



AnalogFolk – Return to Work Risk Assessment & Method Statement (RAMS)

Scope

The scope of this RAMS is to outline the controls to be implemented in response to the evolving nature of the COVID-19 situation and our return to work, while ensuring the continued safety of our staff and other interested parties who may access/visit our physical office environment.

Objective

The objective of this combined Risk Assessment and Method Statement is to facilitate a safe return to our office for staff and to apply our understanding of the currently known routes of transmission of COVID-19, in addition to HM Government guidance (Working Safely during Coronavirus; 11 May, 2020), and implement controls to remove the risk of contamination.

The following controls have been implemented throughout our working environment:

- Maintenance of social distancing of at least 2m
- Where social distancing is not possible, the application of specified controls for safe working and conduct (detailed below)
- Use of increased PPE for the prevention of exposure pathways (predominantly used in emergency situations)
- Provision of and continued access to hygiene products for hand washing
- Health and wellbeing monitoring for the early diagnosis/identification of symptoms associated with COVID-19
- Employees can wear a mask or covering in the office if they so wish, however, it is not mandatory
- Controls for deep cleaning or work equipment and facilities in the event of suspected symptoms or reports of symptoms similar to COVID-19
- Confidential reporting of those in breach of these controls

Document prepared & reviewed by	Received & accepted by
Richard McCully – July 2020	Anna-Louise Gladwell -

Return to Work Risk Planning and Controls									
STEP 1 HAZARD IDENTIFICATION	STEP 2 WHO MAY BE HARMED	STEP 3 Risk Rating			STEP 4 SAFE SYSTEMS AND CONTROLS DEVELOPED TO PREVENT EXPOSURE TO RISK/HAZARD	STEP 5 Residual Risk			STEP 6 ADDITIONAL ACTIONS & PPE
		L	S	R		L	S	R	
<p>1. Exposure risk through contact with other persons, surfaces and working areas/equipment</p> <p>Meeting rooms Staircases Collaborative areas Welfare areas</p>	AnalogFolk office staff and contractors	L = 2 S = 4 R = 8	<p>The known risks associated with the transmission and contamination of COVID-19 by bacterial infection will be mitigated by strict adherence to the following controls:</p> <ul style="list-style-type: none"> - Social distancing maintained to a minimum of 2m. - Thorough handwashing. - Limiting hand to mouth/face contact. - Cleaning of all surfaces before and after touching. - Use of barrier protection when touching equipment used by others. - Use of barrier protection when interacting with others. - Use of the correct bins to dispose of any PPE – used gloves and masks to minimise the risk/spread of infection, for example, especially if worn outside the office. - Temperature checks carried out upon arrival. Anyone with a temperature of 37.8°C or over will be asked to return home immediately. <p>AnalogFolk’s objective is to ensure personal working areas remain for the sole use of those working in them. Shared areas should be wiped down before and after use to reduce surface bacteria.</p> <ul style="list-style-type: none"> - Seating capacity has been reduced to accommodate the 2m guidance and all usable desks will face the same direction. 			L = 1 S = 4 R = 4	<p>AnalogFolk has hot water and materials for hand washing. These are to be used on arrival to work, and following bathroom and other welfare breaks.</p> <p>Office layouts have been planned to accommodate social distancing of 2m.</p> <p>Staff should enter the office through the main Rosebery reception to have their temperature checked upon arrival.</p> <p>Staff should use their closest available exit (Rosebery reception or Court) to avoid using the stairwell if not necessary.</p> <p>Barrier protection will be provided in the form of gloves (BS EN374:1 2016), which are to be used when social distancing can't be maintained.</p> <p>Day cleaning staff will be engaged to provide additional cleaning of all</p>		

		<ul style="list-style-type: none"> - A booking system will log and track who's in the office at any given time. Those wishing to come into the office must secure a desk using <u>Rosebery Office Bookings</u> before they leave home. <p>Only the desks shown on the spreadsheet are available for single use when visiting the office. They've been planned/spaced out to allow for 2m social distancing guidance.</p> <p>The information will be kept for 21 days to help track and trace in the event of an outbreak.</p> <ul style="list-style-type: none"> - All desks must be cleared at the end of the day, with personal items being stowed in lockers or taken home. <p>Email, phone and collaborative working methods such as conference calls will remain our recommended methods of communication during this period.</p> <p>AnalogFolk will send COVID-related documents to individual staff members which they must sign to confirm they've accepted the controls specified in this RAMS.</p>	<p>surfaces and areas used by staff. Staff are still required to wipe and clean prior to and after use.</p> <p>AnalogFolk has suspended visitors/clients to Rosebery throughout September and October. This decision will be reviewed at the end of October 2020.</p> <p>Sofas won't be in use during this period.</p> <p>If the office needs to be closed or employees can't access it for any reason, staff will be notified by the Names & Faces check-in communication system that will send a message to their personal mobile numbers.</p>
--	--	--	--

