

COVID-19 Secure – Workplace safety risk assessment

Version:	2
Assessor:	Iain Lewis
Job title:	Director
Assessment date:	01 July 2020
Next review date:	01 October 2020 (or earlier if become aware of new guidance)
Business locations:	The Long Barn and The Old Garage offices at Worton Park OX29 4SX
Risk assessment methodology:	<ul style="list-style-type: none"> • Followed advices from https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19#social-distancing-in-the-workplace---principles • Followed advice from https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres • Followed advice from https://www.hse.gov.uk/news/coronavirus.htm • Followed advice from https://www.hse.gov.uk/coronavirus/working-safely/index.htm • Followed guidance from www.cipd.co.uk • Walked around the offices, noting areas or hazards that might pose a risk • Reviewed the office layouts and seating plans to assess safe zones for social distancing • Reviewed latest guidance from HSE on disabilities www.hse.gov.uk/disability/ • Talked to office cleaning contractors • Reviewed and agreed actions within executive team

Overview

At Torpedo we always do everything to comply with our duty of care to provide a safe and healthy workplace and working conditions for all of our employees, in most cases above and beyond the minimum legal and regulatory levels required.

As our team return to the workplace during the coronavirus pandemic, the organisation must ensure their safety by making premises ‘COVID Secure’. There is a direct threat to staff health and wellbeing from transmission of the COVID-19 coronavirus while at work and unsafe workplace premises raise the risks of virus transmission. The virus can be spread by contaminated droplets from people who are already infected – such as when they exhale, cough or sneeze. These can be inhaled directly or can contaminate nearby surfaces and in turn be transferred to the body by touching your face, eating, drinking etc.

This risk assessment specifically addresses the additional hazards that the coronavirus brings to the business, and the controls and actions we have put in place to control the risks to ensure our team can feel safe and we meet the requirements of a Covid Secure workplace. All members of the Torpedo team are supplied with this risk assessment and are actively encouraged to provide any feedback, raise any concerns or suggest ideas for improvement.

Business hazards	Who is at risk	Control measures - What we are doing to control the risk	Further action to control the risks, where required	Who to action?
<p>Contracting or spreading the coronavirus whilst in the workplace.</p> <p>Staff working together in workplace premises inevitably raises the risk of virus transmission.</p> <p>Effective social distancing is a key element in reducing the transmission of COVID-19.</p> <p>Hot desking and the sharing of equipment potentially presents hazards that could raise the risk of virus transmission further.</p> <p>Heavily used areas of the workplace are more likely to present an infection transmission risk with an increased risk of people coughing and touching door handles, taps and toilet flush handles.</p>	<ul style="list-style-type: none"> • Employees • Families of employees • Visitors • Contractors • Clients 	<p>Communication</p> <ul style="list-style-type: none"> • Circulating ‘COVID secure’ guidance and safety procedures to all staff and managers; these set out how staff should behave and the precautions they must adopt during the pandemic to keep them safe. • Signage has been placed around the building to remind people about social distancing, hand washing and other related guidance. • Managers should pass on and reinforce key Government public health messages to all staff: <ul style="list-style-type: none"> ○ Cover the mouth and nose with a tissue or sleeve (not hands) when coughing or sneezing (Catch it — Bin it — Kill it). ○ Put used tissues in the bin straight away. ○ Wash hands regularly with soap and water for at least 20 seconds (use hand sanitiser gel if soap and water are not available). ○ Avoid close contact with people who are unwell. ○ Clean and disinfect frequently touched objects and surfaces. ○ Do not touch face, eyes, nose or mouth if hands are not clean. <p>Supporting working from home</p> <ul style="list-style-type: none"> • Homeworking reduces the risk of staff gathering in the workplace and of transmitting the virus. • Flexible working has been adopted within the organisation. Wherever possible, working from home is the preferred method of work whilst government guidance indicates so and only staff who need or choose to be on-site should attend workplace premises. • All staff are able to, and have been, working from home since lockdown was introduced. 	<ul style="list-style-type: none"> • Monitor adherence to the controls and that people are following the necessary hygiene procedures. • Near miss reporting may also be able to help identify where controls cannot be followed, and therefore need to be adapted, or people are not doing what they should. • Keep risk assessments under review to ensure that a safe place of work is maintained and that the assessment is updated based on latest government guidance. • Consult with employees for ongoing feedback and improvements. • Make any adjustments to the workzone/work patterns/ procedures necessary to facilitate effective infection prevention and social distancing at work. • Follow government health and travel advice. • Continue to maintain HVAC systems • Guidance poster required for kitchen users. 	<p>Exec team and line managers</p>

