

COVID-19 RISK ASSESSMENT

XLN Business Services, One North Bank, Sheffield

Former Coronavirus restrictions were removed on 19th July 2021. With this in mind, this assessment takes into account these changes and the impact it may have on our ability to carry out our work activity.

Line managers will be asked to ensure that all staff have been made aware of this assessment and any subsequent changes and/or additions. 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. Restrictions being removed increasing need for commuting	Staff returning to office. Removal of lockdown restrictions increases likelihood of staff returning to work and community transmission via public transport	Where public transport cannot be avoided, staff encouraged to continue to wear face coverings. Staff asked to continue to maintain social distancing where possible. Adjust work patterns if possible/appropriate to reduce exposure where travel required.	Continue to comply with Government guidelines.	Ongoing as per Government guidance
02. Staff returning to office/everyday duties	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 Appropriate and relevant COVID-19 social distancing signage displayed throughout office Daytime cleaning on site as well as evening cleaners Workplace testing being rolled out for all staff that wish to take part Vaccine information sent out to all staff	Implement risk mitigations where social distancing of workstations is not possible. This can include <ul style="list-style-type: none"> 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 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	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. Staff travelling between sites are asked to take a LFT before travel and after returning.	Continue to comply with Government guidelines Extra stock of LFT to be kept in the office to be used if needed	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, put at risk of catching COVID-19, as restrictions removed	Staff to limit close contact with those they do not usually meet. Social distancing of workstations, where possible Workplace testing is being rolled out for all staff that wish to take part All pregnant women have a risk assessment carried out. The risk assessment will remove or manage any risks.	Continue to comply with Government guidelines	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 as restrictions removed	Staff to limit close contact with those they do not usually meet. Social distancing of workstations, where possible Workplace testing is being rolled out for all staff that wish to take part	Gradual return to work recommended for those at most risk Respect and be considerate of those that may wish to take a more cautious approach	Ongoing as per Government guidance
07. Individuals displaying symptoms of COVID-19	Staff/visitors may present with symptoms whilst in the work place.	Symptoms of COVID-19 posters displayed. Workplace testing is being rolled out for all staff that wish to take part First aiders/managers kept updated of any new symptoms and how to proceed – Process on HRC Any person on site displaying symptoms is told to leave the premises immediately. 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 suspected	Landlords to be advised of any confirmed or suspected cases. Health and Safety Manager to act as Single point of contact (SPOC) for liaising with PHE health protection team. Latest advice is for Local Authority Public Health Team to be advised of any positive cases Cleaners to be advised and extra cleaning to take place	Ongoing as per Government guidance

		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.		
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: - Senior management to be alerted - Any employee contacted by Test and Trace to be sent to self-isolate - All other staff identified as a close contact should be sent to self-isolate - 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 - All employees returning after completion of self-isolation via test and trace to provide proof of a negative test - New starters to provide proof of a negative test	Cleaners to be advised and extra cleaning to take place.	As and when situation necessitates.
09. COVID-19 Mutating	Staff/Visitors New strains of virus can potentially lead to higher transmission rates. This may also mean localised actions such as lock downs/tier changes	Keep up to speed with news articles/Gov.UK website Work with Directors/senior managers to keep staff updated of any changes. Workplace testing is being rolled out for all staff that wish to take part	Additional provisions (IT) may be needed if staff need to work remotely due to localised actions	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	First aiders to be kept updated on any guidance changes.	Ongoing as per Government guidance

		<p>the patient cannot be properly assessed. Do not administer rescue breaths, start chest compressions only. Follow instructions of the 999 call-handler</p>		
11. New starter training	<p>New starters/trainers Risk of catching or transmitting COVID-19.</p>	<p>Training and assessment days should be limited to minimum groups at any one time. Social distancing to be observed. 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 All new starters to be invited to take part in workplace testing</p>	<p>Continue to comply with Government guidelines and act upon any guidance changes</p>	<p>Ongoing as per Government guidance</p>
12. Internal / external meetings and interviews	<p>Staff/visitors/candidates. Risk of catching or transmitting COVID-19.</p>	<p>XLN Reception and office building reception must be notified beforehand. Interviews/visits must be confined to limited areas, as far away as possible from the workforce. Any areas touched by visitors should be cleaned immediately afterwards, and any rooms used for interviews must be cleaned after each use. 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. Request all interviewees show proof of a negative LFT before coming into the office.</p>	<p>Extra stock of LFT to be kept in the office to be used if needed.</p>	<p>Ongoing as per Government guidance</p>
13. Contractors / visitors on site	<p>Contractors/visitors. Risk of catching or transmitting COVID-19.</p>	<p>XLN Reception and office building reception must be notified beforehand. Face coverings and gloves required if appropriate Movement around office to be minimised. Social distancing requirements to be followed if necessary</p>	<p>Consider asking Contractors to take a LFT if situation calls for it.</p>	<p>Ongoing as per Government guidance</p>

Signed: Tracy Braganza, Company Health and Safety Manager