2. Reporting of incidents and failure to follow controls	All staff	-	<p>All staff have a duty of care to ensure controls are adhered to and those who fail to follow them are notified to the business.</p> <p>AnalogFolk in no way wishes to instigate a culture of negativity in regard to our return to work, but it also has a legal and social responsibility to maintain effective controls and to make certain they're followed by all members of our team.</p> <p>If staff witness any member of the team intentionally or repeatedly failing to maintain these controls, they should alert the business by emailing hr@AnalogFolk.com.</p> <p>This isn't a mechanism for false or spurious accusations – any such notifications will be dealt with in the same manner of those cases where staff have not followed our mandatory controls.</p>	-	<p>AnalogFolk will reserve the right to take formal disciplinary actions against those who fail to follow these controls or abuse the reporting structure set up by this RAMS.</p> <p>Staff who fail to follow controls may be asked to leave the office and next steps determined by HR and the Managing Director.</p>
3. First Aid and Emergency Evacuation	All staff	L = 2 S = 4 R = 8	<p>Our measures to protect against the spread and possible contamination of COVID-19 must be balanced with the need to provide first aid in the event of injury.</p> <p>All staff have been issued with face shields for interaction with others and these must be worn if they need to administer first aid to another person.</p> <p>Current guidance is that if CPR is required the benefits of providing possible life-saving medical assistance outweighs the need to protect against COVID-19 infection.</p> <p>In the event of having to evacuate the building, social distancing is not required. Staff should leave the building as quickly as possible. When safely outside, they should adhere to social distancing at the fire/muster meeting points.</p>	L = 1 S = 4 R = 4	<p>Resuscitation Council UK guidelines state, 'If you're untrained or unable to do rescue breaths, give chest compression CPR only at the recommended continuous compression rate of at least 100-120 per minute. Do not attempt to provide face to face if you're untrained – if you are trained and have judged it's needed, then provide it only to save life.'</p>

<p>4. Receiving deliveries/couriers and other visitors to office</p>	<p>Reception & other staff</p>	<p>L = 2 S = 4 R = 8</p>	<p>Deliveries to the office for business supplies may involve external interaction. It's recommended that a parcel area is identified where all deliveries can be left and verified by the delivery provider as having been received by AnalogFolk.</p> <p>AnalogFolk will monitor the controls implemented by the delivery providers including Royal Mail for best practice management for obtaining/recording signatures. Gloves are to be worn when handling deliveries to prevent exposure from others who may have handled the packages and contents.</p> <p>If visitors must access the office, then social distancing should be maintained to ensure the safety of all concerned.</p>	<p>L = 1 S = 4 R = 4</p>	<p>Staff must not have personal items delivered to the office during this period of heightened controls.</p> <p>Hands must be washed before and after handling deliveries if gloves are not immediately available.</p>
<p>5. Use of Welfare and Kitchenette facilities, and basic food preparation including shower facilities</p>	<p>All Staff</p>	<p>L = 3 S = 4 R = 12</p>	<p>While AnalogFolk will strive to ensure facilities are maintained to high levels of hygiene and cleanliness, staff must play their part by using and treating facilities with respect.</p> <p>Staff must wash their hands for 20 seconds with soap before handling any shared food or containers in fridges, this includes milk or preparing drinks for others.</p> <p>Anti-bacterial sprays and/or wipes will be placed in kitchenettes and other welfare areas. These should be used before and after using these spaces. Surfaces should be thoroughly wiped down and then wipes disposed of in the correct bins provided.</p> <p>Basic food preparation must be completed by those wearing gloves, after thorough hand washing. All equipment must be cleaned before use. Food is not to be shared from the same plate.</p>	<p>L = 2 S = 4 R = 8</p>	<p>If using AnalogFolk containers, plates or other crockery/cutlery, staff must put them straight into the dishwasher after use.</p> <p>If using food containers brought from home, staff can wash them in the office. It would be preferred that any food brought from home should be kept in the staff member's own cool bag rather than the shared fridges.</p> <p>Friday breakfasts will be suspended during this time.</p> <p>The showers will be out of use as this space is owned and managed by the hotel.</p>

