

CSM Live - Facilities Risk Assessment (Orpington & other UK sites)
Sep-20

| VERSION CONTROL: | | | |
|------------------|------------------|-------------------|---------------------------|
| Completed by: | Mike Roberts | H&S Lead CSM Live | Initial completion |
| | David Lanfranchi | CSM Risk Manager | First review / formatting |
| | Mike Roberts | H&S Lead CSM Live | Technical Review |
| | David Lanfranchi | CSM Risk Manager | Update / Finalised |
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The Chime Group has established a policy for return to the workplace which will guide every part of the business in the gradual reopening business premises across the Group. The intention is that there will be a consistent approach which prioritises first and foremost the safety and wellbeing of our staff.

| TOPIC | WHAT ARE THE HAZARDS | RISK LEVEL | CONTROLS | ACTIONS REQUIRED | COMPLETE? |
|---|--|------------|---|--|-----------|
| Communications | All staff at risk from person to person transmission. | MEDIUM | Clear communications strategy with plans sent to all colleagues and where appropriate timelines clearly articulated | Consistent Chime Group messaging adapted for agencies | Yes |
| | | MEDIUM | Ensure that individuals who are advised to stay at home under existing guidelines do not come to work | Clarity on messaging and support for those working from home | Yes |
| | | MEDIUM | Direct access to senior management and/or helplines to provide support | Emphasise "open door" policy - publicise whistle-blower line | Yes |
| | | MEDIUM | Updated signage with H&S and hygiene information | CSM Live to produce | Yes |
| | | MEDIUM | Encourage and facilitate open and honest feedback | P&T Welfare surveys | Yes |
| Before starting work | All staff and general public at risk from person to person transmission. | HIGH | Work from home or remotely if you can and your job role allows. | Review team requirements (consider critical workers initially) and maximum capacity of the factory - plan for alternating team members. | Yes |
| | | MEDIUM | You must attend the Faraday Way Return to Work Induction before starting work and read and agree to this risk assessment. This can be done remotely using MS Teams. | Recording and registering system of declarations to be considered. | Yes |
| | | HIGH | A written declaration should be obtained from all colleagues stating: | All staff to complete a site attendance request form and be granted permission before entering the site. | Yes |
| | | | · that they are not suffering from any coronavirus symptoms and have not had any symptoms within the previous 7 days | | |
| | | | · they have not (as far as they are aware) been in contact with anyone with coronavirus symptoms within the previous 14 days | | |
| · that they are not 'shielded' or have any underlying health condition which might make them particularly vulnerable to coronavirus | | | | | |
| · that they undertake to declare immediately any onset of symptoms or contact with anyone who has symptoms of coronavirus. | | | | | |
| · Anyone developing symptoms while at work should be sent home (by private transport) and told to seek medical advice. | | | | | |
| Travelling to work and from | All staff and general public at risk from person to person transmission. | HIGH | Travel to and from work on your own using private transport, walking or cycling if possible. Try to avoid public transport. If this is not possible please talk to your line manager to investigate alternatives. | If using public transport a face covering must be worn at all times. | Yes |
| | | MEDIUM | When you arrive home wash your hands | Clear communications to all colleagues | Yes |
| | | MEDIUM | If anyone at your home has developed any new symptoms of coronavirus then inform your line manager and do not return to work the next day. | Clear communications to all colleagues | Yes |
| Moving around the building | All staff at risk from person to person and contaminated surface transmission. | MEDIUM | The priority is always to enable social distancing of at least 2m wherever possible and to practice good hygiene. To this end the following steps have been taken: A one-way system is in place throughout the building. This will be in the induction and on display throughout the building. The staircase by the lift (staircase A) will be for going up and the staircase by Twickenham meeting room (staircase B) will be for going down. | Signage and floor vinyl to be installed to show new one-way system. | Yes |
