

## Anthony Nolan Workplace Risk Assessment for the Control of Covid 19

To manage the risk of Covid-19 in our occupied buildings it is important that we adopt a consistent approach to the preparation and daily management of our work places. This generic risk assessment outlines the measures and actions to be followed by Director's in preparing our buildings to manage the risk of COVID-19 during occupation. This assessment will be reviewed and updated as and when the government advice changes or different work processes are introduced.

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Risk	Activity	Who might be harmed	Minimum Controls Required	Additional Controls (optional)
Spread of Covid-19 Coronavirus	Entrances and Exits	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors</li> <li>• Post and Couriers</li> <li>• Contractors</li> <li>• Cleaners</li> <li>• Vulnerable groups i.e. elderly, pregnant, staff with underlying health conditions</li> </ul>	<p>To help reduce the spread of coronavirus (COVID-19) signage must be displayed on all main entrance doors reminding everyone of the public health advice.</p> <p>A sanitising station must be made available inside entrances to include hand gel sanitisers, a supply of disposable masks and gloves and a clinical waste bin for the disposal of disposable masks and gloves upon entry.</p>	<p>Where possible entrances should be physically monitored during working hours.</p> <p>Where there is key coded entry these surfaces should be incorporated into the daily cleaning routine.</p>
Spread of Covid-19 Coronavirus	Access to Common areas, kitchens and toilets	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors</li> <li>• Post and Couriers</li> <li>• Contractors</li> <li>• Cleaners</li> <li>• Vulnerable groups i.e. elderly, pregnant, staff with underlying</li> </ul>	<p>Access routes must be reconfigured to enable social distancing in accordance with the public health advice:</p> <p>Operate One-way systems where building layouts support this.</p> <p>Use different doors for access and exit where possible</p> <p>In confined access spaces such as narrow corridors/ stairs restrict footfall by operating reduced footfall measures such as safe waiting areas defined by floor markings</p>	<p>Communicate social distancing protocol to staff.</p> <p>Signage or floor markings should be installed to manage external areas such as smoking points</p>

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		health conditions	<p>Install barriers, signage and markings on walls and floors to enforce social distancing.</p> <p>Where there is a safe fixing mechanism such as fire guard or magnets, internal doors should be kept open.</p> <p>Kitchens, break out spaces and meeting spaces should be limited to minimal people using floor marking and signage to enforce distance control.</p> <p>Toilets must be restricted to single person use by ensuring entrances doors have locks and safe distancing markings.</p>	
<b>Spread of Covid-19 Coronavirus</b>	<b>Reception Services</b>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors</li> <li>• Post and Couriers</li> <li>• Contractors</li> <li>• Cleaners</li> <li>• Vulnerable groups i.e. elderly, pregnant, staff with underlying health conditions</li> </ul>	<p>Where reception services operate the following measures should apply:</p> <p>Reception staff must be provided with PPE such as disposable mask, gloves and sanitizing gel.</p> <p>Where there is a high footfall of vsiitors such as contractors, post and couriers a Perspex screen must be installed on reception desks.</p> <p>Access to reception areas must be restricted to enforce social distancing. Floor signage and safe designated waiting areas should be clearly marked and enforced by reception staff.</p> <p>If the reception desk is occupied by more than one person each day then strict cleaning regimes should be followed to ensure phone, desk and other hard surfaces are sanitised when staff changes occur.</p> <p>The handling all incoming post and packages should be carefully managed to ensure that 2m social distancing is complied with. Disposable gloves must be worn and disposed of after use when handling any items delivered.</p>	<p>Packages that are not deemed urgent should be stored for 72 hours before passing onto the recipient.</p>

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<p><b>Spread of Covid-19 Coronavirus</b></p>	<p><b>Occupied Areas such as Offices and Labs</b></p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors</li> <li>• Post and Couriers</li> <li>• Contractors</li> <li>• Cleaners</li> <li>• Vulnerable groups i.e. elderly, pregnant, staff with underlying health conditions</li> </ul>	<p>All workspace and practices must be adapted to facilitate Social distance measures:</p> <p>The occupation of work spaces should be assessed and reduced to incorporate 2m social distancing between desking and Lab benches.</p> <p>Floor markings and or barriers should be clearly displayed to enforce measures.</p> <p>Work schedules and attendance hours should be adjusted to prevent over occupation of spaces during core hours.</p> <p>F2F meetings/drop in should be discouraged.</p> <p>Where there is a risk of over occupation such as in Lab space due to regular footfall staff must be provided with appropriate PPE and instructed to wear during times of over occupation where social distancing may not be possible.</p> <p>Mechanical cooling systems that do not distribute air to more than one room are safe to use however during average temperatures please limit use.</p> <p>The introduction of fresh air into occupied areas should be encouraged by opening windows or where mechanical fresh air systems are installed these should be switched on during occupied hours.</p>	<p>Managers should monitor social distancing and other measures are being complied with.</p> <p>A booking system for desking and meeting spaces should be introduced.</p>
	<p><b>Visitors</b></p>		<p>Visitors to our premises should be discouraged during this time. Where visits are necessary such as for the purposes of statutory or emergency maintenance etc these visits should be pre booked and supervised by a member of AN staff:</p> <ul style="list-style-type: none"> <li>• Preparation should be carried out prior to the visit to ensure that social distancing can be complied with.</li> </ul>	

