

# Covid-19 Risk Assessment

## Stroma Sheffield Office



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**Introduction**

Stroma is committed to ensuring the continued service to all clients and the safety of its employees.

This Risk Assessment for the Sheffield office has been developed in accordance with the UK Government’s “Working safely during COVID-19 in offices and contact centres” guidance. It has been written with consultation of our employees and documents the control measures that have been put in place to manage Covid-19 and social distancing.

A copy of this risk assessment is made available on the Stroma website: [www.stroma.com](http://www.stroma.com) and has been made available to all employees by email and published on the Staff Intranet. Stroma will also display the Government’s “Staying COVID-19 Secure in 2020” notice in the office to evidence that we have followed this process.

It is very important that all employees read this document before returning to work and that they are aware of the control measures applicable to their office environment. If at any time an employee feels unsafe, they must report this to their Line Manager or the Health & Safety department by emailing [healthandsafety@stroma.com](mailto:healthandsafety@stroma.com) or by calling Mark Rollins-Mann, Group Head of Quality and Health & Safety on 07891291114.

The following sections document the control measures to be applied by Stroma against the requirements specified in the Governments guidance.

**1.0 Managing Risk**

<b>Objective: To reduce the risk to the lowest reasonably practicable level by taking preventative measures, in order of priority.</b>						
<b>Control measures applied to meet the objective:</b>						
<ul style="list-style-type: none"> <li>• Reduction made to staffing number of those who are asked to work in the office. Home working still the preferred method and for those who return, suitable control measures are to be applied as detailed in this risk assessment.</li> <li>• Anyone feeling unwell is to stay at home and not come into the office. Anyone taking ill whilst in the office is to return home.</li> <li>• The workplace will have in place control measures in place and apply 2 meters where practicable and 1 meter with risk mitigation such as partitions and divisions.</li> <li>• Antibacterial wipes, sanitising cleaning solution and disposable cloths/ blue roll is provided for surfaces to be wipes down. Specific details are contained within this risk assessment.</li> <li>• New partitions and dividers have been used to separate out work areas.</li> <li>• Back to back staggered seating is used.</li> <li>• Teams and departments have been segregated as much as possible to reduce the cross of over employees.</li> <li>• Employees are encouraged to not raise their voice in the office. Where music is played in the office, this must be kept to a low level so as to discourage employees to sing outloud due to the risk of possible transmission through aerosol transmission.</li> <li>• No large group face to face activities are to take place, with these undertaken using electronic means such as Microsoft Teams, WebEx etc.</li> <li>• In the event of any localised lockdown restrictions being applied, Stroma will consider closing the offices and reverting to all employees in the area working from home or by applying additional control measures in the office, such as mandatory PPE, limited numbers, increased segregation.</li> </ul>						
<b>Additional control measures to be considered:</b>						
<ul style="list-style-type: none"> <li>• Consider bringing in the cleaners for additional cleaning during the day.</li> </ul>						
<b>Risk Rating</b>	<b>Likelihood</b>	1	<b>Consequence</b>	4	<b>Total</b>	4

## 2.0 Who Should Go to Work

**Objective: Employers should ensure workplaces are safe whilst also enabling working from home.**

**Control measures applied to meet the objective:**

- Only employees who undertake business critical roles or where they cannot easily fulfil their roles at home, as well as not being in a 'vulnerable category', will be considered to return to the office.
- The minimum number of employees to open the office has been determined at 1.
- The maximum number of employees that can work in the office has been determined as 25 based on the 2 metres social distancing guidance being effectively applied throughout the office.
- Those employees who will remain working from home will continue regular communication with their Line Managers. This is to ensure they are kept up to date so they are still included as part of the wider team and business. This is a continuation of the current processes applied by Stroma during the current lockdown phase.
- Advice about their health and wellbeing is continuously provided to all employees who are working from home. Regular internal communications are issued, signposting to internal advice on the Staff Intranet or to external sources such as the Everyday Advice Line or the Mental Health Foundation. The safety and wellbeing of all employees is also a constant message carried through each of the CEO employee briefings.
- For those working from home, DSE workstation will be given to ensure everyone's individual situation is as suitable as possible for a prolonged period of home working. These are reviewed and action taken when additional advice or equipment needs to be provided. At this time there are more employees working from home than ever before and Stroma will continue with the assessment process.
- Stroma have enabled employees to work from home where their role allows, by providing IT equipment such as laptops and mobile phones, as well as VPN access so employees can access databases, records and information required to carry out their work effectively.
- RingCentral phone system is in place to allow employees to use their laptops as telephones, with office switchboards diverted to this service for business continuity.
- IT support is being provided to all employees working from home, with remote support access managed through TeamViewer and additional equipment posted to the employees.
- For those considered to return to the office, this will be discussed on an individual level to understand any concerns they may have or personal circumstances that may affect this return.

**Additional control measures to be considered:**

No additional control measures at this time.

<b>Risk Rating</b>	<b>Likelihood</b>	1	<b>Consequence</b>	4	<b>Total</b>	<b>4</b>
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### 2.1 Protecting People Who are at Higher Risk

**Objective: To support those who are at a higher risk of infection and/or an adverse outcome if infected**

**Control measures applied to meet the objective:**

- Advice is continuously being provided to all employees who are working from home about their health and wellbeing. Regular internal communications are issued, signposting to internal advice on the Staff Intranet or to external sources such as the Everyday Advice Line or the Mental Health Foundation. The safety and wellbeing of all employees is also a constant message given in the CEO and Management Team employee briefings.
- Stroma have assessed those employees who are classified as 'clinically extremely vulnerable' and 'clinically vulnerable', and maintains an active register for such employees.
- Those employees classified as 'clinically extremely vulnerable' will not be asked to return to the office at this time unless it is fundamental to their job or for health & wellbeing requirements. They will continue to work from home to reduce their level of risk of exposure to Covid-19 and Stroma will continue to review this in line with the latest Government advice.

- Where a clinically extremely vulnerable person returns to the office, Stroma will ensure this is conducted in the safest possible way, ensuring 2 meters social distancing is applied or 1 meter plus additional controls, such as wearing a face mask.
- Those employees classified as 'clinically vulnerable' who are at higher risk of severe illness will also continue to work from home to reduce their level of risk of exposure to Covid-19 and Stroma will continue to review this in line with the latest Government advice.
- Those employees classified as 'clinically vulnerable', but not extremely clinically vulnerable and cannot work from home or would benefit from working in the office, based on their role or wellbeing, will be assessed by their Line Manager. The first priority is to assess them suitable for any homing working, where this is not possible they will be assigned office work with the lowest possible risk. This will be working in the office with at least 2 metres social distancing being applied or 1 meter plus additional control measures such as screen or wearing a face mask..
- Stroma will also assess those with protected characteristics, including, for example, expectant mothers to ensure the correct regulations are provided for any alternative roles offered. This will always be undertaken in consultation between the employee and HR. The employees maternity risk assessment will be re-visited to account for any control measures to be applied in this instance.
- As part of the office reopening, all employees being considered to return to the office will be asked to complete an Employee Questionnaire. This will give employees the opportunity to raise any concerns they may have and to bring to our attention any symptoms, personal circumstances (childcare or family member caring duties) or illnesses that they have not previously informed us about. The responses received will be taken into consideration when determining suitability to return and the role to be undertaken.
- Stroma will use the information from Public Health England concerning the groups of people may be at more risk of being infected and/or an adverse outcome if infected. Where this is identified, the extent of their role the level of risk will be assessed to ensure they are not put at any unnecessary risk.

**Additional control measures to be considered:**

No additional control measures at this time.

