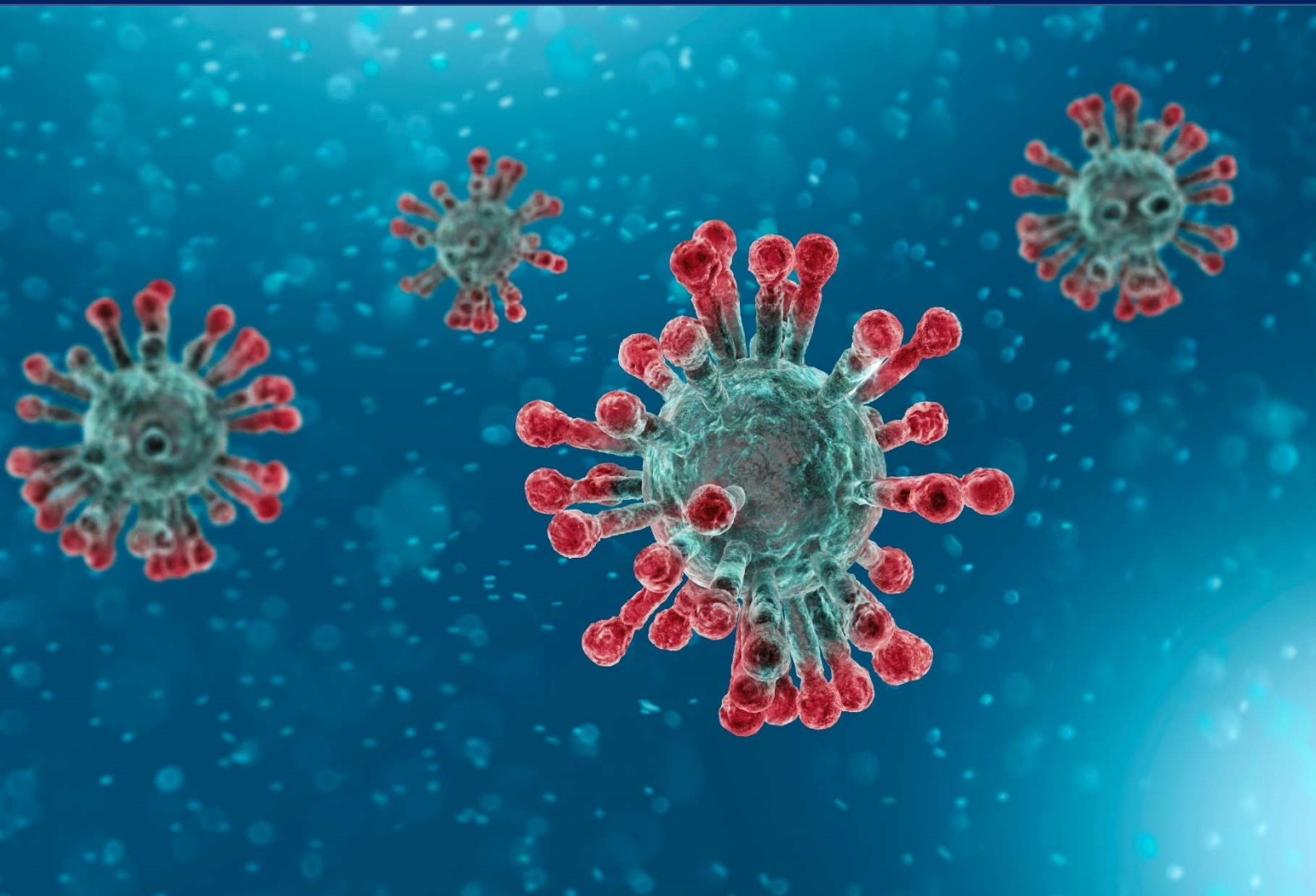




# COVID-19 PREMISES RISK ASSESSMENT TOOL

v1.1/hs/Apr20



# BACKGROUND

The current COVID-19 'coronavirus' outbreak poses a serious risk to individuals and businesses. This risk assessment tool helps identify the control measures to consider to minimise the risk of workplace infections. It is part of a suite of documentation that is produced by Sitemark to support organisations in the delivery of 'Best in Class' facilities management services.

## What is COVID-19 and how is it spread?

A coronavirus is a type of virus which, as a group, is common across the world. Typical symptoms of coronavirus include fever and a cough that may progress to a severe pneumonia causing shortness of breath and breathing difficulties. COVID-19 is a new strain of coronavirus first identified in China. Generally, coronavirus can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease. The symptoms of coronavirus can include a cough, a high temperature and shortness of breath. However, displaying these symptoms does not necessarily mean someone has COVID-19 as they are similar to other illnesses that are much more common, such as cold and flu. Because it's a new illness, it is not known exactly how it spreads from person to person although similar viruses are spread through droplets caused by coughs and sneezes. Currently, there is no vaccine to protect against the spread of COVID-19.

