

COVID-19 RISK ASSESSMENT

XLN Business Services, One North Bank, Sheffield

The PM announced on 26th January 2022, that all Plan B restrictions would end in England; all versions after this date take account of those changes.

All staff are made aware of any new versions of this assessment and new versions are also posted on our website.

As this situation is not static, this assessment will be reviewed/updated regularly, either through our own observations or via Government guidelines.

This risk assessment supersedes previous assessments relating to the Coronavirus Pandemic.

What are the hazards or hazardous events?	Who might be harmed and how?	What control measures are in place already?	Are further controls needed?	Date to be completed
01. Staff who need to commute to and from the office	Staff commuting to and from the office face risk of community transmission via public transport.	Where public transport cannot be avoided, staff reminded to follow local guidelines with respect to face coverings and social distancing. Adjust work patterns if possible/appropriate to reduce exposure where travel required.	Continue to comply with Government and local guidelines.	Ongoing as per Government guidance
02. Staff working in the office	Staff/visitors on site. Risk of contracting or spreading the virus.	Social distancing of workstations, where possible Air conditioning units set to use fresh air, rather than recirculated air, where possible. Appropriate and relevant COVID-19 social distancing signage displayed throughout office. Daytime cleaning on site as well as evening cleaners. Staff encouraged to take regular tests. Vaccine information sent out to all staff. Staff working from home considered, depending on role and other factors.	Implement risk mitigations where social distancing of workstations is not possible. This can include: - Placing workers back-to-back or side-by-side rather than face-to-face when working - Grouping or 'cohorting' work teams so they work together consistently Open doors to let in additional fresh air, if weather permits.	Ongoing as per Government guidance

03. Contracting or spreading coronavirus in commonly used or high traffic areas	Staff/visitors on site. Risk of catching or transmitting COVID-19.	Sanitisers and antibacterial wipes placed in tea points and breakrooms. Clear signage asking employees to wash/sanitise hands before using vending/coffee machines is displayed. Touch points cleaned during day. Any building guidance communicated and enforced.	Staff to be kept updated of any changes to building requirements.	Ongoing as per Government guidance
04. Business related travel	Staff travelling on business. Risk of catching or transmitting COVID-19.	Business travel approval process (TAF) to be used to ensure only essential travel carried out.	Continue to comply with Government guidelines.	Ongoing as per Government guidance
05. Clinically vulnerable and pregnant women	Staff with underlying health issues/those that live with people with underlying health issues, and pregnant women, at risk of catching COVID-19.	Staff to limit close contact with those they do not usually meet. Social distancing of workstations, where possible. Staff encouraged to take regular tests. All pregnant women have a risk assessment carried out, to remove or manage any risks. Staff working from home considered, depending on role and other factors.	Continue to comply with Government guidelines. Staff to be referred to Occupational Health if appropriate, and OH guidance followed.	Ongoing as per Government guidance
06. Clinically extremely vulnerable staff	Staff classed as clinically extremely vulnerable are at more risk of suffering worse effects of COVID-19.	Staff to limit close contact with those they do not usually meet. Social distancing of workstations, where possible. Staff encouraged to take regular tests. Staff working from home considered, depending on role and other factors.	Continue to respect and be considerate of those that may wish to take a more cautious approach. Staff to be referred to Occupational Health if appropriate, and OH guidance followed.	Ongoing as per Government guidance
07. Individuals displaying symptoms of COVID-19	Staff/visitors may present with symptoms whilst in the work-place.	Staff reminded frequently of symptoms of COVID-19, and told they must not attend work if symptomatic. Symptoms of COVID-19 posters displayed at entry points, with instructions to not to enter if symptomatic. Anyone displaying symptoms is told to leave the premises: - Consider calling for a relative to transport them home if they are too ill to leave on their own, and wherever possible, isolate them in the meantime. - In extreme cases call for an ambulance. Managers to arrange cleaning of areas where employee has been sitting and any areas they may have been in contact with. Shift patterns are documented and kept for 21 days to assist NHS Test and Trace.	Continue to comply with Government guidelines.	Ongoing as per Government guidance

