

Royal Society of Chemistry Risk Assessment – COVID-19

On 7May the UKG overnment advised employees to continue to working from home wherever possible and subsequently published a guidance ocument 11 May-This risk assessment eeks to outline the control measure adopted to protect our employee and others we come into contact with during this time and utilises the #\$ - - #b4tcols which is fundamentate the risk management process.

What are the hazards?	Who might be harmed and how?	Government Advice	What are we doing already?	Do we need to do anything else to control this risk?	Action by Who?	Action by When?	Done
The spread of CORONAVIRUS and COVID-19	 Employees Visitors to your premises Cleaners Catering contractors Contractors (other) Delivery drivers Vulnerable groups –Pregnant employees, those with existing underlying health conditions The above persons may become infected by coming into contact 	As of 11 May 2020 Staff should work from home if at all possible. Consider who is needed to be on-site; for example: Workers in roles critical for business and operational continuity, safe facility management, or regulatory requirements and which cannot	until 1 September 2020 at the earliest Operational continuity & facility management It is necessary for a small number of staff from Facilities and Technology Departments to access the UK Offices for the puposes of arranging equipment for remote workers, dealing with Contractors, etc	review and amend risk assessments as necessary and communicate any changes employees. Coordinate the number of employees allowed into the building to ensure number are kept to an absolute minimum	Facilities and Building	·	
		Planning for the minimum number of people needed on site to operate safely and effectively	The following controls are in place and must be followed: Planning for minimum numbers Numbers of Facilities Staff are limited to a maximum of 3 at any one time Numbers of Technology Staff are limited to 3 A any one time.				
			arrangement only and will only be permitted if it	Coordinate the number of employees allowed into the building to ensure number are kept to an absolute minimum	Facilities and Building Operations Manager	As necessary	
			 Contractors are limited to those undertaking essential disinfection/cleaning of the premises, carrying out essential maintenance or legal inspections, which cannot be carried out remote. 		ed to essential items o	nly, e.g	
				Ensure that the items coming into the building are sufficiently quareentined or sanitised	Facilities Manager/staff	As required	

- Couriers are limited to one, for the purposes of collecting essential equipment to facilitate safer and more efficient remote working
- · All other visitors cancelled until further notice

Safe operation

- Anyone experiencing symptoms of COVID-19 should not travel to, or enter the building and should follow government guidelines for self isolation
- Use of public transport should be avoided if at Communicate to those requesting to attend Facilities and Building As necessary possibile. If there is no safer alternative, face site Operations Manager coverings should be worn.
- Special care must be taken in common areas such as vending areas and rest rooms. Santising wipes and gel are placed in these areas and must be used to keep surfaces clean.
- Rigourous cleaning schedule is maintained, paying particular attention to common touch points, e.g handrails, door handles, etc.

Provide paper towels in Toilets, to be used Facilities Manager As s instead of Air Hand-driers poss

As soon as possible

• Own workstations and workstation equipment Coordinate the number of employees should be used and a 2 meter gap between occupied workstations maintained. Coordinate the number of employees allowed into the building to ensure number of employees allowed into the building to ensure number of employees.

Coordinate the number of employees Facilities and Building As necessary allowed into the building to ensure numbers Operations Manager are kept to an absolute minimum

- The use of gloves is a personal preference rat than a requirement of this assessment but gloves are provided and can be warn by individuals if an increased sense of safety is obtained by doing so.
- Inductions and Safe systems of work are issue Ensure instructions are provided to all to Contractors explaining Social distancing rulescontractors entering the premises and measures in place for the use of work areas and common areas. These must be observed a times.

Facilities
Manager/staff

As necessary

Monitoring the wellbeing of remote workers

Remote Working

Mental Health & Lone working

- Line Managers regularly checking in with tean members at a time and frequency to suit individuals. 1-2-1 meetings via zoom (if possible) and regular team meetings
- Key managers are providing Feedback to Leadership Team via DRMG meetings
- Leadership Drop-ins provide opportunty for al employees to raise concerns or ask questions of Leadership Team.
- HR Business Partner actively monitoring and providing extra support for employees with existing Mental Health conditions, tracking absence data for signs of any developing trends.
- Health and Safety Coordinator actively monitoring and providing extra support for employees with for those who have ongoing musculoskeletal6 exdnitohip Dr sexneiwith exnd

- Guidance for Remote Working
- MIND
- Home Schooling LITMUS Wellbeing centre
- Metlife wellbeing hub (Employee Assistance