| | | | You must wash your hands regularly when you enter and exit the building, when you use the toilet, take a break, eat or have a cigarette. Only one person at a time can use the lift. Cleaning products will be provided. You should clean your desk area before and after use every day. A one-way system will also be in place throughout the office and production areas. This is a guide to enable easier social distancing. | Production staff and office staff will be kept as separate as possible. The Production entrance and exit will be on Oast House Way and the office entrance and exit will be on Faraday Way. The downstairs kitchen will be for Production staff only and the upstairs kitchen for office staff only. | Yes |
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| New Processes | All staff at risk from person to person and contaminated surface transmission. | MEDIUM | One member of staff per two desks and no sitting directly opposite each other. | Avoid face to face working and work either back to back or side to side as much as possible. | Yes |
| | | MEDIUM | Smaller meeting rooms to be set up for MS Teams calls with those working remotely. | Communications / Signage | Yes |
| | | MEDIUM | Water bottles not to be filled directly from zip tap – to avoid contact with the bottle. | Communications / Signage | Yes |
| | | MEDIUM | Large Meeting Rooms – Number of seats in the larger meeting rooms will be reduced to ensure more spacing, and air-con should be left on. | Communications / Signage | Yes |
| | | LOW | Meeting space – Part of the Pulse area will be open meeting space this will be added to the meeting room booking schedule. There will be markers for locations for people to sit / stand in this area. | Communications / Signage | Yes |
| | | MEDIUM | Meeting Pods – will be removed for one person at a time only. | Communications / Signage | Yes |
| Visitors | General public and staff at risk from person to person transmission. | MEDIUM | Visitors should be kept to an absolute minimum with no visitors allowed inside the building unless previously authorised by the management teams. | Clear communications to all colleagues | Yes |
| | | MEDIUM | Visitors should be informed of our procedures before arriving on site when possible. | Messaging on emails / invitations. Establish host responsibilities and training | WIP |
| | | MEDIUM | Visitors should call ahead and be met before entering the building. They will then have to undergo the same hand wash and temperature check procedures to enter the building. | Authorisation / booking site attendance request form. | WIP |
| | | MEDIUM | Visitors must always be accompanied throughout the building. | | Yes |
| Working in Production | All staff at risk from person to person and contaminated surface transmission. | MEDIUM | Social distancing must be maintained wherever possible however certain tasks may require breaking social distancing of 2m. If this is the case, you should first assess if the task can be avoided or changed so as not to break social distancing. If it cannot then you must wear a face mask provided and keep the task to as short a duration as possible, not exceeding 10 minutes. | Review layouts, printer set ups and processes to allow people to work further apart. Work should be planned to maintain this distance as the norm. | Yes |
| | | LOW | Wrap and Dispatch – designated benches for staff. | More bin requirements localised for machine areas with individual responsibility to empty bins. | Yes |
| | | LOW | Wood shop team to have dedicated benches. | Detailed cleaning regime both during working hours and evenings. | Yes |
| | | LOW | Wood shop shared tools and fixing areas to be cleaned down prior and after use. | Hand sanitisers positioned permanently in key locations. | Yes |
| | | MEDIUM | Courier deliveries – ALL couriers/Installers to wait in their vehicle with no access to the building. | Communications / Signage | Yes |
| | | MEDIUM | Staff provided with masks and gloves to be used should they wish. | PPE provision | Yes |
| Contaminated surfaces | All staff and visitors risk of transmission from contaminated surfaces. | HIGH | PCs and touch screens cleaning prior and after use | Detailed cleaning regime to be put in place. | Yes |
| | | HIGH | Parcel/delivery cleaning requirement | | |
| | | HIGH | Desks to be cleaned before and after use. | | |
| | | HIGH | Forklift operation cleaning process before and after each use | | |
| | | HIGH | Pump trucks to be allocated to specific areas and remain there with cleaning needed prior to use | | |
| HIGH | Every machine to have a cleaning roster attached with clean down complete prior and after use | | | | |
| Cleaning | "Risk of infection spread through: | HIGH | Cleaning regime to be benchmarked against HSE guidelines for office environment and factories, plants and warehouses. | Guidelines communicated to staff for enhanced hygiene measures. Training to be delivered. | Yes |
