

Risk Assessment Form

			Date of Assessment: 17/05/20		Task / Work Activity / Work Area Assessed: Igloo Books Cottage Farm – Risk of Spreading or Catching Coronavirus (COVID-19/CV-19)					Assessment carried by: Darren Witherall/Aleksandra Chudoba		
Probable Case Outcome					Likelihood - Scale					Risk Rating (Outcome X Likelihood)		
10	8	5	3	1	10	8	5	2	1	High	Medium	Low
Fatality	Severe Injury / Ill Health	Lost time Injury	Minor Injury	No Injury	Certain	Very likely	Likely	Unlikely	Remote	50-100	20-49	1-19
Identified Risks, Hazards or Awareness		Persons at Risk	Control Measures in Place						Outcome	Likelihood	Risk Rating	Further Action Required Yes/No Who?
Exposure to COVID-19 from others due to: 1) Living with someone with a confirmed case of COVID-19. 2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19.		All staff. External visitors or contractors.	<ul style="list-style-type: none"> To follow government action of self-isolation and ongoing advice, supported by Igloo additional procedures whilst at work. This covers the individual contracting the virus or living with someone who has the virus. Maintain contact with Line Manager and Human Resources (HR) and to follow company policy / guidance. Igloo will ensure vulnerable persons can shield themselves from the workplace, following any specific medical advice issued to them by relevant medical bodies. <ul style="list-style-type: none"> Where appropriate, this will also be covered in a separate HR personal risk assessment. Reduce the amount of time using public transport and to implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family from the same household). Follow good, hygiene measures, always. Follow the 6 “Golden Rules” outlined in process document. Key messages displayed around the buildings. 						8	5	40	Review govt guidelines when updates are published. (DW/H&S Team) www.gov.uk/workingsafely Amend “Process and Procedures” document with any changes and circulate to all staff. (HR/H&S Team) “Process and Procedures” document to be signed by all staff (HR/H&S). “Process and Procedures” document created for visitors/drivers visiting the site. All to sign. (H&S)
									8	5	40	

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<p>Exposure to COVID-19 from others (continued)</p>		<ul style="list-style-type: none"> In the event of someone in the workplace falling ill to COVID-19 we will undertake a thorough deep clean of the facility. No one to attend any site knowingly having symptoms of COVID -19. 				
<p>Suspected case of CV19 while at work.</p>	<p>All staff. External visitors and contractors.</p>	<ul style="list-style-type: none"> If an employee or visitor displays any symptoms of COVID-19 (including high temperature or cough) then they must avoid touching anything, keep away from all staff and return home to self-isolate immediately as per govt guidelines. Said employees must notify the HR team and advise of other team members they have been in close contact with so they can be advised accordingly. If a first aider needs to assist anyone showing symptoms of COVID19 they must first utilise available PPE (Face Mask/Gloves) and follow all hygiene procedures before and after assistance (if/when it is safe to do so). Staff must not return to work until it is safe to do so and must follow the government guidelines for self-isolation. Staff must agree a return date with HR before returning to the Igloo offices or the warehouse. 	<p>8</p>	<p>2</p>	<p>16</p>	<p>HR will update relevant staff and managers if we have any reported cases.</p>
<p>Exposure to COVID-19 from general travel including foreign travel</p>	<p>All staff.</p>	<ul style="list-style-type: none"> Staff have been made aware to follow government guidelines on all travel. Staff must notify the HR team if this has included any foreign travel or plan to make any International travel. Current government advice is to avoid non-essential travel. We have put in place a policy that any travel for work must be agreed with line manager prior to any trips. We will ensure that a risk assessment is completed before any work-related travel is undertaken. 	<p>8</p>	<p>2</p>	<p>16</p>	<p>Review govt guidelines when updates are published and re-issue with any changes. (DW/H&S Team) Travel Risk Assessment (HR/H&S)</p>

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<p>Who should go to Work?</p> <p>Everyone should work from home, unless they are unable to do so</p>	<p>All staff.</p>	<ul style="list-style-type: none"> • Igloo continue to have a work from home policy for majority of our staff. • Numbers will be limited for the first phase of the office re-opening. • Strict control of the reduced staff numbers allowed on site. • The capacity in each building will be capped and controlled. • Igloo will make suitable arrangements for those finding it difficult to work from home. Only if it is safe and practical to do so, on an individual basis. • We have issued advice on working from home and the support available. <ul style="list-style-type: none"> • This will be updated after the “Work from Home” risk assessment has been completed. 	<p>8</p>	<p>2</p>	<p>16</p>	<p>A Work from Home risk assessment is required. (AMM)</p> <p>New risk assessment will be undertaken if any planned increase to staff numbers on site.</p>
<p>Protecting people who are at higher risk</p>	<p>All staff.</p>	<ul style="list-style-type: none"> • Igloo has issued guidance and support for those who are in the vulnerable groups. • Igloo has issued guidance for anyone that is unsure of their group and/or living with someone else that is in the vulnerable group. • Igloo have issued guidance for anyone who is unable to comply with any of the procedures put in place to reduce risks. The HR/Management team are available to discuss all individual cases and put in place any support accordingly. 	<p>8</p>	<p>2</p>	<p>16</p>	<p>Ongoing assessments. This will be updated following any further government advice.</p>
<p>People who need to self-isolate</p>	<p>All staff.</p>	<ul style="list-style-type: none"> • Igloo have advised staff to follow the government guidelines on self-isolation and have included these in our process documents. • Igloo have issued a HR policy for people that can not work from home if self-isolating. They should immediately contact their line manager and HR team for ongoing advice. 	<p>8</p>	<p>2</p>	<p>16</p>	<p>Ongoing assessments. This will be updated following any further government advice.</p>

