

KINGSBRIDGE GROUP	Covid – 19
Specific Risk Assessment-RA03 Covid-19 Re-opening	Tewkesbury Full Re-opening Risk Assessment
24 th September 2020	

Location / Work Area	Kingsbridge Tewkesbury office
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Risks Identified (e.g. Hazard / Oil spillage-Risk / Serious injury due to slips and falls). Use your general risk assessments supplied, to assist you with the identification of your hazards.
Infection
Spread of Virus (direct and indirect)
Non observance of recommended prevention actions

Persons at Risk (enter a ✓ in the box of those affected)		
Employees	✓	Other
Contractors/Visitors	✓	

Following the recent government guidance that if you can work from home then you should, the decision has been made that from the 24th September attendance in the Tewesbury office will again be voluntary. However, this time around we all need to recognise that certain people and teams will need to come to the office as required in order to deliver those aspects of their roles or administer certain tasks (e.g. training) that cannot be done effectively from home. As before, no-one will be compelled to come in against their wishes.

It is vital that we all continue to respect the safety measures put in place at the time of the office re-opening as detailed in this document, such as limiting the number of people in the kitchen / meetings rooms at any one time, eating at your desks, no hotdesking etc. These measures will be supplemented by other steps as required.

We will continue to operate the booking system, to make sure we can control overall numbers and also keep a record of who is sitting next to who, with spaces limited to the number of individual socially distanced desk spaces that have already been identified, which provide more than enough capacity for everyone to return.

Staff still need to self-isolate and get tested if they or a household member develops coronavirus symptoms in line with the government advice but can return to work sooner if a coronavirus test comes back negative. We would also encourage you to download and use the Covid-19 app.

Risk Controls (e.g. Protective clothing, Training, Preventative maintenance, Signage)
Limiting the number of people in the office at any one time
Ensuring social distancing by spacing seats / marking desks and floors - plastic separation screens have been installed
Not allowing hot-desking – everyone must stay in one seat
Limiting the number of people allowed in each meeting room at any one time
Removing all food from the canteen / kitchen; staff able to eat at their desks
Making gloves, masks and hand sanitisers readily available
Propping all internal doors open
Increasing the amount and depth of cleaning
Keeping you informed of latest government advice
Providing training and regular reminders of what you should / shouldn't do
Putting up signage / cordoning as appropriate across the site
Opening the door to Unit 9 to enable In / Out flow
Limiting visitors to the office and ensuring that those who do wear masks at all times and sanitise on entry
Regularly surveying staff and sharing results

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<i>Proposed Staff behaviours</i> (e.g. Steps staff need to take to keep themselves and others safe)
Do not attend the office if you or anyone you are living with shows symptoms – see Training module for more details
Book your seat prior to coming in
Respect social distancing when in the office
Observe good hygiene practices in the office, including following the good hand-washing guidance – see Training module for more details
Sanitise hands on entry and exit of the building
Follow the instructions and restrictions around meeting room / shared space usage
Use anti-bacterial wipes provided on shared surfaces – e.g. franking machines, printers and toilet handles
Leave windows open / air-con on to ensure circulation of air
If wearing a mask / gloves, ensure these are fitted correctly – see Training module for more details
Notify the HR Manager if you have tested positive for Covid-19 or tested positive for a Covid-19 antibody test suggesting you have previously had it
Clear all desks entirely at night, to enable proper cleaning
Use masks if car sharing with people you are not living with to / from the office or at lunchtime
Place used cups / cutlery in the dishwasher – do not leave on the side. If the dishwasher is full, turn it on
Screenshare instead of 'shoulder surfing' to view items on someone else's screen

RISK EVALUATION

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Overall CID-19 Risk Assessment in the Office Environment