		<ul style="list-style-type: none"> • Line managers are to facilitate and encourage homeworking wherever appropriate. • All employees are able to take a display screen, monitor stand and laptop stand home to facilitate easier homeworking. Along with a keyboard and mouse and any other items they need to be able to work safely and protect themselves. • All employees are able to take their office chair home with them if they wish. • Homeworking policies are being reviewed to ensure that sufficient support is provided to homeworkers. • Line managers to monitor the wellbeing of people who are working from home and, where required, put in place measures to support their mental and physical health and personal security. • IT support is provided to homeworkers to ensure the effectiveness of working arrangements and the security of information and data, for example, remote access to work systems. • Technology solutions in place via Microsoft Teams to help homeworkers to stay connected to the rest of the workforce as appropriate. <p>Workplace hygiene</p> <ul style="list-style-type: none"> • All staff must wash their hand regularly. Sufficient facilities are available with hot water, soap and paper towel drying facilities. • Touchless hand sanitiser stations have been installed at all entrances. • All workzones have sanitiser. • Hand sanitiser is available in each of the areas of high traffic within the office. • Staff are not required to wear face coverings while at work but may do so if they wish <p>Social distancing</p> <p>Social distancing refers to people being required to maintain a minimum distance of 1m from each other, and ideally 2 meters,</p>	<ul style="list-style-type: none"> • Guidance poster required for workzone users. • Investigate use of lockers for staff to keep personal items in for when they do come to the office. 	
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		<p>wherever possible. Social distancing effectively puts people at a safe range from anyone coughing.</p> <ul style="list-style-type: none"> • Staff are required to practice effective social distancing while in and around the workplace, while involved in work activities and when travelling to and from work, whenever possible, by: <ul style="list-style-type: none"> ○ Avoiding nonessential contact with others. ○ The current guidance is to keep a safe distance of 1m plus from others and at least 2 metres whenever possible. ○ Avoid physical contact (eg hugs, handshakes, etc) <p>A review of all work premises has been undertaken to identify suitable adaptations which will support social distancing. Changes made to the offices to support social distancing include:</p> <ul style="list-style-type: none"> • Maximum occupancy limits have been set for the offices and work areas therefore reducing the number of staff in the office at any one time. • The Old Garage office will be closed except for necessary access. All staff to work from the Long barn office to limit number of staff returning to work initially and enable greater control of the workzones. • Appropriate signage has been installed to remind people to maintain social distancing. • Defined workzones have been prepared with a minimum 2m separation between them. • Screens between desks have been considered but based on the distance we have been able to achieve between each workzone and the guidance available it has been decided these are not necessary at this time. <p>All employees are expected to apply a level of common sense and their own judgement as there will be times where it is hard to maintain a 2m distance due to the nature of the office layout.</p>		
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		<p>Where social distancing guidelines cannot be followed in full, in relation to a particular activity, managers or those affected must assess the risk and consider whether that activity needs to continue for the business to operate. Where such activities need to continue, appropriate mitigation methods should be put into place, such as:</p> <ul style="list-style-type: none"> • Increased hand washing. • Increased environmental cleaning. • Keeping the activity time involved as short as possible. • Reducing the number of people each person has contact with by using “fixed teams or partnering” (so each person works with only a few others). • Wearing face coverings. <p>Office workzones</p> <p>The potential risks associated with defined workzones within the office rather than allowing staff to have their own dedicated desks have been carefully considered. For Torpedo and our particular circumstances and office facilities, we have determined that it will be safer for staff where we can maintain a minimum 2m distance between those working in the office whilst they are seated at their desks.</p> <ul style="list-style-type: none"> • Defined workzones have been set-up that are at least 2m distanced from each other and the main walk-through thoroughfares. • By clearing the desk space and removing non-essential items from the desks we can make the workzones easier to be cleaned effectively on a daily basis to reduce the potential for virus transmission between different users. • The workzones can only be booked on a ‘full-day’ basis. This means they will be cleaned before the next user. • All workzones have their own hand sanitiser and anti-bacterial wipes. • Employees to wipe down workzones before use and after use. 		
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		<ul style="list-style-type: none"> • Anyone using the workzone must remove all their belonging at the end of the day and wipe the desk space down. • Employees to remove all personal belongings from desks and empty pedestals to make the workplace easier to clean and reduce the risk of virus contamination areas. <p>Meetings</p> <ul style="list-style-type: none"> • The default position is that meetings should take place by video / phone conferencing. • If an in-person meeting is unavoidable or essential they should be held in the larger meeting rooms with appropriate social distancing in place – limit numbers to essential members only and use phone/video conferencing, etc. • Windows should be opened to provide ventilation where possible. • Pens and paper should not be shared. • Consider holding meetings outdoors if the weather permits. • Surfaces should be wiped down after use with anti-bacterial wipes. • Bottled water should be made available for visitors to minimise potential transmission between staff and visitors. <p>Employee IT equipment</p> <ul style="list-style-type: none"> • Employees must bring their own allocated laptop, keyboard, mouse and charger in with them when they work from the office. <p>General office area</p> <ul style="list-style-type: none"> • Where possible equipment should not be shared between employees. • Use of high-touch equipment in the workplace, eg printers, whiteboards, pens, etc should be limited as much as possible, with cleaning materials available to disinfect them before and after use where required. 		
