

Health and Safety Risk Assessment - COVID 19

Organisation Name:	School for Social Entrepreneurs	Risk Assessment Completed by:	Helen Moules, Office Manager
Date of Risk Assessment	9 th October 2020	Date of Review:	Ongoing

Staying COVID Secure – Commitment

- ✓ We recognise the risk posed by Coronavirus (COVID-19) to our employees, their households and those who use our services.
- ✓ Employers are required to put into place controls to allow staff to carry out their tasks and maintain the 2-meter distancing to reduce the risk of spreading COVID 19.
- ✓ We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our Employees and others.
- ✓ We will share this Building Risk Assessment and its findings with employees and consult on its contents.
- ✓ We will continue to comply with all relevant Health and Safety Legislation.
- ✓ This risk assessment is a live document and covers the controls the firm has put in place to reduce the risk to staff, contractors and visitors of contracting and spreading COVID 19.

This risk assessment covers the risks areas where staff could spread COVID 19 and the controls the organisation has put in place. The key areas of concern are:

- Travel to and from the office
- Access points to and from the office
- Moving around the office (lifts, stairs)
- Working areas/desks
- Meetings and group working
- Communal areas such as refreshment provision, toilets
- SSE Team

Travel to & from the Office

(when reviewing controls, the hierarchy of risk control are taken into consideration)

A= eliminate: B= Substitute: C= Engineering controls: D= Administrative controls E= PPE

Hazard	Potential Incident	People at Risk	Likelihood Rating	Severity Rating	Risk Evaluation	Controls Required	Residual Risk Evaluation
Inhalation/ ingestion and transmission via contact of biological agents	Risk of contracting virus due to contact with person with COVID	Staff, contractors, couriers	3	3	9	<ul style="list-style-type: none"> No travel to face to face meetings (A) Working from home option for staff (A) Staff advised if travelling by public transport to travel out of rush hour (D) Staff to follow government guidance and walk, cycle or drive where possible (D) Staff to follow government guidance regarding use of face coverings while travelling to and from the office (E) 	3
Human Factors	Risk of ill health due to being anxious	Staff	3	2	6	<ul style="list-style-type: none"> Staff advised to work from home and only those who feel comfortable to travel to the office to attend site (D) 	2
Human Factors	Risk of ill health or death coming into contact with COVID-19	Staff with underlying health conditions	3	3	9	<ul style="list-style-type: none"> Staff who fall into the venerable groups (NHS letter to stay at home or have underlying medical conditions to be able to continue to work from home and be able to choose not to come into the office (A) 	0

Access Points to & from the Office

(when reviewing controls, the hierarchy of risk control are taken into consideration)

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Hazard	Potential Incident	People at Risk	Likelihood Rating	Severity Rating	Risk Evaluation	Controls Required	Residual Risk Evaluation
Inhalation/ ingestion and transmission via contact of biological agents	Risk of contracting virus due to contact with potential carriers in office on entry to office	Staff, contractors, couriers	3	3	9	<ul style="list-style-type: none"> Number of staff allowed into the office controlled to ensure physical distancing can be maintained (B) Staff advised to use sanitiser/wash hands as soon as they enter the building (B) Staff required to book for each day of use via Location Booking on Breathe (B) Staff asked to avoid use of lifts or only 1 user at a time if necessary - signage in place to remind staff (B) Self-declaration by staff due to access the building to be completed to confirm they do not have symptoms of COVID 19 and will not be a risk to others. (D) Signage in place to guide staff (D) Staggered start times to reduce congestion at entry and exit points (D) 	3

Hazard	Potential Incident	People at Risk	Likelihood Rating	Severity Rating	Risk Evaluation	Controls Required	Residual Risk Evaluation
Foreseeable hazards outside SSE's control	Risk of ill health and death due to spread of virus in common parts of The Fire Station under landlords' control	Staff, contractors, couriers	3	3	9	<ul style="list-style-type: none"> SSE Office Manager working with PwC Real Estate team on controls they and the superior landlord are putting in place (D) 	6

Moving around the office (lifts, stairs)

(when reviewing controls, the hierarchy of risk control are taken into consideration)

