



PART A: RISK OVERVIEW |

No	Question	Risk level			Comments
		H	M	L	
1	Covid-19 Workplace and Visitor policies reviewed and up to date within the previous 12 months				These policies have been assessed as part of this risk assessment. Clarification was gained that the completed policies are being communicated with Managers and Employees to ensure that compliance best practice under Covid-19 restrictions are being achieved.
					The Workplace policy is clear in its content, covering roles and responsibilities, the need for social distancing to be maintained, how to manage client and supplier visits, as well as the provision of workspace and welfare facilities. The policy document is concise, but has sufficient detail to be effective. Managers and Employees will through their return to work briefing sessions have the opportunity to obtain further details as needed, or to offer suggestions on improved practices
					In respect of visitors to the Company, whilst best practice at this time is discourage face to face meetings, using video conferencing where possible, the Company recognises that there is a need for face to face meeting in certain circumstances. Ensuring that visits are pre planned as a key control for site tours has been included in the Policy and it is a good idea, as suggested in the reviewed document that an Visitor Outlook Diary is in place. Information on welfare, hygiene and catering arrangements has also been included in the policy. When a face to face visit or site tour has been agreed and planned in, a copy of the visitor policy and Covid-19 Risk Assessment would be sent out by the Company Host to their visitor, to include details of parking, access arrangements and contact details on arrival. This approach does appear to be comprehensive
2	Display screen equipment form issued in past 12 months				With a return to work to potentially different work stations, and for staff who have been working at home or on furlough, with a physical change back to the office environment, it would be appropriate for staff to be provided with an individual DSE/Workstation assessment. These could be provided by and supported with a DSE/Ergonomics Safety briefing from Outsource Safety
3	Level of first aid cover provided				Guidance is provided by the HSE in indg214 as to the numbers of first aiders as shown by the following link: https://www.hse.gov.uk/pubns/indg214.pdf

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	Level of first aid cover provided (continued)				<p>The Company has currently 6 first aid trained staff in place with 2 further staff trained as mental health first aiders. Numbers at this time have been reduced by paternity leave and home working. Moving forward, the Company should ensure, as far as possible that as a minimum, 1 fully trained first aider (FAW) be available on site at any one time between the overall working hours of 7am-7pm. This can be sorted by Managers planning work based shifts.</p> <p>It was also noted that the Company have in place a defibrillator, for which current first aiders would have training. In relation to Covid-19, the Workplace policy states that additional PPE is to be provided. In this case this would include Facemasks and disposable gloves Guidance on safe treatment distances has been given in the Policy also. It should be ensured that refresher training provided should now include Covid-19 guidance and support.</p>
4	Sudden ill health issues being managed by First Aiders				Staff who have pre-existing medical conditions that may lead to ill health, if advised by their medical professional, are during this time shielding. At this time of Covid-19 with anxiety levels at an increase, it is a positive that the Company has in place trained Mental Health First Aiders provision.
5	Site wide Covid-19 risk assessment completed				The Company has carried out their own Covid-19 Risk Assessment as part of the process of managing the workplace and a planned return to work, also taking into consideration the easing of lockdown procedures and the ending of the UK Government furlough scheme. This risk assessment from Outsource Safety provides support to the processes the Company have put in place
6	Contractor Competence information obtained in relation to Covid-19 policies and procedures				The Company has in place contract cleaners, Big Green Cleaning Company, providing enhanced cleaning services. Big Green have provided their own Covid-19 Risk Assessment, assessed and signed off by their Director, Clare Blizzard, which we have reviewed along with their Standard Operating Procedures and premises risk assessment, signed off by their Area Manager, Sandra King. These documents as viewed have been found as suitable and sufficient. The key control as with all risk assessments, will be to ensure that the individual cleaning operatives have read and understood them.
7					For external catering for meetings, Wolfies Sandwich Shop, local to the Company, based in Bath Road are in place. For use if required for arranged visits during the current Covid-19 restrictions, the company have obtained Wolfies Covid-19 policy and risk assessment for corporate catering arrangements