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	<p>Reception</p> <ul style="list-style-type: none"> • All visitors to maintain a 2m distance from the reception desk. • Reception staff should complete visitor details in the visitor book to avoid the sharing of pens. <p>Post & deliveries</p> <ul style="list-style-type: none"> • All deliveries are to be left on top of the gaming table to reduce the number of people coming too far into the office space and to ensure they can be cleaned and handled safely before distribution. Individuals should pick them up directly from this point. • No personal deliveries (eg Amazon) should be arranged to go the office. • The franking machine should be cleaned with anti-bacterial wipes both before and after use. Disposable gloves to available at this point if required. <p>Breaks & lunch</p> <ul style="list-style-type: none"> • Staff should bring their own packed lunch where possible to minimise the risk of virus transmission within the kitchen. • All employees must maintain social distancing during breaktimes. Where employees are sharing break times with others they should be taken outside if the weather permits. • If employees are using the conservatory at the same time for breaks then doors and windows should be kept open for ventilation, social distancing should be maintained both with those others in the conservatory and to allow others to pass through safely. After use employees should wipe down the spaces they have used. • If employees go to use the conservatory for a break and there are too many others in there to use it safely then they should eat outside or at their desk. <p>Higher risk areas of the workplace</p> <p>Some areas of the workplace may present a higher risk than others – this may include areas such as toilets, kitchens and shared spaces such as meeting rooms and the conservatory.</p>		
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		<p>Ensure higher-risk high traffic areas of the workplace are COVID Secure by applying appropriate safety precautions, including:</p> <ul style="list-style-type: none"> • Where practical, non-fire doors should be kept open to reduce the amount of contact with doors and potentially provide improved workplace ventilation. • Fire doors in high throughput areas to be kept open with automatic door release triggered by fire alarm to reduce the amount of contact with doors and potentially provide improved workplace ventilation. • All staff to follow good hygiene practice at all times while at work (ie regular handwashing, use of sanitiser, using tissues and disposing of them appropriately, etc). • Managers to ensure that adequate hand cleaning resources are provided; all staff toilets to be supplied with adequate supplies of hot water, liquid soap and paper towels. • Increasing toilets/washrooms inspections to check for cleanliness/adequate stock of soap/toilet paper, etc • We use paper towels rather than hand dryers in handwashing facilities to stop the potential for the virus to be blown around. • Handwashing instructions are displayed throughout in toilets. • Limiting numbers of staff who can use high traffic areas such as kitchens at any one time to ensure social distancing. • Increasing cleaning, especially in and around toilets, meeting rooms and conservatory; special attention to be paid to frequently touched surfaces such as door handles, toilet flush handles, light switches, etc <p>Kitchen areas These areas present a number of challenges in terms of space restrictions and potential transmission points.</p> <ul style="list-style-type: none"> • Only one person at a time to be allowed in each kitchen. • Staff should not make drinks for others to avoid the risk of transmission. 		
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		<ul style="list-style-type: none"> • Staff should either wash and replace used cutlery, mugs, glasses or plates in the draw, or place all cutlery in the dishwasher. No cutlery or plates should be left next to or in the sink for others. • Milk is provided in milk bottles in the fridge but these must be wiped down with anti-bacterial wipes after every use. • Staff should wipe down after use any surfaces or items they touch in the kitchen such as the water boiler / cooler, coffee machine, etc. <p>Sweets, fruit and cakes To minimise the risk of infection the following usual office benefits have been stopped until further notice.</p> <ul style="list-style-type: none"> • All fruit deliveries for the office have been paused for now. • Staff should not bring in cakes or other food to share. • The pick'n'mix will not be available. <p>Ventilation</p> <ul style="list-style-type: none"> • Maintaining good airflow and ventilation is important throughout the workplace. Fresh air is the preferred way of ventilating the office. Open windows and doors (that are not fire doors) where possible. Additional mechanical ventilation can come from desk fans. • Where normal fresh air ventilation is not possible or if the office temperature reaches a level that causes discomfort then the heating ventilation and air conditioning (HVAC) systems can be used but should be switched to draw in fresh air where possible rather than recirculating air. <p>Cleaning</p> <ul style="list-style-type: none"> • The Long Barn office has had a deep clean throughout prior to reopening. • It is not practical to try clean every potential touchpoint throughout the office after every use. Key surfaces and points of high traffic will be cleaned regularly throughout the day. 		
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		<ul style="list-style-type: none"> • Cleaning materials are available in the key common areas of meeting rooms, toilets and kitchens. All staff to wipe any surfaces they have touched after use. • Contract cleaners to clean through the office everyday with particular focus on high touchpoints areas such as: <ul style="list-style-type: none"> ○ Workzones – desks, monitors, monitor stands, chair arms ○ Handles on doors, windows, handrails, stair bannisters, dispensers, etc. ○ Common areas such as toilets, kitchens, reception, conservatory. ○ Taps, kettles, water cooler/heater, fridges, microwaves. ○ Shared equipment such as printers, cupboards doors / handles. 		
<p>Employee health, vulnerable staff and staffing levels</p> <p>Staff may get sick with coronavirus infection.</p> <p>Low staffing levels due to high rates of staff sickness or staff having to self-isolate themselves at home or remain at home because they are “shielded”.</p> <p>Some staff may have pre-existing medical conditions which render them more vulnerable to the dangers of coronavirus infection.</p> <p>People who have symptoms must “self isolate” at home for 7 days from the start of symptoms to prevent them from passing the infection on.</p>	<ul style="list-style-type: none"> • Employees • Families of employees • Employees falling within the vulnerable category 	<ul style="list-style-type: none"> • Employees who are sick or self-isolating should phone immediately and inform their line manager – on no account should they come into the office. • No member of staff should come into the office if they are self-isolating or if they have COVID-19 symptoms or if they feel unwell. • Employees who are considered extremely vulnerable or high-risk are not expected to come into the workplace. • Managers to consider temporary operational adjustments if staffing levels are reduced. Staff may be reallocated from other parts of the organisation to essential functions. • Managers and human resources should identify and be aware of staff who fall into vulnerable and extremely vulnerable categories so they can ensure that they are given adequate protection and support to enable them to comply with government health recommendations. • Staff in the vulnerable “moderate risk” category should be considered on a case by case basis – wherever possible they will be supported to work from home. • Staff in the vulnerable “moderate risk” category who cannot work from home and wish to return to work should be 	<ul style="list-style-type: none"> • Continue to monitor any known employees who fall within the vulnerable or extremely vulnerable categories. • All employees to notify their line manager if they have not already done so if they fall within the vulnerable or extremely vulnerable categories, eg chemotherapy or are pregnant. 	<p>Exec team and line managers</p>

