



DATED: 02.11.20

GENERIC RISK ASSESSMENT –
DUCIE HOUSE, MANCHESTER

Persons Affected	Area of risk	Risk Rating LOW MED HIGH	Measures required	Action points	Completed
<p>Employees</p> <p>Visitors</p> <p>Contractors</p> <p>Subcontractors</p> <p>Public</p>	<p><u>Employee</u> Employees could be infected with virus and cause transmission via contact with surfaces or people.</p> <p><u>Visitors/Customers to the building</u> Visitor could enter the building with covid-19.</p> <p>Visitor may have returned from an affected area.</p> <p><u>Delivery Drivers</u> Delivery drivers may enter the building with covid-19 or returned from an affected area.</p> <p><u>Contractors</u> Contractors may enter the building with covid-19 or returned from an affected area.</p> <p><u>Subcontractors</u> Subcontractors may enter the building with covid-19, return materials or equipment and cause transmission via contact with surfaces or returned from an affected area.</p>	<p>HIGH</p>	<p><u>Enzygo Office Area</u></p> <p>All employees have been issued with instructions on correct handwashing techniques, social distancing information and symptoms of covid-19.</p> <p>Employees instructed to wash hands/hand gel on arriving at work, before eating and as leaving.</p> <p>Employees using bicycle to get to work – to get changed within building changing facilities.</p> <p>Regular cleaning of all door handles, seating table and kitchenette area – including fridge, coffee machines, kettle, and toaster.</p> <p>Desks to be positioned to ensure 2m distancing or 1m+ i.e. with Perspex screens.</p> <p>Employees not to walk round the office unnecessarily.</p> <p>Employees to clean individual keyboards, phones and mouse daily.</p>	<p><u>Enzygo Office Area</u></p> <p>All employees provided with hand sanitiser.</p> <p>Hand sanitiser provided for visitors and all visitors sign in visitors book (track and trace).</p> <p>Hand sanitiser to be provided where necessary e.g. reception, kitchen, toilets, photocopier.</p> <p>Display notices within office area re social distancing, hand sanitising and covid-19 symptoms.</p> <p>Desks facing each other to have Perspex screens installed.</p> <p>Signs to be displayed within kitchenette area maximum 1 person.</p> <p>Signs to be displayed near photocopier re hand sanitising.</p>	



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	<p>Public Subcontractors may enter the building with covid-19 or returned from an affected area.</p>		<p>Employees not to use other people's keyboards, mouse or phone.</p> <p>Visitors are by appointment only. Visitors asked to hand sanitise prior to entering offices.</p> <p>Only essential contractors allowed on site.</p> <p>Employees that bring pets into the office will need to keep them constrained to pens or crates to prevent interaction with other employees.</p> <p>Kitchenette area No tea towels used; these have been removed. Paper towels to be used when required.</p> <p>One person only allowed in kitchenette area at any time.</p> <p>One person only allowed to sit at the table at any time.</p> <p>Drinks not to be made for other people.</p> <p>People to use same cup and wash own cup after use.</p>		



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			<p>Hands to be sanitised before using kitchen and after.</p> <p>Photocopier</p> <p>Hand gel to be used before and after using photocopier.</p> <p>Deliveries</p> <p>All deliveries are now contactless.</p> <p><u>Ducie House Building</u></p> <p>A risk assessment has been undertaken for the Ducie House building by Savills.</p> <p>Daily cleaning will be carried out by an external company.</p> <p>Enzygo employees are not to walk around the building unnecessarily.</p> <p>Signs have been placed around the building regarding social distancing and hand sanitising.</p>		



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			<p>Shared Toilets</p> <p>Individual facilities which restrict access to 1 person at a time.</p> <p>Air dryer installed to wash hands.</p> <p>Shared kitchen area</p> <p>Signs installed relating to social distancing whilst within kitchen area.</p> <p>Hands to be washed before and after using kitchen.</p> <p>Equipment used must be washed up and cleaned when finished.</p> <p>Changing/Shower facilities</p> <p>Individual facilities allowing 1 person at a time.</p>		



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COVID INFORMATION

Self-Isolation

Anyone who meets one of the following criteria should not come to work:

- Has a high temperature
- Persistent cough
- Loss of taste or changed sense of smell

Follow the guidance on self-isolation and testing procedures, inform your line manager.

Procedure if someone develops symptoms

If a worker develops a high temperature, persistent cough, loss of taste or changed sense of smell while at work, they should:

- Inform your line manager and return home immediately.
- Follow the government guidance on self-isolation and testing procedures.

Procedure if someone is contacted via NHS track and trace system

If a worker is contacted via the NHS track and trace system, they must:

- Inform your line manager and if required return home immediately.
- Follow the government guidance on self-isolation and testing procedures.



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Procedure if someone tests positive with COVID-19

If a worker has been notified that they have tested positive for COVID-19, they must:

- Inform their line manager
- Follow the government guidance on self-isolation, track and trace and testing procedures.

Travel to Work

Wherever possible, workers should travel to the office alone using their own vehicle.

All workers to wash their hands or hand sanitise before entering the office and on leaving.

Local Area Restrictions on Travelling to the office

If you work in an office or live in an area which is subject to a very high Covid alert level (Tier 3) or a formal lockdown such as Wales, then you should work from home unless you have a reason to come into the office, unless agreed otherwise with your line manager.

Eating arrangements

Employees will not sit and eat closer than 2m together – where possible breaks are staggered, and people eat separately.

Employees wash hands prior to eating.

I confirm receipt and understanding of this risk assessment.

Signed:

Name:

Date: