

Risk assessment

Assessment completed by: K Winnifrith (Head of HR)

Assessment sign off level: Health and Safety Committee and Operating Board

Assessment sign off date: 3rd June 2020

Admiral Taverns has 118 employees of which 67 are normally office based. The offices are based on the 4th floor of the HQ building and contain a kitchen where employees can make drinks and heat food, a smaller kitchenette area for making drinks, 4 meeting rooms, a post room and a 2 printer hubs (one of which is located in the kitchenette). There are toilet and washing facilities on each floor in the building, the toilets on the 4th floor are shared by both Admiral Taverns and one other tenant on the same floor this includes a separate disabled toilet. The offices were cleaned every evening by contractors although this is not currently in place and cleaning is completed by the Office Manager with a focus on the frequently used areas. The toilets and communal are cleaned by contractors employed by the council who own the HQ Building. The HQ building is closed for main access from 5.30pm to 8.30am Monday to Friday and at the weekends. The building also has 24 hour/7 days a week security cover.

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

How was the risk assessment done?

Following advice through:

- <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>
- www.hse.gov.uk
- <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19>
- <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#going-to-work>
- <http://www.legislation.gov.uk/uksi/2020/350/contents/made>

Through consultation with:

- Admirals managers and employees;
- Contract ended with previous office cleaning contractors, new contractors to be appointed when the office reopens;
- The HQ Building and other tenants.

The manager will review the risk assessment whenever there are any significant changes such as new work equipment, work activities or workers.

What are the hazards?	Who might be harmed and how?	Controls required	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Spread of COVID 19 Coronavirus As the business rebuilds after lockdown and employees return to work we are working to ensure their safety in the workplace to avoid the risk of virus transmission	<ul style="list-style-type: none"> All employees (field and office) Visitors Cleaners Contractors Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact in relation to our business 	Hand Washing Hand washing facilities with soap and water in place. Reminders to wash hands and guidance and videos on how to wash hands shared with employees: https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Ensure kitchen areas have soap and paper towels for additional handwashing areas. Gel sanitisers at regular intervals through the office especially in any area where washing facilities are not readily available.	Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace. Separate bins will be in situ for disposal of said tissue Encourage staff to report any problems.	All Management & HR All Management & HR Office Manager All Management & HR	Ongoing Ongoing Ongoing Ongoing	
		Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.	To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice. Agree safe working terms with cleaning contractor. HQ confirmation of safe working terms with cleaners of the communal areas supplied through the building. Introduce desk cleaning process on arrival and if returning from lunch. Review and	All Management & HR HR & Office Manager HR & Office Manager HR & Office Manager	Ongoing New contractor being appointed when office reopens 5 June 12 June	Yes Yes

			confirm hot desking or desk use process for seats that can be used.			
		<p>Social Distancing Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre gap recommended https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>Only attending the office where home working is not possible.</p> <p>Home working for those who are in the vulnerable categories or shielding.</p> <p>Only attending pub sites where meetings are essential.</p> <p>Avoiding face to face meetings and organise to allow for social distancing.</p> <p>No visitors to the office for the short term.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff and that these are staggered.</p> <p>Eating at desks over this period.</p> <p>Keeping personal belongs with them not storing in the shared cupboards to avoid points of contact.</p>	<p>Posters and other guidance materials to be displayed. Marks areas up where required to visually see social distancing recommendations.</p> <p>Managers to lead by example and ensure that the necessary procedures are being followed. Discussions with HR and all managers on return.</p> <p>Staff to be reminded regularly of the importance of social distancing both in the workplace and outside of it.</p> <p>Develop a COVID policy with changes to current policies and ways of working over this period.</p> <p>Confirm seating to allow for distancing (non-face to face working) and label accordingly.</p> <p>Provide information on how to safely use office machines at the machine areas.</p> <p>Consider additional refreshment stations to avoid congestion.</p> <p>Phasing returning to work in the field and the office to be added to COVID policy.</p>	<p>HR &Office Manager</p> <p>All Management & HR</p> <p>All Management & HR</p> <p>HR</p> <p>HR & Office Manager</p> <p>HR & Office Manager</p> <p>HR & Office Manager</p> <p>HR</p>	<p>12 June</p> <p>Ongoing</p> <p>Ongoing</p> <p>5 June</p> <p>12 June</p> <p>12 June</p> <p>Ongoing as numbers in office increase</p> <p>5 June</p>	<p>Yes</p> <p></p> <p></p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p></p> <p>Yes</p>
		<p>Wearing of Gloves Departmental plans completed. Where a manager identifies the wearing of gloves for a</p>	<p>Employees to be reminded that wearing of gloves is not a substitute for good hand washing.</p>	<p>All Management & HR</p>	<p>Ongoing</p>	<p></p>