<p>Those who live with others and where one person has symptoms must self-isolate as a household for 14 days from the day when the first person in the house became ill. If anyone else in the household starts displaying symptoms, they need to stay at home for 7 days from when the symptoms appeared, regardless of what day they are on in the original 14- day isolation period.</p> <p>Those who are considered extremely vulnerable are advised to “shield” themselves at home.</p>		<p>offered additional protection so that they can achieve effective social distancing.</p> <ul style="list-style-type: none"> Managers should stay in touch with vulnerable or extremely vulnerable staff who are staying at home by phone to ensure they are well and to prevent them from feeling isolated. All reviews of staff roles and safety should be non-discriminatory and take into consideration equality considerations and protected characteristics as defined under the Equality Act 2010, eg disabled staff. Reasonable adjustments must be made to avoid disabled workers being put at any disadvantage. Managers should refer to existing policies regarding new and expectant mothers. 		
<p>Travel to and from the office workplace</p> <p>Travel to and from work may lead to greater risk of virus transmission.</p> <p>Staff who are required to attend the office or decide themselves to come into the office should take measures to reduce the risk of coronavirus infection whilst traveling.</p>	<ul style="list-style-type: none"> Employees 	<ul style="list-style-type: none"> In all cases non-essential travel for work purposes should be minimised. Flexible working arrangements are in place so that staff can avoid travelling at peak times or all arriving or leaving at the same time. Employees should not share cars for travelling to work. Employees should not use public transport if at all possible - where they do use public transport they should conform with all requirements, eg wearing face coverings if required, social distancing, etc. Employees are encouraged to walk or cycle into work, but it is recognised due to the location of the office this is not easy for many people. For those who do cycle in, there are bike racks and showers available. 	<ul style="list-style-type: none"> Follow government health and travel advice. 	<p>Exec team</p>
<p>Cases of possible infection on-site</p> <p>People becoming unwell while on-site or a symptomatic person using the site.</p>	<ul style="list-style-type: none"> Employees Families of employees Visitors Contractors Clients 	<p>If a member of staff becomes unwell in the workplace with coronavirus symptoms (a new, continuous cough or a high temperature) they should be sent home and advised to follow government advice to self-isolate.</p> <p>The following actions should be taken within the workplace:</p> <ul style="list-style-type: none"> All surfaces that a symptomatic person has come into contact with must be cleaned and disinfected, especially 	<ul style="list-style-type: none"> Continual monitoring and review. 	<p>Exec team and line managers</p>

