

RETURN TO OFFICE AFTER COVID RISK ASSESSMENT

Risk Assessments have been completed for both Aberdeen and Dundee offices

Return to office survey completed June 2021

HAZARDS	POSSIBLE HARM	ACTIONS REQUIRED	ASSIGNED TO	STATUS
FIRST AID PROVISION	Lack of first aid provision leading to injury, further injury, or prolonged pain.	<ul style="list-style-type: none"> • Suitably stocked first aid kit (including disposable masks and gloves to reduce risk) • Appointed person(s) to take charge of first-aid arrangements, looking after first-aid equipment and facilities, calling emergency services when required. Appointed persons need to attend one day Emergency First Aid at Work course • Information for employees about first-aid arrangements 	<ul style="list-style-type: none"> • MD • ZH to source applicants and arrange training 	COMPLETED
			<ul style="list-style-type: none"> • MD to issue and display First Aid Action notice 	COMPLETED
EMERGENCY EVACUATIONS	Potential risk or transfer of virus on account of close contact with other persons	<ul style="list-style-type: none"> • Review requirement of fire wardens for offices • Fire Safety Logbooks to be held at both locations – these contain Alarm Test records, Service records, Equipment inspection, Fire and Evacuation record, Fire Door checklist • Fire Safety to be included at All Staff meetings and at induction • Personal Emergency Evacuation Plans to be in place for those who require assistance during an emergency evacuation • Information for employees about fire safety 	<ul style="list-style-type: none"> • MD • MD 	COMPLETED
			<ul style="list-style-type: none"> • MD 	COMPLETED
			<ul style="list-style-type: none"> • Line Managers 	ONGOING
			<ul style="list-style-type: none"> • MD to issue and display Fire Action notice, Fire Safety notice and Fire Safety awareness poster 	COMPLETED

<p>PERSONAL HYGIENE</p>	<p>Poor personal hygiene standards pose a risk of passing or contracting the infection</p>	<ul style="list-style-type: none"> • Supplies of soap and hand sanitisers to be provided at all access points and regularly topped-up. • The importance of good personal hygiene must be explained to all employees - particularly need for regular thorough hand washing with soap and water for at least 20 seconds • Employees should clean and sanitise hands before entering office • Employees to be instructed that use disposable tissues should be used to cover their nose and mouth when coughing or sneezing and put directly into a bin. Hands should be washed immediately for at least 20 seconds • Face coverings should be worn in office as you move through the building and should be changed regularly. 	<ul style="list-style-type: none"> • ZH to order supplies • MD to issue and display COVID 19 Hand Hygiene poster • MD to issue and display poster • MD to ensure 'Catch it. Bin it. Kill it.' posters are displayed • MD to issue and display poster 	<p>ONGOING</p> <p>COMPLETED</p> <p>COMPLETED</p> <p>COMPLETED</p> <p>COMPLETED</p>
<p>MEETING ROOMS</p>	<p>Potential risk or transfer of virus on account of close contact with other persons.</p>	<ul style="list-style-type: none"> • Employees instructed that meetings in enclosed spaces should only be undertaken when absolutely essential for business needs and kept as short as possible • Consider holding meetings outside • We should try to use remote video / telephone calls instead of face-to-face meetings • If this is unavoidable then meetings should maintain social distancing with clear signage used for meeting room capacity • Ensure rooms are well ventilated • Employees told to avoid physical contact with colleagues and visitors, such as handshakes and hugs and not to share stationery or phones to reduce risk of cross contamination 	<p>MD to issue and display poster on Meeting Rules and Capacity</p>	<p>COMPLETED</p>

