
























COVID-19 SECURE RISK ASSESSMENT PLAN & SCHEDULE (SITE - HEAD OFFICE - WELSH BRIDGE)

Assessment Overview: L. O'Loughlin						
What are the hazards?	Who might be harmed and how?	What is already being done?	What further action is necessary?	Action by whom	Action by when	Done/ Ongoing
The transmission of Covid-19 Virus	Employees, visitors and contractors attending office	<p><u>Movement in, out and around the Building</u></p> <ul style="list-style-type: none"> Clear signage prohibiting entry to the building for any individuals with any symptoms of the virus and advice on appropriate action 	<ul style="list-style-type: none"> Review / Refresh all existing COVID-19 signage Procurement and installation of sanitiser station at entrance Introduce new signage for pedestrian flows within the building NB any route permissible in emergency). Signage in operation Lifts and kitchen areas – signage to allow for 1 person to use at a time Secure doors open to avoid contact wherever possible (observing over-riding regulations) Staff to notify any issues with policies/procedures to HR/Legal 	KM CM/JP KM/JP KM/JP All All	Completed Completed Completed Completed Ongoing Ongoing	    
		<p><u>Cleanliness</u></p> <ul style="list-style-type: none"> Generous supplies of liquid soap & hand sanitiser throughout the building with clear signage reminding all to wash hands Enhanced office cleaning regimes 	<ul style="list-style-type: none"> Ongoing procurement and supply Overseeing cleaning Ensure guidance is understood e.g. <ul style="list-style-type: none"> ➤ shared devices/items such as photocopiers being wiped down after use. ➤ Surfaces being wiped down frequently 	TA/TD LL All	Completed Completed Completed	  








**COVID-19 SECURE RISK ASSESSMENT PLAN & SCHEDULE
(SITE - HEAD OFFICE - WELSH BRIDGE)**

			<ul style="list-style-type: none"> Investigate filters for air conditioning system. 	JW/LOL	Concluded – NFA	
		<p><u>Home/Office Based Working Decisions</u></p> <ul style="list-style-type: none"> Assessment within teams as to candidates for home working and appropriate IT support in place Appropriate/reasonable adjustments within teams to protect vulnerable members & those with protected characteristics Ensuring individuals who are advised to stay home do so i.e. those the government require to shield or those who have symptoms/live with someone experiencing symptoms. Staggered working patterns including start times and breaks Work station locations reviewed, distanced and screened where necessary 	<ul style="list-style-type: none"> Team managers to continue to assess candidates for home working. Wellbeing of all home-based workers to be monitored – consider calls to check in and see if additional professional assistance is required. Review working practices within teams for sharing hard copy information. Encourage electronic sharing and designated transfer zones where paper cannot be avoided Continuous review of remaining workstations, staffing levels and proximity to others – relocate/reduce levels of staff where possible to maintain social distancing. 	<p>Team Mngrs/Dept Heads</p> <p>Team Mngrs/Dept Heads</p> <p>Team Mngrs/Dept Heads</p> <p>Team Mngrs/Dept Heads</p> <p>Team Mngrs/Dept Heads</p> <p>Team Mngrs/Dept Heads</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Completed</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	     








**COVID-19 SECURE RISK ASSESSMENT PLAN & SCHEDULE
(SITE - HEAD OFFICE - WELSH BRIDGE)**

			<ul style="list-style-type: none"> • Screen workstations which are situated next to walkways / Desking to be spaced according to 2m distance guidelines • Relocate MPL personnel who frequently access & exit the building for site visits to Bicton Business Park 	JP/KM	Completed	
				JW	Completed	
		<p><u>Meetings / Travel</u></p> <ul style="list-style-type: none"> • Meetings <ul style="list-style-type: none"> ➢ Increased use of virtual meetings ➢ Use of larger meeting rooms • Sharing equipment such as pens etc discouraged • Restricting use of confined common areas such as kitchens to one person at a time • Vehicle sharing and Use of Company Vehicles 	<ul style="list-style-type: none"> • LOL issuing reminder to staff to utilise electronic means of meeting before conducting meetings in person • Encourage electronic training and other measures to limit out of area travel • Consider guidance as to whether invitations to meetings in the building are essential • Consider cleaning of meeting rooms in-between use. • Maximum occupancy numbers to be set for meeting rooms. • Issue guidance advising staff not to handle the food, drinks or cutlery of other staff members. • Sharing of vehicles is to be kept to a minimum and only to be undertaken where absolutely necessary. 	<p>LOL</p> <p>LOL</p> <p>LOL</p> <p>All</p> <p>LOL/KM</p> <p>KM</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Ongoing</p> <p>Completed</p> <p>Completed</p>	     

