



**Rokill
Covid-19
Risk Assessment
Issue 1
18th May 2020**

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Introduction

The Covid-19 has caused many changes across the country and this document has been put together to enable the staff and management of Rokill to undertake a risk assessment of our working arrangements.

There has been a lot of false information circulated during the outbreak and it is important we assess what is appropriate for our workplace and to ensure all staff in the workplace are safe.

Because the situation is rapidly changing this document will be subject to regular updates its important you are looking at the most recent copy.

In putting together this document Rokill have tried to include all staff in the process, however, if you have particular concern you must discuss this with your supervisor or manager.

Who should be at work?

At this early stage the government have advised that where possible staff should continue to work from home so we have the minimum number of staff on site and maintain the social distancing requirements outlined below.

Protecting people who are at higher risk

Rokill recognise that some staff are at higher risk from a covid-19 infection, if you fit into the category of Clinically extremely vulnerable:

(Refers to people who have specific underlying health conditions that make them extremely vulnerable to severe illness if they contract COVID-19. Clinically extremely vulnerable people will have received a letter telling them they are in this group or will have been told by their GP.)

Shielding is for your personal protection. It is your choice to decide whether to follow the measures advised by the government. This will be a deeply personal decision. We advise calling your GP to discuss this before returning to work.

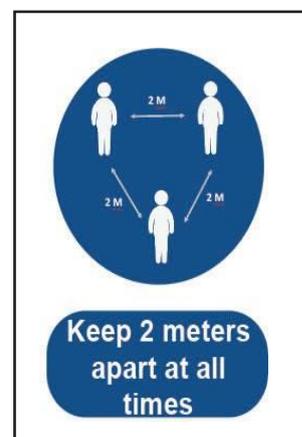
If you have other illnesses or you live with someone at higher risk you should discuss this with your supervisor or manager.

Social distancing at work

It is important that all staff in the building maintain social distancing at all times. This means staying 2 metres apart from other people. Social distancing applies to all parts of a business, not just the place where people spend most of their time, but also entrances and exits, staff rooms, and similar settings. These are often the most challenging areas to maintain social distancing.

If you feel we need to review the layout of your working area to enable social distancing, please discuss with your supervisor or manager.

If you have to undertake a task which requires working in close proximity, consider first does the task need to be done it may be possible to postpone some work to when the risk is lower. If the task has to be done then work with mask and gloves and wash hands afterwards.



Emergencies

In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe.

People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands. Rokill has provided special instructions to first aiders.

Breaks

Arrange the timing of your meal breaks to reduce the number of people in the staff room or kitchen. Ensure there is only one person at a time in toilets.

Managing our customers, visitors and contractors

It is important we minimise the number of unnecessary visits to Rokill offices. This can be done by encouraging visits via remote connection/working where this is an option.

Where site visits cannot be avoided, site guidance on social distancing and hygiene should be explained to visitors on or before arrival. It is important we maintain a record of all visitors. Avoid sharing equipment such as pens for signing in.

Deliveries

Where possible we will ask drivers to stay in the vehicles.

Handling of deliveries should be done with gloved hands or wash hands directly after contact with any deliveries.

Staff are asked not to arrange for any personal deliveries at work as this increases the risk level.

Cleaning the workplace

There will be a requirement for additional cleaning of the workplace, and we ask all staff to co-operate, this does not imply there is any form of contamination these are essential additional precautions.

We ask all staff to operate a clean desk policy at the end of each day.

There will be cleaning equipment available to clean objects and surfaces that are touched regularly, such as door handles and keyboards.

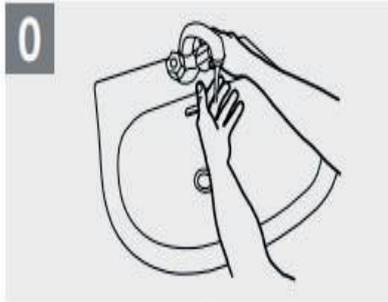
Handwashing, sanitation facilities and toilets

There will be extra posters around the Rokill site to remind you, but all staff are asked to wash hands frequently. This includes:

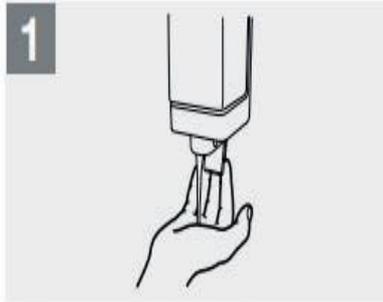
- washing hands before and after using the toilet.
- After handling any deliveries (post) etc.
- before and after coffee and lunch breaks.
- washing hands on arrival at work.
- after blowing your nose, sneezing or coughing

