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, factories and labs" guidance. It has been written with the 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 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 or by calling Mark Rollins-Mann, QHSE Director on 07891291114.

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

1.0 Thinking About Risk

1.1 Overview

Objective: That all employers carry out a risk assessment that includes the risk of COVID-19.						
Control measures applied to meet the objective:						
• As an employer, we have completed this risk assessment to comply with the law to protect our employees. This risk assessment supports other risk assessments that are in place to mitigate the hazards in the work we undertake. • This risk assessment assesses the Covid-19 hazards in the workplace and identifies control measures in place to mitigate the risk. • We will make this risk assessment available to all employees and listen to their comments and recommended improvements.						
Additional control measures to be considered:						
No additional control measures at this time.						
Risk Rating	Likelihood	NA	Consequence	NA	Total	NA

1.2 Managing Risk

Objective: To reduce the risk to the lowest reasonably practicable level by taking preventative measures, in order of priority.
Control measures applied to meet the objective:
• A reduction has been made to staffing numbers of those who are asked to work in the office to ensure social distancing and a safe environment. Employees are now encouraged to return to the office in a full or part-time capacity where this is agreed with their Line Manager based on the role they undertake. Suitable control measures are to be applied as detailed in this risk assessment. • was Anyone feeling unwell with Covid-19 symptoms is to stay at home and not come into the office. Anyone taken ill whilst in the office is to return home. In both situations, the employee should take a lateral flow test and/ or PCR test and inform their Line Manager of the results. A decision will be taken as to whether the employee can work from home or the time needs to be taken as sick leave. • The workplace will have in place control measures in place and to ensure social distancing where practicable such as partitions and divisions. • Antibacterial wipes, sanitising cleaning solution and disposable cloths/ blue roll is provided for surfaces to be wiped down. Specific details are contained within this risk assessment.

- New partitions and dividers have been used to separate out work areas.
- Back to back staggered seating is used.
- Teams and departments have been segregated as much as possible to reduce the cross of over employees.
- 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 out loud due to the risk of possible transmission through aerosol transmission.
- No large group face to face activities is to take place, with these undertaken using electronic means such as Microsoft Teams, WebEx etc.
- In the event of any localised lockdown restrictions being applied, Stroma will consider closing the office and reverting to all employees working from home or by applying additional control measures in the office, such as mandatory PPE masks and/ or gloves, further limited employee numbers, increased segregation, etc.
- Adequate ventilation has been considered in the office, through the provision of doors, windows, vents and air conditioning. This is further detailed in Section 3.
- Employees are encouraged to use outdoor spaces as much as possible. Throughout this risk assessment, we have signposted to using outdoor spaces for meetings, breaks and lunch. We have also identified areas of possible congestion and how this is to be managed to avoid close contact.

Additional control measures to be considered:

- Consider bringing in the cleaners for additional cleaning during the day.
- Consider using a CO2 monitor to assess whether a space is poorly ventilated and required minimal usage.

Risk Rating	Likelihood	1	Consequence	4	Total	4

2.0 Who Should Go to Work

Objective: To support a safe return to the workplace. To help businesses engage with their workers to find an approach that best suits their needs.

Control measures applied to meet the objective:

- All employees are eligible to work in the office on a full or part-time basis. This will be discussed by the employee and Line Manager. Consideration will be given to the role they undertake and home working will still be permitted where it is practical to do so. Consideration will be given to the employee's personal needs and the available space in the office.
- Stroma will remain responsive to the need of employees, particularly during the period where not everyone will have received 2 vaccine doses. We will discuss the return requirements with each employee and assess their individual needs.
- 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 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. 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 or in the office, a DSE workstation checklist is available for employees to complete to ensure everyone’s individual situation is as suitable as possible. These are reviewed and action is 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 has 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 working in 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.						
Risk Rating	Likelihood	1	Consequence	4	Total	4

