

## Coronavirus (COVID-19) risk assessment

Assessment date: 29th July 2020

Last Review date: 11th January 2021

Next Review date: 29th March 2021

## Touchtec Solutions – COVID-19 Risk Assessment



Hazard	Control Measures	Persons at risk
<p>Exposure from others due to:</p> <p>1) Living with someone with a confirmed case of COVID-19.</p> <p>2) Having come into close contact (within 2 metres) with a confirmed case of COVID-19.</p> <p>3) Being advised by a public health agency that contact with a diagnosed case has occurred.</p>	<p>1) To follow government action on self-isolation</p> <p>2) Maintain contact with line management and to follow company policy/ Return to work guidance</p> <p>3) Travel is only required for essential travel; 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)</p> <p>4) To continue following ongoing government guidance <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p> <p>5) Follow good NHS hygiene measures at all times</p> <p>6) Do not approach delivery staff, allow packages to be left in the designated area</p> <p>7) Whilst on site follow all government guidelines, including full wipe down of all devices, parts and toner before and after use</p> <p>8) Whilst on site, do not approach clients, shake hands, or be closer than 2mtrs apart</p>	<p>All Staff</p> <p>All Visitors</p> <p>All Cleaners</p> <p>All Contractors</p> <p>Or Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in contact with you in relation to our business</p>
<p><b>Suspected case whilst working on site</b></p>	<p><b>If a worker develops a high temperature or a persistent cough while at work, they should:</b></p> <p>1) Report symptoms to management, go directly home and organise a test</p> <p>2) Make arrangements to return home safely</p> <p>3) Avoid touching anything (any contaminated areas to be disinfected)</p> <p>4) Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow</p> <p>5) They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed</p> <p>6) Any suspected cases to be reported to the building manager</p>	
<p><b>Commuting to work and Client sites</b></p>	<p><b>If a worker develops a high temperature or a persistent cough while at work, they should:</b></p> <p>1) Follow all government guidelines for safe travel <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p> <p>2) Where possible avoid the use of public transport and walk or cycle instead</p> <p>3) When travelling on the public transport maintain social distancing, where possible</p> <p>4) When travelling on the public transport wear a face covering</p>	

<p align="center"><b>Building Access</b></p>	<p>1) All non-essential visitors and contractors have been put on hold</p> <p>2) Contractors must book an appointment with Touchtec, if they need to arrange a site visit</p> <p>3) All workers, clients, contractors and visitors must wash or sanitize their hands upon entering the building</p> <p>4) When on site follow building social distancing guidelines (posters, signs and markings are displayed around the building)</p> <p>5) Staff to advise Touchtec Management of all expected visitors on site. Full details of the visitors to be provided to Wendy Duffy including visiting times and length of visit</p>	
<p align="center"><b>Movement around the building</b></p>	<p>1) To ease flow in high traffic areas of the building our landlords have created a one way flow system in corridors and staircases please adhere to this</p> <p>2) If required two people only to use the lift at the same time</p> <p>3) Lifts to be used to go up only and stairs to be used to go down</p> <p>4) Signage has been placed throughout the building by our landlord to continuously remind everyone of the measures that have been put in place these must be obeyed</p>	
<p align="center"><b>High risk contamination areas</b></p>	<p>1) Regularly clean common contact surfaces such as: Desks, counter top, scanner, computer screens, telephone handsets, coffee/tea, filing cabinets, parts shelves, door handles Landlords have organised regular cleaning of lifts and lift controls Toilets and Showers: the cleaning regime has been enhance by our Landlords for all surfaces, particularly door handles, locks and the toilet flush Doors, Handles, Push plates and access control</p> <p>2) Regularly clean the hand washing facilities and check soap and sanitizer levels after use</p> <p>3) Extra supplies of soap and hand sanitizers have been arranged which you are encouraged to take with you to site and as you move around the office and building</p>	
<p align="center"><b>Personal hygiene</b></p>	<p>1) Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitizer if soap and water is not available and hand washing technique to be adopted as directed by the NHS. The appropriate instructions are displayed throughout the building on the walls of the reception area, the corridors, the bathroom areas and kitchen</p> <p>2) Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.</p>	
<p align="center"><b>Use of communal areas and social distancing</b></p> <p align="center">Tea Points</p> <p align="center">Toilets</p> <p align="center">Showers</p> <p align="center">Breakout Spaces</p>	<p>1) Team break times have been staggered to reduce congestion and contact at all times</p> <p>2) All rubbish should be put straight in the bin and not left for someone else to clear up</p> <p>3) Touchtec staff have been asked to use personal tea stations within our office rather than the kitchen where possible</p> <p>4) The number of people using the tea points has been restricted with the aid of signs</p> <p>5) Enhanced cleaning of the facilities throughout the day and at the end of each day has been put in place by our Landlord</p> <p>6) Suitable and sufficient rubbish bins have been provided in these areas with regular removal and disposal</p> <p>7) Please avoid loitering around the building unnecessarily</p>	

	<p>8) Make use of the facilities closest to your desk</p> <p>9) Capacity recommendations have been put in place to promote social distancing (tea points/ breakout spaces) throughout our building please adhere to them</p>	
<b>Meeting Rooms</b>	<p>1) Capacity recommendations have been put in place to promote social distancing</p> <p>2) One-way traffic and keep to right system have been put in place</p> <p>3) Hand sanitizers have been provided within the meeting rooms</p> <p>4) Access to meeting room will be arranged without the need of keys/fobs</p>	
<b>Safety at work</b>	<p>1) Workers are to limit face to face working and work from different offices to keep 1m distance at all time</p> <p>2) Always consider if the task can be performed differently without having to breach the 1m social distancing rule</p> <p>3) Limit the frequency of working within 1m to an absolute minimum and ensure it is for strictly low intensity, sporadic work where exposure to this distance is less than 15 mins</p> <p>4) Additional supervision to monitor distancing</p> <p>5) Continue to conduct dynamic risk assessments whilst completing the work</p> <p>6) All equipment to be thoroughly cleaned prior and after using it</p> <p>7) Disposable gloves to be worn when operating shared devices at all times and when handling deliveries</p> <p>8) Single use PPE should be disposed of, so that it cannot be reused and to control potential contamination is controlled</p>	
<b>Mental Health</b>	<p>1) Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>2) Regular communication of mental health information and open door policy for those who need additional support</p>	

#### Management Assurance

- All staff to be made aware of reporting requirements and that all confirmed cases are raised with management
- Information notes are to be sent out and any updates communicated in a timely manner to the workforce
- Staff will be made aware of the symptoms and actions the medical professionals are advising people to take
- If any member of staff who has been isolated for 14 days will not return to work until the appropriate 'fit note' documentation is provided by their GP/healthcare provider to demonstrate they are now fit to return to work. You can obtain this online from NHS 111, there is no need to go to the GP or a hospital
- Staff will be reminded that in order to minimize the risk of spread of infection, we rely on everyone taking responsibility for their actions and behaviors
- We will continually encourage an open and collaborative approach between us and staff, clients and suppliers in the office and on site where any issues can be openly discussed and addressed

