

# EWG-HS-F-56 – Risk Assessment – Sceptre House Covid 19 and its variants

<b>Contract name</b>		Sceptre House			<b>Date of assessment</b>	22/09/2021		
<b>Assessor</b>		D Bourne/Tony Leach			<b>Issue number</b>	11		
<b>Assessor signature</b>					<b>Review date</b>	22/09/2021		
Item No.	Activity / task (What are we doing) (1)	Hazard (What will cause harm e.g. chemical, electricity, fall from height) (2)	Who may be harmed (Employee, other contractors, members of the public) (3)	Primary risk level (Before control measures) (4)	Control measures (Detail the measures that need to be implemented to control the hazard or reduce the risk) (5)	Residual risk level (After control measures) (6)	Team member(s) responsible for implementation of control measures (7)	
1.	Attending Sceptre House <ul style="list-style-type: none"> <li>General</li> </ul>	Transmitting Covid 19 and any variants	<ul style="list-style-type: none"> <li>Employee's</li> <li>Supply Chain</li> <li>Visitors</li> </ul>	M	<p><b>Your health</b></p> <ul style="list-style-type: none"> <li>All employees are encouraged to download the NHS COVID 19 app and activate the scanning mode.</li> <li>All employees are encouraged to take regular Lateral Flow Tests, which are free to order through the NHS COVID app or visit the NHS website (<a href="#">link</a>) or by visiting any of the testing centres.</li> <li>Employees are not report to work if they have COVID symptoms, they should contact their line manager. It is strongly advised that they have a PCR test to confirm.</li> <li>Employees should not return to work if they are "pinged" via the test and trace app unless they are fully vaccinated, they are also advised to take a PCR test</li> <li>Employees are expected to follow the advice of any medical professional or instructions on the test and trace app in relation to self-isolation or testing</li> <li>Employees should contact the Human Resources Dept. if they have been in close contact with work colleagues in the 2 days prior to the symptoms or positive test. You will be asked for some further information to enable the business to report to the self-isolation hub.</li> </ul> <p><b>Managing Occupancy</b></p> <ul style="list-style-type: none"> <li>Agile working should continue to be encouraged where this meets the needs of the Business and the employee</li> <li>Each Business and support function to be allocated seating area/numbers based on their operational needs</li> <li>Zone controllers to continue to coordinate seating arrangements</li> <li>External visitors are authorised to visit when <ul style="list-style-type: none"> <li>where there is a Business need</li> <li>a suitable meeting room has been organised</li> </ul> </li> </ul>	L	<ul style="list-style-type: none"> <li>GMT</li> <li>Directors</li> <li>Line managers</li> <li>All employees</li> </ul>	

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1.	Attending Sceptre House <b>General</b>	Transmitting Covid 19 and any variants	<ul style="list-style-type: none"> <li>Employee's</li> <li>Supply Chain</li> <li>Visitors</li> </ul>	M	<ul style="list-style-type: none"> <li>Visiting employee's requiring to work at hot desk should liaise with the respective Zone Controller to ensure there is suitable working space available before attending</li> <li>Internal Guidance (EWG-HS-GN-15 Sceptre House 'the new normal') to be updated to reflect the changes</li> </ul> <p><b>Peak Times</b></p> <ul style="list-style-type: none"> <li>Business has a naturally staggered approach to starting work:                             <ul style="list-style-type: none"> <li>Doors open at 6.30am</li> <li>Office start time 8.45am</li> </ul> </li> <li>Numbers of personnel in the building are limited with the count being monitored via the swipe fob system.</li> <li>External visitors are to be authorised to visit and under the control of the host, subject to:                             <ul style="list-style-type: none"> <li>there is a reasonable Business need</li> </ul> </li> <li>a suitable meeting room has been organised</li> </ul>	L	<ul style="list-style-type: none"> <li>GMT</li> <li>Directors</li> <li>Line managers</li> <li>All employees</li> </ul>
2.	Working at Sceptre House <ul style="list-style-type: none"> <li><b>Vulnerable people</b></li> </ul>	Transmitting Covid 19 and any variants	<ul style="list-style-type: none"> <li>Clinically Extremely Vulnerable Groups</li> <li>New/expectant mothers)</li> </ul>	M	<ul style="list-style-type: none"> <li>Clinically extremely vulnerable people attending/working in the office are advised (via internal Covid Guidance) to:                             <ul style="list-style-type: none"> <li>maintain a high level of awareness and maintain good hygiene practices</li> <li>continue to discuss any concerns with their line manager, particularly where they may be in close contact with people as part of their role</li> <li>follow any specific guidance provided by their GP and the Government</li> </ul> </li> <li>New and expectant mothers (Clinically Vulnerable) vulnerable people attending/working in the office are advised (via internal Covid Guidance) to:                             <ul style="list-style-type: none"> <li>maintain a high level of awareness and maintain good hygiene practices</li> <li>continue to discuss any concerns with their line manager, particularly where they may be in close contact with people as part of their role</li> <li>following any specific guidance provided by the Government, midwife or maternity team</li> </ul> </li> </ul>	L	<ul style="list-style-type: none"> <li>GMT</li> <li>Line Managers</li> <li>Employees</li> </ul>

