

Location: Harefield, Uxbridge	Reference: NH20
Area Reference: Norgine House	Group Affected: All Harefield Employees
Assessor: Harefield CMT	Date: 24/08/2021

Managing risk and completing the Harefield reopening Risk Assessment

Since moving to step 4 of the roadmap out of lockdown the Government guidance changed to “ ... the Government is no longer instructing people to work from home if they can, so employers can start to plan a return to workplaces. During this period of high prevalence, the Government expects and recommends a gradual return over the summer.” The Government has obligated employers to complete a Risk Assessment to decide what reasonable steps employers need to take to protect our workers and others from coronavirus. As part of the Risk Assessment Norgine must:

- identify what work activity or situations might cause transmission of coronavirus (COVID-19)
- think about who could be at risk – this could include workers, visitors, contractors and delivery drivers
- decide how likely it is that someone could be exposed
- identify the controls needed to reduce the risk
- put monitoring and supervision in place to make sure the controls you have are working as expected.

Activity	Hazard(s)/Issue Being Addressed	Current Control Measures	Likelihood	Severity	Risk	Acceptable	Additional Information
To reduce the risk of the virus spreading through aerosols, consider							
Providing adequate ventilation	Windows do not open Air circulation in meeting rooms	The air conditioning does not recirculate air which means we have the safest type of air conditioning possible. All meeting room doors and internal doors to be left open whenever possible.	2	C	M	Y	
Identifying any poorly ventilated spaces and taking steps to improve fresh air flow in these areas	Lobby areas at the front and back of the building	Second door into reception to be left open at the front of the building. Windows can be opened on the first and second floor levels of the stairwell to allow airflow. Most offices and open plan spaces are large and well ventilated and pose little risk.	2	C	M	Y	
Identifying any areas of congestion in office and consider if	Reception Tea points Stairs	The reception area, tea points and staircases all have one-way systems and relevant signage in place to avoid congestion. Swim	2	C	M	Y	

any reasonable steps could be taken to avoid this		lanes are in place to aid the flow of staff around the building. Phasing of the office reopening over the summer will reduce attendance due to staff holidays and initial attendance of one day per week in the first three weeks.				
To reduce the risk of the virus spreading through droplets						
Putting in place measures to reduce contact between people	Congested areas within the building, staff canteen, staff working closely together	The one-way system will allow staff to flow freely throughout the building. PPE is provided for all who require it, sanitisation stations are available throughout the building and signage and sanitary wipes are available in tea points and canteens. Staff have been asked to wear face coverings when they need to be in close contact with other members of staff e.g. IT Support. All work stations are in excess of 1 metre apart and barriers have been erected at reception. Meeting rooms will be regularly cleaned.	2	C	M	Y
Encouraging the use of face coverings by workers when they are in close contact with others.	Close contact with IT Support/Facilities	Staff have been asked to wear face coverings when they need to be in close contact with other members of staff e.g. IT Support. Face masks will be made available throughout site for all staff.	1	C	L	Y
To reduce the risk of the virus spreading through contaminated surfaces						
Advising employees to wash their hands or use hand sanitiser frequently. This is particularly important before and after touching shared objects or surfaces that other people touch regularly.	Potential transfer of the virus	There are sanitisation stations throughout the building. Signage is in place across the building advising people to sanitise and wash their hands. Hand sanitiser and sanitisation wipes have been provided to each employee and are available on every employee's desk, in each kitchen, meeting room and breakout area.	1	C	L	Y
Maintaining regular	Potential transfer of the virus	Cleaning activities have increased	2	C	M	Y

cleaning of surfaces, particularly surfaces that people touch regularly		throughout the building. Every three hours all door handles, vending machine buttons, handrails and kitchens surfaces will be disinfected. Staff will be reminded to wipe down all surfaces they may touch (including meeting rooms) with the disinfectant wipes provided.					
Preventing infected individuals attending the office							
Make sure that workers and customers who feel unwell stay at home and do not attend the venue.	Potential transfer of the virus	Affected employees will be asked to leave the office immediately in a safe and controlled manner. A communication has gone out asking all employees not to attend the office if they feel unwell or have any COVID-19 symptoms and to always follow Government guidance.	2	C	M	Y	
Ensuring that visitors come onto site safely	Potential transfer of the virus	Visitors will only be allowed on site by prior arrangement. They must successfully complete a visitor questionnaire before attending site.	2	C	M	Y	
Awareness							
Awareness and Education	Information and instruction	Signs, posters, desk and floor markings have been implemented across the facility. Townhall meetings have taken place to inform all employees of the rules in place including handwashing. Further instructions have been issued now that restrictions are easing. The HCMT are responding to questions and developing a Q&A document. Regular HCMT meetings will be held to monitor adherence and make any necessary adjustments.	1	C	L	Y	
Monitoring & supervision							
Regular review	Ensuring monitoring and supervision in place to make sure the controls you have are working as expected	The HCMT meet every week to discuss issues and risks and to react to any concerns or questions raised by staff. Individual cases are managed through Risk Assessment and documented.					

		1	2	3	4	
		Extremely unlikely	Unlikely	Likely	Very Likely	
A	Minor loss with no lost time	L	L	M	H	L = Low Risk
B	Injury with up to 3 days lost	L	L	H	H	M = Medium Risk
C	Reportable injury with over 3 days absence	L	M	H	P	H = High Risk
D	Major injury/long term of absence	M	M	P	P	
E	Death	M	H	P	P	P = Prohibition, Immediate action required

LIKELIHOOD

1. EXTREMELY UNLIKELY	The operation is not part of the normal activities or not foreseeable, with trained competent persons. No past occurrences are known.
2. UNLIKELY	The operation is part of the normal activities, but is rather infrequent (sporadic or occasional during a shift). No past occurrences are known.
3. LIKELY	The operation is part of the normal activity with a significant frequency. Several incidents have occurred during the previous year.
4. VERY LIKELY	High level of work activity, possibly using untrained persons and a known number of previous incidents.

SEVERITY

A	Minor injury with no lost time
B	Injury with up to 3 days
C	Reportable injury with over 3 days
D	Major injury/long term of absence
E	Death

SUGGESTED RISK DEFINITIONS

LOW	No additional controls are required. Consideration will be given to a more cost-effective solution or improvement that involves an additional risk burden. Maintenance is required to ensure that the controls are maintained.
MEDIUM	Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risk reduction measures should be implemented within a defined time period. Where the medium risk is as the result of a severity rating for death, a reassessment to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
HIGH	Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.
PROHIBITION	Work should not be started or continued until the risk has been reduced. If it is not possible to reduce the risk even with unlimited resources, work must remain prohibited and control measures approved by the Safety Manager.