## The role of Premises Managers

Premises Managers play a crucial role in keeping building users safe in the built environment and supporting organisations to function at maximum efficiency. These are unprecedented times and the potential scale and duration of disruption is currently unknown. Consequently, it is imperative that Premises Managers are able to highlight and implement the robust controls needed to protect the health of building users and to minimise the financial impact of a COVID-19 outbreak.

# POST LOCKDOWN PLANNING

*The information contained in this document is based on sources that we believe are reliable and should be understood as general risk management and information only. It is not intended to be taken as advice with respect to any specific or individual situation and cannot be relied upon as such. You must contact your premises H&S manager to confirm the measure to be implemented at your premises but Wetton is here to support your needs.*

## Initial Plan

There are a range of issues and tasks you will need to consider as part of the process of opening up your business. Every step should be carefully considered and fully documented. A Risk Assessment should be completed.

Plan how you are intending to operate in the short, medium and longer term

What are the key operations needed in the initial opening and then operating phase?

As part of these plans you should consider a phased return. Limiting the number of employees on site will help with implementing the below;

Can employees work a shift system or staggered working?

As far as possible, where staff are split into teams, fixing these splits (cohorting), so that where contact is unavoidable, this happens between the same individuals

How will you manage social distancing?

How will cleaning – initial and ongoing – be managed?

How will you manage general and respiratory hygiene in the workplace?

## Tasks and Measures

If a shared or landlord controlled premises you will need to ensure you consult, coordinate and cooperate with the landlord or other occupiers. Multi-tenure operations will need to carefully consider access (e.g. social distancing on stairs or in lifts) and may only be able to open on a limited scale so that this can be controlled.

- To ensure that all plant and machinery is in correct working order, has been inspected, tested and maintained and that any statutory inspections (of lifts, LEV, Pressure Systems, etc) have been completed.
- Speak to your suppliers, including materials, maintenance, inspection, cleaning, etc. to ensure the services are available before the opening to ascertain what their position is.
- Deep cleans of all areas and facilities should be considered.
- Following the initial deep clean, a regular cleaning regime will need to be developed. Cleaning desks, work stations and surfaces before and after work should be a minimum and this may need to be extended to include cleaning throughout the working day, between shifts and the like.
- In areas such as kitchens, staff canteens, etc. special considerations may be needed in terms of hygiene and cleaning
- Ensure that waste management has been reviewed. Measures for managing potentially contaminated waste will need to be considered.
- Ensure that tests (such as legionella testing) have been completed and that investigations have been completed for the presence of pests (rats for example).
- Ensure that the service providers have been given notice of any changes to procedures put in place during the lockdown phase.
- Make sure at all times that you are complying with any insurance warranties or conditions
- Review your site and facilities layout, this may need to change due to social distancing rules
- Review your risk assessments to ensure they reflect the new way of operating, this should include your Fire Risk Assessment, General Assessments, Manual Handling, DSE, PPE, RIDDOR etc.
- Revise emergency planning procedures – fire, etc. to ensure there is appropriate cover in line with your assessments
- Business travel and site visit policies and procedures should be reviewed.
- Consider measures needed in case of a re-occurrence of the virus amongst staff and preparations made for the closure and deep clean of the premises in this instance. This plan should include:
  - Identification of a room or area where someone who is feeling unwell or has symptoms can be safely isolated
  - Have a plan for how they can be safely transferred from there to a health facility/home
  - Agree the plan in advance with your partner health care provider or health department where possible.
- Signage may need to be considered such as floor markings to facilitate compliance with the 2m rule. This includes entry points to buildings, toilets and communal break areas where queues may form.
- Consider the need for health declarations and the like, or taking the temperature of employees when returning to work
- Keep promoting the message that people need to stay at home even if they have only mild symptoms of COVID-1
- Display posters with this message in your workplaces. Combine this with other communication channels commonly used in your organisation or business





# INSTRUCTIONS FOR COMPLETING THE ASSESSMENT

This assessment tool includes potential control measures that may reduce the risk of a COVID-19 workplace contamination event. It should be conducted in conjunction with your existing risk assessment policy. Not all of the controls will be appropriate for all buildings and there may be further site specific measures that need to be considered on an individual basis. The assessment may also require input from other stakeholders within the organisation and supply chain including those responsible for health and safety, human resources, cleaning, security, facilities, etc.

