

Covid-19 Risk Assessment

Stroma Offices



Authorised by:



Mr Mark Rollins-Mann
Stroma QHSE Director

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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 covers the following Stroma divisions and their offices and has been developed in accordance with the UK Government's "Working safely during COVID-19 in offices factories and labs" guidance:

- **Stroma divisions:**
 - Stroma Building Control Ltd.
 - Stroma Built Environment Ltd.
 - Stroma Certification Ltd.
 - Stroma Specialist Assess Ltd.

- **Stroma offices:**
 - Bedford - Office S6, Bedford i-Lab, Priory Business Park, Standard Way, Bedford, Bedfordshire, MK44 3RZ.
 - Cannock - 17 Morston Court, Lakeside, Cannock, Staffordshire, WS11 8JB.
 - Durham - Office 19, Abbey Road Business Centre, Abbey Road, Durham, County Durham, DH1 5JZ.
 - Holborn, 125 Kingsway London, WC2B 6NH.
 - Maidstone - Kingshill Avenue, Maidstone, Kent, ME19 4AQ.
 - Petts Wood - 198 Petts Wood Road, Petts Wood, Orpington, Kent, BR5 1LG.
 - Sheffield - The Maltings, 81 Burton Road, Sheffield, South Yorkshire, S3 8BZ.
 - Sheffield - Unit 2, Parkway Link, Kettlebridge Road, Sheffield, S9 3AJ
 - Truro - Unit 2 Trevisson Park, Chiverton Cross, Blackwater, Truro, Cornwall, TR4 8UN.
 - Wakefield (Head Office) - 6 Silkwood Business Park, Fryers Way, Wakefield, West Yorkshire, WF5 9TJ.
 - Wakefield - 1 Silkwood Business Park, Fryers Way, Wakefield, West Yorkshire, WF5 9TJ.
 - Warrington - The Outset, Sankey Street, Warrington. WA1 1NN.
 - Watford - Office 210 CitiBase, 42 - 44 Clarendon Road, Watford, Hertfordshire, WD17 1JJ.
 - Windsor - 27 Sheet St, Windsor, Berkshire, SL4 1BN.

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.

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 internal Staff Intranet.

It is very important that all employees read this document so 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:						
<ul style="list-style-type: none"> 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. The H&S Employee Representatives will be consulted with for their comments on the risk assessments content. Employees can provide comments on the content of the risk assessment the documented control measures' practical application in the workplace. This can be made to the divisional H&S Representative, Line Manager, HSE or the H&S team. 						
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.						
Control measures applied to meet the objective:						
<ul style="list-style-type: none"> Offices and employees are working on a hybrid model of spending time in the office and at home. Divisional Office Managers, Line Managers and/ or Directors will keep staffing numbers under review and make local changes where required. Anyone feeling unwell with Covid-19 symptoms are 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, where practical, will have control measures in place to minimise close contact, with risk mitigation such as partitions and divisions. Antibacterial wipes/ sanitising cleaning solution and disposable cloths/ blue roll are to be provided for surfaces to be wiped down. Teams and departments have been segregated as much as possible to reduce the crossover of employees. 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 3.0. 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. CO2 monitoring is to be used to assess whether a space is poorly ventilated and required minimal usage. Areas of congestion in our offices will be identified and any applicable control measures applied to reduce the build-up of employees. 						
Additional control measures to be considered:						
<ul style="list-style-type: none"> Consider bringing in the cleaners for additional cleaning during the day. 						
Risk Rating	Likelihood	1	Consequence	4	Total	4

2.0 Who Should Go to Work
2.1 Office Workers

Objective: To support a safe return to the workplace and 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.
- Stroma will remain responsive to the need of employees, particularly during the period where not everyone will have received 2 vaccine doses or their booster jabs. We will discuss the return requirements with each employee and assess their individual needs.
- Employees will continue to receive regular communication from their Line Managers.
- 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.
- 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:

- Reintroduce temperature checking upon arrival for all office visitors.

Risk Rating	Likelihood	1	Consequence	4	Total	4
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2.2 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.
- Stroma has assessed those employees who are classified as 'high risk' and maintains an active register for such employees.
- Those employees classified as 'high risk' 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 'high risk' employee works in an office, Stroma will ensure this is conducted in the safest possible way, ensuring social distancing is applied where possible, as well as the provision of wearing a face mask, screens, gloves etc.
- 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 working in an 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 the NHS, Government and Public Health England concerning the groups of people who are at 'high risk' of being infected and/or an adverse outcome if infected. Where this is identified, the extent of their role and the level of risk will be assessed to ensure they are not put at any unnecessary risk.