Handwashing

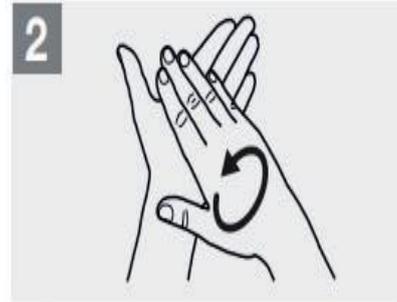
You should wash your hands for the amount of time it takes to sing "Happy Birthday" twice (around 20 seconds)



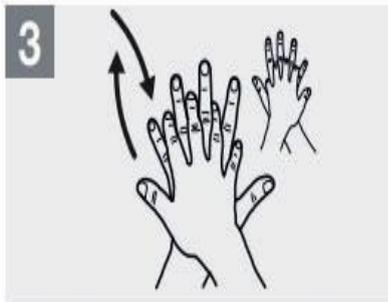
Wet hands with water;



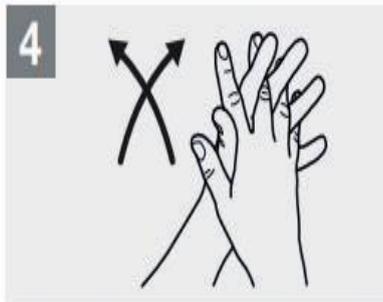
Apply enough soap to cover all hand surfaces;



Rub hands palm to palm;



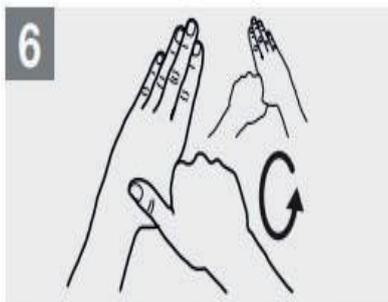
Right palm over left dorsum with interlaced fingers and vice versa;



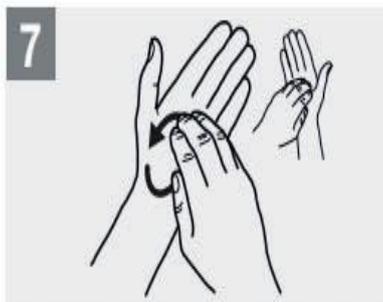
Palm to palm with fingers interlaced;



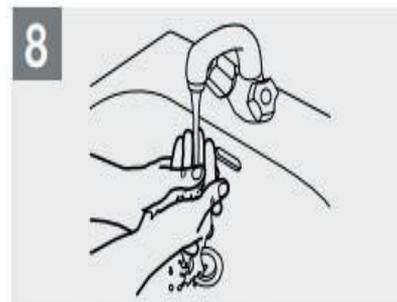
Backs of fingers to opposing palms with fingers interlocked;



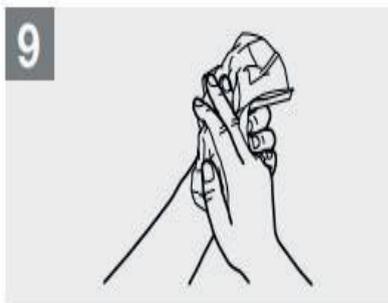
Rotational rubbing of left thumb clasped in right palm and vice versa;



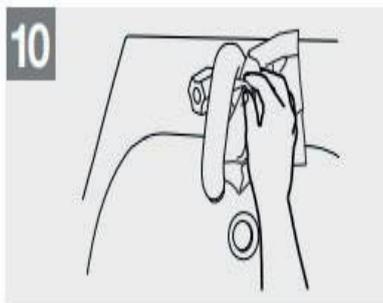
Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



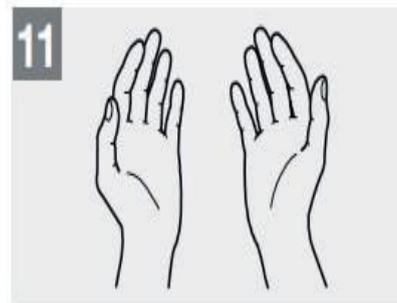
Rinse hands with water;



Dry hands thoroughly with a single use towel;



Use towel to turn off faucet;



Your hands are now safe.

