

COVID-19 Office Risk Assessment – Britannia Pharmaceuticals

Date: 15th September 2021

Area	Comments	Recommendations	Do you need to do anything else to control this risk?	Action by Who?	Action by When	Status
<b>Workers</b>						
Workers Sickness and Self Isolation	COVID-19 Special Provisions Policy to be followed	Any workers feeling sick or unwell with possible COVID-19 symptoms must not come to the office and must follow the COVID-19 Special Provisions Policy. This Policy has been made available to all workers and is also on Britnet.	N/A	All workers	With immediate effect	In-progress
High Risk Employees	High Risk employees have been identified following an employee survey (04/05/2020)	All high risk employees that have been identified, will continue to work with appropriate provisions. This will be regularly reviewed with the individual, their line manager and HR.	N/A	HR Team and Line Managers	With immediate effect	Ongoing
Testing available for all who choose to attend the office	Those who are planning to carry out a rapid test programme.	<p>A new 'Pharmacy Collect' service is launching which will provide an additional route to collecting rapid tests to use twice weekly at home, if participating in test programme.</p> <p>The best route for testing can be found at <a href="https://www.nhs.uk/get-tested">NHS.UK/get-tested</a>. If testing at home, individuals will need to register their results online or by calling 119. They should self-isolate if positive and order a confirmatory PCR test.</p> <p>Anyone with symptoms of COVID-19 should book a test online or by calling 119.</p>		All employees	With immediate effect	In-progress
Track and Trace	Positive test results action	<p>Anyone who has been in the office and gets a positive result or has been in contact with someone with COVID and has been in the office within 48 hours must inform their Line Manager and HR and follow the self-isolation guidelines, if applicable.</p> <p>Further information available in Special Provisions policy.</p>	HR log, track and trace employees that have attended site / been in contact with someone who has tested positive and are at risk. Facilities will share details of contractors and visitors that have potentially been in contact and then notify them. HR to contact local PHE Health Protection Team if we have an outbreak.	All employees, Line Managers and HR	With immediate effect	In-progress

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Public Transport	N/A	All employees who currently come to work using public transport will be advised, as per Government guidelines. Consideration will be taken into account in regards to service availability and health and safety measures.	N/A	HR & Line Managers	With immediate effect	Complete
Childcare Provision	N/A	For those employees who have child care provision responsibilities, please refer to the COVID-19 Special Provisions Policy. Managers will be discussing these measures directly with the employees impacted.	N/A	Line Managers	With immediate effect	Complete
Field Teams	N/A	Separate risk assessments will be carried out for Britannia's field teams, (Nurse and KAMs). Please note this risk assessment will apply if any of the field staff visit the office.	N/A	Facilities Team & Line Managers of field teams	Jun-20	Complete
Office Capacity		Social distancing will be observed as per the Government guidelines.	N/A	All workers	With immediate effect	On-going
First Aiders and Fire Wardens	N/A	Appropriate level of fire wardens and first aiders in the office every day.	N/A	HR and Facilities Team	With immediate effect	On-going
<b>PPE</b>						
Staff PPE - Facial Masks	Staff will be provided with appropriate face masks. There is a limit per person	Facial masks will not be mandated in the office due to the measures already identified and in place.  Used PPE must be disposed of in the Clinical waste bin. An additional bin has now been placed in the disabled bathroom just off reception for access. Any PPE can be disposed here, including gloves and aprons.	Signage will be placed on disabled toilet advising of clinical bin location.	Facilities Team	With immediate effect	Complete
Staff PPE - Hand Sanitiser	Hand sanitizer will be available throughout the office	Appropriate numbers of hand sanitiser units are located throughout the office at different locations for use. Signs will be located throughout the office of appropriate hand washing routine as additional education measures.	Signage will be placed at various locations throughout the office	Facilities Team	With immediate effect	Complete
Temperature Checks	N/A	Due to this not being mandated by the UK Government nor by STADA and is not a wholly reliable measure, Britannia will not be undertaking mandatory checks.	N/A	N/A	N/A	Complete
Accidents at work	N/A	If an accident has occurred at work, first aid would still be administered and current processes followed. PPE would be mandated before treatment, (gloves, mask and apron) then first aiders are to follow training procedures. First Aiders should follow hygiene procedures immediately after treating the patient.	First aiders have been communicated in advance	Facilities Team	With immediate effect	On-going
<b>Visitors, contractors and deliveries</b>						