		<ul style="list-style-type: none"> • Hand sanitiser to be provided for all meeting rooms 		
COLDS AND INFECTIONS	There is a risk that any cold or infection could be consistent with COVID-19 symptoms and there is a risk that accidental cross infection could be transmitted to other persons	<ul style="list-style-type: none"> • If someone becomes unwell in the workplace with any of the COVID-19 symptoms (high temperature, new and continuous cough, loss or change to sense of smell or taste), they should be sent home and advised to get a COVID test • If tested positive for COVID-19, employees must self-isolate but if feeling OK can continue to work from home • If a family member tests positive or has symptoms, employee should inform manager and continue to work from home • Determine if any employees are vulnerable or high risk – those with existing health conditions will be at a higher risk of contracting COVID-19 	MD to issue Covid-19 Pre-return to Work declaration to all staff	COMPLETED
CLOSE CONTACT WITH OTHERS	Staff working on the premises may be at risk of exposure to other members of staff or visitors who are carrying coronavirus, knowingly or unknowingly.	<p>Employees to be instructed to reduce day to day contact with other people as much as possible and ensure social distancing measures are followed.</p> <ul style="list-style-type: none"> • Capacity levels to be set for offices • Prior permission required to enter offices • Only one person at a time allowed in office kitchen areas • Directional signage will be in placed on floor areas to allow for social distancing, and one-way systems • Visitors to be limited but if necessary they must sign the Covid-19 Visitor Sign-in Logbook on 	<ul style="list-style-type: none"> • Max 20 in each location • Reminder of process • MD to issue posters • MD to issue Covid-19 Visitor Sign in books 	<p>COMPLETED</p> <p>COMPLETED</p> <p>COMPLETED</p> <p>COMPLETED</p>

		<p>entry and comply with social distancing and hygiene guidance</p> <ul style="list-style-type: none"> • Make more use of singular offices • Avoid public transport where possible, if not possible stick to social distancing and ensure you wear a face covering and use hand sanitiser regularly 		
CLEANING AND HYGIENE	<p>Inadequate cleaning and hygiene standards pose a risk of spreading infection by way of cross contamination from surfaces contaminated with the coronavirus.</p>	<ul style="list-style-type: none"> • A deep clean of the premises may be required before opening and on a regular basis thereafter • Employees are required to ensure workstations, phones, keyboards, screens, and headsets are cleaned before and after use – do not share equipment • Cleaning regimes to be increased in terms of frequency of cleaning of high touch points, toilets, communal areas and workspaces • Waste bins to be emptied more regularly • Doors and windows to be opened to encourage ventilation • Soap, wipes, gloves, hand sanitisers to be provided throughout offices • Encourage employees to bring in their own crockery, cutlery and meals where possible • Inside of company vehicles should be cleaned before and after use – try to encourage travelling alone in vehicles 	<ul style="list-style-type: none"> • MD to arrange • MD to display reminder posters • Cleaning staff completed Covid 19 training • Cleaners advised • MD to display posters • MD • ALL • MD to issue reminder 	<p>ONGOING</p> <p>COMPLETED</p> <p>COMPLETED</p> <p>COMPLETED</p> <p>COMPLETED</p> <p>COMPLETED</p> <p>ONGOING</p> <p>COMPLETED</p>
COMMUNICATIONS	<p>Staff who are not fully aware and understanding of the procedures and arrangements we have</p>	<ul style="list-style-type: none"> • Provide clear, consistent, and regular communications around procedures and measures 	<ul style="list-style-type: none"> • MD • MD to display Covid 19 secure sign 	<p>ONGOING</p> <p>COMPLETED</p>

	<p>put in place could compromise our arrangements and jeopardise the health of others.</p>	<ul style="list-style-type: none"> • Installation of signage awareness posters in prominent areas will help to remind staff of rules • Awareness and focus on the importance of mental health at times of uncertainty - employees have access to the 24/7 confidential EAP (Employee Assistance Programme) and can also raise any concerns with their line manager • 'Covid-19 Pre-return to Work Declaration' must be completed by all employees prior to return to office • Once a year all employees will require training on: <ul style="list-style-type: none"> - H&S awareness - Fire Safety Awareness - Display Screen Equipment - Driving for Business - Lone working 	<ul style="list-style-type: none"> • Mental Health policy • MD to issue • MD 	<p style="color: green; text-align: center;">COMPLETED</p>
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Signed.....

Date.....

COPY OF RISK ASSESSMENT TO BE ISSUED TO ALL EMPLOYEES. WE WILL REQUIRE ACKNOWLEDGEMENT THEY HAVE READ IT AND AGREE WITH CONTENT.

Mandy Duggan (MD)

Zaysha Hope (ZH)