For each control measure you will need to judge two elements. The impact score should reflect your assessment of the potential impact of the control

measure at the site being assessed. The adoption score should reflect the current position at your site. The risk assessment should be updated WEEKLY to take into account changes in government guidance.

For Site Impact scores you should score 1 where you consider the impact on controlling COVID-19 on the site would be low, 2 where you consider the impact would be moderate and 3 where the impact would be high. For Site Adoption you should score 1 where you consider the CURRENT adoption of the measure is low, 2 where you consider the adoption is moderate and 3 where the adoption is good. Score 0 where the measure would not be possible or is not applicable

# CONTROL MEASURES

Company Name	
Site Name	
Address	

## Example:

If a site has multiple entry and exits points but building users could easily be directed to use just one, the assessment might look like this:

1.1 Access Points				
Site Impact (a)	2	Site Adoption (b)	2	Max Score (a x b)
Comment	Agree closure with health & safety officer. Will need to provide clear signage to minimise inconvenience to building users.			

## 1 Site Control

1.1 Access Points				
Consider entry and exit to the building to be limited to the minimum number of points required. This is to make the application of control measures easier to implement and to increase compliance.				
Site Impact (a)		Site Adoption (b)		Max Score (a x b)
Comment				
1.2 Visitor Restrictions				
Consider restricting access to the building by visitors and maintenance staff. If not possible, confine visitors to strictly defined areas and avoid unnecessary movements around the building.				
Site Impact (a)		Site Adoption (b)		Max Score (a x b)
Comment				
1.3 Visitor Hygiene				
Consider hand sanitisation points clearly placed at all entrance and exit points. Staff to politely direct all staff and visitors to use them when entering and leaving the building. (You can contact Wetton to supply hand sanitisers if required.)				
Site Impact (a)		Site Adoption (b)		Max Score (a x b)
Comment				
1.4 Non Touch Dispensers				
Consider the replacement of traditional washroom dispensers such as toilet roll holders, hand towels and warm air dryers with non-touch alternatives that reduce contact frequency.				
Site Impact (a)		Site Adoption (b)		Max Score (a x b)
Comment				
1.5 Door Mechanisms				
Minimise user contact points by ensuring that revolving doors are sensor operated. Consider retro fitting automatic door opening mechanisms for existing entry and exit points throughout the site.				
Site Impact (a)		Site Adoption (b)		Max Score (a x b)
Comment				
Add other site specific measures here				
Site Impact (a)		Site Adoption (b)		Max Score (a x b)
Comment				
Site Impact (a)		Site Adoption (b)		Max Score (a x b)
Comment				
Site Impact (a)		Site Adoption (b)		Max Score (a x b)
Comment				



## 2 Cleaning Provision

(You can contact Wetton to discuss all the services below if not already included in your contract)

### 2.1 Specification Frequency

Consider increasing cleaning frequency such that cleaning operatives are able to provide on site janitorial cover at all times that the building is occupied.

Site Impact (a)	Site Adoption (b)	Max Score (a x 3)	Site Score (a x b)
Comment			

### 2.2 Schedule Definitions

Ensure all hand contact points are cleaned throughout the day including, door furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, etc.

Site Impact (a)	Site Adoption (b)	Max Score (a x 3)	Site Score (a x b)
Comment			

### 2.3 Service Provider Contingency

Ensure the cleaning service provider has a business continuity plan in place to cover their own unplanned sickness and absence.

Site Impact (a)	Site Adoption (b)	Max Score (a x 3)	Site Score (a x b)
Comment			

### 2.4 Chemical Use

Ensure cleaning operatives are using appropriate certificated virucidal cleaners and wipes for daily preventative cleaning with clear usage methodology.

Site Impact (a)	Site Adoption (b)	Max Score (a x 3)	Site Score (a x b)
Comment			

### 2.5 Curtains & Blinds

Where practical remove curtains and blinds to minimise the areas where germs can be difficult or time consuming to remove. Keep blinds opened and locked off if they cannot be removed.

Site Impact (a)	Site Adoption (b)	Max Score (a x 3)	Site Score (a x b)
Comment			

### 2.6 Rugs & Mats

Remove rugs and mats where safe to do so to make cleaning and disinfection of floors easier for cleaning operatives.

Site Impact (a)	Site Adoption (b)	Max Score (a x 3)	Site Score (a x b)
Comment			

### 2.7 Swab Testing

Consider introducing a swab testing routine that allows for general inspection and auditing of workplace hygiene standards. Whilst these can't explicitly test for COVID-19 they provide an indicative guide to the success of current cleaning and hygiene practices.