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Hazard	Potential Incident	People at Risk	Likelihood Rating	Severity Rating	Risk Evaluation	Controls Required	Residual Risk Evaluation
Biological agents transmitted via contact	Risk of spread of virus due to contact with virus on hard surfaces	Staff & contractors	3	2	6	<ul style="list-style-type: none"> Cleaning in the office where key staff are having to work (C) Reporting of staff with symptoms process in place to allow deep cleaning to be activated (D) Hand sanitiser stations located throughout the office in key areas (E) 	2
Inhalation/ ingestion and transmission via contact of biological agents	Risk of ill health or death due to pinch points on traffic routes within the office	Staff & contractors	3	3	9	<ul style="list-style-type: none"> Office layout reviewed to minimise staff proximity to others (D) Signage in place to remind staff of social distancing (D) Reduced number of staff in the office to ease the traffic flow (D) 	3
Inhalation of biological agents	Risk of contracting COVID 19 due to droplet spread person to person	Staff, contractors & couriers	3	3	9	<ul style="list-style-type: none"> No tasks within SSE's offices requires individuals to raise their voice therefore minimise risk of droplets produced (A) No face to face meetings to be held in the office (A) Physical distancing reminders throughout the office (B) 	2

Working areas/desks

(when reviewing controls, the hierarchy of risk control are taken into consideration)

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Hazard	Potential Incident	People at Risk	Likelihood Rating	Severity Rating	Risk Evaluation	Controls Required	Residual Risk Evaluation
Poor Ergonomics	Risk of injury due to incorrect workstation set up	Staff	3	2	6	<ul style="list-style-type: none"> Equipment provided in the office meet the requirements of the legislation and are ergonomically compliant (C) Online risk assessment issue to all staff working from home to allow adjustments to be identified and made (D) 	2
Biological agents transmitted via contact	Risk of ill health or death due to contact with COVID 19 on workstation surfaces	Staff & contractors	3	3	9	<ul style="list-style-type: none"> Desks are cleaned on a regular basis by contract cleaner (C) Desks will be allocated to an individual staff member and not used by others (D) Staff advised to wash or sanitize their hand before eating (D) Sanitising products located on all socially distanced workstations and available around the office (D) 	3
Inhalation/ ingestion and transmission via contact of biological agents	Risk of ill health or death due to contracting COVID 19 due to sitting next to others	Staff, contractors & couriers	3	3	9	<ul style="list-style-type: none"> Usable workstations are spaced to maintain physical distancing as per government guidelines (D) Signage in place to remind staff to follow the physical distancing as per government guidelines and personal hygiene guidance of washing hands (D) Office Manager to communicate safe practice behaviour when working from the office (D) Office Manager to monitor and support staff who choose to return to the office (D) 	3

Meetings & Group Working

(when reviewing controls, the hierarchy of risk control are taken into consideration)

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Hazard	Potential Incident	People at Risk	Likelihood Rating	Severity Rating	Risk Evaluation	Controls Required	Residual Risk Evaluation
Inhalation/ ingestion and transmission via contact of biological agents	Risk of spread of COVID 19 due to contact with visitors to the firm	Staff, Contractors & Visitors	3	3	9	<ul style="list-style-type: none"> Avoid face to face meetings and request that meetings be carried out by Zoom or MS Teams (A) 	3

Communal Areas

(when reviewing controls, the hierarchy of risk control are taken into consideration)

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Hazard	Potential Incident	People at Risk	Likelihood Rating	Severity Rating	Risk Evaluation	Controls Required	Residual Risk Evaluation
Inhalation/ ingestion and transmission via contact of biological agents	Risk of ill health or death due to contact with COVID 19 in toilet areas	Staff & contractors	3	3	9	<ul style="list-style-type: none"> Signage in place to remind staff of self-distancing and hand washing rules (D) Hand sanitising station place directly outside of communal toilet facilities in The Fire Station (D) 	3
Inhalation/ ingestion and transmission via contact of biological agents	Risk of ill health or death due to contracting COVID 19 in SSE Kitchen	Staff & contractors	3	3	9	<ul style="list-style-type: none"> Kitchen not to be used for food and drink preparation or storage (D) Kitchen accessible for tap water only (D) Staff advised to be careful not touch the tap with their water bottles (D) Only one staff member should access the kitchen at any one time to maintain social distancing 	3
Inhalation/ ingestion and transmission via contact of biological agents	Risk of death or ill health due to potential areas where staff can group	Staff	3	3	9	<ul style="list-style-type: none"> Staff to follow government guidance in respect to physical distancing. (D) Office Manager or a delegated member of staff to monitor areas and discourage any groupings (D) 	3
Inhalation/ ingestion and transmission via contact of biological agents	Risk of death or ill health due to contact with infected staff while working	Staff & contractors	3	3	9	<ul style="list-style-type: none"> Number of staff allowed into the office controlled to reduced numbers (B) Access to office controlled so as not to have staff grouping on entry (B) Self-declaration by staff due to access the building to be completed to confirm they do not have symptoms of COVID 19 and will not be a risk to others. (D) Staff to book in advance for each day of access to the office via Breathe (instructions provided) (D) Guidance provided to staff when in the office <ul style="list-style-type: none"> Upon entering the building, use the hand sanitising station; Use your face mask while using the stairs and lift where a distance of 2m cannot be maintained; Wash your hands with soap and water often - do this for at least 20 seconds; Use hand sanitiser gel if soap and water are not available; Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze; 	3