Additional control measures to be considered:

- Reintroduce temperature checking upon arrival for all office visitors.

Risk Rating	Likelihood	1	Consequence	4	Total	4
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2.3 People who have any of the main symptoms of COVID-19 or a positive test result

Objective: To encourage workers not to attend the workplace when positive with COVID-19.

Control measures applied to meet the objective:

- Please refer to Section 2.2 for those classified as "high risk".
- Employees who have COVID-19 are no longer legally required to self-isolate. Employees who have the main symptoms of COVID-19, or a positive test result, should follow the public health advice to stay at home and avoid contact with other people. They should not attend work.
- Stroma will:
 - Not ask employees with any of the main symptoms of COVID-19 or a positive test result to come to work if they're fully vaccinated.
 - Enable employees to work from home if they have any of the [main symptoms of COVID-19](#) or a positive test result. If an employee is unable to work from home, HR will talk to them about the options available, such as receiving Statutory Sick Pay (SSP) or annual leave etc.
 - Refer workers to the [COVID-19 guidance for people with COVID-19](#) and their contacts
- Unvaccinated close contacts of those who have COVID-19 are no longer legally required to self-isolate and vaccinated close contacts are no longer advised to test for 7 days.
- Employees who live in the same household as someone with COVID-19 should follow the [COVID-19 guidance](#) for people with COVID-19 and their contacts. They should work from home if they are able to do so.

Additional control measures to be considered:

No additional control measures at this time.

Risk Rating	Likelihood	1	Consequence	4	Total	4
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2.4 Equality in the Workplace

Objective: To make sure that nobody is discriminated against.						
Control measures applied to meet the objective:						
<ul style="list-style-type: none"> 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 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. Stroma will consider if we need to put in place any particular measures or adjustments to take account of your duties under equalities legislation. Where required, we will make reasonable adjustments to avoid disabled workers or visitors being disadvantaged. 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 make sure any steps taken do not have an unjustifiable negative impact on some groups compared to others. 						
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 spaces.						
Control measures applied to meet the objective:						
<ul style="list-style-type: none"> Ventilation will be managed in the office by use of the installed air conditioning units (where applicable) and/ or by opening available windows/ doors to allow fresh air into the office. Where meetings take place, open windows or any available air conditioning should be used before the next meeting to allow sufficient movement of air. Desk fans are permitted to be used to improve air circulation provided there is good ventilation. The air conditioning units are permitted to be used to allow for sufficient ventilation throughout the office. Air conditioning units will be subject to regular servicing and this will be conducted in accordance with the current agreed schedule. Approved contractors appointed to carry out this work do so in accordance with the requirements detailed in Section 4.1. Employees are encouraged to use outdoor spaces where this is practical to do so, e.g., breaks, meetings etc. Poorly ventilated areas will be reviewed to try and provide a sufficient level of airflow. We encourage the use of outside spaces where this is possible. 						
Additional control measures to be considered:						
<ul style="list-style-type: none"> 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 and managing poorly ventilated spaces

<ul style="list-style-type: none"> An assessment of the offices has been completed and it has been determined that there are no poorly ventilated areas; however, there are areas where further monitoring needs to take place and this will be carried out and reported on. Where this changes, we will assess the use of this area and its suitability for additional ventilation to be included. Stroma will use a CO2 monitor where required to ensure levels are monitored. Where an area is identified as being poorly ventilated, Stroma will consider steps to be taken, for example reducing the number of employees in this area, reducing the time any one person spends in the area, using a ventilation engineer to consult on remedial measures to be taken, installing a form of mechanical ventilation, cleaning or filtration. 						
Risk Rating	Likelihood	1	Consequence	4	Total	4

3.2 Using carbon dioxide (CO2) monitors to identify poorly ventilated spaces

<ul style="list-style-type: none"> Stroma currently uses CO2 monitors in the office to take periodic measurements in order to ensure levels are within acceptable numbers. Offices have good ventilation, doors, windows and air conditioning (where available) and the effectiveness of this will be monitored and reported to the Senior Management Team. 						
Risk Rating	Likelihood	1	Consequence	4	Total	4