<b>Risk Rating</b>	Likelihood	1	Consequence	4	Total	<b>4</b>
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## 2.2 People Who need to Self-isolate

**Objective: To make sure individuals who are advised to stay at home under existing government guidance to stop infection spreading do not physically come to work. This includes individuals who have symptoms of COVID-19, those who live in a household or are in a support bubble with someone who has symptoms and those who are advised to self-isolate as part of the government's test and trace service.**

**Control measures applied to meet the objective:**

- Please refer to Section 2.1 for those classified as vulnerable.
- For those employees who are self-isolating due to displaying Covid-19 related symptoms or living in a household with someone that is displaying symptoms, they will not be considered for working in the office until at least 10 days from when symptoms started. Stroma will apply the Government's advice to those who are suffering from symptoms and unable to work from home. They will be dealt with in accordance with our absence policy under self-certification.
- For those employees required to self-isolate due to a family member suffering from Covid-19 symptoms, they will be assessed for working from home based on the role undertaken. A plan will then be agreed with that individual on what to do next with consultation with HR where applicable.
- Stroma requires all employees to download and use the Governments Test and Trace App on their mobile phones. This will be an invaluable indicator if you have come into contact with someone and will assist in not exposing colleagues.

**Additional control measures to be considered:**

No additional control measures at this time.

<b>Risk Rating</b>	Likelihood	1	Consequence	4	Total	<b>4</b>
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### 2.3 Equality in the Workplace

<b>Objective: To make sure that nobody is discriminated against.</b>						
<b>Control measures applied to meet the objective:</b>						
<ul style="list-style-type: none"> <li>• Stroma will assess all individual needs and make provision for anyone who has special requirements. Whether this is for individuals who have protected characteristics, for example expectant mothers, or an employee who has childcare or family caring commitments.</li> <li>• Stroma's HR department retains personal records for all employees, this includes those who are vulnerable and have specific medical conditions, as well as any personal circumstances that need to be considered when assessing their role.</li> <li>• All communications are sanctioned by Senior Management which includes the HR Director. This ensures that the communications are appropriate to the situation and covers all employees, including those who have protected characteristics.</li> <li>• Stroma will assess the risks for those with who have protected characteristics to ensure all possible risk management is undertaken and that they are not exposed to risks unnecessarily. For example new and expectant mothers are subject to an ongoing risk management programme and this will be further updated to reflect the risks that Covid-19 provides.</li> <li>• Stroma will ensure that by making reasonable adjustments, it avoids disabled workers being put at a disadvantage. Any changes will be taken under consultation for the employee and HR, to ensure we are being fair and open in managing the risks to their health.</li> </ul>						
<b>Additional control measures to be considered:</b>						
No additional control measures at this time.						
<b>Risk Rating</b>	Likelihood	1	Consequence	4	Total	4

### 2.4 Ventilation

<b>Objective: To use ventilation to mitigate the transmission risk of COVID 19.</b>						
<b>Control measures applied to meet the objective:</b>						
<ul style="list-style-type: none"> <li>• Ventilation will be managed in the office by use of opening available windows/ doors to allow fresh air into the office. Fans can also be used to blow air into the office to allow circulation of fresh air.</li> <li>• The warehouse door will remain open where it is practical and safe to do so to allow fresh air into the workspace.</li> <li>• Desk fans are permitted to be used to improve air circulation provided there is a good ventilation.</li> <li>•</li> </ul>						
<b>Additional control measures to be considered:</b>						
<ul style="list-style-type: none"> <li>• Consider installing ceiling fans or air conditioning in areas of the building where they aren't currently installed.</li> </ul>						
<b>Risk Rating</b>	Likelihood	2	Consequence	4	Total	8

### 3.0 Social Distance at Work

**Objective: Ensuring workers maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable), wherever possible, including arriving at and departing from work, while in work and when travelling between sites.**

**Control measures applied to meet the objective:**

- Stroma ensures that laminated signage is provided throughout the office to ensure employees are aware of the need for 2 meters social distancing.
- Where this is not possible, screen, dividers and barriers are used to allow a greater separation. Mask and disposable gloves are provided in the office for employees to wear if they feel safer doing so, or they can bring their own from home. Guidance to the safe wearing and disposal has been provided to all employees and is displayed on the H&S notice board in the office.
- Staffing numbers working in the office is being controlled and allowing for a greater separation to prevent cross over in working areas and duties.
- Staff and end times are being monitored to ensure a more flexible approach.
- Stroma continue to monitor the control measures implement and further action will be taken where required. This could involve limiting the numbers further or even closing the office if safety becomes an issue.

**Additional control measures to be considered:**

No additional control measures at this time.

<b>Risk Rating</b>	Likelihood	1	Consequence	4	Total	4
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### 3.1 Coming to Work and Leaving Work

**Objective: To maintain social distancing wherever possible, on arrival and departure and to ensure handwashing upon arrival.**

**Control measures applied to meet the objective:**

- As part of the planned opening of the office, it has been agreed that employees will be asked to adhere to staggered arrival and departure times to reduce crowding into and out of the building and the impact it could have on those with protected characteristics.
- For those working in the office, there is a separate entrance and exit door, as shown in the floor plans (Appendix 1). To exit the building, the downstairs meeting rooms external door is to be used, creating a one way system of entering the leaving the building. Based on the staggered times and that there will be a limited number of employees working in the office, please refer to Section 2.0, the separate entrance and exit is manageable and safe for those working on the office. In the event that the office was to be used by more employees this would be reviewed again and additional provision considered.
- For those employees working in the warehouse, based on the staggered times and that there will be a limited number of employees working in the warehouse, please refer to Section 2.0, the main warehouse door will be used to enter and exit. In the event that the warehouse was to be used by more employees this would be reviewed again and additional provision considered.
- All employees will be given a specific arrival time and they will be expected to manage social distancing upon on arrival. Signs will be displayed to alert all employees to the restrictions, as well as a copy of this risk assessment issued to them.
- For those who run or walk to work, they will be given additional time upon arrival to ensure they are ready to work, for example the need to change clothes or take refreshments. Additional time in the evening will be given to allow them to return home safely, for example leaving early before it gets dark or if the weather is severe.
- Employees are advised to travel to work on their own and where possible to avoid using public transport. Where public transport is required to be used, employees will be issued with the Public Transport Toolbox Talk which advises them on safety precautions to take. Stroma will provide employees who use public transport with face masks, hand sanitiser and disposable gloves if required. Stroma will monitor this in line with Government advice.
- Existing office car parking spaces are to be used, with the 2 metres social distancing rules

applied. Employees are advised not to congregate in the car park to avoid contact with others. Within the Employee Questionnaire, employees are asked to inform us of any concerns they have with travelling to work and this can be taken into consideration when determining if they should work from home or in the office.

- Employees are asked to only bring personal belongings to work that are absolutely necessary. All items brought in must be kept in the assigned desk drawers, where not possible they should be kept under or next to the desk being used.
- To allow for a clear one-way route when entering and exiting the office, signs will signify the correct route to follow when entering and leaving the building, along with hazard tape markings on the floors as an additional guide. The floor plan will be displayed in the office reception and discussed as part of the induction process provided to all employees prior to returning to the office. Please refer to Appendix A for a copy of the floor plan of the office.
- Hand sanitiser will be provided in the office reception for use on entering and in the downstairs meeting room on exiting the building. Hand sanitiser is also provided in the entrance/exit to the warehouse. Laminated signage is displayed to alert all employees to use this on arrival and during the day. Handwash is also provided in all the office toilets and it is encouraged that this is used at regular intervals. Hand and general hygiene laminated signage is also displayed in the reception, warehouse, toilets and general office areas.
- A security access panel is used to access the office. This is activated by employees using their own fob and all employees must have this on them at all times and it is not permitted to borrow someone else's. An employee may not be allowed entry to the building without their own fob. The office door must not be wedged open for security reasons.
- Every employee will have their temperature checked each day on arrival at the office to ensure they do not have a raised temperature which could be an indicator of Covid-19. If someone has a temperature of 37.8C or greater they will not be allowed to work in the office and will have to return home.
- If someone starts to feel unwell during the day, they will also have their temperature checked and will be sent home if their temperature is 37.8C or greater.
- A record of tests completed will be maintained to evidence all employees that have been checked and this record will be held in the Health & Safety Management System.
- Employees must not wear the same clothing into the office or on-site unless it has been fully washed and dried. This includes coats, jackets, gloves, scarfs etc.