		<p>objects visibly contaminated with body fluids and all potentially contaminated high contact areas such as toilets.</p> <ul style="list-style-type: none"> • Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids, can be cleaned thoroughly as normal. • Cleaning staff must wear appropriate PPE. 		
<p>Employee mental health and wellbeing</p> <p>Mental health and wellbeing can be affected through isolation from working from home and anxiety about the coronavirus.</p>	<ul style="list-style-type: none"> • Employees 	<ul style="list-style-type: none"> • One of the reasons for opening the office is to give people working from home the opportunity to mix safely with work colleagues and help their mental wellbeing. • Line managers to have regular keep-in-touch meetings / calls with their teams working at home to talk about any work issues. • The Bupa Employee Assistance Programme (EAP) has been introduced for all employees. • Give employees the opportunity to input on ways to improve the business and the risk assessment to help identify potential problems and solutions. • We are keeping employees regularly updated on what is happening in the company so everyone is informed and aware of the situation and plans. • Shared resources, advice and guidance available through Teams to help keep the team updated. • Encourage employees to take regular breaks and look after themselves whilst they are working from home. • Regular team events and social initiatives to bring everyone together, albeit in a virtual format at the moment. 	<ul style="list-style-type: none"> • Line managers to continue to have regular catch-ups with the individuals in their teams. • Continue to keep employees informed about the EAP and encourage them to use it. • Investigate any other support that could be introduced for the benefit of the team. • Regular Wellbeing Champion meetings to consider other initiatives. • Actively look to run regular social events or ways for everyone to connect. • Continue with regular company all-hands updates. 	<p>Exec team and line managers</p>
<p>Business continuity</p> <p>Hazards caused by the coronavirus pandemic threatens business continuity and ability to deliver essential services to our clients.</p>		<p>Managers should refer to business continuity policies and procedures.</p> <ul style="list-style-type: none"> • Review and refresh business continuity plans as necessary to include coronavirus risk management. • Review business recovery plans and keep under constant review. 	<ul style="list-style-type: none"> • Continue to regularly review business continuity plans for the organisation. Adapt, test and update as required. 	<p>Exec team</p>