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 has 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 be assessed before being asked to work in the office 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 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 social distancing being applied or 1 meter plus additional control measures such as a 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 employee's maternity risk assessment will be re-visited to account for any control measures to be applied in this instance. • As part of the process for employees returning to the office, they will have the opportunity to raise any concerns they may have with their Line Manager. They will be able 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 who 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.						
Risk Rating	Likelihood	1	Consequence	4	Total	4

2.2 People Who need to Self-isolate

Objective: To stop people physically coming to work, when government guidance advises them to stay at home.
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 being notified by Test & Trace of a close contact, they will be required to isolate for 10 days unless they have been double vaccinated. If they have, the employee can return to the office as long as they have returned a negative lateral flow test. If this is positive, they must arrange a PCR test and isolate at home. • For those required to isolate, they will be assessed for working from home based on the role undertaken. A plan will then be agreed upon with that individual on what to do next with a 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.

Risk Rating	Likelihood	1	Consequence	4	Total	4

2.3 Equality in the Workplace

Objective: To make sure that nobody is discriminated against.
Control measures applied to meet the objective:
• Stroma will assess all individual needs and make provisions 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. • 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. • All communications are sanctioned by Senior Management. This ensures that the communications are appropriate to the situation and covers all employees, including those who have protected characteristics. • Stroma will assess the risks for those 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. • Stroma will ensure that by making reasonable adjustments, it avoids disabled workers being put at a disadvantage.
Additional control measures to be considered:
No additional control measures at this time.

Risk Rating	Likelihood	1	Consequence	4	Total	4

3.0 Ventilation

Objective: To use ventilation to mitigate the risk of aerosol spread of COVID-19 in enclosed						
Control measures applied to meet the objective:						
• 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 the circulation of fresh air. • The warehouse door will remain open where it is practical and safe to do so to allow fresh air into the workspace. • Desk fans are permitted to be used to improve air circulation provided there is good ventilation. • Employees are encouraged to use outdoor spaces where this is practical to do so, e.g. breaks, meetings etc.						
Additional control measures to be considered:						
• Consider installing ceiling fans or air conditioning in areas of the building where they aren't currently installed.						
Risk Rating	Likelihood	2	Consequence	4	Total	8

3.1 Identifying poorly ventilated spaces

• An assessment of the office has been completed and it has been determined that there are no poorly ventilated areas. • Where this changes, we will assess the use of this area and its suitability for additional ventilation to be included.						
Risk Rating	Likelihood	1	Consequence	4	Total	4

3.2 Using carbon dioxide (CO2) monitors

• Stroma will consider the need for CO2 monitors to be used in the office on a full-time basis; however, periodic testing will be undertaken as part of the office inspection process. • The office has good ventilation, doors, windows and air conditioning and the effectiveness of this will be monitored and reported on to the Senior Management Team.						
Risk Rating	Likelihood	1	Consequence	4	Total	4

4.0 Reducing Contact for Workers

The latest Government guidance states that social distancing no longer applies and there are no limits on social contact between people of different households. COVID-19 can still be spread through social contact and therefore we have decided to retain the following advice in line with the Governments previous guidance for working in the office. This will hopefully mitigate this risk for those working in the offices whilst the virus is still very much with us.

4.1 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 social distancing. • Where this is not possible, screens, 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.
- Start and end times are being monitored to ensure a more flexible approach where this is needed.
- Stroma continues to monitor the control measures implemented 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.

Risk Rating	Likelihood	1	Consequence	4	Total	4

4.2 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:

- There is flexibility in the start and end times for employees to reduce the numbers arriving at any one time. There are only one entrance and exit being used therefore managing the flow of employees through the main office doors is critical. The use of the one door is manageable and safe and in the event, the office was to be used by more employees, this would be reviewed again and additional provisions 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 provisions considered.
- All employees will be given a specific arrival time and they will be expected to manage social distancing upon 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, the Public Transport Toolbox Talk is available on the Staff Intranet and 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. 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. When entering the office, a partition will be used in reception to segregate those entering and leaving and will direct employees through the downstairs office and around the building. The floor plan will be displayed in the office reception and discussed as part of the induction process provided to all employees before 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 exiting the building, as well as in the downstairs meeting room and throughout the first and second

floors. Hand sanitiser is also provided at 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 should try not to wear the same clothing into the office or on-site unless it has been fully washed and dried. This includes coats, jackets, gloves, scarves etc.

