

Title	
COVID-19 Risk Assessment review based on new guidance .	
Site Name and Address	
Igloo Books, Cottage Farm, NN6 0BJ	
Completed By	Completed Date
Aleksandra Chudoba	28 th July 2021

Report Summary	
Section 1.0	Checklist Findings

1.0 Checklist Findings

Re-Opening		
Question	Response	
Facilities and Services Management		
The fire evacuation procedures have been updated to reflect occupancy levels and Covid-19 compliance guidance.	Yes	Fire procedure has been reviewed. Zones and quantities of Fire Marshals have been allocated and updated.
The current building cleaning risk assessment has been reviewed to ensure that it remains suitable and sufficient and comply with the Covid-19 guidance.	Yes	Increased cleaning regime continues.
Arrangements are in place to review and maximise air filtration opportunities.	Yes	Where air filtration is limited, it's recommended to wear a mask and keep the doors open. Otherwise, windows will stay open where possible to allow better air flow.
Ensure that all thorough examinations and inspections are completed on critical plant and equipment (including gas, lifting and pressure systems).	Yes	Up to date, air conditioning system is kept maintained.
Arrangements are in place to ensure that all domestic hot and cold water systems have been flushed, treated and checked in accordance with the water management control scheme to ensure the non-proliferation of legionella bacterium.	Yes	Up to date, legionella RA in date, regular flushing when necessary is introduced and monthly temperature checks are carried out.

A review of the cleaning materials, methodologies and products has been completed to ensure appropriate selection for viral infection control.	Yes	Continues the same level. Provide additional antibacterial cleaning wipes, alcohol based equipment wipes, using antibac surface cleaning spray.
Arrangements are in place to ensure that all critical control points such as handrails, door handles and common work surfaces are cleaned on a regular basis.	Yes	Continues as per last RA.
Managing The Risk		
Question	Response	
Communication and Assessment		
There are reporting procedures in place to report and monitor a person with COVID-19 symptoms	Yes	Line manager & HR as main contacts.
Suitable arrangements are in place to ensure that the frequency of handwashing and surface cleaning is increased in line with the necessary control measures.	Yes	Included in reviewed process and procedures for office and warehouse
Where people must work face-to-face for a sustained period with more than a small group in poorly ventilated areas an assessment has been made as to whether the activity can safely go ahead.	Yes	Desk layout has been adjusted so employee avoid sitting face to face, it's been recommended to sit diagonally and occupancy levels will be restricted by individual office.
Arrangements are in place to share the results of this risk assessment with employees	Yes	All RA are available upon request. Results of the RA are presented in form of Processes & Procedures document.
As an employer with over 50 employees, the results of this risk assessment are to be published on its website.	Yes	-
"Staying COVID-19 Secure" notices have been posted at entrances and within the workplace.	Yes	At the main entrance in each building.
Assessing the Need to Work within the Office/Warehouse		
Planning for the maximum number of people needed on site to operate safely and effectively have been formally made.	Yes	Continues in line with max numbers to avoid crowded offices. Numbers are presented in each office area and monitored.
Monitoring arrangements are in place in respect of the wellbeing of people who are working from home and working from the office and helping them stay connected to the rest of the workforce, especially if the majority of their colleagues are on- site/in the office.	Yes	Homeworking RA considers mental health, regular communications and raising awareness via Workplace Group. Additional help available via Helpline.
Arrangements are in place for keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security.	Yes	Regular team calls have been introduced and they continue as flexible working does.

Arrangements are in place to provide equipment for people to work at home and work from the office safely and effectively, for example, remote access to work systems etc.	Yes	DSE, workstation, working from home assessment.
Protecting People at Higher Risk		
Measures have been put in place to provide support for workers around mental health and well-being. This could include advice or telephone support.	Yes	Mental Health webinars scheduled, Employee Helpline available. All vulnerable employees have been consulted. Any return to the office is voluntary until further notice.
Where employees who are considered to be within the clinically extremely vulnerable and clinically vulnerable are identified, support to these workers continues by discussing with them their individual needs and supporting them in taking any additional precautions advised by their clinicians.	Yes	-
Equality in the workplace		
The particular needs of different protected groups or employees and individuals with protected characteristics have been considered and taken into account in respect of the return to the offices.	Yes	All employees have been consulted prior to their return to work.
Those protected groups or employees and individuals with protected characteristics have been provided with additional information as to the degree of risk they may be exposed to or what additional measures are necessary to allow them to work within the office.	Yes	Based on separate RA (for example maternity).
Reasonable adjustments have been put in place to avoid disabled workers being put at a disadvantage, and assessing the health and safety risks for new or expectant mothers.	Yes	-
Consideration has been given to making sure that the steps the employer is taking do not have an unjustifiable negative impact on some groups compared to others, for example, those with caring responsibilities or those with religious commitments.	Yes	-
Social Distancing		
Question	Response	
Coming to Work and Leaving Work		
Hand washing facilities or hand sanitisers arrangements are provided at entry and exit points.	Yes	-