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8			Medium		For any other contractors attending premises during this process, e.g. Gloucester based Plantarama, the forklift engineer or air conditioning service engineers, ensure they are supplied with a copy of your Visitor Policy and they supply their Covid-19 Risk Assessment. It is noted that for Plantarama, who are a regular visitor to the Company, their Covid-19 policy and risk assessment has already been obtained and kept on file.
9	Completion Covid-19 Return to Office form			Low	This document is in place and on completion of Managers Briefings, Team Managers will take their staff individually through the questionnaire via video conferencing prior to their return to the office. Prior to return to the office by staff member, any raised issued can be discussed with Managers and HR.
10	Site working / visiting		Medium		Commercial are encouraging employees to limit visits to customers and to work via remote connection / working where this is an option. Where site visits are unavoidable, site guidance on social distancing and hygiene should be explained to the employees by the company they are visiting prior to arrival. Employees should ask to obtain a copy of the organisations risk assessment document for visitor to ensure that there are suitable measure in place to ensure their safety whilst on site. Employees must continue to observe the safety measures which have been put in place by Commercial but also adhere to all guidelines in place by the organisation they are visiting and wear appropriate PPE where requested to minimise risk. Employees should not visit a company premises that does not have sufficient safety measures in place in line with government COVID-19 guidelines. Employees should use company cars to travel when visiting customer sties and not car share where possible. If public transport has to be used, employees should only do so if social distancing is possible.
Section A compliance and non-compliance		High risk	Medium risk	Low risk	

PART B - SITE SPECIFIC SAFETY OBSERVATIONS | COVID-19

Area	Expected standards	Risk level			Comment	Action
		H	M	L		
Premises entry	Entry to the reception by the inner door requires contact as closed. The door is a fire door on a self-closer				It was discussed whether or not to prop this door open to avoid contact with the door surface.	The door does not have a handle, so can be pushed open without hand contact. As a fire door, it would not be recommended to be propped open
Reception area	Visitors procedure on arrival				 <p>Provision of digital temperature check system, electronic sign on and hand sanitiser. Procedure for sign in is displayed on the totem behind the Smart Visitor portal. The staff list on the sign in system enables the system to alert the visitor host of the visitors' arrival. Floor signage is in place to prompt use of the hand sanitiser.</p>	Outside of Furlough, at the end of October, Reception may then be staffed.
Staff temperature checks as part of Covid-19 controls	Staff temperature checks completed; any issues of concern				Although staff do not sign in, all staff entering the premises are required to have their temperature taken at the digital thermometer system in reception. If over 38 degrees, they would not enter the premises; with information provided to their Line Manager and HR	Staff would not enter the premises if Coronavirus Covid-19 symptoms were suspected. Any issues of concern would be reported, with self-isolation measures in line with Government guidance being applied
	Place to take meals in comfort				There is no staff rest room in place. Staff eat at their desks or go out at lunch time.	

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In house kitchen facilities	Means for preparing and storing food on site where necessary: Commercial Group – Main Building				<p>There is a small ground floor kitchen with a microwave, kettle, fridge and dishwasher, as well as a water cooler, and hot water boiler. This kitchen is now advised as 1 person in; 1 out. Milk from bottles (with the exception of non-dairy e.g. Oat milk) have now been replaced with milk sachets to reduce common touch surface contact.</p> <p>The larger kitchen on the 1st floor has kit to include 2 microwaves, a kettle, toaster, a fridge and a dishwasher. There is space for 2 persons at a time in this space.</p> <p>No food preparation is permitted in the kitchens at this time. Microwaves, toasters and the coffee machines are all out of use at this time.</p>	The use of microwaves and toasters may be re-instated if Government guidelines change over the coming months.
Office issues	Lone worker risks managed				It was advised that no lone working occurs in the building	
Workplace Transport; Deliveries and Collections	Delivery and collection drivers attending the premises: Controls on access to the premises				Signage is in place at the front of the warehouse for delivery and collection drivers not to enter the premises.	Toilet/ Washing facilities could be used by visiting drivers. The procedure would be to enter via reception, receive a digital temperature reading and if below 38 degrees, would be allowed to use facilities
Fire	Fire marshals trained and in place				There are 9 first line fire marshals with 8 stand by fire marshals in place. 2 of the fire marshals are based in Commercial Foundation	This would be a sufficient number of fire marshals. As a minimum, you should be looking at 2 per floor in the main building; allowing for current shift patterns. Outsource Safety can assist with Fire Marshal

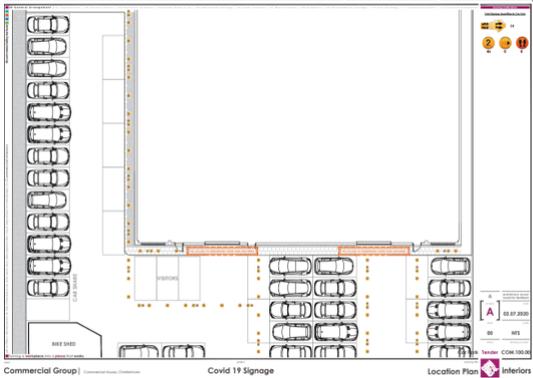
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		H	M	L		
						refresher training moving forward
	Fire evacuation plan robust and practiced				Following a return to office based working and end to furlough, it would be recommended to put in place a fire evacuation drill, with 6 monthly repeat, as part of the reintroduction process.	
Fire Risk Assessment	Fire risk assessment for Commercial UK				With changes in space use and numbers of persons in the premises due to Covid-19, if not already in place, it would be an appropriate time to ensure the fire risk assessments for Commercial UK and Commercial Foundation are brought up to date	
Pregnant Workers	Risk assessment completed				Risk assessments on a trimester basis would be carried out by HR	Staff who do advise they are pregnant during Covid-19 are to obtain advice from their GP on whether it is safe for them to return to the office environment or work from home if able to do so, in order to reduce risk as far as reasonably practicable
Outside of buildings	Walkways into the building in good order					