**Additional control measures to be considered:**

- Consider the provision of bike racks for those who choose and are encouraged to cycle to work.
- Provide plastic storage boxes for each desk, so employees can put their personal items in.

<b>Risk Rating</b>	Likelihood	2	Consequence	4	Total	<b>8</b>
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### 3.2 Moving Around Buildings and Worksites

**Objective: To maintain social distancing wherever possible while people travel through the workplace.**

**Control measures applied to meet the objective:**

- In the main building, all floors, lift, stairways and toilets will be permitted to be used. Hazard tape and laminated signage have been used to highlight any restrictions.
- The separate warehouse will also be permitted to be used. Hazard tape and laminated signage will be used to ensure effective social distancing is applied.
- For those working the office and warehouse, we require each individual to set themselves up for the day with everything they need to undertake their role, thus removing the need to walk around and compromise social distancing.  
To communicate between colleagues and the office and warehouse, employees are asked to use methods such as Microsoft Teams, telephone, email, text etc. rather than physically walking to see someone and talk to them face to face. Contact is to be kept to an absolute minimum. All touch devices, such as telephones will be subject to a nightly cleaning and a sanitising regime by the office cleaners.
- The activities undertaken are to be kept separate where possible, therefore reducing the need for cross over and no further restrictions need to be applied at this time.



- For the specific roles being undertaken, these will be carried out by the same employees in line with the agreed programme of works. There will be no requirement for employees to work in multiple areas of the office undertaking different roles. This means we can control the level of exposure employees have with their colleagues and work areas.
- As documented in Section 3.1, a one-way route around the building and warehouse has been created and is clearly marked in the office and in the office floor plan in Appendix A.
- Where those with disabilities are asked to work in the office, they will be assigned a suitable desk on the ground floor. All wellbeing facilities are accessible on the ground floor.
- Only the route to and from the toilets is expected to be a medium traffic area. Hazard tape and laminated signage will be used to alert employees to the hazard and anyone using the toilets will be expected to check that the route is clear. A waiting area is marked and is identified on the floor plan in Appendix A. It is important that all employees follow this to prevent the crossover of employees using the toilets so social distancing can be enforced.
- No handshaking or bodily contact is to take place to reduce personal contact.

**Additional control measures to be considered:**

- Implement a review programme to ensure the requirements are being fully adhered to and if any changes are required.

<b>Risk Rating</b>	Likelihood	2	Consequence	4	Total	<b>8</b>
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### 3.3 Workplaces and Workstations

**Objective: To maintain social distancing between individuals when they are at their workstations.**

**Control measures applied to meet the objective:**

- A review of the layout has been undertaken to ensure that there is sufficient space to allow employees to work and move around the office and warehouse with 2 metres social distancing.
- Hazard tape, laminated signage and partitions have been used to signify the routes to be followed when walking around. This has been detailed in the office floor plan provided in Appendix A and displayed in the office reception.
- Employees will be permitted to work from their usual desk; however, this will only be possible where the 2 metre social distancing rule can be applied and where employees will not be sitting opposite or directly next to each other. Where this is not possible, an alternative desk will be assigned and this must be used until advised otherwise.
- Minimum and maximum occupancy levels in the office have been assessed and documented in Section 2.0. These levels must be adhered to at all times and the office cannot be used by other employees that have not been authorised to do so. In this instance, the unauthorised employee must contact their Line Manager and request access based on an immediate need.
- Hot desking is not to take place in the office, with employees only permitted to use the desk they are assigned to. Items on desks must be kept to a minimum to allow for the cleaners to give the desks a thorough and sanitised clean each evening.
- Desks that are not to be used in the office or warehouse may be marked with hazard tape to ensure social distancing is not compromised. The contents from these desks, excluding telephones, keyboards, monitors, mouse and stands will be removed into drawers or a storage box placed under the desk. This will be carried out by an appointed person or persons, ensuring social distancing and frequent hand washing, with disposable gloves and face masks provided if required. This will allow the cleaning of as much desk surface area as possible. The desks to be used are shown in the office and warehouse floor plan in Appendix A.
- Close working is not permitted in the office and alternative methods of communication should be used, for example having electronic conversations using Microsoft Teams, IT looking at issued remotely using TeamViewer or carry out wiring checks outside of occupied hours.
- Close working is unavoidable in emergency situations, where someone needs to be in close proximity when applying first aid or as part of an emergency evacuation. In these instances, gloves, face masks and visors are available for applicable employees to use. Please refer to Section 3.6 for further details.

<ul style="list-style-type: none"> <li>The office will use as much natural ventilation as possible, for example allowing external doors to be opened to allow airflow into the building where this doesn't compromise safety.</li> </ul>						
<b>Additional control measures to be considered:</b>						
<ul style="list-style-type: none"> <li>Assess the introduction of providing screens between desks to further protect employees.</li> </ul>						
<b>Risk Rating</b>	<b>Likelihood</b>	2	<b>Consequence</b>	4	<b>Total</b>	<b>8</b>

### 3.4 Meetings

<b>Objective: To reduce transmission due to face-to-face meetings and maintain social distancing in meetings.</b>						
<b>Control measures applied to meet the objective:</b>						
<ul style="list-style-type: none"> <li>No face to face meetings with external third parties or employees, who are not working in the office, are to take place in the office or warehouse to avoid face to face contact.</li> <li>Where possible, all meetings should be conducted using remote means such as, Microsoft Teams, Facetime, Zoom, Ring Central, Skype etc.</li> <li>For those employees working in the office and warehouse, internal face to face meetings with colleagues should always be avoided, with the above remote means being used. Even though a colleague may be in the office with another colleague, it is safer to conduct the meeting remotely.</li> <li>Where an internal face to face meeting is absolutely necessary, for example as part of a safety induction, the 2 metre social distancing rule must be applied. The meeting should take place in an open-air environment outside the building, in a safe area where the weather conditions allow this to happen. Where this is not possible a suitable area in the office should be used.</li> <li>The ground floor office meeting room is not to be used as a meeting room and is only to be used to exit the ground floor.</li> <li>The meeting room on the first floor of the canteen can be used for meetings where required.</li> <li>Hand sanitiser has been provided inside the office and warehouse, with employees asked to use this on entry and when leaving as a minimum</li> <li>When conducting a meeting, it is important to avoid sharing items such as pens, tablets, remote controls, paper etc to reduce transmission. Items taken into meetings should be kept to an absolute minimum and must remain the property of the individual.</li> <li>No food should be consumed during a meeting. Drinks are permissible; however, cups and glasses used must be removed by the employee once the meeting has ended.</li> </ul>						
<b>Additional control measures to be considered:</b>						
<ul style="list-style-type: none"> <li>Review alternative space not being used in the building or grounds to mark up a safe meeting area as an alternative to using the office meeting room.</li> </ul>						
<b>Risk Rating</b>	<b>Likelihood</b>	2	<b>Consequence</b>	4	<b>Total</b>	<b>8</b>

### 3.5 Common Areas

<b>Objective: To maintain social distancing while using common areas.</b>						
<b>Control measures applied to meet the objective:</b>						
<ul style="list-style-type: none"> <li>The office is only occupied by Stroma employees and has no common areas shared with other parties.</li> <li>An assessment of the office and warehouse space has been undertaken with designated areas used to provide sufficient safe working areas. This will continue to be assessed based on the number of employees that will be working in the office and warehouse. There is a potential for more space to be opened if this can be done so in a controlled and safe manner.</li> <li>Employees should continue to take their appointed breaks based on their working time in the office. These are to be conducted on a planned staggered shift basis to avoid multiple people congregating at any one time and therefore compromising social distancing.</li> </ul>						