						<ul style="list-style-type: none"> ○ Put used tissues in the bin and wash your hands afterwards; and ○ Do not touch your eyes, nose or mouth if your hands are not clean. ○ Sit at designated workstations only to maintain physical distance from each other and retain the same desk each day you work from the office ○ Maintain physical distancing when moving around the site ○ Do not share equipment ○ Bring your own drinks and refreshments ○ Open a door use your elbow or clothing to contact door or use an antibacterial wipe before and/or after using door handles ○ Do not share food ○ Limit the use of communal spaces and the kitchen ○ Staff who have their own face masks should take them home to dispose of. ○ If staff start to feel unwell, they should leave the office immediately. 	
Inhalation/ ingestion and transmission via contact of biological agents	Risk of ill health or death due to contracting COVID 19 due to contact with contaminated waste	Contract Cleaner	3	2	6	<ul style="list-style-type: none"> • Waste to be doubled bagged (B) • Where storage is not possible bags to be sprayed with sanitiser before sealing (B) • Discarded masks to be placed in yellow bin by entrance (D) • Bags to be stored for 72 hours before being collected (D) 	3
Inhalation & ingestion of biological agents	Risk of spread of virus via air conditioning system	Staff & Contractors	2	2	4	<ul style="list-style-type: none"> • Filters in air systems checked monthly and changed every 3 months by PwC Maintenance Team (C) • Fresh air included in The Fire Station's air circulation system (C) 	0
Inhalation of biological agents	Risk of legionella due to water systems not in use	Staff & contractors	3	2	6	<ul style="list-style-type: none"> • Water management to continue as BAU (D) • Water systems to be set up ready for re occupation to office where PwC has control (D) • Landlord responsible for main water systems in tenanted buildings (D) 	2

SSE Team

(when reviewing controls, the hierarchy of risk control are taken into consideration)

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Hazard	Potential Incident	People at Risk	Likelihood Rating	Severity Rating	Risk Evaluation	Controls Required	Residual Risk Evaluation
Human Factors	Risk of contracting virus due to having preexisting medical condition	Staff who have an immune deficiency condition Pregnant staff	3	2	6	<ul style="list-style-type: none"> Self-isolation introduced in line with UK governments guidance (A) Staff falling into the high-risk category to remain in self-isolation (A) 	2
Foreseeable hazards outside the firm's control	Risk of spread of virus outside SSE by suspect virus carrier going home	General public	3	2	4	<ul style="list-style-type: none"> Masks to be handed to staff suspected as having virus to wear on way home (B) Staff advised to get black cab home where possible to prevent spread on public transport (D) 	4

Building

(when reviewing controls, the hierarchy of risk control are taken into consideration)

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Hazard	Potential Incident	People at Risk	Likelihood Rating	Severity Rating	Risk Evaluation	Controls Required	Residual Risk Evaluation
Equipment Hazards	Risk of injury due to building plant and lifting equipment fail	All building users	2	2	4	<ul style="list-style-type: none"> Maintenance of building plant and lifts under PwC control maintained during lock down (C) Plant and lifting equipment under PwC control checked before office opens (C) Statutory inspections under PwC control checked are in date prior to opening (C) Landlord responsible for plant, lifts in tenanted office buildings (D) 	2
Inhalation of biological agents	Risk of ill health or death due to outbreak of Legionella during lock down	All building users	3	3	9	<ul style="list-style-type: none"> Chlorination of water systems under PwC control completed prior to occupation (C) Water maintenance procedures in place (D) Landlord responsible for main water systems in tenanted office buildings (D) 	3

Section 4: Risk assessment methodology (Risk evaluation and hierarchy of risk control)

Risk evaluation						
Severity	Likely (Rating of 3)	9	6	3	<i>Occurrence once every month / > 75% chance of occurrence</i>	
	Remote (Rating of 2)	6	4	2	<i>Occurrence once every 2-3month / 25- 75% chance of occurrence</i>	
	Improbable (Rating of 1)	3	2	1	<i>Occurrence once 3+ months / < 25% chance of occurrence</i>	
		Significant (Rating of 3) <i>Fatality</i>	Moderate (Rating of 2) <i>Major injury to one or more people resulting in hospital treatment</i>	Negligible (Rating of 1) <i>Minor injury to one person</i>		