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					<p>The walkway into the main building was seen to be in good order. 2 metre social distancing signage is in place for where queuing is required for the temperature check station in Reception. A copy of the signage plan for the car park area has also been put into place</p> 	
Inside of Buildings	Covid-19 One way routing in place within the main Commercial Ltd 2 floor offices in place				<p>The walkways around the ground and first floor of the main building have 2 metre floor signs in place showing a one way system.</p>  <p>For the wider walkway between the desks through the Office Supplies Dept allows for a 2 way routing. This is assessed as a safe use of space. A signage plan is also in place for the ground and 1st floor of the main building</p>	

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Inside of buildings	Social distancing at desks/work stations is achieved				<p>Individual offices within the building are limited to no more than 2 persons.</p>  <p>In respect of desks in a row; a number of desks have been removed from the offices to allow for 2 m social distancing. Signage is in place for mid desks not to be used, with staff on opposite side of rows sitting diagonally. Shift working with staggered starts also assists. Smartway2 desk booking system in use to book desks and prevent booking of desks already used in a working day. All desks and desk equipment is cleaned daily by the cleaning team.</p>	
	Walkways kept clear and warehouse tidy.				 <p>There are some areas of the warehouse where housekeeping is a current issue. Due to Covid-19 staffing levels, there is only one person working in the warehouse, so it is appreciated that housekeeping standards are effected. Waste cardboard and paper is removed from the premises on a regular basis and taken offsite to Printwaste, so waste levels are reduced on a regular level</p>	Maintain housekeeping checks in the warehouse, to ensure walkways are kept as clear as possible

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Home working	Homeworking and office working rota's in place and home working provision for those not yet able to work from the office				<p>Homeworking and office working rota's have been implemented by Managers.</p> <p>Managers have planned for a minimum number of employees needed on site to operate safely and effectively.</p> <p>Managers have reviewed all employees job roles in order to facilitate and encourage the rota system.</p> <p>A homeworking policy is in place to ensure that sufficient support is provided to homeworkers.</p> <p>Managers will monitor the wellbeing of employees working from home and put in place measures to support their mental and physical health and personal security.</p> <p>Enhanced IT provided to homeworkers in place to ensure the effectiveness of working arrangements and the security of data and information for example, remote access to systems.</p> <p>Arrangements have been made to help homeworkers to stay connected to the rest of the workforce as appropriate via regular communications from HQ.</p>	
Doors being open to increase air flow	Fire door seen to be propped open				<p>Due to Covid -19 restrictions, the fire door at the top of the stairs is propped open to reduce common touch surface contact with the door handle and increase air flow. However, fire doors on fire exit routes should be closed to provide a protected route on the staircase.</p>	 <p>As an alternative to closing the door, look to fit a Dorguard product that will operate on the</p>

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						fire alarm sounding and therefore maintain the integrity of the fire exit route
Fresh Air/Air conditioning	An adequate supply of fresh air in the workplace must be maintained when using air conditioning.				The risk of air conditions spreading COVID-19 in the workplace is extremely low as long as there is an adequate supply of fresh air and ventilation alongside it's use. As such, it is recommended that air conditioning is used with a high fan speed before the building is occupied and then at a low fan speed once the building is occupied. Windows and doors should be used to provide ventilation as a first option where possible. Desk fans are permitted as the risk of transmission through their use is extremely low.	
Social distancing in meeting rooms	Meeting rooms have capacity levels set to maintain the 2 metre social distancing guidance				 <p>Meeting rooms are signed for capacity in line with the 2 metre guidance. Alternatives for meetings are set up via Blue Jeans or Microsoft Teams in order to minimise face to face meetings</p>	
Section B compliance and non-compliance High risk Medium risk Low risk						

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Assessor: Peter Hebblethwaite CMIOH AIFSM CSHP Outsource safety Ltd

Job Title: Health and Safety Consultant

Assessment date: 29th July 2020

Review date(s): ongoing in line with Government COVID-19 guidelines

Business location: Old Station Drive, Liddington Industrial Estate, Cheltenham, GL530DL