

## GENERAL RISK ASSESSMENT

### Campfire Marketing Ltd

<b>Title :</b> Coronavirus (Covid-19) - Office Environment	<b>Date of Assessment :</b> 19 <sup>th</sup> October 2021	<b>Risk Assessor :</b> Angela Sears
<b>Risk Assessment Reference :</b>	<b>People involved in making this assessment :</b> Paul Handley, Sally Viles, Angela Sears, Rebecca Wessell, Paula Lipscombe and Sue Byde (Ops Board)	
<b>Task/ Process :</b> Office based support activities and use of the Campfire Marketing Ltd building facilities	<b>People at Risk :</b> Employees, Contractors, Visitors	
<b>Hazard : Operating During a Coronavirus Pandemic</b> Employees and third parties exposed to Coronavirus during business operations		
<b>Control Measures:</b>		
1. Every member of staff has been fully briefed to ensure that that they are aware of the hazards and risks and understand the policy, rules and procedures we have put in place.		
2. OP's team to monitor government directives & then review this assessment where required following introductions of other required control measures.		
3. Specific procedures and measures to reduce the risk of spreading Coronavirus have been prepared. These are based on NHS, Public Health and Government guidance and instruction. They are updated daily to reflect any changes in the official advice and guidance.		
4. We have shared this risk assessment on our websites.		
<b>Hazard : Working Environment</b> Employees working within the office environments may be at risk of exposure to infected persons, surfaces and equipment, which has the potential of contracting and or passing on the coronavirus.		
<b>Control Measures:</b>		
1. A recommended limit of 10 people at any one time within the office environment. This is broken up into 4 within the Creative area and 6 within the Client Services area. There may be times we require more than the 10 people in the office, the risks will be assessed prior to this and if necessary extra precautions will be put in place.		
2. Employees will have a maximum of 2 set days a week to work in the office. They may choose to work in the office on others days, we recommend keeping the office numbers to a low capacity.		
3. Employees are only to come into the office if they are feeling well and have no symptoms, high temperature or a new persistent cough.		
4. Employees are to have their temperature taken upon arrival at the office, this measurement will be logged (google sheet "Office transition log", tracing logbook tab) for health and safety purposes. This must be taken by another person for verification/approval purposes. Using the anti bacterial products provided wiping the thermometer before and after use.		
5. Once in the office employees are to log their required data, using the document provided, for track and trace purposes (google sheet "Office transition log", tracing logbook tab. Using their own laptop/computer.		
6. Employees must avoid close face-to-face contact		
7. Physical contact with employees, such as handshakes, hugs, pat on the back, etc. is to be avoided.		
8. Employees are required to be environmentally aware and sit out of the direction of portable fan heaters, cooling fans and or ventilation.		

9. Desks have been set up so that Employees are at least 2m away from each other avoiding face-to-face seating, aiming for back-to-back or side-to-side.

10. Windows are to be opened to allow for air to flow throughout the building.

11. As masks are not a specified requirement these will not be provided by Campfire. Should an employee wish to wear a mask they can do so, they will need to provide these themselves.

14. The server room is not to be used in any capacity. It is currently being used as a store room for spare desks and not deemed safe for employees.

**Hazard : Communal Food & Drink Preparation Areas** Potential risk or transfer of pathogens through cross contamination.

**Control Measures:**

1. When food or drinks are being prepared ensure that good hygiene standards are maintained.

2. Where spills of food or liquids occur, users must ensure that the work surfaces are left in a clean and sanitised condition.

3. Employees must not place their hands directly into food/waste bins or receptacles as there may be contaminated products, food or tissues inside.

4. Users of the preparation areas are required to wash their hands thoroughly before and after using these facilities

5. Users of the preparation areas are required to thoroughly clean the area and all touch points (kettles, cupboards, fridge, water cooler, taps, jars, dishwasher, ect,) after use with suitable cleaner.

6. No tea towels are to be used, only paper towels which are made available.

7. No food to be stored in the fridge overnight, employees are to bring in their food for the day and taking home with them what remains.

8. The microwave oven should be left in a clean condition and wiped out after use.

9. Crockery and Cutlery must not be left on the work surfaces.

10. A dishwasher is available and must be used to thoroughly clean crockery and cutlery.

11. Individuals are to prepare items for themselves only.

**Hazard : Waste Material** Potential risk or transfer of pathogens through cross contamination as a result of contact with waste.

**Control Measures:**

1. Waste bins are provided at employee desk areas and within food/drink preparation areas.

2. Employees must not place their hands directly into food/waste bins or receptacles as they may be contaminated products, food or tissues inside.

3. Disposable tissues, should be used when coughing and or sneezing then put the tissue in a bag or pocket then throw the tissue in the bin.

4. All waste bins and receptacles are emptied on a twice weekly basis by the contracted cleaning staff.

5. Employees are required to have consideration for contracted cleaning staff with regards to discarded tissues, food, etc in order to prevent cleaning staff being accidentally contaminated.

**Hazard : Client Meetings and Meeting Rooms** Potential risk or transfer of pathogens close contact to other persons.

**Control Measures:**

1. Communications/meetings in enclosed spaces such as conference room/meeting rooms should only be undertaken for essential business needs and kept as short as possible.

2. Employees in attendance in Conference/meeting rooms must ensure that they sit a sufficient distance away from each other.

3. Where meetings are required to be undertaken with external clients, these should be performed via video link or telephone.