4.0 Reducing Contact for Workers

Objective: Reducing the risk of spreading COVID-19 by reducing the number of people workers come into contact with.						
Control measures applied to meet the objective:						
<ul style="list-style-type: none"> Stroma has assessed the seating arrangement for each office and ensured, that where reasonably practicable, employees are spread out to reduce close contact. There is no formal seating plan in place for the offices and this is managed on the local office level; however, we reserve the right to reassess this should there be an increase in cases within the office or across the country. Stroma uses back-to-back or face to face with a reasonable distance in the seating arrangements where the office permits. Stroma will continue the use screens/ dividers where required in our offices to ensure a level of separation. Ventilation, as details in Section 3.0, further helps to reduce the risk of spreading Covid-19 in our offices. Stroma provides face masks and gloves for our employees to use where they feel safer doing so. Sanitised cleaning takes place by the appointed office cleaners, as well as antibacterial wipes being in place for employees to wipe down surfaces, for example, kitchen equipment, hot desks etc. 						
Additional control measures to be considered:						
No additional control measures at this time.						
Risk Rating	Likelihood	1	Consequence	4	Total	4

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:						
<ul style="list-style-type: none"> Stroma will provide information to all employees and visitors in whichever medium is suitable to them. Each office's H&S notice board will include the following laminated signage: <ul style="list-style-type: none"> Use of hand sanitiser. Frequent hand washing. Cough or sneeze into the crease of your elbow or tissue. Stroma will continue to monitor the guidance provided by the Government and we will amend our signage appropriately. 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. 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. Stroma will continue to cooperate with landlords and other occupiers of our shared offices to ensure a level of safety for our employees and visitors. Visitors will be provided with this risk assessment upon request and the information does not compromise their safety. 						
Additional control measures to be considered:						
<ul style="list-style-type: none"> Reintroduce temperature checking upon arrival for all office visitors. 						
Risk Rating	Likelihood	1	Consequence	4	Total	4

5.2 Working in Other People's Homes

Objective: To work safely in other people's homes						
Control measures applied to meet the objective:						
<ul style="list-style-type: none"> 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 'high risk', employees should 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. Frequent handwashing with soap and water for at least 20 seconds is advised. Hand sanitiser is available upon request for employees to be used when handwashing stations are not available. For all visits we will consider the following: <ul style="list-style-type: none"> Wearing a face covering if the visit is indoors with someone we do not normally meet. 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	2	Consequence	4	Total	8

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:

- Where an office is closed, we will:
 - Assess the site that has been closed and determine what work is required.
 - Review the cleaning process undertaken and ensure hand sanitisers are in place.
- Cleaning is taking place under agreement with the appointed cleaning contractor, with the office being used for some time now.
- The cleaners conduct a thorough clean and sanitisation of all office areas. This will ensure that the office is as clean as possible regardless of whether an area is being used or not.
- Windows will be opened to allow for suitable ventilation and to air the office. This will also be undertaken at the start of each day for when the office is open.
- Desk fans and portable fan heaters are permitted to be used as long as there is good ventilation in the office; this is to reduce Covid-19 droplets being spread around the office.
- The air conditioning units are permitted to be used; with the fan speed set to low, this is to reduce the chances of Covid-19 droplets being spread around the office.
- Air conditioning units will be subject to regular servicing and this will be conducted in accordance with the current agreed schedule. Approved contractors appointed to carry out this work do so in accordance with the requirements detailed in Section 4.1.
- Legionella checks are undertaken on a regular basis to ensure the quality of water is sufficient at all times.

Additional control measures to be considered:

No additional control measures at this time.

Risk Rating	Likelihood	1	Consequence	4	Total	4
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6.2 Keeping the Workplace Clean

Objective: To keep the workplace clean and prevent the spread of COVID-19 from touching contaminated surfaces.

Control measures applied to meet the objective:

- The cleaners will carry out their standard cleaning programme, with the addition of sanitising the office's contact services. This includes doors, telephones, stair rails, contact keypads, desk, keyboard etc. and will ensure the office is as clean and sanitised as possible for the safety of all employees.
- Antibacterial wipes are provided at points in offices and can be used by employees to wipe surfaces that have been touched, such as door handles, locks etc.
- Disposable gloves are also provided at points in offices and can be used by all employees where required. Laminated signage and guidance have been provided on the correct use and disposal of the gloves.
- Offices 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 contact with the printer.
- 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 an 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.
- Waste bins and personal items will be removed at the end of each day, with a clear desk policy applied to allow for desk surfaces to be cleaned.