Site Impact (a)	Site Adoption (b)	Max Score (a x 3)	Site Score (a x b)
Comment			

### 2.8 Steam Cleaning

Consider introducing a daily steam cleaning procedure for washroom cleaning.

Site Impact (a)	Site Adoption (b)	Max Score (a x 3)	Site Score (a x b)
Comment			

### Add other site specific measures here

Site Impact (a)	Site Adoption (b)	Max Score (a x 3)	Site Score (a x b)
Comment			

Site Impact (a)	Site Adoption (b)	Max Score (a x 3)	Site Score (a x b)
Comment			

Site Impact (a)	Site Adoption (b)	Max Score (a x 3)	Site Score (a x b)
Comment			

## 3 Signage & Education

### 3.1 Hand Washing Signage

Display advisory signage throughout the building, especially at entrances and exits and where people congregate. Refresh and update regularly so it doesn't become 'wallpaper'.

Site Impact (a)	Site Adoption (b)	Max Score (a x 3)	Site Score (a x b)
Comment			

### 3.2 Hand Washing Videos

Arrange demonstrations of how to hand wash effectively and for the correct duration. Make the NHS handwashing video\* available on all devices and public area screens.

Site Impact (a)	Site Adoption (b)	Max Score (a x 3)	Site Score (a x b)
Comment			

### 3 Signage & Education Continued

#### 3.3 Update Alerts

Sign up for daily alerts from government sources eg NOIDs and Public Health England daily alerts. Keep yourself in the loop!

Site Impact (a)		Site Adoption (b)		Max Score (a x 3)		Site Score (a x b)	
Comment							

Add other site specific measures here

Site Impact (a)		Site Adoption (b)		Max Score (a x 3)		Site Score (a x b)	
Comment							

Site Impact (a)		Site Adoption (b)		Max Score (a x 3)		Site Score (a x b)	
Comment							

Site Impact (a)		Site Adoption (b)		Max Score (a x 3)		Site Score (a x b)	
Comment							

### 4 Building User Behaviours

#### 4.1 Home Working

Consider encouraging building users to work remotely therefore avoiding the need to use public transport and reducing the risk of community transmission.

Site Impact (a)		Site Adoption (b)		Max Score (a x 3)		Site Score (a x b)	
Comment							

#### 4.2 Dress Code

Discourage staff from wearing neck ties and scarves. These are often not washed frequently and can easily collect and transmit germs when working in close proximity to colleagues.

Site Impact (a)		Site Adoption (b)		Max Score (a x 3)		Site Score (a x b)	
Comment							

#### 4.3 Travel Reduction

Encourage building users to minimise business related travel and use video conferencing as an alternative method of maintaining contact with colleagues, suppliers and customers.

Site Impact (a)		Site Adoption (b)		Max Score (a x 3)		Site Score (a x b)	
Comment							

#### 4.4 Hand Shaking

Discourage hand shaking and general close personal greetings. Teach people it's not rude to not shake hands in the current climate.

Site Impact (a)		Site Adoption (b)		Max Score (a x 3)		Site Score (a x b)	
Comment							

#### 4.5 Workspace Hygiene

Use virucidal sprays throughout the building. Make this available to staff so that they can continuously self-clean their work areas throughout the day. Hand sanitiser in pump action/low contact containers should be available in every work area and at main travel routes through a building.

Site Impact (a)		Site Adoption (b)		Max Score (a x 3)		Site Score (a x b)	
Comment							

#### 4.6 Self Isolation

Encourage building users to self isolate if they feel unwell and have flu like symptoms.

Site Impact (a)		Site Adoption (b)		Max Score (a x 3)		Site Score (a x b)	
Comment							

Add other site specific measures here

Site Impact (a)		Site Adoption (b)		Max Score (a x 3)		Site Score (a x b)	
Comment							

Site Impact (a)		Site Adoption (b)		Max Score (a x 3)		Site Score (a x b)	
Comment							

Site Impact (a)		Site Adoption (b)		Max Score (a x 3)		Site Score (a x b)	
Comment							

## 5 Business Continuity

(You can include Wetton as part of your COVID-19 response plan for Precautionary, Suspected or Confirmed case)

### 5.1 Building Closure Plan

Agree at what point you will close the building to some, or all, building users depending on suspected or confirmed COVID-19 cases. Create a building continuity plan and communicate this with all building users. Continually review this in line with government guidelines.