<p>Information</p> <p>Hazards caused by lack of information or inaccurate information being circulated.</p> <p>The pandemic has been accompanied by a large amount of official guidance, some of which needs interpretation, and also by misinformation, rumour and “fake news” or “myths”.</p> <p>If these are allowed to gain traction within the organisation they can obscure and confuse vital health and safety measures.</p>	<ul style="list-style-type: none"> • Employees 	<p>After lockdown the following safety arrangements should be applied to mitigate risks caused by misinformation and “fake” news:</p> <ul style="list-style-type: none"> • To ensure the safety and wellbeing of employees, business strategies must be based on accurate information and employees must be given consistent, simple and clear messages. The government and HSE are the primary source of guidance and best practice to ensure compliance with latest laws and guidelines. • Executive team to continue to monitor official advice carefully and update all policies and procedures. • Managers to beware of potential fake news and discourage the circulation of misinformation. • Keep staff informed – key messages include the need for unwell staff or homeworking staff to stay at home, for frequent handwashing and for social distancing. 	<ul style="list-style-type: none"> • Continue to regularly follow and monitor government guidance and updating operating policies and procedures as required. 	<p>Exec team and line managers</p>
<p>Cyber security</p> <p>Cyber-security threats often accompany a crisis, including computer viruses, phishing and scam emails and coronavirus related “ransomware”.</p> <p>With the organisation and individual staff more reliant than ever on digital communications and the internet, and with more staff working from home and using a variety of digital devices, the need to ensure the security, integrity and function of our digital systems is more important than ever.</p>	<ul style="list-style-type: none"> • Employees • Contractors • Clients 	<p>The following safety arrangements should be applied to mitigate cyber risks:</p> <ul style="list-style-type: none"> • Cyber security and surveillance infrastructure has been reviewed to ensure that all reasonable protection is in place. • Information Security Management System (ISMS) has been reviews and updates policies and procedures are underway. • Warnings are being circulated to employees of any credible cyber threats, especially scam emails and text messages. • Ensure that staff working from home and using remote working systems are covered by cyber-risk protections. • Ensure any homeworking arrangements maintain standards of data protection and IT security, including connecting to home printers. • Ensure that existing cyber-security systems do not interfere with the availability of critical safety information and updates relating to coronavirus. • Continually assess cyber risks to new supply chain connections developed during the crisis. 	<ul style="list-style-type: none"> • Continue to review systems and ISMS updating operating policies and procedures as required. • All employees to remain vigilant and report any suspicious communications or emails. 	<p>Exec team and IT Manager</p>

<p>First aid</p> <p>In the event of first aid being required.</p>	<ul style="list-style-type: none"> • First aiders • Employees • Visitors 	<p>In the event of an accident which requires the examination of the injured party and first aid treatment the first aider will don the necessary items of PPE – disposable gloves, face shield and face mask. The items of PPE will be disposed of correctly once finished with.</p>	<p>Ensure adequate PPE is kept to available for use by first aiders.</p>	<p>Exec team</p>
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