



Return to work Risk Assessment

The information within this risk assessment was sourced at the following:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

<https://blog.aboutamazon.co.uk/company-news/how-amazon-prioritises-health-and-safety-while-fulfilling-customer-orders>

https://www.hse.gov.uk/news/coronavirus.htm?utm_source=hse.gov.uk&utm_medium=referral&utm_campaign=coronavirus&utm_content=home-page-banner

RF Safety Services Limited

Name of person assessing: Jason Hatcher Date: 20th May 2020

Approved by: _____ Date: _____

Last Amendment Date: 23rd September 2020

MATRIX		Likelihood				
		1	2	3	4	5
Severity	1	Green	Green	Green	Yellow	Yellow
	2	Green	Green	Yellow	Yellow	Red
	3	Green	Yellow	Yellow	Red	Red
	4	Yellow	Yellow	Red	Red	Red
	5	Yellow	Red	Red	Red	Red

What are the hazards?	Who	What are you already doing to manage this risk?	What else do you need to do to control this risk?	Action Needed Task List	Actioned RAG Status	Actioned by who?	Likelihood (1=Low, 5=High)	Impact (1=Low, 5=High)	Risk rating	Completed (Sign and Date)	Review Date (Sign and Date)
Airborne transmission of Covid-19 between members of staff.	Staff, Visitors, Contractors	Follow GOVUK guidelines	Daily updates to email regarding changes.	Subscribed to GOV website.	Green	JH				Ongoing just info	
	Staff	Government Update 22nd September 2020 Households only meeting in a maximum of six inside or outside. People now need to work from home where possible. Bars and restaurants curfewed between 22.00 - 05.00. Mask wearing to become more widespread within Retail etc.	Socialising to a maximum of 6 people is household statement and doesn't include workplaces. Nevilles staff that could work from home were already working reduced days on site per week: 3 x on site + 2 x WFH. SMT have now stated this will be reduced further to working 2 days on site and 3 WFH. This will take into account any business needs there are plus the well being element. Nevilles staff are already wearing masks where 2m rule cannot be adopted.	Nevilles staff able to work from home will be issued a 2 day on site week from Monday 28th September 2020. 3 days will be WFH. Information regarding prospective days of attending site are collated on BOX.	Green	SMT	1	3	3	23/09/2020 JH	
		Phase return of individuals within departments.			Green	JH	1	3	3	Ongoing just info	
		Hand and respiratory hygiene regime (Masks, Hand washing, Sanitisers)	Issue masks to staff. Signage to increase awareness of washing hands and using sanitiser.		Green	JH	1	5	5	23/06/2020 JH	
		Minimise the people on site wherever possible			Green	JH	1	3	3	Ongoing just info	
		Social Distancing			Green	JH	1	5	5	23/06/2020 JH	
			Reducing occupancy in lifts, providing hand sanitiser for the lift operation and encourage use of stairs wherever possible.	Signage, briefing. Display maximum occupancy on lift.	Green	JH	1	5	5	23/06/2020 JH	
			Using floor tape or paint to mark areas to help keep to a 2m distance.	Purchase floor tape, Awareness driven with tape used on the floor 2m intervals away from door.	Green	JH	1	5	5	23/06/2020 JH	
			Ongoing engagement with workers to monitor and understand any unforeseen impacts of changes to working environments.	Ongoing walking the route and showing changes rather than describing them.	Green	JH	1	5	5	23/06/2020 JH	
			Run through building and photo areas to make notes on with any changes regarded as needed for social distancing / cleanliness or routing.	Take photos of areas within the buildings making notes of what is needed, making those changes and then photograph again for communication and updates	Green	JH	1	5	5	Ongoing just info	
			Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practise. If they need to use toilet facilities then they must accompanied by a Neville employee and they have to wear a mask provided by themselves.	Ongoing	Green	JH	1	3	3	23/06/2020 JH	
			Using simple clear messaging considering groups which english may not be their first language.	Ongoing walking the route and showing changes rather than describing them. Question to assess understanding.	Green	JH	1	5	5	23/06/2020 JH	
Transmission of Covid-19 via surfaces	Staff, Visitors, Contractors	Hand and respiratory hygiene regime (Masks, Hand washing, Sanitisers)	Signage to be used to increase awareness.	Handwashing signs, Sanitiser signs, Sanitiser moved to corridor outside toilet to incorporate lift as well. Assess positioning of sanitiser.	Green	JH	1	5	5	15/06/20 JH	
		Regular cleaning of touchpoints by cleaners. (Door handles, light switches, lift buttons, sign in screens, door push plates etc.)	Obtain cleaners risk assessment regarding their cleaning	Contact Pacific	Green	JH	2	5	10	08/06/20 JH	
		Regular cleaning of toilet facilities (especially taps) Will provide Cleaning Co. risk assessment	Obtain cleaners risk assessment regarding their cleaning	Contact Pacific	Green	JH	2	5	10	08/06/20 JH	
		Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency.	Signage put into place and to add to existing posters in place.	Assess areas to place Handwashing signage, sanitiser signage to be placed as well.	Green	JH	1	5	5	11/06/20 JH	
		Providing regular reminders and signage to maintain personal hygiene standards.			Green	JH	1	5	5	11/06/20 JH	
		Managing Occupancy levels to enable social distancing.	Ongoing - Occupancy levels to be placed on rooms or areas of frequent use or collection points etc.		Green	JH	1	5	5	23/06/2020 JH	
		Reducing equipment rotation	Assign equipment?? Possible relocation of equipment outside of office.		Green	JH	1	5	5	23/06/2020 JH	