Site Impact (a)	Site Adoption (b)	Max Score (a x 3)	Site Score (a x b)

Comment

### 5.2 Contract Clarification

In the case of contracted cleaning provision, agree the position on continuity of service and invoicing terms should part, or all, of the site be closed. Confirm the liability position in relation to the government change in payment of Statutory Sick Pay and Furlough Payments.

Site Impact (a)	Site Adoption (b)	Max Score (a x 3)	Site Score (a x b)

Comment

### 5.3 Deep Clean Provision

Identify, and agree terms, with Wetton to deliver specialist deep cleaning services in the case of confirmed outbreaks.

Site Impact (a)	Site Adoption (b)	Max Score (a x 3)	Site Score (a x b)

Comment

### 5.4 Deep Clean Methodology

Agree the deep cleaning methodology that will be used in the event of confirmed outbreaks with Wetton. This should be based on a 2 stage process of clean and disinfect using products that have been independently certified against COVID-19 (eg www.steri-7.com or equivalent).

Site Impact (a)	Site Adoption (b)	Max Score (a x 3)	Site Score (a x b)

Comment

### 5.5 Sick Pay Policy

Consult with HR to consider maintaining a full pay policy so as not to discourage building users from self-isolating. Be aware of changing government legislation in relation to Statutory Sick Pay.

Site Impact (a)	Site Adoption (b)	Max Score (a x 3)	Site Score (a x b)

Comment

### Add other site specific measures here

Site Impact (a)	Site Adoption (b)	Max Score (a x 3)	Site Score (a x b)

Comment

Site Impact (a)	Site Adoption (b)	Max Score (a x 3)	Site Score (a x b)

Comment

Site Impact (a)	Site Adoption (b)	Max Score (a x 3)	Site Score (a x b)

Comment

Total Max Score (e)

Total Site Score (f)

%

## How to calculate your site assessment score

Add up all the Max Scores from your assessment and enter them in box (e)

Add up all the Site Scores from your assessment and enter them in box (f)

Calculate the overall site compliance score by using this formula (f) divided by (e) x 100

eg: if your Total Site Score (f) is, say, 46 and your Total Max Score (e) is, say, 57 then your current site compliance is 81%

### Score <75% High Residual Risk

Low compliance scores indicates a significant opportunity to minimise the residual risk and impact of COVID-19. Urgent action is recommended.

### Score 75%-95% Moderate Residual Risk

Moderate compliance scores indicates further action required to reduce the residual risk and impact of COVID-19.

### Score >95% Low Residual Risk

High compliance scores indicate a site with well managed control measures and low residual risk.

Assessor Name

Position

Date



# CATCH IT

Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.



# BIN IT

Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.



# KILL IT

Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.



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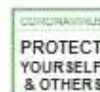
HM Government

**NHS**

## CORONAVIRUS WASH YOUR HANDS MORE OFTEN FOR 20 SECONDS

Use soap and water or a hand sanitiser when you:

- Get home or into work
- Blow your nose, sneeze or cough
- Eat or handle food



For more information and the Government's Action Plan go to [nhs.uk/coronavirus](https://nhs.uk/coronavirus)

HM Government

**NHS**

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For more information and the Government's Action Plan go to [nhs.uk/coronavirus](https://nhs.uk/coronavirus)

**PROTECT  
YOURSELF  
& OTHERS**

Remember, the key advice to minimise any workplace infection is to encourage building users to wash their hands regularly and for a minimum of 20 seconds. Change signage regularly to maintain a high level of visual impact. As well as NHS signage, you could create your own and we have added some examples of alternatives above.

Need help completing this document  
please email  
[covid19@wetttons.co.uk](mailto:covid19@wetttons.co.uk)

### Useful websites resources

- [www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public](https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public)
- [www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response](https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response)
- [www.hse.gov.uk/news/coronavirus.htm](https://www.hse.gov.uk/news/coronavirus.htm)
- [www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-covid-19](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-covid-19)
- [www.gov.uk/government/collections/covid-19-guidance-for-non-clinical-settings-and-the-public](https://www.gov.uk/government/collections/covid-19-guidance-for-non-clinical-settings-and-the-public)
- [www.gov.uk/guidance/travel-advice-novel-coronavirus](https://www.gov.uk/guidance/travel-advice-novel-coronavirus)
- [www.nhs.uk/conditions/coronavirus-covid-19/](https://www.nhs.uk/conditions/coronavirus-covid-19/)
- \* <https://www.nhs.uk/video/pages/how-to-wash-hands.aspx>
- [www.wetttons.co.uk/solutions/health-hygiene](https://www.wetttons.co.uk/solutions/health-hygiene)