.		15/06/20		
32	Lack of provisions and of First Aid knowledge	Medical health forms for employees returning to be reviewed to check they are still valid.		15/06/20		
33	Lack of provisions and of First Aid knowledge	First aid courses for those who have expired over the last 3 months.		As soon as reasonably practical		
34	Noise	Establish if waiting person(s) hearing whilst gaining access / social distancing to site is affected from background		15/06/20		

		noise (i.e. traffic/other businesses). Noise levels to be recorded and action plan to be compiled if required.				
35	Slip, trips and falls	Building inspection to be undertaken (take into consideration handrails & nose heads on stairs / flooring internal & external/ lighting).		15/06/20		
36	Water	Flush through water systems and outlets. Resampling of water may be required if existing dates have expired		15/06/20		

Observations required on surrounding businesses to assess their social distancing and implemented procedures and an action plan to be compiled if control measures are required.