Additional control measures to be considered:

- Consider the provision of bike racks for those who choose and are encouraged to cycle to work.

Risk Rating	Likelihood	1	Consequence	4	Total	4

4.3 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 should 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.						
Risk Rating	Likelihood	1	Consequence	4	Total	4

4.4 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 in the office is permitted where insufficient space requires this to happen. Where required, hot-desking should be for full rather than part days to avoid the need for the desk to be cleaned outside of the usual daily office cleaning regime. • Desks that are not to be used will be marked with hazard tape where possible 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 allow the cleaning of as much desk surface area as possible. The desks to be used are shown in the office 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 issues 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. • 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.

Additional control measures to be considered:						
• Assess the introduction of providing screens between desks to further protect employees.						
Risk Rating	Likelihood	1	Consequence	4	Total	4

4.4 Meetings

Objective: To reduce transmission due to face-to-face meetings and maintain social distancing in meetings.						
Control measures applied to meet the objective:						
• Face to face meetings with external third parties or employees who are not working in the office should be avoided where possible in the office to reduce face to face contact. • Where possible, all meetings should be conducted using remote means such as Microsoft Teams, Facetime, Zoom, Ring Central, Skype etc. • For those employees working in the office, internal face to face meetings with office colleagues should be avoided where possible, 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. • 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. • The ground floor office meeting room can be used as a meeting room. • The meeting room on the first floor of the canteen can be used for meetings where required. • Hand sanitiser has been provided inside the office and warehouse, with employees asked to use this on entry and when leaving as a minimum • 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. • Ideally, 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.						
Additional control measures to be considered:						
• 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.						
Risk Rating	Likelihood	1	Consequence	4	Total	4

4.6 Common Areas

Objective: To maintain social distancing while using common areas.
Control measures applied to meet the objective:
• The office is only occupied by Stroma employees and has no common areas shared with other parties. • 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. • 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. • 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 2 kitchen areas which are both

open for the making of hot and cold drinks as well as storing and making food. The kitchen can only be used by one employee at a time and a toolbox talk is available on the Staff Intranet to inform all employees on the correct process to be followed.

- Employees are not permitted to have kettles or other heating devices at their desks.
- 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 required 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.

Risk Rating	Likelihood	1	Consequence	4	Total	4

4.7 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 an 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.						
Risk Rating	Likelihood	2	Consequence	4	Total	8

5.0 Reducing Risk for Your Customers, Visitors and Contractors

5.1 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 the 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.
- 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.
- Visitor numbers are limited and all approved contractors can use the main office door as they will be working ideally with no employees present.
- As part of the employee's consultation, a copy of this risk assessment and all associated documents will be made available to them. This provides all employees with the opportunity to raise any questions or concerns.
- Please refer to Section 3.5 that provides details on the 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 QHSE Director, with which they are in agreement with.

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

5.2 Working in Other People's Homes

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

Control measures applied to meet the objective:

- Before working in someone else's home, we will communicate with households before any visit in order to discuss how the work will be carried out to reduce the risk for all parties.
- No work will be undertaken in any household where the occupants are isolating because one or more family member has symptoms.
- When you're working in a household where somebody is clinically vulnerable, make prior arrangements to avoid any face-to-face contact.
- All employees must be strict about handwashing, coughing and sneezing hygiene, such as covering your nose and mouth and disposing of single-use tissues.