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			Reviewing layouts to allow people to work further apart. Desks are 1.6m in depth back to back; social distancing no one works opposite another person. Numbers per department/Pod to be analysed and planned in case screens are needed for occupancy of desk pods available. To improve numbers within office occupancies desks will be moved 40cm apart to give the 2m distance ruling.	Workstation review to ensure 2m rule and closing or moving of stations accordingly. Desk areas within offices (unit 6) 2 desk pod = 1 person; 4 desk pod = 2 people; 6 desk pod = 3 people at 2m social distancing. Desks moved 40cm apart to give a 2m distance between occupants of desks can now hold the following numbers per pod. 2 desk pod = 2 people; 4 Desk pod = remains 2 people; 6 desk pod = 4 people		JH	1	5	5	23/06/2020 JH	18/09/2020 JH
			Only where it is not possible to move workstations further apart, people can be arranged to work side by side rather than face to face or installation of screening to separate people from one another. Desks are 1.6m in depth. Distance between pods are?	review with above.		JH	2	5	10	23/06/2020 JH	
			Frequent cleaning of work areas and equipment between uses, using usual cleaning products.	Individual responsibility, cleaning stations made with tissue and sanitiser spray / wipes to be made available for cleaning of personal workstations.		JH	2	5	10	23/06/2020 JH	
			Frequent cleaning of touchpoints by cleaners. (Door handles, light switches, lift buttons, sign in screens, door push plates etc.)	Cleaning company to clean at Covid 19 spec and not what they are operating to at the moment. To ascertain frequency needed of cleaning certain surfaces.		JH	2	5	10	08/06/20 JH	
Transmission of Covid-19 within a meeting room setting	Staff, Visitors, Contractors	Using remote working tools to avoid in person meetings				JH	1	1	1	Ongoing just info	
		Holding meetings outdoors or in well ventilated rooms whenever possible.				JH	1	3	3	Ongoing just info	
		Avoiding transmission during meetings, for example, from sharing pens and other objects.				JH	1	5	5	Ongoing just info	
		Use Zoom or Meetings as a platform to hold meetings remotely				JH	1	1	1	Ongoing just info	
			For areas where meetings take place using floor or chair signage to help people maintain social distancing. Rooms to have maximum occupancy information on door for visual and social distancing aids.	Signage needed or chairs removed to ensure 2m rule. Signage also needed to declare maximum occupancies.		JH	1	5	5	23/06/2020 JH	
			Providing hand sanitiser in meeting rooms.	Assess areas of sanitiser availability close to meeting rooms.		JH	1	3	3	15/06/20 JH	
Transmission of Covid-19 within an Office setting (taken from Risk Assessment to summarise both airborne and surface transmission)		Phase return of individuals within departments.				JH	1	3	3	Ongoing just info	
		Hand and respiratory hygiene regime (Masks, Hand washing, Sanitisers)	Issue masks to staff. Signage to increase awareness of washing hands and using sanitiser.			JH	1	5	5	11/06/20 JH	
		Minimise the people on site wherever possible				JH	1	3	3	Ongoing just info	
		Social Distancing				JH	1	5	5	23/06/2020 JH	
			Introducing one-way flow through buildings.	Signage, process, briefing. NOT NEEDED DUE TO NEW GOV GUIDELINES 1m+MASK		JH	1	5	5	23/06/2020 JH	
			Reducing occupancy in lifts, providing hand sanitiser for the lift operation and encourage use of stairs wherever possible.	Signage, briefing. Display maximum occupancy on lift.		JH	1	5	5	23/06/2020 JH	
			Regulating use of high traffic areas including corridors, lifts, walkways, smoking shelters, kitchens and toilets.	Identify said areas after one way system process. Waiting places defined when areas in use to ensure 2m rule. Awareness driven with tape used on the floor 2m intervals away from door, display maximum occupancy on rooms or places to observe 2m ruling.		JH	1	5	5	23/06/2020 JH	
			Using floor tape or paint to mark areas to help keep to a 2m distance.	Purchase floor tape, Awareness driven with tape used on the floor 2m intervals away from door.		JH	1	5	5	23/06/2020 JH	
			Ongoing engagement with workers to monitor and understand any unforeseen impacts of changes to working environments.	Ongoing walking the route and showing changes rather than describing them.		JH	1	5	5	23/06/2020 JH	
			Using simple clear messaging considering groups which english may not be their first language.	Ongoing walking the route and showing changes rather than describing them. Question to assess understanding.		JH	1	5	5	23/06/2020 JH	
		Hand and respiratory hygiene regime (Masks, Hand washing, Sanitisers)	Signage to be used to increase awareness.	Handwashing signs, Sanitiser signs, Sanitiser moved to corridor outside toilet to incorporate lift as well. Assess positioning of sanitiser.		JH	1	5	5	11/06/20 JH	
		Regular cleaning of touchpoints by cleaners. (Door handles, light switches, lift buttons, sign in screens, door push plates etc.)	Obtain cleaners risk assessment regarding their cleaning.	Contact Pacific		JH	2	5	10	08/06/20 JH	
		Regular cleaning of toilet facilities (especially taps)Will provide Cleaning Co. risk assessment	Obtain cleaners risk assessment regarding their cleaning.	Contact Pacific		JH	2	5	10	08/06/20 JH	
		Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency.	Signage put into place and to add to existing posters in place.	Assess areas to place Handwashing signage, sanitiser signage to be placed as well.		JH	1	5	5	11/06/20 JH	