	Risk	Initial Control Measures	Remarks / Re-assessment
A	Is government advice being regularly accessed, assessed, recorded and applied?	The ExCo are regularly checking all new government advice and monitoring its implementation and seeking input from Peninsula, our retained HR adviser.	ExCo meeting regularly in the light of evolving government advice and discussing measures / changes and taking minutes and updating staff and the RA as required.
B	Are changes regularly communicated to staff?	Regular updates will be shared with staff depending on any changes in the government guidelines or risk mitigation measures. Staff will receive regular reminders that it is their responsibility to ensure that no-one attends the office if they or a household member has any symptoms relating to Covid-19 as well as their other obligations.	Email sent by JT on 02/07 reminding people of guidelines and their obligations and updating them of new advice – e.g. need to wear facemask on public transport. Email from JT announcing majority of Tewkesbury staff should return on 2 nd September sent on 12 th August 2020. Emails from Simon Hide and Jayne Allchurch reminding people of hygiene and social distancing rules (including use of showers) Email to staff 22 nd September that staff can WFH following government guidance however the office remains open for those who still wish to attend. Email to staff on 25 th September encouraging them to

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			download the Covid-19 app
C	Is access to the site controlled effectively and are visitors (if allowed) details recorded?	<p>No visitors will be allowed on site until further notice.</p> <p>A limited number of named external contractors will be allowed on site (e.g. cleaners). This will be strictly controlled by HR, and they will be subject to the same conditions as staff.</p> <p>Staff should not visit clients / other organisations at their premises until further notice.</p> <p>Deliveries should be left at the door – drivers should not be invited into the building.</p>	<p>Key suppliers / service providers arranging times to arrive.</p> <p>Staff able to visit clients / hold external meetings as long as they follow suggested government advice on hygiene / face masks</p> <p>Visitors allowed but must sanitise on entry and wear face masks when in communal / shared spaces</p>
D	Are Social Distancing (SD) and other hygiene rules communicated and are staff reminded?	We will be communicating SD and other hygiene rules to all staff prior to the office re-opening through training and via posters throughout the site. Reminders will be regularly sent out as well.	<p>Email prior to staff return on 02/09 to remind of hygiene rules.</p> <p>More posters have been put up in the office.</p> <p>Plastic separation screens installed on 20th July</p> <p>Air-con serviced / filters replaced in June – supplier confirmed that our system is the same as is installed in hospitals.</p> <p>Reminder of SD and hygiene on workplace</p>
E	Is there sufficient supplies of hygiene materials and are they well placed?	We have ordered in supplies of soap and hand sanitiser as well as gloves and masks for those who wish to wear them. Stocks will be monitored and supplies topped up as required and training on safe usage shared. Staff should sanitise their hands on entry and	Note advice of Health Secretary on 14 July that office-based workers do not need to wear face masks as they

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		exit to the building using the designated sanitation stations.	effectively form a bubble – although they are free to do so
F	Has the cleaning regime been re-assessed and, if necessary, revised to high risk areas such as toilets, door handles, switches, handrails and regularly used hard surfaces?	We have agreed a new and more in depth daily and weekly cleaning schedule, to ensure that the office is cleaned more regularly and more deeply. This will include high risk areas and individual workstations. People should place used cutlery and cups / glasses into the dishwasher and if the dishwasher is full, turn it on.	Situation being monitored – appears to be working well
G	What precautions are being used to keep shared equipment (e.g. printers, desks,) hygienic?	All staff have their own IT equipment which they should bring in and which should not be shared. Hot desking during the day will not be allowed – people will have to sit in an allocated and pre-booked seat when they are in. Printers / copiers and toilet flushes / handles etc. should be wiped down after use, using the anti-bacterial wipes provided and / or gloves used when operating them. Frequent hand-washing / hand sanitising will be encouraged. Internal doors will be propped open to minimise contact.	Email prior to 02/09 to reminded staff of booking system and no hot desking. Continue to remind staff on booking in now that being in the office is voluntary.
H	What approach is being taken to higher risk areas such as toilets, meeting rooms and the canteen.	Toilets will be cleaned every day and toilet flushes / handles should be wiped down after use, using the wipes provided and / or gloves used when operating them. Meeting rooms are to be subject to a maximum number of people in each – this will be displayed on the meeting room door. The downstairs kitchen will be closed until further notice. People can sit at the canteen tables, subject to SD, or they can eat at their desks. No food will be supplied by the company until further notice.	
I	Are contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing decisions?	Immediate communication via our SMS alert system, which is regularly tested.	Tested SMS system 09/03 and 09/07 and 08/09
J	Are all the risks identified properly mitigated and regularly re-assessed?	Risks are being regularly reviewed. Staff will also be consulted via regular surveys and will be encouraged to bring any concerns or suggestions to management's attention immediately.	Second staff survey completed in July and results shared on 12 th August 2020.

