

Paragon Covid-19 Risk Assessment



What are the hazards?

Spread of Covid-19 Coronavirus

Who might be harmed?

- Staff
- Visitors to the premises
- Cleaners
- Vulnerable groups – elderly, pregnant workers, those with existing underlying health conditions
- Anyone else who physically comes in contact with you in relation to your business

Controls required	Additional controls	Action by who	Action by when	Complete
<p>Generally Anyone with COVID-19 symptoms (irrespective of severity) must following Government guidelines on testing and self isolation and must not attend any office.</p> <p>Clinically venerable and extremely vulnerable individuals (as defined by the Government) must follow Government guidelines and not attend any office.</p>	<p>Self testing via digital thermometer at home is encouraged however it should be noted that temperature is only one of the symptoms. See here</p> <p>Any employee who considers themselves such an individual should notify the HR team ASAP in order to discuss any further specific arrangements.</p>	<p>All staff</p> <p>All staff</p>	<p>Before travel to an office</p> <p>N/A</p>	<p>N/A</p> <p>N/A</p>
<p>Pre-Reopening Full clean of all work areas by contracted cleaners.</p> <p>Confirm with Landlord that common areas have been cleaned and any Landlord controlled ventilation systems are fully operational.</p>		<p>Office manager</p> <p>Office manager</p>	<p>Before reopening office</p> <p>Before reopening office</p>	<p>Complete</p> <p>Yes</p>
<p>Hand washing</p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Stringent hand washing taking place and guidance reviewed • Drying of hands with disposable paper towels or hand air dryers where provided • Gel sanitisers in any area where washing facilities not readily available • Gel sanitising upon immediate entry to office having passed through / used any common areas.. 	<p>Employees to be reminded to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels, signs to be placed at all hand washing stations.</p> <ul style="list-style-type: none"> • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ <p>Antibacterial cleaning products and hand sanitising gel will be available for staff to use.</p>	<p>Office manager / all staff / all visitors</p> <p>Office manager</p> <p>All staff</p>	<p>Office reopening briefing and during office visit</p> <p>Before reopening office</p> <p>Ongoing</p>	<p>Yes</p> <p>Yes</p>
<p>Personal responsibilities of staff Practice good respiratory etiquette as well as good office hygiene.</p>	<p>Additional signage – Following Catch it, Bin it, Kill it guidance</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice</p>	<p>Office manager</p>	<p>Before reopening office</p>	<p>In place from Friday 12 June</p>
<p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, reception area, using appropriate cleaning products and methods.</p>	<p>Office Managers to restart daily cleaning operations via existing suppliers /contractors and confirm specific requirement for controls required.</p>	<p>Office manager / cleaning provider</p>	<p>Before reopening office</p>	<p>Yes</p>
<p>Social Distancing Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency.</p>	<p>Regular checks will be carried out by office managers to ensure that the necessary procedures are being followed. A positive control (see it/say it) culture will be encouraged to ensure all employees are encourage to identify / prevent inadvertent breaches of social distancing.</p>	<p>Office manager</p>	<p>Ongoing</p>	<p>N/A</p>

Controls required	Additional controls	Action by who	Action by when	Complete
	Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Appropriate signage and tape to be placed in all offices displaying the 2metre gap.	Office manager / all staff	Ongoing	N/A
Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time.	** Please refer to the Office Return pack for each specific office with details**	All staff	Ongoing	N/A
Redesigning processes to ensure social distancing in place.	Office space plans have been reviewed and updated to maintain Social Distancing (2m) guidelines. Unfixed furniture has been repositioned or removed to match the office space plan. Please refer to the Office Return Pack for each offices floor plans.	All staff	Ongoing	N/A
Conference calls / Teams meetings to be used instead of face to face meetings.	All offices / staff have been trained and IT enabled with Microsoft Teams. All internal and external meetings to continue remotely until further notice via Teams.	All staff	Ongoing	N/A
Internal Meetings to be held outside where possible or via Teams.		All staff	Ongoing	N/A
Social distancing also to be adhered to in smoking areas.		All staff	Ongoing	N/A
PPE Specific PPE is not deemed a requirement for office based tasks. Refer to Paragon's Site and Property Inspection Protocol for guidance and RAMS requirements for non office based tasks.		Note	N/A	N/A
Fire Evacuation Review current fire evacuation meeting point.	Where in a multi tenanted buildings an alternative fire evacuation meeting point should be selected and guidance issued to staff. This should also be discussed with the building landlord and local arrangements updated here for each office location.	Office manager	Before office reopening	Yes
Symptoms of Covid-19 If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, will be sent home and advised to follow the stay at home guidance.	Internal communication channels and cascading of messages through Team Leaders will be carried out regularly to reassure and support employees in a fast changing situation.	HR	Ongoing	N/A
Anyone experiencing these symptoms should not attend the office at all.	All surfaces that a symptomatic person has come into contact with must be cleaned and disinfected, especially objects visibly contaminated with body fluids and all potentially contaminated high contact areas such as toilets. Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids, can be cleaned thoroughly as normal.	Office manager / cleaning providers	If and when an employee had symptoms at work	N/A
	Team Leaders / HR will offer support to staff who are affected by Coronavirus or has a family member affected.	Team leaders / HR	Ongoing	N/A
Line managers will maintain regular contact with staff members during this time.	Regular communication of mental health information and open door policy for those who need additional support.	Shareholders / team leaders / HR	Ongoing	N/A

Controls required	Additional controls	Action by who	Action by when	Complete
<p><u>Mental Health</u> Paragon promotes mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference</p>	<p>EAP Phone line and App</p> <ul style="list-style-type: none"> Visit: www.healthassuredeap.com 	All staff	Ongoing	N/A
<p><u>Food and drink preparation</u> Food prep not to be carried out in the office, packed lunches or pre-made food to be brought in and lunches to be eaten at desks.</p> <p>Hot and Cold drinks must only be prepared by the individual consuming the drinks, using clean cups/glasses.</p> <p>Conference calls / Teams meetings to be used instead of face to face meetings.</p>	<p>Communal seating and table space for consuming food and drink will be closed by removal of seating and signage.</p> <p>All plates/bowls, cutlery, drinking mugs and glasses are to be cleaned via an automatic dishwashing cycle on highest heat setting (no hand washing up or use of tea towels).</p> <p>All offices / staff have been trained and IT enabled with Microsoft Teams. All internal and external meetings to continue remotely until further notice via Teams.</p>	<p>All staff</p> <p>All staff</p> <p>All staff</p>	<p>Before office reopening / ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Yes</p> <p>N/A</p> <p>N/A</p>