- Employees can use outside spaces for their breaks as long as they apply 2 metres social distancing.
- Smoking breaks remain unchanged and must be carried out at the appointed smoking area. Depending on the size of the smoking area, a restriction of one smoker at any one time may be applied to ensure social distancing.
- Partitions, cupboards and shelving will be relocated to provide as much space in walkways and common areas as possible. This will allow for clear and designated walkways, with the details of all routes to be followed shown in the office and warehouse floor plan in Appendix A.
- The office does not have a canteen; however, it does have kitchen areas on all floors. These kitchen areas are available to be used. Hot drinks and food can be made/ stored in the kitchen areas as long as social distancing is maintained. The kitchen is to be used by one employee at a time. A toolbox talk has been created and issued to all employees on how the kitchen is to be used and the restrictions applied.
- Employees are not permitted to have kettles or other heating devices at their desk.
- Employees can bring their own drinks in a flask and food in an appropriate container into the office or warehouse, these must be kept at their desk and consumed in the office or warehouse.
- Stroma encourages all employees to remain on the premises to reduce their exposure with other parties. Where this is not possible, under agreement with their Line Manager, they can leave the premises within the agreed times. Whilst off the premises, employees must maintain social distancing and on return they should wash their hands and use the hand sanitiser provided. If they feel they have been exposed to anyone with Covid-19 or have not been able to maintain social distancing, they should inform their Line Manager before coming back, where they will be asked to return to work from home for at least 72 hours or longer if symptoms develop.
- There are no common seating areas being used at this time, employees will be sat at their desks in the protected working area.
- Concurrent usage areas will include the office toilets, with no other facilities provided or needed in the office or warehouse. Please refer to Section 5.3 for further details.
- As documented in Section 3.1 employees are required to only bring with them essential personal items to carry out their work.

**Additional control measures to be considered:**

- Consider providing outdoor seating for those requiring to take their breaks outside.
- Review unused office space to determine if this can be safely opened up for additional breakout space.
- Consider providing prepacked lunches and/ or snacks for employees.

<b>Risk Rating</b>	Likelihood	2	Consequence	4	Total	<b>8</b>
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### 3.6 Accidents, Security and Other Incidents

**Objective: To prioritise safety during incidents.**

**Control measures applied to meet the objective:**

- Stroma's existing Health & Safety Policy and Policy Notes for Accidents, Incidents & Near-Misses, First Aid and Emergency Evacuation Plan remains in effect.
- In the event of emergency occurring, employees do not have to stay 2 metres apart if it would be unsafe to do so.
- In the event of the fire alarm sounding, all employees will be expected to leave the building via the nearest emergency exit. During the emergency evacuation there is no requirement to adhere to the route markings or to observe the one-way system, just to simply use the nearest and safest emergency exit. All employees must then convene at the designated meeting point, applying 2 metres social distancing where possible to remain safe, i.e. not putting themselves in danger by standing in the road for example.
- No control measures that have been put in place in the office or warehouse will impact on the fire safety of the building or conflict with the current fire risk assessment.
- When providing assistance to others, for example when giving first aid, a face mask, face visor and nitrile disposable gloves are to be worn. One of each of these items is provided with the first aid kit located on the office ground floor. The first aider will be required to

wash their hands and use hand sanitiser immediately after administering first aid. Provision of hand wash is made in all office toilets and hand sanitiser at designated points in the building.

- First aiders can administer basic first aid in line with their training; however, no CPR is to be given. The first aider will ask someone to call 999 if required whilst they deal with the emergency until the paramedics arrive.
- An assessment of those employees working in the office has been undertaken to ensure first aiders and fire wardens are in place. Details of those fulfilling these roles will be displayed in the office reception and communicated to all employees.
- If someone becomes ill at work and starts to display symptoms of Covid-19, they will have their temperature checked using the infra-red device available in the office and asked to leave the office immediately and return home to self-isolate. They will not be permitted back in the office until they are symptom free.

**Additional control measures to be considered:**

No additional control measures at this time.

<b>Risk Rating</b>	Likelihood	2	Consequence	4	Total	8
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#### 4.0 Managing your Customers, Visitors and Contractors

##### 4.1 Manage Contacts

**Objective: To minimise the number of unnecessary visits to offices.**

**Control measures applied to meet the objective:**

- No visitors (family members, friends or clients) are to be allowed access to the office or warehouse during the period of restricted opening. This is to ensure that the maximum number of personnel can be controlled to ensure effective social distancing.
- Any visitors requiring contact with an employee should undertake meetings using remote means, such as Microsoft Teams, Telephone, Email, Zoom etc.
- It is important that maintenance work of installed systems, such as fire and security alarm systems, is still carried out to ensure the continued safety of all employees and our compliance with Health & Safety Regulations. All works of this nature must be carried out by appointment by approved contractors when there are no employees working.
- All contractors will receive an induction upon arrival and will have their temperature taken using our infra-red thermometer and the results recorded. During their time on the premises, they will be assigned a host who will be on hand to induct them and ensure their own social distancing. Their time in the office will be kept to an absolute minimum to carry out the task in hand.
- A visitors log will be kept for the attendance of all approved contractors. This will be kept electronically on the Staff Intranet and the host will be expected to record their details. This removes the need for the current paper based visitors book to be completed. There will therefore be no requirement for approved contractors to sign in and out, the host will maintain online records to ensure they know who is currently in or has been on the premises, with no physical visitors book in place.
- Approved contractors will be expected to submit their own Risk Assessment and Method Statement prior to the works commencing. This will be reviewed to ensure it references Covid-19 control measures.
- No additional works will be carried out at a Stroma office for the foreseeable future.

**Additional control measures to be considered:**

No additional control measures at this time.

<b>Risk Rating</b>	Likelihood	2	Consequence	4	Total	8
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## 4.2 Providing and Explaining Available Guidance

**Objective: To make sure people understand what they need to do to maintain safety.**

**Control measures applied to meet the objective:**

- The office reception will include the following laminated signage:
  - Governments Staying Covid-19 Secure Poster.
  - Use of hand sanitiser.
  - Frequent hand washing.
  - Avoid contact with each other.
  - Avoid touching your face.
  - Cough or sneeze into the crease of your elbow or tissue.
  - Copy of this risk assessment including office floor plan.
- Additional laminated signage is displayed throughout the office and warehouse to ensure continued awareness of the requirements.
- Stroma will continue to monitor the guidance provided by the Government and we will amend our signage appropriately.
- The Health & Safety notice board will also be displaying the Governments latest Covid Alert Level, using the colour coded 1 to 5 levels. This will be updated in line with any changes in the Governments advice to ensure all employees are aware of the risks both inside and outside of work.
- Where employees are appointed as hosts or undertaking specific duties, they will receive the required training from their Line Manager or appointed person. This will provide a clear explanation of the duties expected and the safety measures to be taken. A record of completed training will be retained in the Health & Safety Management System.
- No visitors are permitted as stated in Section 4.1 and all approved contractors can use the main office door as they will be working with no employees present.
- As part of the employees consultation, a copy of this risk assessment and all associated documents will be issued prior to the office opening. This provides all employees the opportunity to raise any questions or concerns.
- An induction video will be made and issued to all employees that will be required to work in the office and warehouse. The induction video sets out the requirements of working on the premises and provides clear instructions on the control measures applied. All employees issued with the induction video will be asked to complete an online declaration, to confirm that they will work in accordance with the control measures and Covid-19 risk assessment.
- Please refer to Section 3.5 that provides details on guidance of common areas.
- Where required, approved contractors wearing face coverings will be required to remove them for the purposes of identification to be allowed entry to the Stroma office or if requested to do so by the police.
- No information provided externally constitutes a security risk. Current only the Covid-19 Secure Poster is displayed containing the name and contact telephone number of the Stroma Group Head of Quality and Health & Safety, for which they are in agreement with.

**Additional control measures to be considered:**

No additional control measures at this time.

<b>Risk Rating</b>	Likelihood	2	Consequence	4	Total	8
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## 5.0 Cleaning the Workplace

### 5.1 Before Reopening

**Objective: To make sure that any site or location that has been closed or partially operated is clean and ready to restart, including:**

- An assessment for all sites, or parts of sites, that have been closed, before restarting work.
- Carrying out cleaning procedures and providing hand sanitiser before restarting work.