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			<ul style="list-style-type: none"> <li>• Staff Visitors should be confined to one of our meeting spaces which has been prepared for social distancing.</li> <li>• Restrict access to occupied areas</li> <li>• Instruct the visitor on hygiene, PPE and social distancing protocol</li> <li>• Provide gloves and masks upon entry.</li> <li>• Only visitors that are expected (pre-booked) should be permitted entry.</li> </ul>	
<b>Spread of Covid-19 Coronavirus</b>	<b>Meeting spaces</b>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors</li> <li>• Post and Couriers</li> <li>• Contractors</li> <li>• Cleaners</li> <li>• Vulnerable groups i.e. elderly, pregnant, staff with underlying health conditions</li> </ul>	<p>F2F Meetings should be discouraged in preference of conference calls/ teams.</p> <p>Where meeting rooms offer space to maintain social distancing furniture should be configured/removed to enable meetings to take place for a small number of occupants.</p> <p>AV and other equipment should not be used and where possible removed and stored.</p>	<p>A booking system for desking and meeting spaces should be considered for the purposes of a) managing space and numbers as well as b) identifying staff who may have been exposed to someone reporting covid symptoms.</p>
<b>Spread of Covid-19 Coronavirus</b>	<b>Cleaning</b>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors</li> <li>• Post and Couriers</li> </ul>	<p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high footfall using appropriate cleaning products and methods.</p> <p>door handles, entry pads and light switches</p>	<p>Cleaning services should be monitored by Managers and Facilities staff to ensure that the necessary procedures</p>

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		<ul style="list-style-type: none"> <li>Contractors</li> <li>Cleaners</li> <li>Vulnerable groups.i.e. elderly, pregnant, staff with underlying health conditions</li> </ul>	<p>workstations and equipment, including chairs.</p> <p>Lab benches and equipment used daily.</p> <p>Where possible cleaning services should be scheduled to work outside core working hours.</p> <p>A deep clean of all occupied areas should be completed regularly – weekly or monthly dependent on transfer risk.</p> <p>Cleaning materials should be provided in occupied areas to enable staff to sanitize their work space.</p>	and standards are being followed.
<b>Spread of Covid-19 Coronavirus</b>	<b>Provision and use of PPE</b>	<ul style="list-style-type: none"> <li>Staff</li> <li>Visitors</li> <li>Post and Couriers</li> <li>Contractors</li> <li>Cleaners</li> <li>Vulnerable groups i.e. elderly, pregnant, staff with underlying health conditions</li> </ul>	<p>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> <p>Manager’s must risk assesses processes and practices to identify the need for PPE and or changes to work practices.</p> <p>Where a Risk Assessment identifies wearing of PPE to protect staff as a requirement of the job, an adequate supply of PPE must be provided, and the Staff be instructed on how to wear such PPE correctly.</p> <p>Manager’s should conduct regular monitoring of the use of PPE in their respective teams.</p>	
<b>Spread of Covid-19 Coronavirus</b>	<b>Hand Washing</b>	<ul style="list-style-type: none"> <li>Staff</li> <li>Visitors</li> </ul>	To encourage the regular washing of hands Toilets and kitchens should the standard NHS signage advising on the correct hand washing protocol.	Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the

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		<ul style="list-style-type: none"> <li>• Post and Couriers</li> <li>• Contractors</li> <li>• Cleaners</li> <li>• Vulnerable groups i.e. elderly, pregnant, staff with underlying health conditions</li> </ul>	<ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place.</li> <li>• Stringent hand washing taking place.</li> <li>• Drying of hands with disposable paper towels.</li> <li>• Gel sanitisers in any area where washing facilities not readily available</li> </ul>	<p>importance of proper drying with disposable towels.</p> <p>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.</p> <p>Tissues will be made available throughout the workplace.</p>
<b>Spread of Covid-19 Coronavirus</b>	<b>Symptoms of Covid-19</b>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Vulnerable groups i.e. elderly, pregnant, staff with underlying health conditions</li> </ul>	<p>If anyone becomes unwell with a new continuous cough or a high temperature, they must not attend work or if symptoms arise during work time, they should stop work, leave the workplace (if working on site) and notify their line manager.</p> <p>In the event of a member of staff reporting being unwell and isolating managers must identify if any other staff may have been exposed and make contact with those individuals to instruct them to follow government advice and isolate.</p>	<p>A booking system for desking and meeting spaces should be considered for the purposes of a) managing space and numbers as well as b) identifying staff who may have been exposed to someone reporting covid symptoms.</p>
	<b><u>Mental Health</u></b>	<ul style="list-style-type: none"> <li>• Staff</li> </ul>	<p>Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Regular communication of mental health information and open-door policy for those who need additional support.</p>	

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