PPE (personal protective equipment)

As you are aware PPE is required for some of the normal task within Rokill. This will not change. Dust masks and other forms of respiratory protection must not be routinely worn, and under no circumstances must surgical masks be worn under respiratory protection.

If you find yourself is a situation where you cannot maintain the 2 metre rule there is some evidence that a face covering provides some additional protection. These tasks and situations must be limited and should not exceed 15 minutes duration.

If you find that work requires longer duration periods, then Rokill's senior management will discuss this with and we will try to find alternative ways of working.

If you develop a cough or temperature you will be asked to wear a face masks and leave work to return home. You will not be permitted back into work without a clear covid-19 test.

Facemasks help limit the spread of germs. When someone talks, coughs, or sneezes they may release tiny drops into the air that can infect others. If someone is ill a face masks can reduce the number of germs that the wearer releases and can protect other people from becoming sick.

A face mask also protects the wearer's nose and mouth from splashes or sprays of body fluids.

They also act as a reminder not to touch mouth or nose.

Disposable face masks should be used once and then thrown in the rubbish bins. You should also remove and replace masks when they become moist.

How to apply and remove a face mask.

- Clean your hands with soap and water or hand sanitizer before touching the mask.
- Remove a mask from the box and make sure there are no obvious tears or holes in either side of the mask.
- Determine which side of the mask is the top. The side of the mask that has a stiff bendable edge is the top and is meant to mould to the shape of your nose.
- Determine which side of the mask is the front. The coloured side of the mask is usually the front and should face away from you, while the white side touches your face.

Follow the instructions below for the type of mask you are using.

- Face Mask with Ear loops: Hold the mask by the ear loops. Place a loop around each ear.
- Face Mask with Ties: Bring the mask to your nose level and place the ties over the crown of your head and secure with a bow.
- Face Mask with Bands: Hold the mask in your hand with the nosepiece or top of the mask at fingertips,





you are using.

- Face Mask with Ear loops: Hold both of the ear loops and gently lift and remove the mask.
- Face Mask with Ties: Untie the bottom bow first then untie the top bow and pull the mask away from you as the ties are loosened.
- Face Mask with Bands: Lift the bottom strap over your head first then pull the top strap over your head.
- Throw the mask in the rubbish bins. Clean your hands with soap and water or hand sanitizer.

Site Access

Arriving at Rossland House

Ahead of your return to work all employees will be notified by their manager of their allocated daily arrival time, this is to avoid bunching or waiting in a queue at the front main double doors.

These arrival slots will be every 5 minutes, we would ask that you arrive promptly to assist everyone at your allocated time.

Entry will be made via the front reception where everyone wishing to enter Rossland House will have their temperature taken with a non-contact thermometer, and provide yes/no answers to the Corvid-19 symptoms check (As Coronavirus Daily Site Sheet Rossland House)

If all answers are negative and the temperature is within the acceptable band then the person can carry on into the building. Failure to provide an answer to the symptom questions or refusal to allow the temperature check will result in the person wishing to enter the building being refused access. This refusal will be dealt with by a senior manager.

Phil Exley will record your presence on the In/Out Board -

Upon arrival into the ground floor lobby everyone should either utilise the hand sanitiser from the dispenser on the wall, or go straight to a wc and wash their hands with soap and hot water.

allowing the headbands to hang freely below hands. Bring the mask to your nose level and pull the top strap over your head so that it rests on the crown of your head. pull the bottom strap over your head so that it rests on the nape of your neck.

- Mould or pinch the stiff edge to the shape of your nose.
- If using a face mask with ties: Then take the bottom ties, one in each hand, and secure with a bow at the nape of your neck.
- Pull the bottom of the mask over your mouth and chin.

How to remove a face mask

- Clean your hands with soap and water or hand sanitizer before touching the mask. Avoid touching the front of the mask. The front of the mask is contaminated. Only touch the ear loops/ties/band. Follow the instructions below for the type of mask

This procedure is applicable to all staff, directors, clients and visitors.

Should your arrival not be during the key start times, you will need to telephone Phil Exley on 01425 482040 in order to enter the building as the reception will not be manned outside of the notified start times.

Leaving Rossland House

Your departure time will be agreed with your line manager, again to avoid unnecessary queueing.