- For all visits we will consider the following:
  - Asking households to leave all internal doors open, to minimise contact with door handles.
  - Identifying busy areas across the household where people travel to, from or through. For example, stairs and corridors. Minimise movement within these areas.
  - Taking breaks outside where possible.
  - Limiting the number of workers within a confined space.
  - Arranging methods of safely disposing of waste with the householder.
  - Allocating the same worker to the same household each time there is a visit where possible. For example, the same cleaner each time.

Additional control measures to be considered:

No additional control measures at this time.

Risk Rating	Likelihood	1	Consequence	4	Total	4

5.3 Manage Contacts

This information has been retained in the risk assessment from the previous advice provided by the Government. It has been updated to reflect the current situation with Covid-19 and we feel it is still relevant to include in the risk assessment.

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

Control measures applied to meet the objective:

- Visitors (family members, friends or clients) to the office are to be kept to a minimum and only where absolutely required during the period of restricted opening. This is to ensure that the maximum number of personnel in the office can be controlled to ensure effective social distancing.
- Any visitors requiring contact with an employee should ideally 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 in the office.
- 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 in the office, where required, 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 at 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 visitor's 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 in the office, with no physical visitors book in place.
- Approved contractors will be expected to submit their own Risk Assessment and Method Statement before the works commence. 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.

Risk Rating	Likelihood	1	Consequence	4	Total	4

6.0 Cleaning the Workplace

6.1 Before Reopening

Objective: To make sure any site or location that has been closed or partially operated is clean and ready to restart.						
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 from being spread around the office.						
Additional control measures to be considered:						
No additional control measures at this time.						
Risk Rating	Likelihood	1	Consequence	4	Total	4

6.2 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 Where this is not possible, social distancing must be adhered to and if required face masks are worn by 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 the office. Additional bins will be introduced where the usage increases to ensure they can be disposed of efficiently without risking cross-contamination. • 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 on a paperless basis as much as possible. This is to ensure that social distancing can be applied by reducing the number of employees walking across the office and reducing paper from being on contact surfaces. • A restriction should ideally be applied to the number of employees able to scan documents that are received by post etc. Antibacterial wipes will be provided next to the scanner so that surfaces can be wiped before use, with hand sanitiser provided nearby for them to use. • Whiteboards and flipcharts in the office can be used but ideally by a limited number of employees, reducing the need to touch multiple surfaces and pens. • In the event there is a case of Covid-19 in the office, the entire or part of the office will be closed with immediate effect until a thorough and sanitised clean has been undertaken by the office 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 to the office until this cleaning process has taken place and 72 hours have passed since the deep clean.

Additional control measures to be considered:						
• Increasing the cleaning regime to at least twice a day. • Increase the number of waste bins for PPE items only.						
Risk Rating	Likelihood	1	Consequence	4	Total	4

6.3 Hygiene – Handwashing, Sanitation Facilities and Toilets

Objective: To help everyone keep good hygiene through the working day.						
Control measures applied to meet the objective:						

• As detailed in Section 4.2, the office and warehouse will display clear laminated signage on best practices for the following:
  ○ 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.
• Information concerning these mandatory requirements is also provided to all employees through the Staff Intranet and in Group-wide communications.
• Employees are provided with a copy of the risk assessment and all other information via the Staff Intranet and the H&S notice board in the office reception.
• 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.
• Paper hand towels are available to use, and these must be disposed of in the available rubbish bin immediately after use.
• Management must ensure that the toilets are checked regularly to ensure they are kept clean and that rubbish bins do not overflow.
• Stroma will ensure that all toilets are cleaned and sanitised by the cleaners each evening and that sufficient supplies of hand wash are available.						