Workplaces and Workstations		
Mitigate the risk by reducing the number of people workers could come into contact with.	Yes	Allow people to work further apart from each other to mitigate the risk. The layout of desks/workstations has been reviewed. Max of number of people applies in meeting rooms and office areas.
Arrangements are in place to clean desks and equipment on a regular basis or between use from different employees.	Yes	Cleaning materials are available in each office/room.
Meeting rooms have greater air flow and limited access.	Yes	Where opening windows is not possible, limited number of employees is displayed and doors remain open to allow better air flow.
Arrangements are in place within meeting rooms for the provision of hand sanitiser.	Yes	-
Seating areas and waiting areas have been reconfigured to reduce face to face interactions.	Yes	-
Accidents, Security and Other Incidents		
Emergency procedures have been reviewed and re-published to staff / tenants.	Yes	Re-induction of all staff upon their return to the office where necessary. In other cases, all employees have been kept up to date with processes and procedures.
Staff/tenants have been informed that during an emergency that they do NOT have to maintain a social distancing rule.	Yes	-
First aiders and others involved in the provision of assistance during an emergency have been provided with facilities and assistance to enable them to sanitise equipment and maintain hygiene requirements following the incident, including washing hands.	Yes	-
Managing Contacts, Visitors and Contractors		
Question	Response	
Managing Contacts		
Arrangements are in place to encourage remote meetings and visits.	Yes	-
Where site visits are required, arrangements are in place to provide guidance on hygiene to visitors on and before arrival.	Yes	-
Arrangements are in place to limit the number of visitors entering the building/office.	Yes	Always pre-arranged.

Arrangements are in place to limit visitor times by providing specific time windows and restrictions.	Yes	-
Arrangements are in place to review and determine the schedules for essential maintenance and service visits to reduce interaction and overlap between people, for example, carrying out services at night.	Yes	-
Records of all employees and visitors are maintained.	Yes	-
Arrangements are in place to ensure hygiene where visitors are required to sign in.		Hand sanitizers are available on each entrance and throughout the building, as well as face coverings if necessary.
Providing Guidance		
Arrangements are in place to ensure that those hosting visitors have been provided with suitable supervision, instruction and training on the measures necessary to maintain safe working conditions.	Yes	-
Consideration has been given, where appropriate to review entry and exit routes for visitors and contractors to minimise contact with other people.	Yes	-
Cleaning		
Question	Response	
Re-opening Measures		
A separate assessment has been made to ensure that all plant and equipment in use within the building is safe and in full working order.	N/A	continues
A separate review of the cleaning requirements for the property/office has been undertaken and steps implemented to secure appropriate levels of cleaning and hygiene.	N/A	Detailed cleaning requirements with cleaning company.
Windows and doors are, where possible, opened to encourage ventilation.	Yes	-
Keeping the workplace clean		
Arrangements are in place to ensure that workspaces are cleared of waste and staff belongings at the end of each shift.	Yes	Removed by the cleaners on a daily basis.
Arrangements are in place to ensure that appropriate PPE and support is provided to those cleaning workplaces following notification of a known or suspected COVID-19 case.	N/A	PPE and support provided by cleaning contractor.

Hygiene - Hand-washing, Sanitation Facilities and Toilets		
Appropriate signs and posters to build awareness of good handwashing technique have been implemented.	Yes	Additional notices in each toilet.
Arrangements are in place to provide staff and others with regular reminders and signage in respect of the need to maintain personal hygiene standards.	Yes	Included in Processes & Procedures document.
Hand sanitiser facilities are provided in multiple locations including within washrooms and toilets.	Yes	-
Where possible, arrangements are in place to provide paper towels as an alternative to hand dryers in hand-washing facilities.	Yes	-
Waste paper towel / tissue waste storage arrangements have been reviewed and suitable arrangements are in place to maintain appropriate hygiene arrangements.	Yes	-
PPE and Face Coverings		
Question	Response	
Personal Protective Equipment (PPE) and Face Coverings		
Face Coverings		
Consideration has been given in respect of the need to use face coverings within the workplace.	Yes	Face coverings are not mandatory, but recommended to use in high traffic areas or close proximity areas where the risk of spreading the virus is higher.
Workforce Management		
Question	Response	
Communication and Training - Returning to Work		
Arrangements are in place to provide clear, consistent and regular communication to the workforce to improve understanding of the issues surrounding COVID-19 and the safety procedures necessary and consistency of ways of working.	Yes	Via e-mail, company updates, consultation with HR, regular team's catch ups with line manager.
Arrangements are in place to ensure that workers and workers representatives have been engaged through appropriate communication routes to explain and agree and changes in working arrangements.	Yes	Regular communication from senior management team and line manager.

<p>Training materials have been developed and provided to the workforce prior to returning to site/office, providing specific guidance on any new procedure for arrival at work.</p>	<p>Yes</p>	<p>Reviewed Processes & Procedures document.</p>
<p>Communication and Training - On-going Communication and Signage</p>		
<p>Arrangements are in place to ensure awareness on the importance of mental health at times of uncertainty, including the maintenance of communication and relationships, the provision of support mechanisms and checks on physical well-being etc.</p>	<p>Yes</p>	<p>Mental health webinars scheduled. Awareness posts available on internal Workplace platform. Line Managers are instructed to keep in touch with their direct reports. HR advice available.</p>
<p>Communication has been provided on managing further sickness occurrences and self-isolation arrangements.</p>	<p>Yes</p>	<p>HR as main point of contact for recording all occurrences. Enable workers to work from home while self-isolating if appropriate.</p>
<p>Arrangements are in place in case of covid-19 outbreak.</p>	<p>Yes</p>	<p>Any workers who have symptoms of COVID-19 self-isolate immediately and continue for the next 10 full days. Keeping records of all visitors and employees who meet on site. Contacts must self-isolate immediately and continue for the next 10 full days. Ensure any workers who have been informed by NHS Test and Trace that they are a close contact of a person who has had a positive test result for COVID-19 follow the requirement to self-isolate.</p>