COVID-19 SECURE RISK ASSESSMENT PLAN & SCHEDULE (SITE - HEAD OFFICE - WELSH BRIDGE)

		<p><u>PPE</u></p> <ul style="list-style-type: none"> Ongoing review of need for PPE currently assessed as unnecessary due to other measures 	<ul style="list-style-type: none"> Consider risks attached to touch based security devices such as keypads and communicate that masks are available from meeting rooms and reception if ever 2 m distancing is not possible First aiders have all necessary PPE to assist in an emergency. 	LOL	Completed	
		<p><u>Information Sharing</u></p> <ul style="list-style-type: none"> All guidance being shared with staff 	<ul style="list-style-type: none"> In addition to memos, staff leaflet regarding updating practices and ongoing responsibilities. (include update on emergencies i.e. not staying 2m apart if unsafe to do so) 	KM	Completed	
		<p><u>Reception, Visitors and Deliveries</u></p> <ul style="list-style-type: none"> Signage in place to maintain social distance 	<ul style="list-style-type: none"> Screen reception Arrange for all deliveries to be deposited outside the building in designated trunk/location outside lift in car park Ensuring staff members who open post wash their hands before and after handling. Where this is not possible gloves should be used. All visitors to building recorded 	<p>JP/KM</p> <p>JP</p> <p>EL</p> <p>TA</p> <p>TA</p>	<p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Ongoing</p> <p>Ongoing</p>	    
		<p><u>Mental health support and wellbeing</u></p> <ul style="list-style-type: none"> Established support network 	<ul style="list-style-type: none"> Communicate to staff where and how to access support re mental health and wellbeing 	KM	Ongoing	

COVID-19 SECURE RISK ASSESSMENT PLAN & SCHEDULE (SITE - HEAD OFFICE - WELSH BRIDGE)

		<p><u>Break rooms</u></p> <ul style="list-style-type: none"> Encourage staff to take breaks outside in the fresh air alternatively there are staff break rooms allocated around the building clearly marked on doors for use by 1-2 people at any time, adhering to 2m distancing 	<ul style="list-style-type: none"> Ongoing Refresh signage to indicate areas 	KM/JP	Completed	 
		<p><u>Coats and Bags</u></p> <ul style="list-style-type: none"> Staff to retain these items by their workstation to avoid proximity to others until further notice 	<ul style="list-style-type: none"> Ongoing Signage 	All KM	Ongoing Completed	 
		<p><u>Staggered lunch breaks and breaks</u></p> <ul style="list-style-type: none"> To facilitate ease of movement to and from the buildings as advised by Team Managers 	<ul style="list-style-type: none"> Ongoing 	Team Mngrs/Dept Heads	Ongoing	
		<p><u>First Aid and Fire monitoring</u></p> <ul style="list-style-type: none"> Team managers to ensure that if relevant trained staff are not in, that a buddy system ensures the building has monitoring during working hours 	<ul style="list-style-type: none"> TM's to handle in each department updated list of first aiders / fire wardens to be circulated to head office. 	Team Mngrs/Dept Heads EP/TD	Ongoing Completed	 
		<p><u>Personal Deliveries</u></p> <ul style="list-style-type: none"> Wherever possible personal deliveries not to be sent to office premises for foreseeable future 	<ul style="list-style-type: none"> Staff to be notified in memo 	LOL	Completed	