Additional control measures to be considered:						
• Installing hand dryers to replace paper towels. • Install automatic hand soap and sanitiser dispensers. • Install pedal bins for employees to put their rubbish in.						
Risk Rating	Likelihood	1	Consequence	4	Total	4

6.4 Changing Rooms and Showers

Objective: To minimise the risk of transmission in changing rooms and showers.						
Control measures applied to meet the objective:						
• This office has 2 showers and these will be marked as no entry, using a laminated sign and hazard tape to alert employees.						
Additional control measures to be considered:						
No additional control measures at this time.						
Risk Rating	Likelihood	2	Consequence	2	Total	4

6.5 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 the 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 want to wear them.
    - Ventilation is to be increased by opening the vehicle's 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 complete as a minimum once a week. The thorough clean will require 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
            - Gearstick
            - Infotainment/radio
            - Heating controls
        - **All seats**
            - Seatbelts and clips
            - Seat adjust controls
            - Headrests
            - 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.

Additional control measures to be considered:						
No additional control measures at this time.						
Risk Rating	Likelihood	1	Consequence	4	Total	4

7.0 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 this is a personal choice and is down to the individual to determine if a mask is needed. At this time the wearing of face masks is not a mandatory requirement when working in a Stroma office. Stroma has made masks available for each employee to use if they feel this is required. Where 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 and client requirements. If wearing this PPE is not mandatory, the employee can decide to wear them if they feel that their safety is being comprised, 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 their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting on face coverings. They should also do this before and after removing them
- Avoid touching their faces or face coverings. Otherwise, they could contaminate them with germs from their hands
- Change their face coverings if they become damp or they've touched them
- Continue to wash their hands regularly
- Change or wash their face coverings daily.

If the material is washable, to wash it in line with the manufacturer's instructions. If it's not washable, to dispose of it carefully in their usual waste.

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

8.0 Workforce Management

8.1 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 – QHSE Director The SPOC will take the lead in 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 one 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 about 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.

Risk Rating	Likelihood	1	Consequence	4	Total	4

8.2 Work-related Travel

8.2.1 Cars, Accommodation and Visits

Objective: To keep people safe when they travel between locations

Control measures applied to meet the objective:

- As detailed in Sections 2.0 & 2.1, employees will be working between the office and at home, therefore reducing the need for non-essential travel. Where possible, all meetings should be completed remotely, therefore further 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 be assessed before being asked to return to work in the office. It is also recommended that employees try not to car share to ensure social distancing is applied.
- For those employees who have to use public transport, the wearing of a face mask is a personal choice unless mandated by the travel company following 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 avoided, 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 want to wear them.
    - Ventilation is to be increased by opening the vehicle's 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 it 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.						
Risk Rating	Likelihood	1	Consequence	4	Total	4

8.3 Communications and Training

8.3.1 Returning to Work

Objective: To make sure all workers understand COVID-19 related safety procedures.						
Control measures applied to meet the objective:						
• Employees have been and will continue to receive regular clear and consistent communications from Stroma concerning the work they undertake. • 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. • Any changes made are agreed upon with employees using existing communication routes. This includes Health & Safety Committee Meetings, Senior Management Team Meetings, Group Newsletter and Divisional Communications.						
Additional control measures to be considered:						
No additional control measures at this time.						
Risk Rating	Likelihood	1	Consequence	4	Total	4

8.3.2 Ongoing Communications and Signage

Objective: To make sure all workers are updated on how you're implementing or updating safety measures						
Control measures applied to meet the objective:						
• 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. • Simple and clear signage will be used throughout the office to provide messages and guidance to all employees. Throughout this risk assessment, a reference to the signage being used has been included. • All signage used in the office will be laminated so it can be wiped clean as part of the nightly cleaning regime. • The office will reduce the usage of flip charts and/ or whiteboards • Electronic communication, e.g. email, Whatsapp, text etc. will be used to inform employees of any changes to office working practices. • On arrival at the Stroma office, all employees are asked to familiarise themselves with the Health & Safety Notice Board that is located in the office reception. • Mental health awareness is provided through the Health & Wellbeing Staff Intranet site and through discussions across the business. Trained mental health first aiders are in place to support any employee with the issues they are having, as well as the third party Everyday Advice Line.						
Additional control measures to be considered:						
No additional control measures at this time.						
Risk Rating	Likelihood	1	Consequence	4	Total	4