**Control measures applied to meet the objective:**

- Cleaning is to take place under agreement with the appointed cleaning contractor.
- The office is currently being cleaned by the appointed cleaning contractors with them undertaking a thorough clean and sanitisation of the entire office on a daily basis.

- The desks and touch surfaces in the warehouse will be cleaned by those working there using appropriate sanitising cleaning products and disposable cloths. Disposable gloves and face masks are available for them to undertake this task.
- Desk fans and portable fan heaters are permitted to be used as long as there is suitable ventilation in the office; this is to prevent Covid-19 droplets being spread around the office.
- Prior to opening of the office, a legionella check has been completed and included:
  1. Flushing all toilets 5 times.
  2. Running 10 litres of water through the mains fed drinking water dispenser, even though this is not being used.
  3. All hot and cold taps are to be run off for 5 minutes to flush them through.
  4. Drinks machine to be flushed through even though it is not being used.
  5. Hot water machines to have 10 litres of water flushed through even though they are not being used.
  6. Legionella temperature checks to be taken and recorded in the Health & Safety Management System.
  7. Service of the water cooling machine in the downstairs office by the appointed third-party contractor.

**Additional control measures to be considered:**

No additional control measures at this time.

<b>Risk Rating</b>	<b>Likelihood</b>	2	<b>Consequence</b>	4	<b>Total</b>	<b>8</b>
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## 5.2 Keeping the Workplace Clean

**Objective: To keep the workplace clean and prevent transmission by touching contaminated surfaces.**

**Control measures applied to meet the objective:**

- The cleaners are carrying out their standard cleaning programme, with the addition of sanitising all contact services. This includes doors, telephones, stair rails, contact keypads, desk, keyboard etc. and will ensure the working areas are as clean and sanitised as possible for the safety of all employees.
- Ideally, cleaning is to be undertaken once the final person has left the building to reduce the risk to Stroma employees and cleaners.
- Each employee has their own personal waste bin under their desk and this is to be used to dispose of their own waste, including any PPE (face masks or disposable gloves) and antibacterial wipes. These items can be disposed of in the general waste bins due to the limited use in office. Additional bins will be introduced where the usage increases to ensure they can be disposed of efficiently without risking cross contamination.
- To assist and protect the cleaners, all employees will be expected to tie up the rubbish bags in their desk bins and dispose of these in the outside bins each night. This is to ensure that the cleaners are not exposed to any items in the bins, such as tissues or wipes that may contain Covid-19 traces.
- Antibacterial wipes are provided at points in the office and warehouse so they can be used by employees to wipe surfaces that have been touched, such as door handles, locks etc.
- Disposable gloves are also provided in reception and can be used by all employees where required. Laminated signage and guidance has been provided on their correct use and disposal.
- The office will be operating paperless as much as possible, therefore photocopying scanning, printing and laminating is only permitted where it has to be done. This is to ensure that social distancing can be applied by not having employees walking across the office and removing paper from being on contact surfaces. Antibacterial wipes will be provided next to the copier so that surfaces can be wiped before use, with hand sanitiser provided nearby to use.
- Whiteboards and flipcharts are not to be used, reducing the need for employees to touch multiple surfaces and pens. Information previously displayed on boards should be emailed to colleagues and other electronic means used.
- In the event there is a case of Covid-19 in the office or warehouse, the premises will be closed with immediate effect until a thorough and sanitised clean has been undertaken by the contracted cleaners. If they do not have the capability of doing this, a third-party deep

clean company will be appointed. Employees will not be permitted to return until this cleaning process has taken place and 72 hours has passed since the deep clean.						
<b>Additional control measures to be considered:</b>						
<ul style="list-style-type: none"> <li>Increasing the cleaning regime to at least twice a day.</li> <li>Increase the number of waste bins for PPE items only.</li> </ul>						
<b>Risk Rating</b>	Likelihood	2	Consequence	4	Total	8

### 5.3 Hygiene – Handwashing, Sanitation Facilities and Toilets

<b>Objective: To help everyone keep good hygiene through the working day.</b>						
<b>Control measures applied to meet the objective:</b>						
<ul style="list-style-type: none"> <li>As detailed in Section 4.2, the office and warehouse will display clear laminated signage on best practices for the following: <ul style="list-style-type: none"> <li>Use of hand sanitiser.</li> <li>Frequent hand washing.</li> <li>Avoid contact with each other.</li> <li>Avoid touching your face.</li> <li>Cough or sneeze into the crease of your elbow or tissue.</li> </ul> </li> <li>Information concerning these mandatory requirements is also provided to all employees through the Staff Intranet and in Group wide communications.</li> <li>For all returning employees, they have been issued with a copy of the advice to remind them of the requirements and this will be reissued once a month as a reminder. It will also be discussed as part of the induction process that all employees will undertake.</li> <li>It is important that toilets are used by one person at a time. All toilets being used are designed for single occupancy and these are identified in the floor plans in Appendix A. If a toilet is not locked but is in use, the second person must not enter and wait for it to become available.</li> <li>Paper hand towels are available to use, and these must be disposed of in the available rubbish bin immediately after use.</li> <li>Management must ensure that the toilets are checked regularly to ensure they are kept clean and that rubbish bins do not overflow.</li> <li>Stroma will ensure that all toilets are cleaned and sanitised by the cleaners each evening and that sufficient supplies of hand wash is available.</li> </ul>						
<b>Additional control measures to be considered:</b>						
<ul style="list-style-type: none"> <li>Installing hand dryers to replace paper towels.</li> <li>Install automatic hand soap and sanitiser dispensers.</li> <li>Install pedal bins to employees to put their rubbish in.</li> </ul>						
<b>Risk Rating</b>	Likelihood	1	Consequence	4	Total	4

### 5.4 Changing Rooms and Showers

<b>Objective: To minimise the risk of transmission in changing rooms and showers.</b>						
<b>Control measures applied to meet the objective:</b>						
<ul style="list-style-type: none"> <li>This office has 2 showers and these will be marked as no entry, using a laminated sign and hazard tape to alert employees.</li> </ul>						
<b>Additional control measures to be considered:</b>						
No additional control measures at this time.						
<b>Risk Rating</b>	Likelihood	2	Consequence	2	Total	4

## 5.5 Handling Goods, Merchandise and Other Materials, and Onsite Vehicles

**Objective: To reduce transmission through contact with objects that come into the workplace and vehicles at the worksite.**

**Control measures applied to meet the objective:**

- Employees must not arrange for any personal deliveries to be sent to the office or warehouse.
- Signage is displayed on the office reception door to instruct delivery drivers of the process to be followed.
- For business deliveries, this will be contactless, with the delivery left by the delivery person at the reception or warehouse door. The delivery is then to be collected by the intended person and not taken into an occupied area.
- Antibacterial wipes are provided so the package can be wiped and the wipes must be disposed of in nearest rubbish bin.
- As much packaging as possible must be removed and disposed of as soon as possible and then the item stored appropriately.
- Once the process has been completed, the Stroma employee must wash their hands and use the hand sanitiser provided.
- Stroma employees can refuse to take delivery of a package where they feel their safety is being compromised.
- Some employees use company vehicles to conduct site based activities, where this is undertaken, the employee is expected to adhere to the following requirements:
  - Travel is to be completed in their own vehicle and on their own, with no lifts provided to colleagues, family members, friends of clients.
  - Disposable gloves and face masks have been provided if the employees wants to wear them.
  - Ventilation is to be increased by opening the vehicles windows where practical to do so.
  - The vehicles touched surfaces are to be wiped down with antibacterial wipes after each journey. A thorough clean is then required to completed as a minimum once a week. The thorough clean will required the following areas to be cleaned:
    - **Driver's seat**
      - Steering wheel, including horn and infotainment controls
      - Control stalks
      - Ignition and power button
      - Keys
    - **Dashboard**
      - Air vents – passenger and central
      - Gear stick
      - Infotainment/radio
      - Heating controls
    - **All seats**
      - Seatbelts and clips
      - Seat adjust controls
      - Head rests
      - Seat pockets
    - **Roof and doors**
      - Door handles and releases
      - Door pocket
      - Window switches
      - Interior lights
      - Grab handles
    - **Other**
      - Glove box and log-book
      - Central storage
      - Cupholders
      - Bonnet release lever

A 'Cleaning Company Vehicles' toolbox talk has been issued to all applicable employees so they are aware of the requirements.