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
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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 H&S notice boards will be used to 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.
- Hand sanitiser is provided within the office to ensure as wider use as possible.
- 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.
- 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:

- Install pedal bins for employees to put their rubbish in.

Risk Rating	Likelihood	1	Consequence	4	Total	4
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6.4 Changing Rooms and Showers

Objective: To reduce the risk of COVID-19 spreading in customer changing rooms.

Control measures applied to meet the objective:

- Showers in the Sheffield office are subject to regular cleaning and are for single use only.
- Hand sanitiser is located near the showers and is required to be used on entry and exit.
- Where possible, ventilation is to be applied by keeping doors or windows open.

Additional control measures to be considered:

No additional control measures at this time.

Risk Rating	Likelihood	NA	Consequence	NA	Total	NA
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6.5 Handling Goods, Merchandise and Other Materials, and Onsite Vehicles

Objective: To reduce the spread of COVID-19 through contact with objects coming into the workplace, and vehicles at the worksite.

Control measures applied to meet the objective:

- Employees should limit any personal deliveries to be sent to the office, with them being sent to their own address.
- For office item deliveries, this will be done with reduced contact. The delivery is ideally to be collected by the intended person.
- Antibacterial wipes are provided so the package can be wiped and the wipes must be disposed of in the nearest waste 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.
- Shared vehicles should be cleaned after use.

Additional control measures to be considered:

No additional control measures at this time.

Risk Rating	Likelihood	1	Consequence	4	Total	4
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7.0 Personal Protective Equipment (PPE) and Face Coverings

7.1 Personal Protective Equipment (PPE) for staff

Where employees are already using PPE in the work activity to protect against non-COVID-19 risks, you should keep doing so. It is not mandatory in our offices based on the low-risk activity being undertaken and it is a personal choice.

Stroma does not encourage the precautionary use of PPE to protect against COVID-19 unless you're in a clinical setting or responding to a suspected or confirmed case of COVID-19.

PPE is provided free of charge to workers who need it and we will ensure that it fits properly based on the employee's needs.

7.2 Face Coverings

Face coverings are optional in Stroma offices and where they are worn, employees should:

- 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.

Further information can be found [here](#).

8.0 Workforce Management

8.1 Outbreaks in the Workplace

Objective: To provide guidance if there is a COVID-19 outbreak in your workplace.						
Control measures applied to meet the objective:						
<ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> Mark Rollins-Mann – QHSE Director <p>The SPOC will take the lead in notifying Public Health Teams.</p> The SPOC will then inform the following business representatives who have employees working in our office: <ul style="list-style-type: none"> Steve Horrocks – Managing Director. Ian O’Connor – Managing Director. Andy Parkin – Managing Director. If there is more than one case of Covid-19 confirmed from an 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/guidance/nhs-test-and-trace-workplace-guidance#guidance-for-employers. 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. If you can, employees who test positive for COVID–19 should let people whom they have been in close contact with know about their positive test result, so that their contacts can follow the relevant guidance. 						
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:						
<ul style="list-style-type: none"> Stroma encourages people travelling together in any one vehicle to, wherever possible use fixed travel partners or avoid sitting face-to-face. Employees should ensure there is adequate ventilation by switching on ventilation systems that draw in fresh air or opening windows. You could open windows only partially if it’s cold. Employees should ensure that vehicles are cleaned between trips or on handover to help reduce the spread of Covid-19. 						
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:						
<ul style="list-style-type: none"> • Employees have been and will continue to receive regular clear and consistent communications from Stroma concerning the work they undertake. • Any changes made are agreed 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:						
<ul style="list-style-type: none"> • 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. • 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. • 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. • Where possible, Stroma will consult with interest parties and share best practices. 						
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

<ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> Received a recent negative test result. Had the vaccine (either 1, 2 or booster doses). A booster. 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 a test site. Read guidance on accessing tests if you do not have symptoms of COVID-19. Stroma supports employees being given time to have their vaccinations or to undertake a test. 						
Additional control measures to be considered:						
<ul style="list-style-type: none"> 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 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.

11.1.1 Fire

Fire alarms are required to be checked every week 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 local office visual checks are completed to ensure that all signage and control measures put in place are still fit for purpose. This will include:

- Checking that all signage is still correctly displayed.
- Is a supply of antibacterial wipes available?
- Opening all applicable internal doors and applying fire door stops where applicable.
- Opening enough windows to create adequate ventilation.
- Checking the hand sanitiser points still have solution in them.
- 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.

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