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<p>Social Distancing at Work</p> <p>Social Distancing whilst at work</p>	<p>All staff.</p> <p>External visitors and contractors.</p>	<ul style="list-style-type: none"> • Igloo have placed numerous posters around the site reminding everyone to implement 2m Social Distancing. • Marked out “What a 2m Zone” looks like at entrance areas. • Marked out 2m zones in high traffic and social area’s. • Guidance for parking of vehicles when arriving at work has been issued, leaving one extra vehicle space between cars. • Guidance to follow if the 2m Social Distancing Zones are compromised when working with a colleague. <ul style="list-style-type: none"> ○ Face Masks are provided and should be worn where this is practical. 	8	2	16	
<p>Moving around buildings, workplaces and work stations</p>	<p>All staff.</p>	<ul style="list-style-type: none"> • Provided sanitisers and wipes at frequently used/shared entry/exit points. • Where space permits, 2m zones marked out in high traffic areas. • Additional signage posted around the building to maintain social distancing. • Stop the sharing of any work equipment where possible or additional equipment will be provided if practical. • If work equipment is shared, then we have recommended extra cleaning regimes, and provided suitable cleaning materials, for before and after use. 	8	5	40	
<p>Internal Meetings</p>	<p>All staff.</p>	<ul style="list-style-type: none"> • Igloo has reduced the number of meetings required on site and will use other tools available to replace these where possible – including more phone contact, Teams or Workplace. • Internal meetings should only be held if 2m Social Distancing can be maintained. • Meeting rooms have notices posted stating the maximum number of occupants. Where possible, excess chairs have been removed. 	8	2	16	

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		<ul style="list-style-type: none"> • Instructions issued to wipe clean tables after any meetings using the cleaning materials provided. 				
Common Areas/Frequent touch points	All staff.	<ul style="list-style-type: none"> • Key holders must wear gloves when opening/locking the buildings. • Removed pens from signing in points – staff must use their own pens to sign in. • Where facilities are shared there are extra cleaning routines, and Igloo have provided extra cleaning materials, for before and after use. • Restricted the number of people using the toilet/washrooms at any one time. Notices are displayed on entrance doors. • Provided disposable toilet seat covers. • Staff have been advised not to prepare or share each other’s food, including the making of any refreshments <ul style="list-style-type: none"> ○ Removed shared tea, coffee, milk etc. ○ Provided disposable cutlery and crockery. • Disposable gloves must be work when handling all books from the library or shelves. • Guidance has been given for storing personal items/clothing. <ul style="list-style-type: none"> ○ Clothes racks have been temporarily removed. 	8	2	16	Investigating key fobs process for signing in. DW
Accidents, security or other incidents	All staff.	<ul style="list-style-type: none"> • In the case of any emergency, accident or security issue, staff have been advised that you do not have to keep 2m apart if it is not safe to do so. • Guidance has been issued that sanitation measures should be followed immediately after any incident, as soon as it is safe to do so. • First Aiders are always recommended to carry face masks and face shields are provided. • We will ensure that the H&S requirements continue to be met when planning how many people are on site at any time. 	8	2	16	Ensure H&S requirements are covered on the floor plans/staff rotas. (H&S)

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		<ul style="list-style-type: none"> • Where appropriate First Aiders may provide guidance for injured parties to administer basic first aid, without the need to be in close proximity. • New Fire procedures have been issued. Social distancing maintained at safe fire alarm meeting points. 				
Managing Contacts. Visitors, customers and contractors	Visitors and contractors. All staff who potentially meet people from outside the workplace.	<ul style="list-style-type: none"> • Non-essential maintenance work will be suspended to reduce on site visits. Whilst not jeopardising the safety of anyone. • We will isolate contractors, always maintaining Social Distancing, if works must be carried out during office hours. • All visitors must report to a designated location before entering the building. They must read and sign our visitors procedures document before entering the building. This will clearly set out expectations for all parties. • Where possible, we will send our “Visitors/Contractors” procedures document out to any potential visitors before they attend the site. • Limit the hosts who deal with any visitors or contractors. • Sanitisers, wipes and face masks are located at the entrances to the buildings. • All visitors will need to sanitise before and after leaving the building. Face masks are optional, but we will encourage them to be used. • All deliveries will continue to be directed to the Lancaster Gate facility to ensure we comply with Social Distancing and reduce any contact with wider staff numbers. • Temporarily stopped food kiosks from attending site. 	8	2	16	Send out our “Visitors Process” document to all delivery, collection and contractors prior to site visits. (H&S)
Cleaning the Workplace Keeping the workplace clean	All Staff. Visitors, customers and contractors.	<ul style="list-style-type: none"> • Igloo will contract cleaners to deep clean the offices before re-opening. • Igloo have consulted with Airconditioning company and will maintain regular servicing as required. 	8	2	16	Maintain cleaning materials on site/inventory checks. (H&S)