Please refer to Section 7.2.1 for further details.



<b>Additional control measures to be considered:</b>						
No additional control measures at this time.						
<b>Risk Rating</b>	<b>Likelihood</b>	2	<b>Consequence</b>	4	<b>Total</b>	<b>8</b>

### 6.0 Personal Protective Equipment (PPE) and face coverings

The wearing of PPE (Masks) is to be undertaken in accordance with the latest Government advice, which currently states that the role of PPE in providing additional protection is extremely limited. At this time the wearing of face masks is not a mandatory requirement when working in a Stroma office; however, it is mandatory when using any form of public transport. Stroma have made available a mask for each employee to use if they feel this is required. Where 2 meters social distancing cannot be maintained, Stroma may ask employees to wear a face mask for their own protection.

Face masks are not a replacement for other control measures and will be worn in conjunction with the controls referenced in this risk assessment, such as using fixed work teams, no close working, hand and surface cleaning.

Disposable gloves are also provided in the office and can be used by employees if required as an additional level of protection.

For those employees working on-site, PPE face masks and disposable gloves have been provided and are to be worn in accordance with the specific Risk Assessment and Method Statement. If wearing this PPE is not mandatory, the employee can decide to wear them if they feel that their safety is being compromised, for example where social distancing cannot be maintained.

When wearing a face mask, it is important that employees wash and sanitise their hand before putting it on and before and after taking it off. The mask must be worn in accordance with the manufacturer's guidance and disposed of safely. It is very important that no PPE is shared with another employee and if the PPE item is no longer fit for purpose it is disposed of in the nearest rubbish bin immediately. The latest Government advice for wearing face coverings is as follows:

- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and before and after removing it.
- When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
- Change your face covering if it becomes damp or if you've touched it.
- Continue to wash your hands regularly.
- Change and wash your face covering daily.
- If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.
- Practice social distancing wherever possible.

For further details on wearing face masks and any exclusions for their use please visit the Government's website <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#face-coverings>.

## 7.0 Workforce Management

### 7.1 Shift Patterns and Working Groups

#### 7.1 Shift Patterns and Working Groups

**Objective: To change the way work is organised to create distinct groups and reduce the number of contacts each employee has.**

**Control measures applied to meet the objective:**

- Those employees working in the office or warehouse will be separated to ensure sufficient social distancing. This is indicated in the floor plans in Appendix A.
- Where possible, these employees will be working in teams/ departments and will be the same each day, therefore avoiding contact with too many other employees.

- Employees will have their start and end times staggered to avoid groups arriving or leaving at the same time, therefore effective social distancing can be applied.
- Each employee is to ensure that they have everything they need in order to be self-sufficient, removing the need to borrow and share items with other employees. Where this is unavoidable, a safe transfer zone has been created on each floor. This transfer zone will also be used when deliveries are received for a specific employee or letters in the post. These items cannot be handed to the individual and have to be transferred in safe and controlled manner.  
The transfer zone will be located away from occupied areas, so that when it is being used effective social distancing can be applied. There will be a transfer zone on each floor office and warehouse, these will be marked with signage and hazard tape, it is also shown in the floor plans in Appendix A.  
Any item needing to be provided to another employee must follow this process:
  1. Take the item to the transfer zone ensuring social distancing is applied.
  2. Using the antibacterial wipes provided, wipe the item all over and then the area where the item is to be placed in the transfer zone.
  3. Return to your desk ensuring social distancing is applied.
  4. Email your colleague advising them that the item is located in the transfer zone.
  5. The recipient then comes to the transfer zone ensuring social distancing is applied.
  6. Collect the item and return it to your desk ensuring social distancing is applied.
  7. This process must then be repeated when returning the item or for any new items.
- Stroma will assist with the Governments Test and Trace service by keeping records of employees that have worked in each open office. The office temperature checks will be the means of these records being kept and these will be retained for a minimum of 21 days in the event of a Covid-19 outbreak and them needing to be used. Stroma will make this information available upon request and will assist in contacting employees.

**Additional control measures to be considered:**

No additional control measures at this time.

<b>Risk Rating</b>	Likelihood	1	Consequence	4	Total	4
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### 7.1.2 Outbreaks in the Workplace

**Objective: : To provide guidance in an event of a COVID 19 outbreak in the workplace**

**Control measures applied to meet the objective:**

- In the event of a confirmed tested case of Covid-19 in the Stroma office, the following appointed Single Point of Contact (SPOC) must be informed:
  - Mark Rollins-Mann – Group Head of Quality and Health & Safety

The SPOC will take the lead on notifying Public Health Teams.
- The SPOC will then inform the following business representative(s) who have employees working in this office:
  - Steve Horrocks – Managing Director
- If there is more than once case of Covid-19 confirmed from this office, the SPOC will contact the local PHE health protection team to report the suspected outbreak. Further details can be found here: <https://www.gov.uk/health-protection-team>.
- Stroma and SPOC will co-operate with the PHE health protection team in sharing information of infected employees and who they have come into contact with. Stroma and the SPOC will follow the instructions provided by the PHE health protection team concerning the outbreak management process.

**Additional control measures to be considered:**

No additional control measures at this time.

<b>Risk Rating</b>	Likelihood	1	Consequence	4	Total	4
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## 7.2 Work-related Travel

### 7.2.1 Cars, Accommodation and Visits

**Objective: To avoid unnecessary work travel and keep people safe when they do need to travel between locations.**

**Control measures applied to meet the objective:**

- As detailed in Sections 2.0 & 2.1, the first requirement is for employees to work from home, therefore removing the need for non-essential travel. All meetings are completed remotely, therefore removing the need for travel, please refer to Section 3.4 for further details.
- As detailed in Section 3.1, employees who have to use public transport will not be asked to return to work in the office or warehouse. It is also not permitted for employees to car share to ensure social distancing is applied.
- For those employees who return to a Stroma office where they have to use public transport, a face mask must be worn in accordance with the latest Government advice. Stroma will provide employees with face masks, along with hand sanitiser and disposable gloves where required.
- Where sharing a vehicle cannot be avoid, employees should travel with fixed partners, increase ventilation in the vehicle when possible through opening windows and avoid sitting face to face.
- Some employees use company vehicles to conduct site based activities. It is possible that these employees will come to the warehouse to collect and drop off items. Where this happens, all employee is expected to adhere to the following requirements:
  - Travel is to be completed in their own vehicle and on their own, with no lifts provided to colleagues, family members, friends or clients.
  - Disposable gloves and face masks have been provided if the employees wants to wear them.
  - Ventilation is to be increased by opening the vehicles windows where practical to do so.
  - The vehicles touched surfaces are to be wiped down with antibacterial wipes after each journey and fully cleaned as a minimum once a week. A toolbox talk has been issued to all applicable employees so they are aware of the requirements.
  - Regular breaks should be taken where social distancing can be applied and it is safe to do so.
  - Where a vehicle is to be handed to another person or returned, the driver is expected to clean the vehicle fully before handing over. On receipt of the vehicle, the new driver is expected to repeat this process to ensure it is safe to drive.
  - Take a supply of drinks and food on each journey.
  - Ensure a supply of hand wash and/ or hand sanitiser is available in case this is not readily available on site.
  - Work planning accounts for the need not to stay overnight and to use local employees to reduce travel times. Job planning also looks at extending jobs into an additional day to allow for additional travel time.

**Additional control measures to be considered:**

No additional control measures at this time.