What are the hazards?	Who	What are you already doing to manage this risk?	What else do you need to do to control this risk?	Action Needed Task List	Actioned RAG Status	Actioned by who?	Likelihood (1=Low, 5=High)	Impact (1=Low, 5=High)	Risk rating	Completed (Sign and Date)	Review Date (Sign and Date)
		Providing regular reminders and signage to maintain personal hygiene standards.				JH	1	5	5	11/06/20 JH	
			Managing Occupancy levels to enable social distancing.	Ongoing - Occupancy levels to be placed on rooms or areas of frequent use or collection points etc.		JH	1	5	5	23/06/2020 JH	
			Reviewing layouts to allow people to work further apart. Desks are 1.6m in depth back to back, social distancing no one works opposite another person. Numbers per department/Pod to be analysed and planned in case screens are needed for occupancy of desk pods available. To improve numbers within office occupancies desks will be moved 40cm apart to give the 2m distance ruling.	Workstation review to ensure 2m rule and closing or moving of stations accordingly. Desk areas within offices (unit 6) 2 desk pod = 1 person; 4 desk pod = 2 people; 6 desk pod = 3 people at 2m social distancing. Desks moved 40cm apart to give a 2m distance between occupants of desks can now hold the following numbers per pod. 2 desk pod = 2 people; 4 Desk pod = remains 2 people; 6 desk pod = 4 people		JH	1	5	5	23/06/2020 JH	18/09/2020 JH
			Only where it is not possible to move workstations further apart, people can be arranged to work side by side rather than face to face or installation of screening to separate people from one another. Desks are 1.6m in depth. Distance between pods are?	review with above.		JH	2	5	10	23/06/2020 JH	
			Frequent cleaning of work areas and equipment between uses, using usual cleaning products.	Individual responsibility, cleaning stations made with tissue and sanitiser spray / wipes to be made available for cleaning of personal workstations.		JH	2	5	10	16/06/20 JH	
			Considering use of social distance marking for common areas such as toilets, canteen and changing rooms. Or any other area where a queue may form.	waiting area as well as occupied/vacant on outer door to ensure one at a time within toilet block. Maximum occupancy signage on door to ensure 2m ruling.		JH	1	5	5	23/06/2020 JH	
Airborne transmission of Covid-19 between members of staff in communal areas	Staff, Visitors, Contractors	Social Distancing	Advise capacity of smoking shelter to aid social distancing. Discarded cigarettes to be put into ash tray	Get additional Smoking shelter from unit 6 to NCFC. Additional ash trays to be placed in additional smoking shelter.		JH	2	5	10	12/06/20 JH	
		Hand and respiratory hygiene regime (Masks, Hand washing, Sanitisers)	Issue masks to staff. Signage to increase awareness of washing hands and using sanitiser.	Process and signage to be put into place.		JH	1	5	5	15/06/20 JH	
			Tape chairs so diagonal seating is offered at table/seat combinations.	Maximum occupancy declared on tables.		JH	1	5	5	23/06/2020 JH	
			Considering use of social distance marking for common areas such as toilets, canteen and changing rooms. Or any other area where a queue may form.	waiting area as well as occupied/vacant on outer door to ensure one at a time within toilet block. Maximum occupancy signage on door to ensure 2m ruling.		JH	1	5	5	23/06/2020 JH	