4. No on site client meetings or visitors until further notice – unless completely necessary in which case follow Covid 19 policy requirements.

5. Only those that are absolutely necessary should attend a face to face meeting.

6. The number of chairs available to use in Meeting rooms has been reduced to avoid close contact seating. If more people are in attendance an assessment of risk must be made and any necessary precautions put in place.

7. Windows are to be opened to allow for air to flow throughout the building.

8. There will be no physical sharing of anything during these meetings.

9. Each employee has been provided with a headset, which must not be shared, for the purposes of online meetings.

**Hazard : Smoking Shelters** Inhalation of second hand tobacco smoke and or vapours from e-cigarettes may result in adverse coronavirus health effects.

**Control Measures:**

1. Smoking tobacco or e-cigarettes is confined to outside

**Hazard : IT and other Equipment** Direct contact with potentially cross contaminated IT equipment may cause adverse coronavirus health effects.

**Control Measures:**

1. Employees are required to ensure that all IT and other equipment, such as keyboards, screens are cleaned/disinfected on a regular basis throughout the working day with suitable wipes/cleaning methods that does not damage equipment. A deep clean to be carried out before leaving the office for the day.

2. Employees should refrain from using each others IT and other equipment, in order to prevent accidental cross contamination.

3. Employees are requested to sanitise all communal equipment before and after use with a cleaner that is suitable for the equipment being cleaned.

**Hazard : Telephone Equipment** Direct contact with potentially cross contaminated telephone equipment that may cause adverse coronavirus health effects.

**Control Measures:**

1. Only use the office telephone equipment on your desk, to prevent cross contamination.
2. Employees are advised against sharing their head sets and personal mobile phones with other employees, in order to prevent accidental cross contamination.
3. Employees are required to ensure that all workphones (if used) and head sets are cleaned/disinfected on a regular basis throughout the working day, with suitable wipes/cleaning methods that does not damage equipment

**Hazard : Welfare Facilities** Cross contamination from contaminated surfaces from bodily fluids may have a detrimental effect on health.

**Control Measures:**

1. Where welfare facilities are required to be used during the working day, an awareness of surfaces (toilets, sinks, door handles, bar soap, and liquid soap dispensers, etc) and objects which are visibly contaminated with body fluids must be observed and not touched where possible. These should be wiped before and after use, with suitable wipes/cleaning methods that does not damage equipment.
2. Employees are required to ensure that the toilet seat is in the close position before flushing, in order to prevent flushing aerosols becoming airborne and contaminating the facility with potential pathogens.
3. Employees are to clean their hands after using the toilet, by washing their hands with soap and water for at least 20 seconds, following the handwashing guidelines.

**Hazard : Coat Rack** Cross contamination from contact with items of clothing may have a detrimental effect on health.

**Control Measures:**

1. Employees are required to ensure that coats, scarfs and other outdoor items are stored separately avoiding contact with other personal items.

**Hazard : Vulnerable Employees** Vulnerable employees with existing health conditions are at a higher risk of contracting Covid-19, which may have a significant increased adverse affect on their health and wellbeing.

**Control Measures:**

1. Where employees have a family member(s) who is/are immunosuppressed they must inform their management team.
2. Physical contact with other employees, such as handshakes, hugs, etc are not to be undertaken.
3. Working from home has been put in place for those that are vulnerable.
4. Vulnerable employees to clean their hands frequently, using an alcohol-based hand sanitiser that contains at least 60-95% alcohol, or to wash their hands with soap and water for at least 20 seconds.
5. Vulnerable employees must not touch their eyes, nose or mouth, if their hands are not clean
6. Vulnerable employees must ensure that a safe distance is maintained from other employees for the duration of the working day.

**Hazard : Cleaning & Hygiene** Inadequate cleaning & hygiene standards pose a risk of contracting the infection and cross contaminating and surfaces.

**Control Measures:**

1. Contracted cleaning staff will be coming in twice a week
2. Regular, daily cleaning will be the responsibility of each individual working in the office. Cleaning regimes will be significantly increased along with the frequency of cleaning of hard surfaces or touch points (floors, handrails, door handles, passenger lifts, building equipment buttons, switches, etc).
3. Suitable disinfectant cleaning products are used by the contracted cleaning staff and provided for employees use.
4. Sufficient water, liquid soap and hand sanitiser dispensers are provided throughout the building.
5. Employees are to avoid communal touch points (door handles, switches) where possible. When not possible employees are to wipe before and after use, with suitable wipes/cleaning methods that does not damage equipment.

**Hazard : Personal Hygiene** Inadequate personal hygiene standards pose a risk of contracting the infection and cross contaminating and surfaces.

**Control Measures:**

1. Employees must not touch eyes, nose or mouth, if their hands are not clean
2. A disposable tissue, should be used when coughing and or sneezing then binned or put the tissue in a bag or pocket then throw the tissue in the bin when possible. If a tissue is not available for employees, they should cough and sneeze into the crook of their elbow.
4. Employees are to clean their hands frequently, using an alcohol-based hand sanitiser that contains at least 60-95% alcohol, or to wash their hands with soap and water for at least 20 seconds.

**Hazard : Travel to and from the Office** Risk of spread of infection and cross contaminating and surfaces.

**Control Measures:**

1. When necessary employees are instructed on avoiding contact with surfaces, distancing and handwashing as per Government guidelines when using public transport.
2. Employees are advised to ensure that surfaces and controls are routinely sanitised.

**Review Date : 19/10/21**

**Reviewer : A Sears**