		Landlords are advised of any confirmed cases. Health and Safety Manager to act as single point of contact (SPOC) for liaising with relevant authorities.		
08. COVID-19 outbreak	Staff/visitors Multiple cases of COVID -19 in the workplace.	In event of multiple positive cases being reported for office-based staff over a short period of time, following additional action required: <ul style="list-style-type: none"> - Senior management to be alerted - Any employee contacted by Test and Trace to self-isolate, if appropriate - All other staff identified as a close contact to self-isolate, if appropriate - Deep clean to be carried out - Government guidelines on self-isolation to be followed - Details of positive cases to be recorded and notified to relevant authorities as per guidelines - Health & Safety Manager to act as single point of contact with relevant authorities 	Continue to comply with Government guidelines.	As and when situation necessitates.
09. COVID-19 mutating	Staff/Visitors New strains of virus can potentially lead to higher transmission rates.	Keep up to speed with news articles/GOV.UK website. Work with Directors/senior managers to keep staff updated of any changes. Staff encouraged to take regular tests. Staff working from home considered, depending on role and other factors.	Additional provisions (IT) may be needed if staff need to work remotely due to changes in rules or guidance.	Ongoing as per Government guidance
10. First aid duties	First aid staff. Risk of infection from provision of first aid to a non-COVID-19 related incident.	First aiders have been briefed on guidance of provision of first aid during COVID-19 pandemic, as follows: Assume that any employee that they are asked to assist is a potential carrier of COVID-19 whether or not they are displaying any known symptoms, wear gloves and a mask, maintain social distancing principles whilst assessing, and follow first aid training. Immediately call 999 for an ambulance if employee is unresponsive and the airway, breathing and circulation of the patient cannot be properly assessed. Do not administer rescue breaths, start chest compressions only. Follow instructions of the 999 call-handler.	First aiders to be kept updated on any guidance changes.	Ongoing as per Government guidance

11. New starter training	New starters/trainers Risk of catching or transmitting COVID-19.	Training and assessment days should be limited to minimum groups at any one time. Social distancing to be observed as much as possible. Sanitiser and social distancing reminder notices placed in all meeting rooms. Any rooms used for training are cleaned regularly by onsite cleaners as part of the daily cleaning.	Continue to comply with Government guidelines and act upon any guidance changes.	Ongoing as per Government guidance
12. Internal / external meetings and interviews	Staff/visitors/candidates. Risk of catching or transmitting COVID-19.	XLN Reception and office building reception must be notified beforehand of planned visitors. Interviews/visits must be confined to limited areas, as far away as possible from the workforce. The person hosting the visit/interview is responsible for ensuring this guidance is followed. Sanitiser and social distancing reminder notices placed in all meeting rooms. Instructions for use posted on all meeting rooms, including the need to limit occupancy to minimise risk.	Consider asking candidates/visitors to take a LFT if situation calls for it.	Ongoing as per Government guidance
13. Contractors / visitors on site	Contractors/visitors. Risk of catching or transmitting COVID-19.	XLN Reception and office building reception must be notified beforehand of planned visitors. Contractors/visitors wear face coverings if they choose to. Movement around office to be minimised. Social distancing requirements to be followed if necessary.	Consider asking contractors/visitors to take a LFT if situation calls for it.	Ongoing as per Government guidance
14. Music played in the office	Staff at increased risk of COVID-19 cross-infection if shouting or closer contact required due to loud music being played.	Music to be played at reasonable levels so that shouting and closer contact are not required.	Continue to comply with Government guidelines and act upon any guidance changes.	Ongoing as per Government guidance
15. Presence of alcoholic drinks on site	Staff at increased risk of COVID-19 cross-infection if behaviour affected by alcoholic drinks.	Drinking alcohol in the office is strictly limited to special occasions and under management supervision. Significant company events to be organised offsite at more appropriate venues.	Continue to comply with Government guidelines and act upon any guidance changes.	Ongoing as per Government guidance

Signed: Tracy Braganza, Company Health and Safety Manager

REVISION LIST

2022 01 31	2021 12 24	2021 12 02	2021 11 03	2021 07 29	2021 05 26	2021 03 24	2021 01 12
2020 12 22	2020 08 27	2020 08 04	2020 07 06	2020 06 30	2020 06 16	2020 06 10	