			<p>AnalogFolk will be providing a small amount of fruit and snacks. Staff should only handle items with clean hands. Wrappings must be disposed of correctly.</p> <p>Staff should wipe down touch points such as kettles/coffee machines/microwaves after use with anti-bacterial cleaner provided.</p> <p>Break areas will be identified through signage and excess seating will be removed to maintain 2m guidance.</p>		<p>Staff can eat lunch at their desks, should they wish.</p>
6. Smoking	Smokers	<p>L = 3 S = 4 R = 12</p>	<p>During this period, it's asked that smokers don't smoke anywhere near office doors or exits (including the regular smoking area outside Court). Whenever they do smoke, they should maintain social distancing guidelines including:</p> <ul style="list-style-type: none"> - Not lighting others' cigarettes. - Not sharing lighters. - Standing no less than 2m apart. - Cleaning of hands and door handles on return to building. This is essential and mandatory due to the hand-to-face contact associated with smoking. - Using a new face mask when returning to the building. - Replacing gloves if needed. 	<p>L = 1 S = 4 R = 4</p>	<p>Staff should remove gloves and face shields prior to smoking.</p> <p>No ashtrays will be provided so staff should dispose of cigarette butts responsibly.</p>

Additional actions, controls & guidance

Suspected cases – self-policing & reporting

If any staff member feels unwell and believes their symptoms to match the published guidance on COVID-19, they should report this to the business immediately. AnalogFolk will judge each reported incidence individually and determine an appropriate course of action with the person involved, based on the current issued guidance for managing exposure and with consideration for the welfare of wider staff.

Falling unwell in office

If any staff member starts to show symptoms in the office, AnalogFolk will follow the below steps to protect wider staff:

- A first aider will protect themselves and the unwell employee with PPE.
- The unwell employee will be taken to an outside space.
- AnalogFolk will arrange for the unwell employee to be taxied home, informing the taxi service of suspected symptoms.
- The unwell employee will be asked to get a COVID-19 test before they can return to the office.
<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/>
- The office will be deep cleaned that night.
- The employees in the office that day will be informed of the suspected case and advised on next steps via our check-in tool, Names & Faces.

Deep clean process

In the event of a reported or suspected case, the employee's work area will be cleaned to prevent possible exposure to others. This includes all facilities they've interacted with – welfare, lockers, keyboards, equipment and material. Any PPE worn by the person will be bagged and placed in storage for 72 hours before being binned.

Travel to work

There's been no government direction for employers to issue electronic letters confirming journeys to and from places of work. However, if guidelines change, or staff would like an electronic letter confirming their purpose of travel, AnalogFolk can provide this. It's recommended staff minimise hand-to-face contact when using public transport and that they carry sanitiser.

Use of public transport and government guidance

AnalogFolk cannot assess the risk of employees' use of public transport but ask that they consider their need to travel, when they travel and the use of protective equipment to minimise exposure to others. As of 4 June 2020, HM Government guidance is for face protection to be worn when using public transport and in shops as of 24 July. This guidance should be followed by staff. Wearing protective gloves in conjunction with a mask or face covering is recognised as a method that can reduce exposure pathways. Protective gloves must be disposed of upon entering the office.

Working at clients' offices, shared spaces or shoot locations

Any access to external locations must be done so in accordance with their risk assessment and controls. Staff should request this information in advance of accessing other locations. In situations where no such documentation exists, staff should follow the controls stated within this RAMS for hygiene, social distancing, access and work in shared areas and use of shared equipment and facilities. Staff should also check the area or location they're traveling to doesn't have any quarantine or lockdown measures enforced.

Internationally travel (work and personal)

AnalogFolk has suspended all international work-related travel, including travel to other AnalogFolk offices, until 2021. This will be reviewed in December 2020.

As the Foreign & Commonwealth Office (FCO) is advising against all but non-essential travel to most countries outside of the UK, AnalogFolk asks that staff doing so should adhere to HM Government guidelines to isolate for 14 days if returning from a high-risk country. Staff in that situation must not come into the office until the 14 days have passed (starting from the day after they return to the UK). If staff choose to travel and risk imposed quarantine, they're still expected to work and carry out their contracted duties after returning from scheduled leave (unless they're sick). They should, however, notify their line manager that they're isolating. Information about sick leave can be found in the Folk handbook.

AnalogFolk will be monitoring the travel situation closely and make changes to the aforementioned guidance inline with the FCO/GOV.UK advice.

Face masks

There's no universal face coverings guidance for workplaces from HM Government and no UK product standards for face coverings.

Hence, AnalogFolk has decided that it's up to an individual to decide if they want to wear a face covering while in the office.