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<p>Visitor Process</p>	<p>A new visitor process will be required for the duration of the COVID 19 situation.</p>	<p>Visitors to business operations will be allowed to attend site. These names will need to be sent in advance to Britannia Reception so they can be added to the visitor system and building reception can be advised.</p> <p>All visitors will be contacted 24 hours before attendance to site to confirm they are feeling well and are not experiencing any COVID-19 related symptoms.</p> <p>We advise mask to be worn whilst in all communal areas of the building. This decision has been taken on the advice of our H&amp;S Advisor to help reduce the risk of transmission of COVID-19 and protect staff from non-tracked and traced visitors.</p> <p>Visitors need to report at the building reception who will then direct you to the lifts. Britannia Reception will direct you to your meeting where your host will meet you.</p> <p>There are hand sanitizer and hand washing facilities that have been made available at the following locations and during the visit on site:</p> <ul style="list-style-type: none"> <li>Ground floor reception desk</li> <li>Britannia reception desk</li> <li>Disabled bathroom off reception</li> <li>Gentleman's bathroom</li> <li>Ladies' bathroom</li> <li>Meeting room occupying</li> </ul> <p>The host will escort any visitors safely to reception once visit has ended.</p>	<p>Advise of fire alarm test on a Wednesday at 14:30 (if visitor present during that time and day)</p> <p>PEEPS – Personal Emergency Evacuation Plan if the visitor has limited mobility to evacuate safely via the stairs, as the lifts MUST not be used in the event of an emergency.</p>	<p>Employee who is meeting the visitor.</p>	<p>With immediate effect and in advance of scheduled visit.</p>	<p>On-going</p>
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Deliveries and collections	Deliveries to the office will need to follow a slightly different process to mitigate risks to staff and receptionist.	<p>Masks will be advised whilst in all communal areas of the building for contractors/ suppliers. This decision has been taken on the advice of our H&amp;S Advisor to help reduce the risk of transmission of COVID-19 and protect staff from non-tracked and traced visitors.</p> <p><b>Deliveries</b> No contact signing for deliveries Dedicated place next to reception desk for items to be placed</p>		Facilities Team	With immediate effect	Complete
Deliveries of contaminated pumps	Risk of some pumps being contaminated with COVID-19	Delivery of these pumps is notified in advance and APC or delivery company are made aware of the consignment number. Once this item is delivered a member of the Customer Service team or Reception team will wear full PPE (gloves, apron and mask) to collect the pump from reception, move pump to the pump room and into the quarantined area. PPE will be removed in the pump room and disposed of in the clinical bin provided.	Pumps are then sent once a month still within the packaging to the manufacturer who cleans and refurbishes the pumps. These are marked appropriately in the box.	Customer Services and Reception Team	With immediate effect	Complete
Contractors	<p>Whilst working / moving around the office Due to track and tracing</p>	<p>All contractors visiting and working on site are advised to wear face masks. This decision has been taken on the advice of our H&amp;S Advisor to help reduce the risk of transmission of Covid and protect staff from non-tracked and traced workers.</p> <p>These names will need to be sent in advance to Britannia Reception so they can be added to the visitor system and building reception can be advised.</p> <p>All contractors will be contacted 24 hours before attendance to site to confirm they are feeling well and are not experiencing any COVID-19 related symptoms.</p> <p>Either, report to the building reception or call security who will then give you access to Britannia 2<sup>nd</sup> floor office.</p> <p>Access cards will be issued whilst working on site and returned to Britannia reception before leaving site. All access cards will need to be cleaned down with clinical wipes after use.</p> <p>Use the hand sanitiser units that have been placed around the</p>	Facilities have emailed the main contractors with this instruction	Facilities	With immediate effect	On-going