Transmission of Covid-19 via surfaces and touch points in communal areas	Staff, Visitors, Contractors	Regular cleaning of touchpoints by cleaners. (Door handles, light switches, lift buttons, sign in screens, door push plates etc.)	Frequent cleaning of touchpoints by cleaners. (Door handles, light switches, lift buttons, sign in screens, door push plates etc.)	Cleaning company to clean at Covid 19 spec and not what they are operating to at the moment. To ascertain frequency needed of cleaning certain surfaces.		JH	2	5	10	08/06/20 JH	
		Encouraging hand washing and providing hand sanitiser.	Signage put into place and to add to existing posters in place.			JH	1	5	5	12/06/20 JH	
		Providing paper towels in hand washing facilities.	Complete	Assess toilets to ensure paper towels are present. Heated driers turned off with do not use placed on them.		JH	1	5	5	23/06/2020 JH	
		Regular cleaning of toilet facilities (especially taps)	Frequent cleaning of touchpoints by cleaners. (Door handles, light switches, lift buttons, sign in screens, door push plates etc.)	Cleaning company to clean at Covid 19 spec and not what they are operating to at the moment. To ascertain frequency needed of cleaning certain surfaces.		JH	2	5	10	08/06/20 JH	
			Changing rooms are kept clean and clear of personal items and that social distancing is achieved as much as possible.	Changing rooms to be cleared and maintained, lockers moved to separate areas as well as benches within locker room, area to be assessed with additional vacant/occupied signage added to door.		JH	2	5	10	23/06/2020 JH	
			Enhanced cleaning of all facilities regularly during the day.	Touchpoints to be listed and then investigated for surface contamination time period effectiveness.		JH	2	5	10	08/06/20 JH	
			Cleaning procedures for the parts of shared equipment you touch before each use, for example, Pallet trucks, bendi trucks, cages, photocopiers, kettle etc. Antiseptic sanitising wipes or spray.	Process and cleaning products identified to sanitise the equipment before its touched. Cleaning stations to be built and stocked to ensure sanitisation of surfaces / touchpoints.		JH	2	5	10	23/06/2020 JH	
Transmission during Arrival and departure times	Staff, Visitors, Contractors	Social Distancing	Signage placed at entrance with guidelines.	Signage placed to aid 2m recognition and declaration of complying with government guidelines.		JH	1	5	5	09/06/20 JH	
		Hand and respiratory hygiene regime (Masks, Hand washing, Sanitisers)	Signage to be used to increase awareness.	Handwashing signs, Sanitiser signs, Sanitiser moved to corridor outside toilet to incorporate lift as well. Assess positioning of sanitiser.		JH	1	5	5	08/06/20 JH	
		Sanitiser present at entrance	Needs signage at sanitising areas and additional signage of asking people to use it before entering building.	Order signage to request use before entering building.		JH	1	5	5	15/06/20 JH	
			Temperature taken before point of entry.	4 x Temperature guns to be purchased (2 per building). https://www.amazon.co.uk/Infrared-Thermometer-Digital-Instant-Reading/dp/B087RQ3Y9X Persons to be nominated to take temps of staff		JH	1	5	5	23/06/2020 JH	