You should leave your workstation in a clear safe manner, with any electrical heaters etc. turned off, as you may not be able to return as planned. (another Government Lockdown)

Either wash your hands or utilise the hand sanitiser on your way out of the building using the side staff door only – not the rear stores door.

Whilst in Rossland House

Please observe the 2m Social Distancing – there are reminders around the building – as a rule of thumb guide each ceiling tile above you is 600mm so if there are 4 ceiling tiles between you and another colleague, you have at least 2.4m between you.

Each room entrance has a maximum occupancy level on it – these should not be exceeded.

Persons travelling downstairs have priority over those coming up.

Obviously, the W/C's are single use and the gents toilets on the 1st floor have also been defined as single use.

Please follow the guidelines on hand washing when using the facilities. – The hand dryers have been temporarily been turned off – please use the paper towel from the dispensers to dry your hands, open the door with the paper towel and drop the paper towel in to the foot operated pedal bins located outside of the toilets.

We advise that you should not use the refrigerator for storing your food, the microwave touch panel must be wiped down with the alcohol wipes provided before and after use, the tap on the hot water boiler should also be wiped down before and after use. Please use common sense when utilising this facility, washing hands immediately after entering the kitchen and again before you leave. You should bring out of preference your own cutlery and crockery for your use daily and take it home to clean.

In the unlikely event that you discover any of the sanitisers, soaps or paper towels is about to run out or has run out please notify Phil Exley on 2040 who will arrange the replenishment.

First Aiders – Please review the new CPR procedure posters in the Staff Room and adjacent to the Defibrillator. We are advised not to provide rescue breaths.

Please take time to read all of the posters around the building as a daily reminder.

Formal Risk Assessments

All staff are actively encouraged to work with us in identifying additional risks and improvements

Risk	Who is affected	Actions taken	Further actions required
<p>Spread of the Covid-19 During routine work</p> <p>Transmission from person to person</p>	<p>Staff Visitors Sub-contractors Delivery Drivers Anyone else who physically come into contact with.</p>	<p>Social Distancing</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Management checks to be established to ensure this is adhered to.</p> <p>Reduce the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Government and Public Health England wherever possible. If not possible additional risk assessments will need to be undertaken.</p> <p>Review work schedules including start & finish times / break times / shift patterns, working from home etc. to reduce number of workers on site or using facilities at any one time.</p> <p>Close work is to be avoided wherever possible unless safe to do so. Redesign processes to ensure social distancing is maintained wherever possible. Plan work to maximise distances between staff and between working teams.</p> <p>Conference calls and Microsoft Teams software to be used instead of face to face meetings where suitable.</p> <p>Ensure rest breaks for staff are staggered as required to reduce risk of loss of social distancing in the welfare facilities.</p>	

	<p>Reduce Visitors to site</p> <p>Use tele-meetings Require all persons to wash or clean their hands before entering or leaving the site</p> <p>Allow plenty of space (two metres) between people waiting to enter site</p> <p>Reduce external contacts</p> <p>The workforce should also be required to stay on site once they have entered it and not use local shops</p>	
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Risk	Who is affected	Actions taken	Further actions required
Visitors	<ul style="list-style-type: none"> • Visitors • Rokill Staff 	<p>Only pre-booked visitors will be allowed into the building, with the exception of the Goods in annexe and reception. Meetings should only take place in the boardroom</p> <p>Goods in and reception touchpoints will be cleaned daily. No drinks to be available for visitors or visiting staff</p> <p>Visitors/contractors, that enter the main building will be subject to temperature checks and asked to self-declare they are not suffering with Covid-19 symptoms. They will not be allowed to enter if their temperature exceeds 37.8 °C.</p>	
Kitchen	<ul style="list-style-type: none"> • Rokill Staff 	<p>Wash hands before preparing food or making a drink.</p> <p>Facilities will continue to be available but will require cooperation from all users to follow procedures and clean up after themselves. Drinks or food should not be prepared for other people.</p> <p>Sanitising spray, wipes and paper roll to be available to allow users to clean down touch points before and after use, this is mandatory</p> <p>Wash hands after preparing food or making a drink</p> <p>Tea towels have been replaced with paper roll</p>	