<b>Risk Rating</b>	Likelihood	1	Consequence	4	Total	4
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### 7.2.2 Deliveries to Other Sites

**Objective: To help workers delivering to other sites such as branches, or suppliers' or customers' premises to maintain social distancing and hygiene practices.**

**Control measures applied to meet the objective:**

- Based on the activities undertaken, no deliveries are made to other sites.

**Additional control measures to be considered:**

No additional control measures at this time.

<b>Risk Rating</b>	Likelihood	NA	Consequence	NA	Total	NA
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### 7.3 Communications and Training

#### 7.3.1 Returning to Work

<b>Objective: To make sure all workers understand COVID-19 related safety procedures.</b>						
<b>Control measures applied to meet the objective:</b>						
<ul style="list-style-type: none"> <li>• Employees have been and will continue to receive regular clear and consistent communications from Stroma concerning the work they undertake.</li> <li>• Please refer to Section 2.0 for further details of the actions to be taken by Line Managers in keeping in contact with their employees.</li> <li>• Any changes made are agreed with employees using existing communication routes. This includes Health &amp; Safety Committee Meetings, Senior Management Team Meetings, Group Newsletter and Divisional Communications.</li> <li>• Toolbox talks have been created concerning the new processes that are outlined in this risk assessment.</li> <li>• An employee induction video has been created that will be issued to all employees prior to their first day in the office.</li> <li>• The issued toolbox talk(s) and the induction video requires each employee to reply to confirm they have read, understand and agree to work in adherence to the requirements.</li> <li>• All records of training undertaken will be retained in the Stroma Health &amp; Safety Management System.</li> <li>• All training requirements will be reviewed on a monthly basis to ensure that any changes to working practices are updated and amended training issued to all applicable employees.</li> </ul>						
<b>Additional control measures to be considered:</b>						
No additional control measures at this time.						
<b>Risk Rating</b>	<b>Likelihood</b>	1	<b>Consequence</b>	4	<b>Total</b>	4

#### 7.3.2 Ongoing Communications and Signage

<b>Objective: To make sure all workers are kept up to date with how safety measures are being implemented or updated.</b>						
<b>Control measures applied to meet the objective:</b>						
<ul style="list-style-type: none"> <li>• Please refer to Section 2.0 for details on how Stroma are managing mental health and the information and services that are provided to all employees.</li> <li>• Simple and clear signage will be used throughout the office to provide messages and guidance to all employees. Throughout this risk assessment, reference to the signage being used has been included.</li> <li>• All signage used in the office will be laminated so it can be wiped clean as part of the nightly cleaning regime.</li> <li>• The office and warehouse will not be using flip charts or whiteboards so as many contact surfaces can be removed. These have been removed from the office or hazard tape has been used to signify them not to be used.</li> <li>• Electronic communication, e.g. email, Whatsapp, text etc. will be used to inform employees of any changes to office working practices.</li> <li>• On arrival at the office, all employees are asked to familiarise themselves with the Health &amp; Safety Notice Board that is located in the office reception.</li> </ul>						
<b>Additional control measures to be considered:</b>						
No additional control measures at this time.						
<b>Risk Rating</b>	<b>Likelihood</b>	1	<b>Consequence</b>	4	<b>Total</b>	4

## 8.0 Inbound and Outbound Goods

**Objective: To maintain social distancing and avoid surface transmission when goods enter and leave the site.**

**Control measures applied to meet the objective:**

- The warehouse will dispatch items to employees and through appointed couriers. These services will be pre-arranged and will be undertaken with no contact. Items for dispatch placed next to the warehouse door to restrict the need for third parties to enter the warehouse.
- Where the pallet truck needs to be used, the competent operator will be able to use disposable gloves and/ or a face mask if they need to. The pallet truck contact points should be wiped down after use using the available antibacterial wipes.
- Hand sanitiser is provided near the warehouse entrance door and is to be used by delivery personnel and warehouse employees.
- Posting letters and documents is to be avoided where possible, for example PDF them and email to the recipient or use Dropbox. Where items need to be posted they will be franked by an assigned person and taken by them to the nearest post box. Disposable gloves are provided for them to wear whilst doing this and they must wash their hands and use hand sanitiser on returning to the office.
- Where additional stock is required, for example paper, this to be approved by a Line Manager and if possible additional supplies sourced from the Castleford or Wakefield offices. Where a delivery has to be made, the process documented in Section 7.2.2 is to be applied.
- Delivery drivers are permitted to use the welfare toilet facilities at the office. When they make this requirement known to an employee, they must be accompanied by an appointed host who will adopt the following process:
  1. Delivery driver to wait outside until the host is available.
  2. Host to ask the driver if they are suffering from any symptoms of Covid-19. If they are, then they will not be permitted into the building. If they are not, then they will be allowed in.
  3. Host will bring them into the office reception and their temperature will be checked. If they are exceeding the 37.8C they will not be permitted entry to the rest of the office and escorted back out of the office immediately.
  4. Hand sanitiser must also be used in the office reception.
  5. If under 37.8C they will be escorted along the designated route to the ground floor welfare facilities.
  6. The host will wait near the welfare facilities and escort the delivery person out of the building, using the provided hand sanitiser as they leave.
  7. Host to then wash their hands and use hand sanitiser.

**Additional control measures to be considered:**

No additional control measures at this time.

<b>Risk Rating</b>	Likelihood	2	Consequence	4	Total	<b>8</b>
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## 9.0 Risk Ratings

The following risk definitions are used for each control measure:

<b>Definitions</b>	<b>L = Likelihood of the Risk Accruing / C = Consequence of the Risk Accruing / R = Likelihood x Consequence</b>				
	1-2 (No action)	3-6 (Monitor)	8-12 (Action)	15-16 (Urgent Action)	20-25 (Stop)

## 10.0 Additional Control Measures

The following are additional control measures that have been implemented in the office to further protect our employees.

## **10.1 Health & Safety Checks**

Stroma's standard Health & Safety checks must be carried out during the time the office and warehouse is open, this includes the reporting of any near-misses, incidents or accidents that may occur. This relates to Covid-19 breaches or general incidents that may occur and this is completed using the appropriate forms on the Staff Intranet.

### **10.1.1 Fire**

Fire alarms are required to be checked on a weekly basis and recorded in the usual way.

### **10.1.2 Legionella**

Legionella monthly checks are still required to be undertaken and recorded in the Health & Safety Management System.

### **10.1.3 Office Systems**

It is important that before the office and warehouse open each morning that visual checks are completed to ensure that all signage and systems put in place are still fit for purpose. This role will be undertaken by an appointed person. They will then complete an online weekly checklist when waking around the office. This will include:

- Checking that all signage is still correctly displayed.
- Is hazard tape still stuck to the floor and not creating a trip hazard?
- Is a supply of antibacterial wipes at each appointed location?
- Are face masks, face visors and disposable gloves with each first aid box?
- Are all desks, chairs and whiteboards not being used still marked with hazard tape?
- Opening all applicable internal doors and applying fire door stops.
- Opening a sufficient number of windows to create adequate ventilation and or doors to allow airflow.
- Checking the hand sanitiser points still have solution in them.
- All rubbish bins have been emptied from the day before.
- Ensuring restricted areas are not accessible.
- Evidence that the office has been cleaned from the previous day.
- Clear desk policy is being adhered to and there is not a buildup of items on employees desks.
- Meeting room chairs are in the designated area and desk space clearly marked.