| | - inadequate cleaning regimen | HIGH | Provision to be made for enhanced hygiene facilities for staff and visitors - hand sanitiser, wipes, paper hand towels. | Guidelines to be sourced and reviewed with cleaning providers. Enhanced cleaning regime to be agreed. Procurement of additional cleaning supplies/ materials. | Yes |
| | - failure to implement measures to address infection risk from materials brought into office environment | HIGH | Materials should, where possible, be cleaned upon delivery to premises. Cleaning facilities to be made available to goods in staff. | Identification and purchase of adequate resources. | Yes |

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| Cleaning | - failure to ensure adequate waste storage and removal | HIGH | Review of current waste storage and removal processes in place. Alterations to processes as necessary to be implemented. | Identification of risk areas/ resources / responsibilities. | Yes |
| | - failure to provide adequate resources | HIGH | Office environment to be reviewed to remove unnecessary items/ materials to safekeeping. Staff to limit belongings in the office. Restate clear desk policy for effective cleaning. | Guidelines to be prepared following government / HSE / Best practice advice in CSM Guide. Training module shared on Stretch - | Yes |
| | - implement enhanced hygiene arrangements for staff and visitors to premises" | HIGH | Shared equipment to be identified and either removed or facilities made available for cleaning after use. | Guidelines to staff to include restatement of clear desk policies. Office managers to work to clear offices on unnecessary materials. | Yes |
| | Failure to communicate | HIGH | Communication of enhanced cleaning regime and hygiene practices to staff | Communications / Signage | Yes |
| Toilets and breaks | All staff at risk from person to person and contaminated surface transmission. | MEDIUM | The office tea tunnel will have a one-way system and only one person at a time may use it. There will be a queuing space in the Pulse area where social distancing must be followed. | All Toilets – soap dispensers are automatic | Yes |
| | | MEDIUM | The canteen will be open but breaks will be staggered to stop it being busy. Please only have a maximum of two people in the food preparation area at any one time. The tables have been rearranged to aid social distancing, but you may eat at your desk. Do not move the chairs or table. The downstairs kitchen will be for Production staff only and the upstairs kitchen for office staff only. | All Toilets – towel dispenser installed and hand- drier decommissioned. | Yes |
| | | MEDIUM | Downstairs toilets can only have a maximum of two people at a time. If you enter and two people are already in the toilet please wait outside. | Upstairs toilets – slide locks added to the toilets upstairs on the first door so that only one person can be in the toilet space at any one time. | Yes |
| | | MEDIUM | Smoking area – increase in size slightly and mark out spacing/ if full smoking is permitted on the street. | Creation of outdoor space area for lunch/ breaks will be coming. | WIP |
| Fire and Emergency | All staff at risk from person to person transmission. | LOW | In the case of a fire or emergency social distancing measures will not need to be followed. One-way systems will not need to be followed and the fire and emergency plan as it stands is still in place. | Review fire and emergency plan. | WIP |
| | | HIGH | If there has been a suspected case of coronavirus in the building a COVID-19 outbreak plan is in place which must be followed. | | Yes |
| Company Vehicles | All staff at risk from person to person and contaminated surface transmission. | MEDIUM | Minimise use of vehicles where possible | Draft protocol, ensure copies in each vehicle provide wipes and sanitizer in all vehicles | WIP |
| | | HIGH | Maximum of two in any one company vehicle, keep windows open where practical, no eating/drinking in vehicles | | |
| | | HIGH | Clean vehicle before and after use | | |
| Vulnerable people | All vulnerable people at increased risk of severe consequences from contracting Covid-19 | HIGH | Identify all vulnerable people in the business at increased risk due to coronavirus. Where they cannot work from home additional measures may be needed to protect them. A personal risk assessment will be completed as required and the findings implemented. | The higher risk groups include those who: <ul style="list-style-type: none"> are older males have a high body mass index (BMI) have health conditions such as diabetes are from some Black, Asian or minority ethnicity (BAME) backgrounds | WIP |