CC33 FS Limited	Site: Plantation House
COVID 19 Risk Assessment	Department: Operations
Version 1	Date Issued: March 2021

What is the Hazard?	Controls	Who may be Harmed?	What Further Action are we Taking to Control the Risk?
Getting or spreading Coronavirus by not washing hands or not washing the adequately	Provision of soap, water and drying facilities at wash stations Provision of information on how to wash hands properly and display on posters Appropriate number of wash stations for the number of workers on site Where wash stations need to be located Provision of hand sanitiser for the occasions when people can't wash their hands	Workers Visitors to site Contractors Clients	1) Monitoring and supervision to ensure people are following controls (appointment of a COVID Marshall at Plantation House, and a supporting process with risk log and escalation process for issues identified). 2) Signage up at site to remind people to wash their hands (signage to be placed in prominent positions throughout the building). 3) Information provided to workers about when and where they need to wash their hands (signage and manager's guidance on COVID rules) 4) Handwashing facilities assessed and appropriate (toilets located on each floor and disabled toilet on each floor. One wash basin to be taped off in WC facililities to enable social distancing. 5) Where people can't wash hands, provision of information about how

			and when to use hand sanitiser (on posters). 6) Sanitiser stations placed at door entrances on each floor. 7) Identify how you are going to replenish hand washing / sanitising facilities: (COVID Marshall to check sanitiser stations daily and report to facilities to ensure stock does not run out. 8) Supervision to ensure people are checking for dryness and skin cracking.
Getting or spreading Coronavirus in common use high traffic areas such as canteens, corridors, rest rooms, toilet facilities, entry/exit points to facilities, lifts, changing rooms and other communal areas	Workers Visitors to Site Contractors Clients	Identify areas where people will congregate, e.g. rest rooms, canteens, changing rooms, reception, meeting rooms, smoking areas tea points, kitchens, areas where there are pinch points meaning people can't meet social distancing rules, e.g. narrow corridors, doorways, customer service points, storage areas, areas and equipment where people will touch the same surfaces, such as in kitchens, e.g. kitchens, condiments, areas and surfaces that are frequently touched but are difficult to clean, communal areas where air movement may be less than in other work areas, e.g. kitchens with no opening windows or mechanical ventilation	1) Monitoring and supervision to ensure people are following controls (appointment of a COVID Marshall at Plantation House, and a supporting process with risk log and escalation process for issues identified. 2) One way system partitioned with tape throughout the open office space. 3) Separate entry and exit points onto the floors. 4) Breakout area and kitchen access restricted. 5) Cleaning regime to be established after use of communal areas (Line Management overseeing cleaning regimens during the day). 6) 'Near Miss' reporting via COVID Marshall.

			7) Review ventilation options: Air conditioning on site set to only circulate fresh air, non-fire doors to remain open to increase air circulation.
			8) Work out a maximum capacity for the building based of sq ft and optimal maintenance of social distancing guidelines: Maximum Occupancy poster on display at Plantation House. Subject to ongoing review.
			9) Limit the number of people sharing rooms so that social distancing can be met: staggered break times introduced, and maximum occupancy for meeting rooms.
			10) Facilities in communal areas spaced out such as tables in meeting rooms to observe safe distance.
			11) Desking has been reorganised to ensure social distancing measures are being observed. CC33 employees have their own desk allocation (no hotdesking). When changes occur, desk spaces are cleaned and sanitised in preparation for a new user.
			12) Impervious barriers have been installed (e.g. perspex screens in

			reception areas and across banks of desks) to reduce contact. 13) Increased use of online meeting facilities and reduce travel between sites. There are no client site visits to Plantation House. 14) Non-fire doors remain open to increase ventilation (pegged access onto the floor). 15) Provide storage for staff to keep personal belongings in so they aren't left in the open (agents are assigned their own desk and work station with sufficient storage for their personal items). 16) Cleaning regimens established to make sure high traffic communal areas are kept clean. Cleaners are on site daily, X Mist used, high touch areas treated (between 1-2pm and 4-5pm daily) and managers clean down desks and high contact areas throughout the day and at the end of shift. 17) Cleaners on site daily.
Getting and spreading Coronavirus through workers living together, and/or travelling to work together	Workers	Identify groups of workers who live together and group them into a work cohort. Identify groups of worker who travel into work together and group them into a work cohort.	1) Co-habiting workers / workers travelling together identified and placed in team 'cohorts'. 2) Workers have been briefed that they are not permitted to car share if they do not live in the same household.

| Getting or spreading Coronavirus by not cleaning surfaces, equipment and workstations | Workers, Visitors to site Contractors Clients | Identify surfaces that are frequently touched and by many people (often common areas) e.g. handrails, door handles (inside and outside), shared equipment, and specify the frequency and level of cleaning and by whom. Reduce the need for people to move around site as far as possible. This will reduce the potential spread of any contamination through touched surfaces. Avoid sharing work equipment by allocating it on personal issue or put cleaning regimes in place between each user. Identify where you can reduce the contact of people with surfaces, e.g. by leaving doors open that are not fire doors, using electronic documents rather than paperwork Identify other areas that will need cleaning to prevent the spread of coronavirus, e.g. canteens, rest areas, vehicles, and specify the frequency and level of cleaning and who will do it. Identify what cleaning products are needed (e.g. surface wipes, detergents and water etc and where they should be used. | 1) Monitoring and supervision to make sure people are following controls, i.e. are implementing the cleaning regimens specified. (COVID Marshall to monitor cleanliness during shifts and cleaners are on site daily prior to commencement of shifts. Equipment and high traffic areas are cleaned. The COVID Marshall will also escort Agents at break times to ensure distancing measures are observed). 2) Provision of information telling people who needs to clean and when. (COVID Marshall). 3) Provision of instruction and training to people who need to clean covering the products they need to use, precautions they need to follow, the areas they need to clean. (COVID Marshall & Signage) 4) Process for replenishing cleaning products (Facilities monitor stock levels, and site cleaners report when additional products required. COVID Marshall to escalate low stock levels if required). |

		Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects. Provide more bins and empty then more often. Provide areas for people to store personal belongings and keep personal items out of work areas. Clean things like reusable boxes regulary. Put in place arrangements to clean if someone develops symptoms of Coronavirus in work.	
Muscoloskeletal disorders as a result of using DSE at home for a long period of time	Workers	There is no increased risk for people working at home temporarily but if this arrangement becomes long term the risks should be assessed. For all people working at home using display screen equipment (DSE) put in place information and training on how to protect themselves, eg take regular breaks, stretching exercises, set the equipment up properly. For people working at home longer term complete a DSE assessment with them and	1)DSE assessments where applicable for homeworking and office-based employees.

		identify what equipment is needed to allow them to work safely at home.	
Mental health and wellbeing affected through isolation or anxiety about Coronavirus	Workers	Have regular keep in touch meetings/calls with people working at home to talk about any work issues. Talk openly with workers about the possibility that they may be affected and tell them what to do to raise concerns, or who to go to so they can talk things through. Involve workers in completing risk assessments so they can help identify potential problems and identify solutions. Keep workers updated on what is happening so they feel involved and reassured. Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren't working long hours.	1) Information and advice shared with workers about mental health and wellbeing. 2) Occupational health referrals to be made if personal stress and anxiety issues are identified. 3) Employee Assistance Programme in place at CC33 and available to all employees.
Contracting or spreading Coronavirus by not social distancing	Workers Visitors to site Contractors Clients	Identify places where, under normal circumstances, workers would not be able to maintain social distancing rules. Identify how you can keep people apart in line with social distancing rules in the first instance. This may include:	Points applicable to CC33 covered in actions above.

		➢ using marker tape on the floor ➢ one-way systems ➢ holding meetings virtually rather than face-to-face ➢ staggering start/end times ➢ limiting the number of people on site at one time ➢ having allocated time slots for customers ➢ rearrange work areas and tasks to allow people to meet social distancing rules ➢ using empty spaces in the building for additional rest break areas where safe to do so ➢ implementing 'drop zones' for passing materials between people ➢ providing more parking areas or controlling parking spaces ➢ providing facilities to help people walk or cycle to work, eg bike racks Identify where it isn't possible to meet social distancing rules and identify other physical measures to separate people. This can include: ➢ physical screens and splash barriers – if they are used in vehicles they must be safe, not impair visibility and will probably need approval from the vehicle manufacturer to ensure they don't compromise safety	

		If it isn't possible to meet social distancing rules and physical measures can't be used then put in place other measures to protect people. This can include: ➢ enhanced cleaning regimes ➢ increase in hand washing ➢ limiting the amount of time people spend on the task ➢ place markers on the floor (eg in lifts) to indicate where people should stand and the direction they should face ➢ reducing the numbers of people using lifts	
Poor workplace ventilationleading to risks of coronavirus spreading	Workers, Visitors to site, Contractors, Clients	Identify if you need additional ventilation to increase air flow in all or parts of your workplace Fresh air is the preferred way of ventilating your workplace so opening windows and doors (that are not fire doors) can help. If you need additional ventilation provide it, eg mechanical ventilation, desk fans, air movers etc. Switch heating ventilation and air conditioning(HVAC) systems to drawing in fresh air where they	1) Ventilation assessed: non-fire doors to remain open for ventilation. Air conditioning set only to circulate fresh air.

			can be, rather than recirculating air.	
Increased risk of infection and complications for vulnerable workers	Workers	Identify who in your work force fall into one of thefollowing categories: Clinically extremely vulnerable people self-isolating People with symptoms of coronavirus Groups who may be at higher risk ofpoorer outcomes (see the Public Health England report Disparities in the risk and outcomes of COVID-19) Discuss with employees what their personal risks are and identify what you need to do in each case. Identify how and where someone in one of these categories will work in line with current government guidance. If they are coming into work identify how you will protect them through social distancing and hygiene procedures.	1) Systems in place for workers to notify HR and line management that they fall into one of these categories, eg they start chemotherapy or are pregnant. 2) Personal risks discussed with vulnerable employees by HR and line management. 3) Bespoke safety measures discussed with vulnerable employees if they are office-based.
Exposure to workplace hazards because it isn't possible to get normal PPE	Workers	There are a very limited number of settings where PPE is needed for protection from coronavirus, eg healthcare. This line only considers PPE for workplaces that don't need it for protection from coronavirus. Identify tasks where exposures to hazardous workplace substances may happen and put in place measures to protect people – PPE should not be the first choice, it should be the last.	Specialist PPE not required for CC33's office environment as no exposure hazardous substances. However, fabric face coverings are supplied to all employees. It is encouraged that employees wear face coverings when they are not sat at their desks. Temperature checks are being completed daily.

		Substitution or engineering controls should be put in place in the first instance. Identify which tasks you need PPE for and specify the right protection factor needed for those tasks. Provide the right protection factor for each task rather than the highest protection factor respiratory protective equipment (RPE) for all tasks. Where required, ensure that those using RPE are face-fit tested. Where supplies are difficult to obtain follow the HSE guidelines and put in place controls suitable to your workplace. (Please note – face coverings are not PPE and are not required to be worn in the workplace. Where people choose to wear them you should support them).	