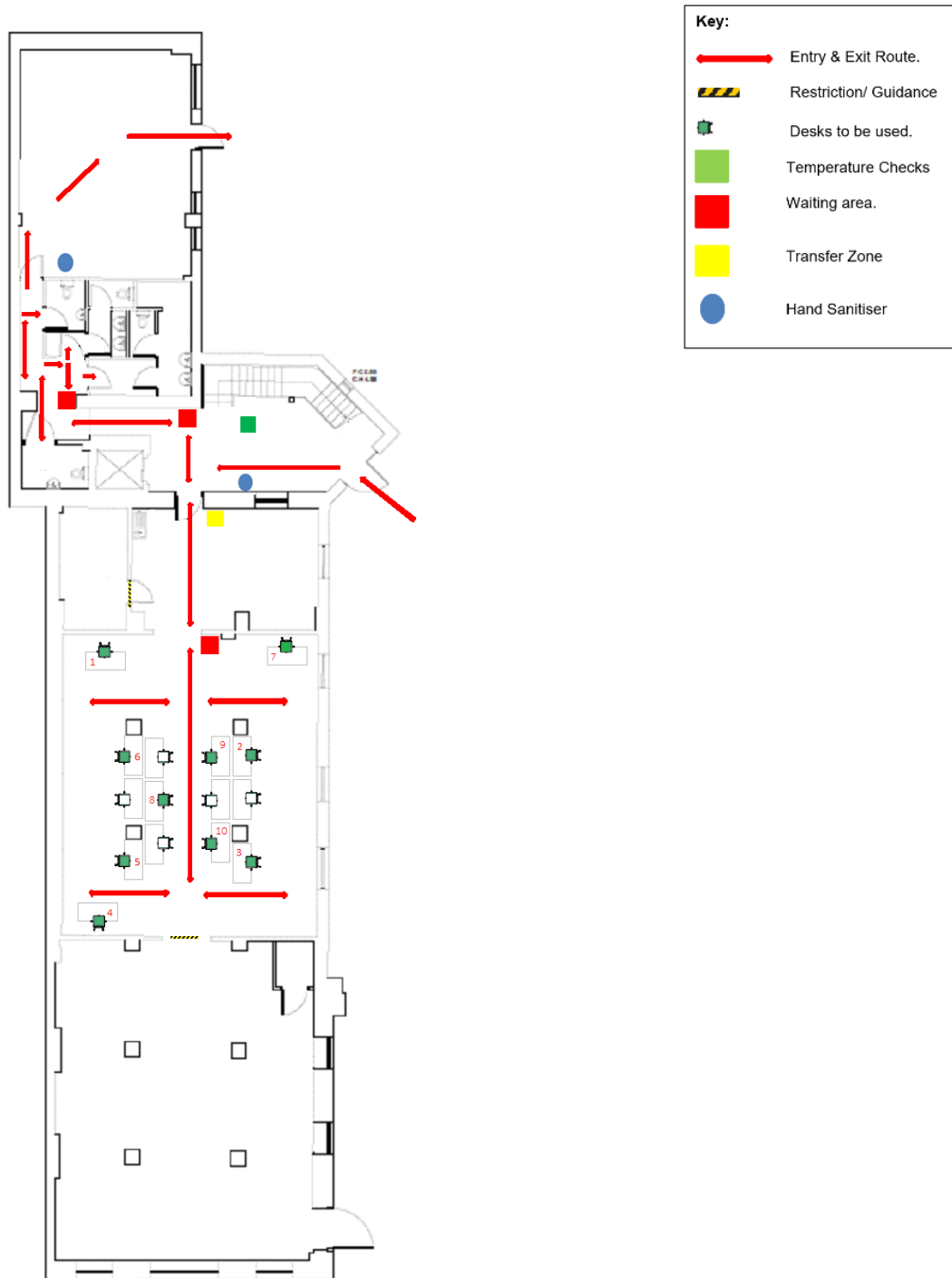
The appointed person will complete this check and report any issues to their Line Manager or an appointed member of the Senior Management Team. They will then take the appropriate action required.

In addition to the above appointed person checks, Senior Management attending the premises during this period will also be expected to carry out periodic checks of the office and warehouse to ensure all control measures are being applied. Discussions can then be held on additional controls or amendments that are needed.

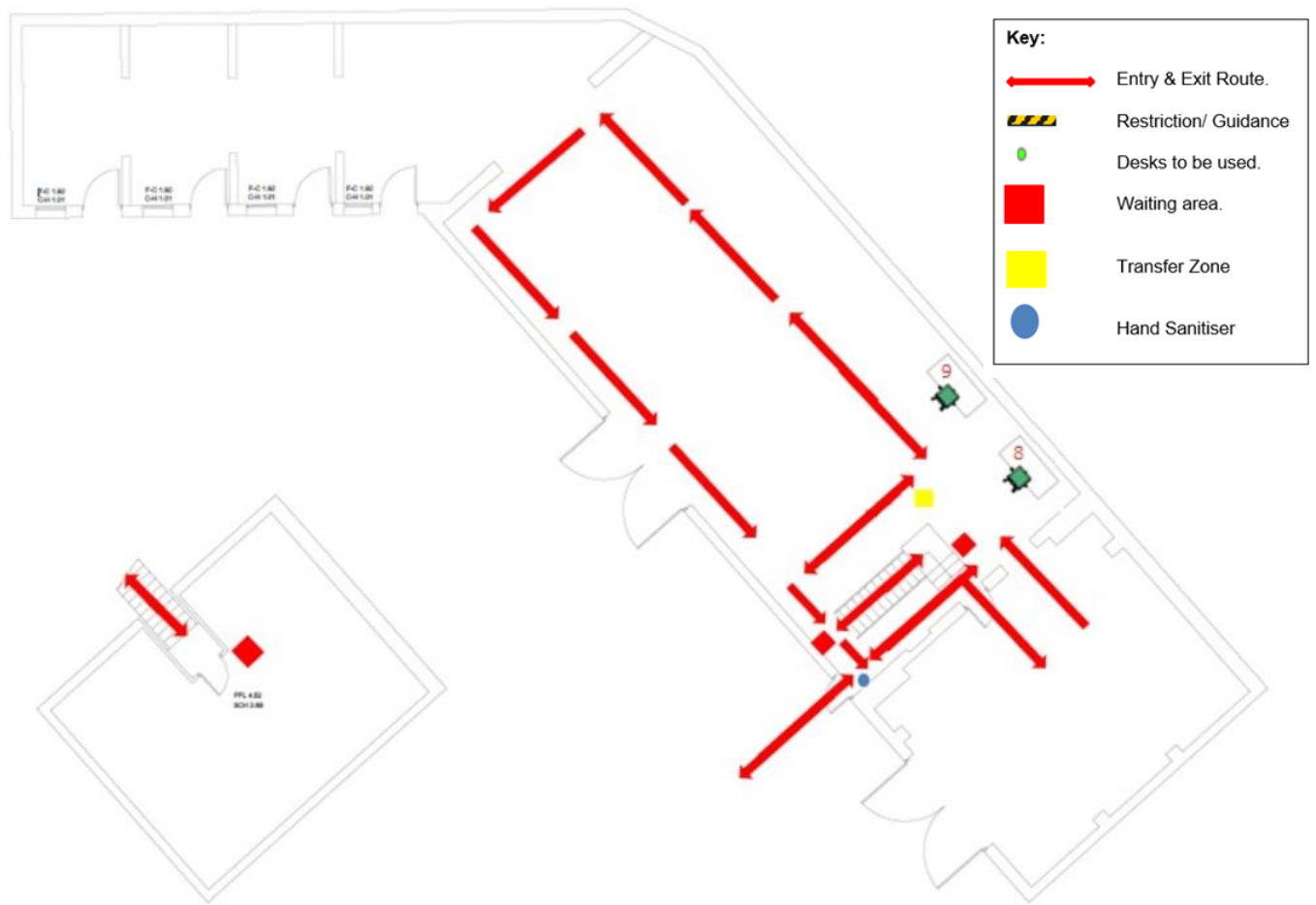
Health and Safety information is still available to all employees, where this is usually displayed in a restricted area, the information will be relocated to the main office reception area to make it easily accessible to all employees. The Health & Safety notice board is also available electronically on the Staff Intranet.

# Appendix A – Sheffield Office Ground and Warehouse Floor Plans

## 12.1 Ground Floor



## 12.2 Warehouse





### 12.3 First Floor



## 12.4 Second Floor