If they wish to use a face covering, it must be kept on their person at all times and understand the guidance issued by the mask manufacturer for its use and longevity.

IT equipment and stationery

- Stationery must not be shared and will be distributed by reception when needed.
- Staff will be given an AnalogFolk tote bag for their desk items, laptop and charger. This should be taken home every night.
- Staff should return to work with their own IT equipment if asked.
- If staff need to share equipment they should ask/notify the owner and use anti-bacterial wipes before and after use (when the item is not plugged in to any sockets or connections).
- Fixed laptop chargers may be provided for staff at specified desks. They're not to be tampered with or removed. Desk equipment including chargers will be cleaned at the beginning and end of the day by the cleaning team.

Communal spaces - keeping each other safe

Toilets

- Staff should allow colleagues to enter and exit adhering to 2m guidance.
- They should wash their hands before and after using the facilities.
- As toilets will be cleaned more frequently throughout the day, staff should use alternative toilets rather than interrupting cleaning staff.
- Shared toiletries will be removed from bathrooms (excluding feminine hygiene products).

Stairways

- Staff should allow colleagues to pass if they're already on the stairs, adhering to 2m guidance.

Around the office

- Staff should respect their colleagues' personal space.
- They should always try to apply the 2m guidance.
- They're responsible for their own rubbish or PPE, and should use the bins provided.
- While the cleaning team has an extended list of duties (door handles, desks, worktops and IT equipment, for example), staff must be respectful and tidy/wipe up after themselves.
- Staff should use their desk/chair to keep their personal belongings together or use coat racks available (provided items can be sufficiently spaced out).

- Staff can eat lunch at their desks or use designated break-out areas. They must put any cutlery or tableware in the dishwasher after use.

Meeting rooms

- Guidance and capacity will be provided for each available meeting room.
- They should only be used by the number of staff who can safely maintain the 2m guidance.
- Staff are asked to consider the need to physically use meeting rooms where other solutions – online, near desk – could be employed.
- They should use wipes provided before and after use of remote meeting room equipment.
- Meeting rooms will be cleaned more frequently throughout the day, staff must allow the cleaning team to finish before entering.
- The cleaning team has an extended list of duties (door handles, desks, worktops and IT equipment, for example).
- No catering will be provided for meetings.
- Staff should wash their hands or use the hand sanitiser when they enter meeting rooms and before they leave.

Phone booths

Phone booths should only be used for calls and by one staff member at a time.

- They must be wiped down after use with the cleaning provisions provided.
- Staff should use the hand sanitiser before entering the phone booth.
- If the booth is in use, staff should respect their colleague's space and apply social distancing.

Sofa areas and communal tables

- Sofa areas will be temporarily taken out of use and replaced with tables where possible.
- Staff shouldn't use any sofas that can't be moved as they are difficult to keep clean.
- When using communal tables, staff should adhere to 2m guidance.
- Staff should wash their hands or use the nearest hand sanitizer provided.
- As the cleaning team has an extended list of duties for communal areas, staff must respectfully allow them time to carry them out.
-

HVAC (Heating ventilation air conditioning)

- AnalogFolk has increased the amount of fresh air that comes into the office via the ventilation system.
- HVAC equipment has been serviced and sprayed with an anti-bacterial solution.
- Staff should not adjust HVAC settings.
- Doors will be kept open where possible to increase the amount of fresh air moving around the office.

COSHH (containment of substances hazardous to health)

- The range of antibacterial substances used in the business are COSHH controlled and may cause skin irritation through extended use and exposure. If staff find that they're suffering from skin conditions from increased use of alcohol-based sanitisers, they should wash their hands with soap and water whenever possible to minimise this exposure.
- As sanitiser can cause eye irritation, staff should avoid all contact with eyes when using them.
- Alcohol-based sanitisers are flammable, staff should avoid any contact with naked flames and especially when smoking.

Risk Assessment Methodology Template

L = Grade given to the likelihood of the hazard occurring

S = Grade given to the severity of the hazard

R = Multiply the grade given to the likelihood by the grade given to the severity to determine resulting risk

L i k e l i h o o d	5 Almost Certain	5	10	15	20	25
	4 Likely	4	8	12	16	20
	3 Possible	3	6	9	12	15
	2 Unlikely	2	4	6	8	10
	1 Rare	1	2	3	4	5
		1 Negligible	2 Minor	3 Moderate	4 Major	5 Extreme
Severity						

Green = low risk

Yellow = medium risk

Red = high risk

Only one hazard item is shown per row to clearly show risk, preventive actions and controls