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3.	Working at Sceptre House <ul style="list-style-type: none"> <li>Inadequate hygiene standards</li> </ul>	Contracting or spreading Covid 19 and any variants	<ul style="list-style-type: none"> <li>Employee's</li> <li>Supply Chain</li> <li>Visitors</li> </ul>	H	<ul style="list-style-type: none"> <li>Employee's and visitors will continue to be encouraged to maintain good hygiene practices by                             <ul style="list-style-type: none"> <li>Issuing guidance documents</li> <li>Displaying signage</li> </ul> </li> <li>Hand sanitiser and/or wipes will remain available at key locations and throughout the building                             <ul style="list-style-type: none"> <li>Entry/exit points to building and rooms</li> <li>Adjacent to signing in/out for visitors</li> <li>Outside or inside meeting rooms</li> <li>Adjacent to shared use equipment</li> <li>Bistro</li> </ul> </li> <li>Water, soap and disposable towels and electrical dryers provided and maintained in the toilets facilities</li> <li>Full time cleaner employed (in general) to monitoring and replenishing sanitising products</li> <li>All employees are encouraged to report shortfalls of equipment and standards to Office Manager or via the Positive Intervention Reporting system</li> </ul> <p>Face-coverings:</p> <ul style="list-style-type: none"> <li>Revised Guidance to include respecting employee's or visitors who choose to wear a face-covering</li> </ul>	L	<ul style="list-style-type: none"> <li>GMT</li> <li>EWFM</li> <li>Office Manager</li> <li>All employees</li> </ul>
4.	Working at Sceptre House <ul style="list-style-type: none"> <li>Using shared equipment/high touch area's</li> </ul>	Contracting or spreading Covid 19 and any variants	<ul style="list-style-type: none"> <li>Employee's</li> <li>Supply Chain</li> <li>Visitors</li> </ul>	H	<ul style="list-style-type: none"> <li>Employee's encouraged to continue to follow good hygiene practices (refer to Item no.3)</li> <li>Provide and use non touch methods where possible                             <ul style="list-style-type: none"> <li>stylus's for printers</li> <li>non-touch sensors</li> </ul> </li> <li>Wipe down area's such as hot desks and meeting rooms before/after use</li> </ul>	L	<ul style="list-style-type: none"> <li>GMT</li> <li>All employee's</li> </ul>
5.	Working at Sceptre House <ul style="list-style-type: none"> <li>Poor air circulation</li> <li>Over-crowding</li> </ul>	Contracting or spreading Covid 19 and any variants	<ul style="list-style-type: none"> <li>Employee's</li> <li>Visitors</li> </ul>	H	<ul style="list-style-type: none"> <li>HVAC system to remain set to avoid re-circulation (only clean air in and full extraction)</li> <li>Maintain natural ventilation (open windows, not fire doors)</li> <li>Maintain reasonable capacity within working area's and meeting rooms (do not exceed maximum seating capacity)</li> </ul>	L	<ul style="list-style-type: none"> <li>GMT</li> <li>EWFM Supervisor</li> <li>Office Manager</li> <li>All employee's</li> </ul>

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6.	Working at Sceptre House <ul style="list-style-type: none"> <li><b>Gym used for exercising</b></li> </ul>	Contracting or spreading Covid 19 and any variants	Workers Customers Contractors	M	<ul style="list-style-type: none"> <li>Windows to remain open during the day</li> <li>HVAC system set to clean air</li> <li>Sanitiser and cleansing wipes available</li> <li>Disinfectant sprays or wipes are provide at each identified area</li> <li>Signage and guidance displayed to wipe down equipment</li> </ul>	L	<ul style="list-style-type: none"> <li>GMT</li> <li>EWFM</li> <li>All employees</li> </ul>
7.	Working at Sceptre House <ul style="list-style-type: none"> <li><b>Gym used for Doctors appointments</b></li> </ul>	Contracting or spreading Covid 19 and any variants	Workers Customers Contractors	M	<ul style="list-style-type: none"> <li>Follow guidance as above</li> <li>Additional cleaning undertaken before facility is used by the Doctor/employee's</li> <li>Follow doctors guidance when attending appointments</li> </ul>	L	<ul style="list-style-type: none"> <li>GMT</li> <li>EWFM</li> <li>All employees</li> </ul>
8.	Working at Sceptre House <ul style="list-style-type: none"> <li><b>Managing an outbreak</b></li> </ul>	Contracting or spreading Covid 19 and any variants			<ul style="list-style-type: none"> <li>Update Internal Guidance to include updated information on                             <ul style="list-style-type: none"> <li>Encouraging personnel working/visiting Sceptre House to check in using the QR code via the NHS Covid App</li> <li>Internal reporting requirement following a positive PCR Test</li> <li>The arrangements for sanitising an area following a positive test</li> <li>Responsibilities to inform Public Health Protection Team in line with current Government Guidance</li> </ul> </li> <li>Internal Guidance to cover assessing risks to the operation due to potential lack of key personnel and supervision</li> </ul>		<ul style="list-style-type: none"> <li>GMT</li> <li>HR Manager</li> <li>Gp HS Manager</li> <li>Office Manager</li> <li>Line Managers</li> <li>All employee's</li> </ul>

**Name**

**Sign**

**Date**

The risks and precautions identified in the above assessments have been explained to me and I agree to work in accordance with them.

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