Risk	Who is affected	Actions taken	Further actions required
<p>Close Working For example shared manual handling tasks</p>	<ul style="list-style-type: none"> • Staff 	<p>Avoid if possible.</p> <p>If a task is identified as routine it must be discussed with Rokill management.</p> <ul style="list-style-type: none"> • Plan the work to minimise contact between workers, maximising working distances. • Plan the work to minimise the number of workers involved in the work. • Maintain high levels of hygiene and wash hands often. • Wear face mask 	
<p>Contact with contaminated surfaces</p>	<p>Staff Visitors Sub-contractors</p>	<p>Encourage all staff to identify high contact areas such as stair handrails door handles photo copiers franking machines and card reader.</p> <p>Ensure additional cleaning is undertaken with disinfectant. Follow covid-19 COSHH guidance</p> <p>Do not share equipment unless essential and it has been cleaned.</p> <p>Hand-washing Additional hand-washing posters are displayed Hand sanitizer stations in place Paper towels for drying of hands.</p> <p>Stringent hand washing regime taking place upon entering site and then on a frequent basis throughout the day. Signs erected to remind those arriving on site. Wash hands immediately on returning home.</p> <p>Good hand-washing techniques to be communicated and employed by all. Employees to be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying.</p>	

Risk	Who is affected	Actions taken	Further actions required
Externally contracted infections	Staff Visitors Sub-contractors	Advise staff not to use public transport. Avoid all unnecessary external contact. If they have members of family or friends who become infected, they are to remain home and follow advice on social isolation	
Mental health issues as a result of Corona Virus	Staff	<p>Management will promote mental health & well-being awareness to staff during the Corona virus outbreak and will offer whatever support they can to help. Should assistance be required our mental health first aider can be contacted in the first instance.</p> <p>An open-door policy to be operated for all staff so they can raise their concerns and worries.</p> <p>Operatives with fears to be guided towards their own GP or other available support such as NHS Every Mind Matters website and www.mind.org.uk</p>	
Staff shortages due to further outbreaks	All staff	<p>Continue with controls until a point is reached where infection rate drops to a very low level or a vaccine is available</p> <p>Look at ways to increase home working Monitor future project to ensure social distancing is possible</p> <p>Look at ways to undertake sub-contracting or use consultants</p>	Monthly review
Home working issues	Staff working from home	<p>Look at provision of improved IT</p> <p>Ensure staff undertake home working risk assessment</p> <p>Set up of work stations at home</p>	

Risk	Who is affected	Actions taken	Further actions required
Canteen area		<p>Colleagues should be asked to bring pre- prepared meals and refillable drinking bottles from home</p> <p>Colleagues should sit 2 metres apart from each other whilst eating and avoid all contact</p> <p>Tables should be cleaned between each use all rubbish should be put straight in the bin and not left for someone else to clear up</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles.</p>	
Conflict of PPE	Staff needing to wear gloves for other tasks manual handling pallets etc.	<p>Provision of disposable gloves under leather faced gloves</p> <p>An adequate supply of disposable gloves will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p>	
Exposure 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. 3) Being advised by a public health agency that contact with a diagnosed case has occurred.	Any staff member	<p>To follow government action of self-isolation and only to leave house on the following circumstances: for medical reason; to shop for necessary food supplies; for exercise and for essential works including those deemed 'key workers'</p> <p>Maintain contact with line management (HR) and to follow company policy / guidance.</p> <p>Travel is only required for essential purposes; 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>To continue following ongoing government guidance. Stay at home and only attend hospital in an emergency. Do not attend GP surgery and phone NHS line (111) if further advice is required</p>	

Suspected case whilst working on site	Any staff member	If a colleague develops a high temperature or a persistent cough while at work, they should: 1) Return home immediately 2) Avoid touching anything 3) 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. 4) They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed	
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Our Action plan for workers developing Covid-19 symptoms at work.

In the event a member of staff develops Covid-19 symptoms at work Rokill has an action plan:

Anyone who develops symptoms (see below) must inform their supervisor or manager.

They will be asked to put on a face mask. The individual who is unwell should use their mobile phone to call the designated public health service number. If it is an emergency (if they are seriously ill or injured or their life is at risk) then the first aider will call 999 and explain the situation and relevant information, such as their current symptoms.



Whilst waiting for advice from the designated public health or emergency service, the affected person should remain at least two metres from other people. They should avoid touching people, surfaces and objects. If they need to cough they should cover their mouth and nose with a disposable tissue when they cough and put the tissue in a bag or pocket then throw the tissue in the bin.

If they need to go to the toilet whilst waiting for medical assistance, they should use a separate toilet if available.

If advised to go home by the guidance they should travel by car, not public transport. If they are not well enough to travel by themselves their family are to be contacted to collect them.