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Staff Risk Assessment for returning to the office in the COVID-19 Environment

	Risk	Initial Control Measures	Remarks / Re-assessment
1	Are communication channels working and being reviewed? Email, text, Workplace etc.	Regular testing of SMS and daily use of email and Workplace.	Tested SMS system 09/03 and 09/07 and 08/09. Various communications to staff via workplace
2	Is there a robust feedback system between staff and management?	Staff will be encouraged to immediately contact their line manager or any senior member of the team if they have any concerns or questions. In addition, regular surveys will be run to ensure people's views are known	Staff survey completed in July 2020 and results shared on 12 th August 2020.
3	If there is a director nominated to be responsible for COVID-19 matters, are their contact details known and are they on call?	Group CEO has this responsibility – he is contactable via email / Teams and mobile at any time	
4	Is there a system to communicate with staff that are not returning for fear of infection?	Normal communication channels (email, text, workplace) will continue to work for everyone. Further there are regular online team meetings and it is the responsibility of people's line managers and the HR Manager to maintain regular contact.	
5	Are all staff regularly updated on COVID-19 symptoms, SD and how these rules apply to the office?	We will share the relevant guidance and update as required. Staff will receive regular reminders about monitoring the health of themselves and all household members and that is their responsibility to inform their line manager and the HR Manager immediately if they or any household member display symptoms, at which point they should not attend the office, self-isolate and get tested as per the government guidelines. Training will be provided on the above to all staff which must be completed prior to their return to the office. The HR Manager will keep a log of everyone who has taken the training and their attestation that they have completed it and read this risk assessment	Email to be sent before 02/09 Training to be re-circulated prior to 02/09
6	Are transit spaces (corridors), social zones, car parks, meeting rooms configured to SD rules?	The doors to units 8 and 9 will allow a "flow" in and out of the building. Restrictions will be placed on the number of people allowed in meeting rooms. The number of people allowed into the office will be controlled to ensure that SD can be ensured between desks / chairs. People will be asked to let	

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		people up and down the stairs to avoid crossing each other in the stairwell. Signage and floor markings will help remind people of safe distancing.	
7	Is there a system in place to deal with bereavements, trauma, anxiety, behavioural issues?	All staff have access to mental health counselling support if required. Managers have been instructed to be mindful of potential behavioural or personal issues so that early action can be taken	

Medical Risk Assessment for staff returning to the office in the COVID-19 Environment

	Risk	Initial Control Measures	Remarks / Re-assessment
1	Are we aware of all pre-existing medical conditions that may be relevant in terms of Covid-19?	We have surveyed staff to understand who may be considered “vulnerable” or shielding someone else who is “vulnerable”. This will be logged and updated by the HR Manager prior to each person attending the office as part of their training and these people will be advised that it is their choice if they wish to come in	Logging information gathered from the training document.
2	Who has tested positive for COVID-19 and how is this recorded for elimination purposes?	We will ask people to notify us if they have tested positive for Covid-19 or tested positive for a Covid-19 antibody test suggesting they have previously had it, prior to returning to the office. Records to be held by HR Manager	As above
3	Who has come into contact with anyone tested positive to COVID-19 and is it recorded?	Staff will be asked prior to returning to the office and reminded to let us know so that the HR Manager can keep a record and inform other staff if required.	Questions included in training screener
4	Who has been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath)?	Recorded by HR Manager. Line manager needs to be informed	
5	Is there regular dialogue with those that have suffered from COVID-19 and / or are isolated at home?	HR Manager and line manager will be responsible for keeping in contact.	
6	If essential work is required on site how will contractors be managed?	Contractors will be asked to work outside of normal business hours and wear suitable PPE to minimise risk of transmission.	

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