9.0 Tests and Vaccinations

9.1 Accessing Testing

• The measures in this risk assessment are aimed at reducing the risk of Covid-19 transmission. This is just as important even if our employees have:
  ○ received a recent negative test result.
  ○ had the vaccine (either 1 or 2 doses).
  ○ natural immunity (based on proof of a positive PCR within the past 180 days).
• Anyone with coronavirus symptoms can get a free NHS test.
• Employees who do not have symptoms of COVID-19 can access testing free of charge at home or at a test site. Read guidance on accessing tests if you do not have symptoms of COVID-19.

Additional control measures to be considered:
• Consider including on-site testing or instructing a third party company to carry out periodic testing in the office.

Risk Rating	Likelihood	1	Consequence	4	Total	4

10.0 Risk Ratings

The following risk definitions are used for each control measure:

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

11.0 Additional Control Measures

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

11.1 Health & Safety Checks

Stroma's standard Health & Safety checks must be carried out during the time the office and warehouse are 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.

11.1.1 Fire

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

11.1.2 Legionella

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

11.1.3 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. 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 is 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.

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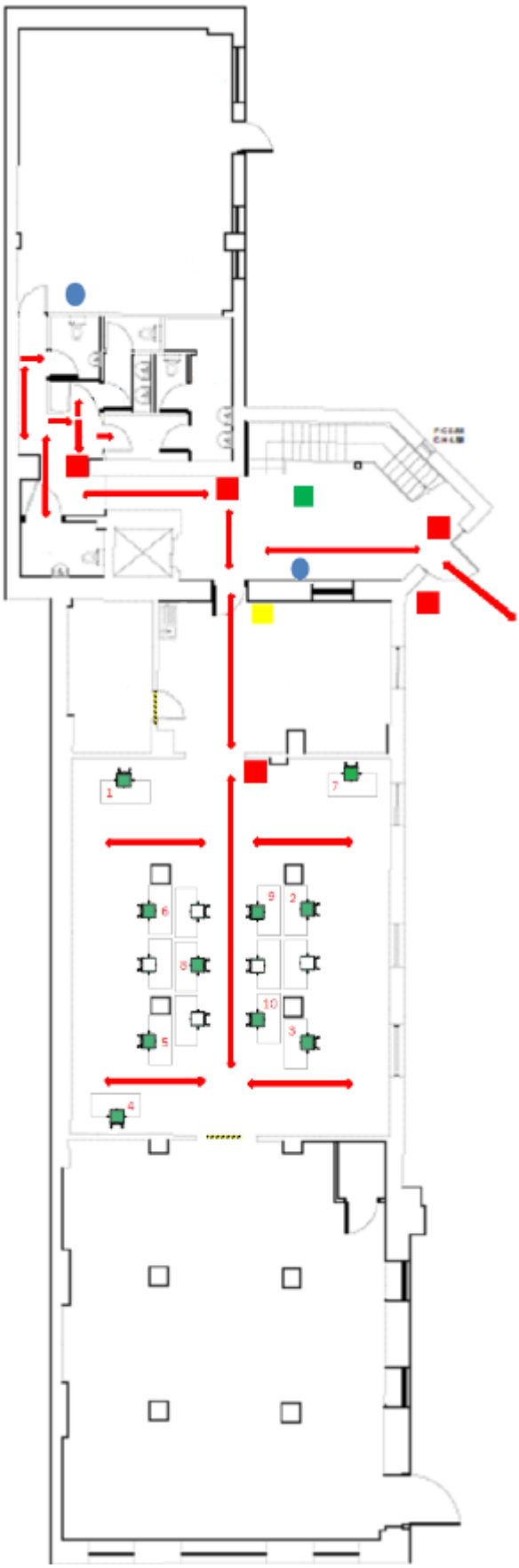
Appendix A – Sheffield Office Ground and Warehouse Floor Plans