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<b>Safe working environment</b>						
Buildings and Equipment	Third party/external Inspections Plant & equipment maintenance/PPMs & Ventilation	All Statutory checks and Health and Safety Checks are up to date. in line with government advice the ventilation system has been cleaned and Green Park have carried out their 5year check	All regular maintenance checks will continue with social distancing being adhered to and we will ask for out of hours attendance where reasonably practicable.	Facilities Team to work with service providers	With immediate effect	Complete
Cleaning	Prevent cross contamination and the spread of the virus on shared touchpoints	There has been an upscale of cleaning in the communal areas carried out by the day janitor which is the landlord's responsibility.  Britannia office cleaning of high traffic areas has been increased. We have had no interruption of cleaning service to the Britannia office during the lockdown, this has allowed for an upscale programme of deep cleaning of all workstations and communal areas. This will continue to be a priority and will be monitored carefully by NJC Manager and Facilities to address any issues or additional services that may be deemed necessary.  Replenishment of hand sanitizer will be topped up by the evening janitors as and when required. Antibacterial wipes are available to wipe down workstations.	Contractor NJC communicated with regularly.	Facilities Team to work with service providers	With immediate effect	On-going
<b>Communal areas/equipment</b>						
Printers	Printer hubs - touchscreen, document feeders and paper tray	A hand sanitiser has been provided next to each printer, we advise this is used before and after each use to avoid contamination.	Signage will be placed in the area.	All workers	With immediate effect	Complete

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Communal Use Equipment fridges etc.	Prevent cross contamination and the spread of the virus on shared touchpoints	Hand sanitiser and antibacterial wipes have been provided for staff to clean down equipment before and after each individual use.	Signage will be placed in the area.	All workers and visitors	With immediate effect	On-going
Microwaves	Prevent cross contamination and the spread of the virus on shared touchpoints	Hand sanitiser and antibacterial wipes have been provided for staff to clean down equipment before and after each individual use.	Signage will be placed in the area.	All workers and visitors	With immediate effect	On-going
<b>Food and beverage</b>						
Stock Items	Tea coffee, Squash, Fruit etc.	Tea, coffee, milk and squash will be provided and coffee machines will be in operation. Sanitising wipes and spray and blue roll will be placed in all these areas so that items can be wiped down after use. Natural wrapped fruit is provided so that you can peel before eating. Other fruit should be washed before consuming.	Signage will be placed in the area to encourage use of 1 cup, regular sanitisation of items and regular handwashing/sanitisation.	All workers and visitors	With immediate effect	On-going
<b>Essential business travel</b>						
Business Travel	Only business critical travel to be undertaken with BMC sign off.	If public transport must be used for business travel, then government guidelines must be followed and PPE worn where requested.  For flights, government guidelines must be followed and we recommend the use of masks.  Where flying to other countries, local guidance must also be followed, and quarantine guidelines followed when returning to the UK.  If the country you are travelling to is not within a travel corridor and you are required to quarantine at home on your return, this must be undertaken regardless of your COVID-19 test results.  Further information will be issued by the HR department regarding procedures for business travel.	Follow Government guidance	All staff	With immediate effect	On-going
<b>Travel</b>						

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<p>Personal Travel</p>	<p>Travel outside of UK undertaken during personal holiday time</p>	<p>Please follow the instructions in the COVID-19 Special Provisions policy for test procedure.</p> <p>If the country you are travelling to is not within a travel corridor and you are required to quarantine at home on your return, this must be undertaken regardless of your COVID-19 test results.</p> <p>Further information in the Special Provisions policy.</p>	<p>Follow Government guidance</p>	<p>All Staff</p>	<p>With immediate effect</p>	<p>On- going</p>
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