	<p>certain activity, an adequate supply of these will be provided. Instructions will be supplied on how to remove gloves carefully to reduce contamination.</p>	Draft and display processes with guidance documents.	HR & Office Manager	12 June	Yes
	<p>PPE Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</p>	Continue to monitor Government updates	All Management & HR	Ongoing	
	<p>Symptoms of Covid-19 If an employee becomes unwell with a new continuous cough or fever or anosmia (the loss of or a change in your normal sense of smell or taste) in the workplace they will be sent home and advised to follow the stay at home guidance. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection Line managers will maintain regular contact with staff members during this time. If advised that an employee has confirmed Covid-19 and were recently in the office or in attendance at one of our sites, the management team of the workplace will contact the Public Health Authority to discuss the case. RIDDOR reporting with the HSE is only for cases If there is reasonable evidence that someone diagnosed with COVID-19 was likely exposed because of their work which we feel is low risk.</p>	<p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast-changing situation.</p> <p>Line managers and/or HR will offer support to staff who are affected by Coronavirus or has a family member affected. The EAP service will also be shared.</p> <p>Develop a guide for managers to have conversations on COVID 19.</p> <p>Develop an internal notification system.</p> <p>Develop an outbreak process for the office and publish internally.</p>	<p>All Management & HR</p> <p>All Management & HR</p> <p>HR</p> <p>HR</p> <p>HR & Office Manager</p>	<p>Ongoing</p> <p>Ongoing</p> <p>15 June</p> <p>15 June</p> <p>12 June</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>

		<p>Drivers Those driving to our pub sites will be reminded to ensure they have access on site to welfare facilities and will not be prevented from accessing them to ensure they have access to handwashing facilities.</p>	Add to our policy that employees should not share vehicles or cabs, as suitable distancing cannot be achieved. Also, to allow adequate breaks to use welfare facilities.	HR	5 June	Yes
		<p>Mental Health Management and HR will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.</p> <p>Mental Health First Aiders available.</p> <p>Reshare our EAP service details. https://myemployeecare.lifeworks.com/</p>	Regular communication of mental health information and an open-door policy for those who need additional support.	All Management & HR	Ongoing	
Accident at work (during reduced office working)	<ul style="list-style-type: none"> All employees (field and office) Visitors Cleaners Contractors 	<p>First Aid Support Being desk-based office work our environment is considered low-risk. We have 2 appointed and trained first aiders.</p>	Assign other appointed first aiders who do not need formal training but who will be available to oversee when the first aiders are not in the office. Ensure they know where the first aid kits and accident books are.	HR	5 June	Yes
		<p>Field workers to take first aid kit and follow reporting procedures on site. Also, to notify management for internal reporting / action.</p>	Advise field-based employees to take a first aid kit in their car.	Management	Ongoing	
Fire (during reduced office working)	<ul style="list-style-type: none"> All employees (field and office) Visitors Cleaners Contractors 	<p>Fire Marshal Ensure all attendees to the office have had training of what to do in the event of a fire.</p>	Assign additional appointed fire marshals who do not need formal training but who will be available to oversee when the fire marshals are not in the office.	HR	5 June	Yes
		<p>Field workers to take first aid kit and follow reporting procedures on site. Also, to notify management for internal reporting / action.</p>	Add to the managers Back to Work meeting document to ensure employees have had this and are comfortable with this.	All Management & HR	Ongoing	
Display Screen Equipment	<ul style="list-style-type: none"> All employees (field and office) 	A remote self-assessment style display screen equipment assessment to be completed by managers. Any areas for concern that can be actioned are done.	Complete and devise home self-assessment document and monitor actions.	HR with Management completion.	Ongoing	

	Employees are spending more time working from home over this period and this will continue for the short term on a temporary basis	Work planned to include regular breaks.	Share information on how to set up a workstation at home add to PeopleHR	HR	12 June	Yes
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Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

• FIVE STEPS TO SAFER WORKING TOGETHER •

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer ADMIRAL TAVERNS Date 3 June 2020

Who to contact: The H&S Committee – via Kat Winnifith
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)