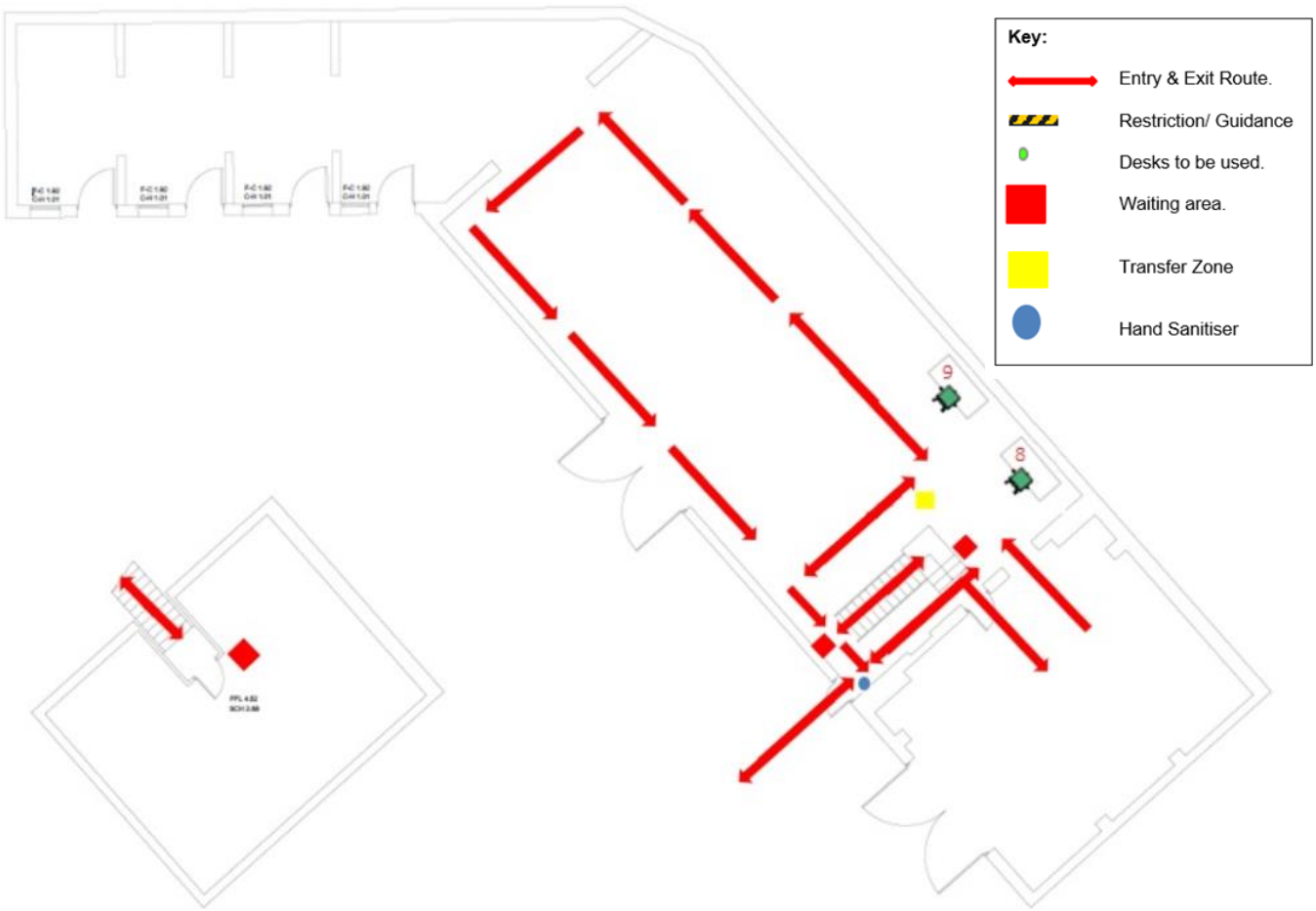
12.1 Ground Floor

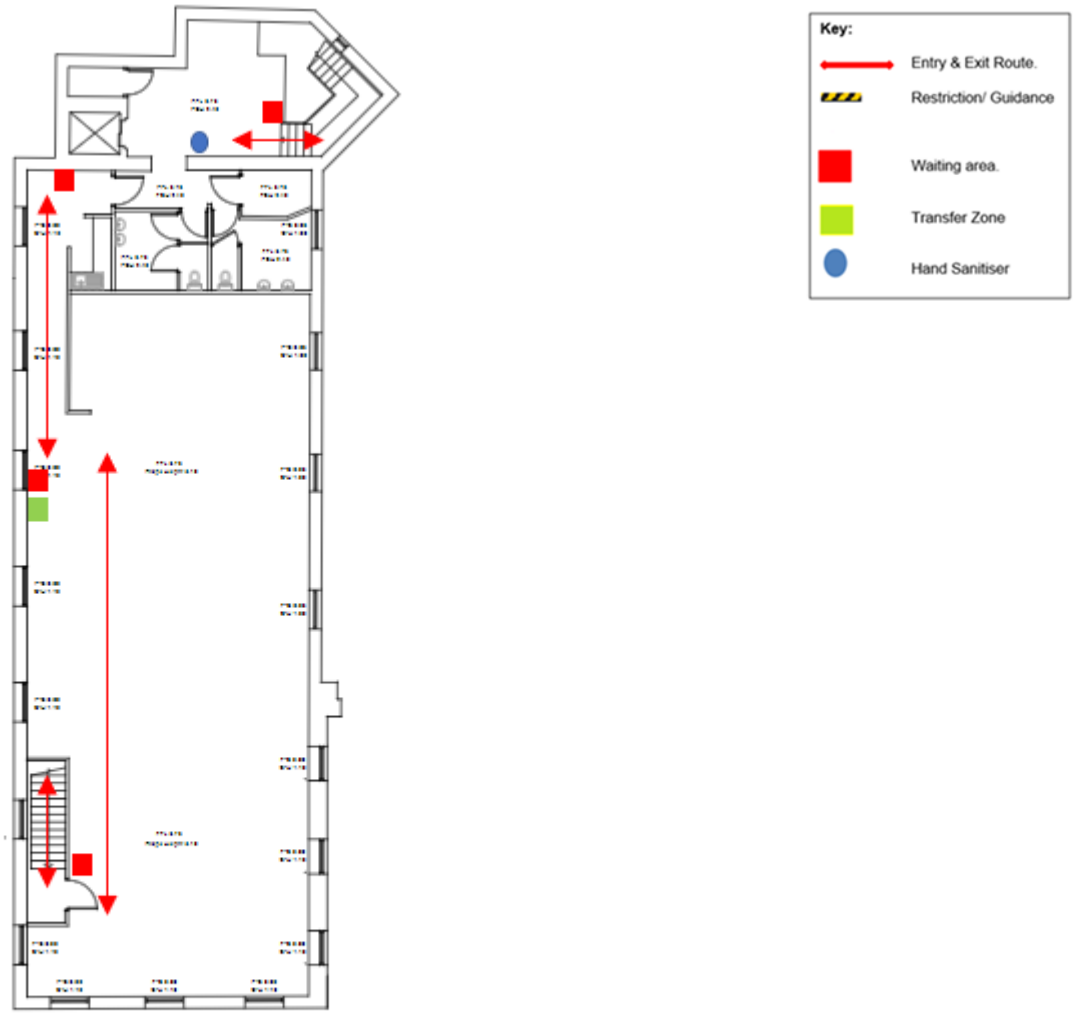


Key:

- Entry & Exit Route.
- Restriction/ Guidance
- Desks to be used.
- Temperature Checks
- Waiting area.
- Transfer Zone
- Hand Sanitiser

12.2 Warehouse



12.3 First Floor

12.4 Second Floor