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			Staggering arrival and departure times at work to reduce crowding into and out of the workplace.	Plan to process in line with customer demand and sales budget		JH	1	5	5	23/06/2020 JH	
			Reducing congestion, for example, by having more entry points to the workplace.	staggering arrival times will reduce congestion other entry points to buildings are available.		JH	1	5	5	23/06/2020 JH	
			Using Markings and introducing one-way flow at entry and exit points.	Signage - what is available and how much do we need?		JH	1	5	5	23/06/2020 JH	
			Defining process alternatives for entry/exit points where appropriate, for example, deactivating pass readers at doors. Still the need for a fire list - staff member clip board with tick list, takes temperature and issues mask.	Will need to happen if more than one entry point is to be used ongoing during crisis.		JH	2	5	10	23/06/2020 JH	
Transmission during breaks and lunch times	Staff, Visitors, Contractors	Social Distancing		Areas marked with 2m distance awareness.		JH	1	5	5	23/06/2020 JH	
		Hand and respiratory hygiene regime (Masks, Hand washing, Sanitisers)		Issue masks to staff. Signage to increase awareness of washing hands and using sanitiser.		JH	1	5	5	08/06/20 JH	
		Using safe outside areas for breaks		outside areas maximum occupancy declarations visible and chairs taped moved.		JH	1	1	1	23/06/2020 JH	
				Staggering break times to reduce pressure on break rooms or places to eat.		JH	1	5	5	23/06/2020 JH	
				Creating additional space by using other parts of the building.		JH	1	3	3	23/06/2020 JH	
				Reconfiguring seating and tables to maintain spacing and reduce face to face interactions		JH	1	5	5	23/06/2020 JH	
				Encouraging staff to stay on site during working hours.		JH	1	5	5	23/06/2020 JH	
Transmission from external visitors (eg contractors)	Staff, Visitors, Contractors	Only Essential Visitors required to visit permitted.		Ongoing		JH	1	5	5	Ongoing just info	
		All External visitors to complete health declaration.				JH	2	5	10	Ongoing just info	
		All external visitors instructed on social distancing and hygiene protocols.	Temp to be taken and must wear a mask.			JH	1	5	5	23/06/2020 JH	
		Maintaining a record of all visitors.				JH	2	5	10	23/06/2020 JH	
			Encouraging visits via a remote connection where this is an option.	Ongoing		JH	1	1	1	Ongoing just info	
			Limiting the number of visitors at any one time.	Ongoing		JH	1	5	5	Ongoing just info	
			Limiting visitor times to a specific time window.	Ongoing		JH	1	5	5	Ongoing just info	
Transmission from/to other visiting Neville staff (Unit 6 to NCFC)	Staff, Visitors, Contractors	Minimise Staff visits to site.				JH	1	5	5	Ongoing just info	
		Ensure any staff visiting site observe hygiene protocols.		Issue masks to staff. Signage to increase awareness of washing hands and using sanitiser.		JH	1	5	5	08/06/20 JH	
			Reducing movement by discouraging non-essential trips within buildings and sites, for example, encouraging use of telephones, emails and restricting access to some areas. Zoom etc as a tool, see above	Ongoing		JH	1	3	3	Ongoing just info	
Transmission from those with symptoms	Staff, Visitors, Contractors	Anyone with symptoms must not be permitted on site.		They must go home and self isolate by following Gov guidelines		JH	2	5	10	Ongoing just info	
		Anyone developing symptoms must leave site as soon as possible.				JH	2	5	10	Ongoing just info	
Transmission to support/associate staff	Staff	Minimise the number of staff on site - any staff that can work from home still should do so.				JH	1	1	1	Ongoing just info	
		Minimise numbers of office/admin staff on site.		Where possible if they can work from home then this should be done.		JH	1	1	1	Ongoing just info	
				Assess people / tasks that can work from home. Create list to realistically use of space in an admin area.		JH	1	1	1	Ongoing just info	
				Monitoring the well being of people who are working from home and helping them stay connected to the rest of the workforce, especially if the majority of their colleagues are on-site.		JH	1	1	1	Ongoing just info	
				Keeping in touch with off site workers on their arrangements including their welfare, mental and physical health		JH	1	1	1	Ongoing just info	
						JH					
Transmission to staff from use of public transport to travel to/from work place.	Staff	All staff to be advised to avoid the use of public transport wherever possible.				JH	2	5	10	Ongoing just info	
		Where public transport cannot be avoided, staff are advised to wear PPE (Face masks and disposable gloves)				JH	2	5	10	Ongoing just info	
Risks of contamination from staff voluntary wearing of own PPE in work.	Staff	Staff to be permitted to provide and wear their own PPE in the workplace.				JH	2	5	10	Ongoing just info	
		Users of their own PPE advised to take care over putting on and removing safely.	WE WILL SUPPLY and personal will follow Nevilles rules,			JH	1	5	5	Ongoing just info	

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General health and safety risks	Staff	In addition to above, ensure that all normal compliance and health and safety procedures, policies and risk assessments are followed. In an emergency, for example, an accident or a fire people do not have to stay 2m apart if it would be unsafe Pay particular attention to risks from fire, COSHH requirements for hazardous materials (including cleaning materials)				JH	1	5	5	Ongoing just info	
Fire safety	Staff	Ensure a fire drill is carried out in first week after wider reopening. Repeat fire drill when population of building significantly changes to ensure that every staff member undertakes a drill within a week of returning. Review fire evacuation plan to address additional Covid-19 risks				JH	1	5	5	08th July 2020	