Secondary contacts

We need to consider who else they may have been in contact:

- any worker that has been in close face-to-face or touching contact
- anyone who has spent any length of time with the worker while he or she was symptomatic
- anyone who has cleaned up any bodily fluids
- close friendship groups or workgroups

As Health authorities may perform “contact tracing” – identifying people who have been in contact with them. These ‘contacts’ may be asked to stay at home for 14 days so they don’t infect other people. to monitor their health for 14 days in case they develop symptoms.

Cleaning offices after suspected or confirmed cases of COVID-19

All surfaces that the person has come into contact with must be cleaned including:

- All surfaces and objects which are visibly contaminated with body fluids
- All potentially contaminated high-contact areas such as toilets, door handles, telephones

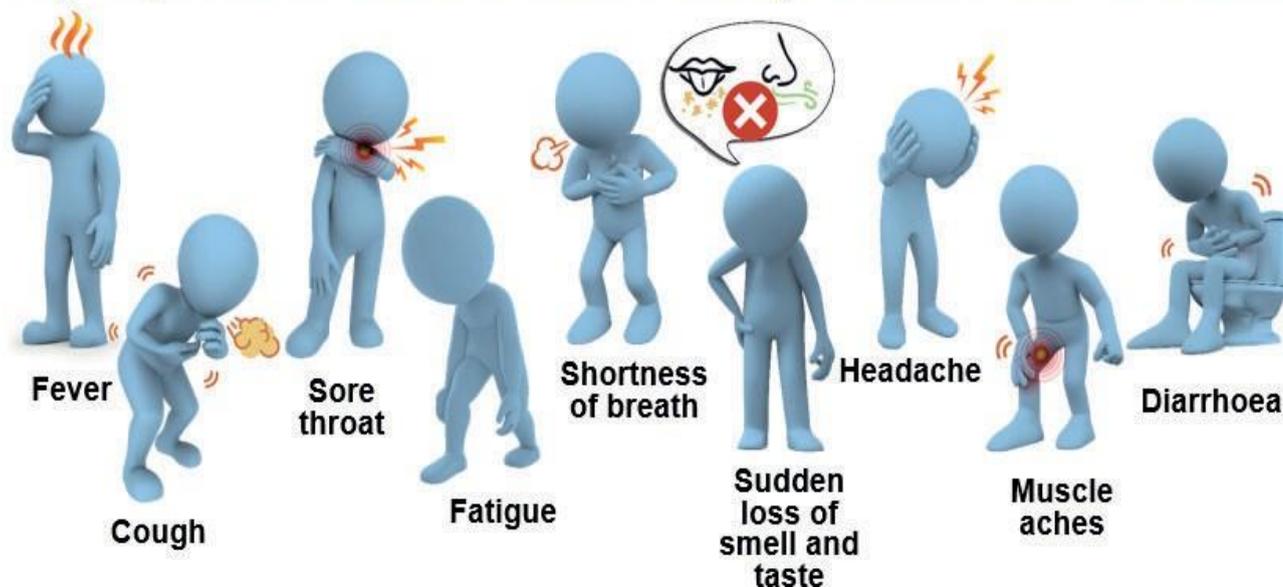
Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with body fluids do not need to be specially cleaned and disinfected.

All waste that has been in contact with the individual, including used tissues, and masks if used, should be

put into a sealed plastic bag and tied. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste. Should the individual test positive, you will be instructed what to do with the waste by public health authorities.

A manager from Rokill will be required to notify the HSE using a RIDDOR report for a work-related disease.

Symptoms start like many other illnesses



Symptoms start about one day after exposure but can be as long as 14 days. Some people have no symptoms, most have a mild illness. It can be severe and sometimes fatal.



Daily Signing In Sheet - COVID-19 – Colleagues, Contractors and Visitors

The health and wellbeing of all Rokill staff, contractors and site visitor's is of the highest priority.

Completed by: Phil Exley

(Please remember – no pen sharing).

Name:	
Purpose of Visit:	
Company:	
Date:	

Have you or anyone you live with, any of the following symptoms?

Loss of taste or smell	Yes / No
Fever – high temperature	Yes / No
New, continuous cough	Yes / No
Streaming nose	Yes / No
Flu-like symptoms	Yes / No

Temperature Reading Max 37.8°C allowable	
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YES	We are sorry, but you cannot work at this site today and must leave.
NO	You may work

Thank you for your co-operation.