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	Cleaners.	<ul style="list-style-type: none"> • Extra cleaning guidance has been issued to all staff and cleaning materials supplied where appropriate. Particular emphasis has been given to the cleaning of surfaces frequently touched. • Sanitisers, wipes and paper towels are in numerous locations around the building. Particular focus on high traffic or common areas. • Appropriate wipes are provided for the cleaning of computer equipment. • Additional tasks and instructions have been added to the cleaning contract particularly for frequently touched surfaces. • We have tailored the office opening hours to ensure staff are off site before the cleaning company have access to the building. 				
Hygiene	<p>All Staff.</p> <p>Visitors, customers and contractors.</p> <p>Cleaning company.</p>	<ul style="list-style-type: none"> • Igloo message is that everyone contributes towards a clean and safe working environment throughout the working day. Displaying notices around the building and frequent messaging to remind all staff. • We have placed numerous signs around the building to remind everyone of best practice cleaning regimes. • Numerous signs have been placed around the building to remind everyone of the 6 x Golden Rules. • Provided hand sanitisers and wipes in numerous locations. • Increased cleaning regimes in busy areas. • Extra bins located for immediate disposal of wipes, towels or face masks after use. • Implement a weekly stock check of all cleaning materials to avoid non availability on site. • In the case of someone being diagnosed with Covid-19, Igloo will carry out a full and thorough deep clean of the site before re-opening the facility. 	8	2	16	Ongoing weekly cleaning materials inventory report. (H&S)

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<p>Handling goods, merchandise and other materials arriving on site.</p>	<p>All Staff. Visitors, customers and contractors. All Staff. Visitors, customers and contractors.</p>	<ul style="list-style-type: none"> • Regular handwashing and use of sanitisers provided during the day after touching any sales material/advances. • Create drop zones to maintain social distancing for the exchange of paperwork, samples, dummies or other materials. Encourage sanitisation after picking up and dropping off items into the drop zones. • Disposable gloves are available for use when collecting samples. • Issued guidelines for staff visiting the warehouse when collecting samples. This includes sanitising before and after entry to the facility. 	<p>8</p>	<p>5</p>	<p>40</p>	<p>Include the process for collection of samples or other materials from the warehouse in the “Office Process” documentation.</p>
<p>Use of PPE</p>	<p>All Staff. Visitors, customers and contractors.</p>	<ul style="list-style-type: none"> • Igloo messaging includes; The Government advice is that where the risk of transmission is low then it is important to note that using PPE as additional protection from the virus is limited. It is noted that wearing a face mask may not give you added protection but may protect someone else, if you are infected, but are not showing the symptoms. • Igloo recommend that first aiders wear a mask if attending to someone on site when safe to do so. Face Shields are also provided. • Igloo have provided face masks for general use, if required, but this is not compulsory unless advised to wear in designated zones. • Guidance for how to use and safely dispose of masks has been issued. Including washing hands thoroughly after use. • Guidance for how to use disposable gloves has been issued, including washing hands thoroughly after use. • Igloo will recommend that visitors wear face masks provided for the duration of their visit if they will be in close contact with others. 	<p>8</p>	<p>2</p>	<p>16</p>	<p>Review ongoing alongside government policies.</p>

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Communications and Training	All Staff. Visitors, customers and contractors.	<ul style="list-style-type: none"> • Igloo have displayed numerous posters around the building with guidance on best practice to prevent the spread of COVID-19. • Igloo have completed this risk assessment with input from various employees at our Cottage Farm offices. • Igloo Management team will brief all staff upon issue of the “Process and Procedures” documents. • Igloo will encourage feedback from all staff on any best practices that we can implement to further protect all whilst at work. • Managers will maintain regular contact with all staff both on site and working from home. • Weekly “Toolbox Talk” to discuss any concerns, issues, questions or suggestions relating to the Process and Procedures documents. • All staff instructed to review the COVID -19 advice for main symptoms. They must not attend work or should immediately leave work if they display any of the symptoms. • Additional online training for Fire Wardens and First Aiders compliance. 	n/a	n/a	n/a	Review ongoing alongside government policies. Set up weekly Covid-19 Toolbox Talk” and document minutes/actions. (H&S)
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Next review: TBC	Upon receipt of any updated government guidance.	Review:	
Next review:		Review:	

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