

# Covid Secure Risk Assessment Findings for Rank Support Offices



# Aim

- To mitigate associated risk of Covid-19 in Rank offices.
- Serve as a basis for site specific assessment and action plan.

**Note:** this deck will constantly evolve as the government release more information.

# Assessment for our return

- **Eliminate:** Continue to ensure vulnerable colleagues work from home where possible.
- **Reduce:** Enable social distancing and dilute colleague density in circulation routes and gaming areas through limited site occupancy.
- **Isolate:** Separate with screens at book sales and tills, plus control access and egress and welfare facilities.
- **Control:** Suitable cleaning of potentially contaminated surfaces and touchpoints as quickly as possible.
- **Protect:** PPE use where effective, particularly for those areas where social distancing cannot be maintained.
- **Education:** Promote and encourage good behavioural practices.

# Risk assessment

- Rank has completed a detailed risk assessment.
- The risk assessment controls were reviewed by colleagues.
- These will be signed off by each office facilities manager.

# Maintenance and servicing completed before reopening

- All water systems chlorinated before sites were reoccupied.
- Pest visits arranged and treatments given where required before reoccupation.
- Heating and ventilation serviced and maintained
- Servicing of plant and equipment reinstated and completed.

# The assessment

## High

- Capacity of the sites;
- Building entrances and exits;
- High traffic circulation routes;
- Kitchen areas;
- Lifts and stairs;
- Toilets;
- Changing and shower areas;  
and
- Gym.

## Medium

- General desking areas;
- Colleague rest rooms;
- Lounge and break out areas;
- Meeting rooms; and
- Smoking areas.

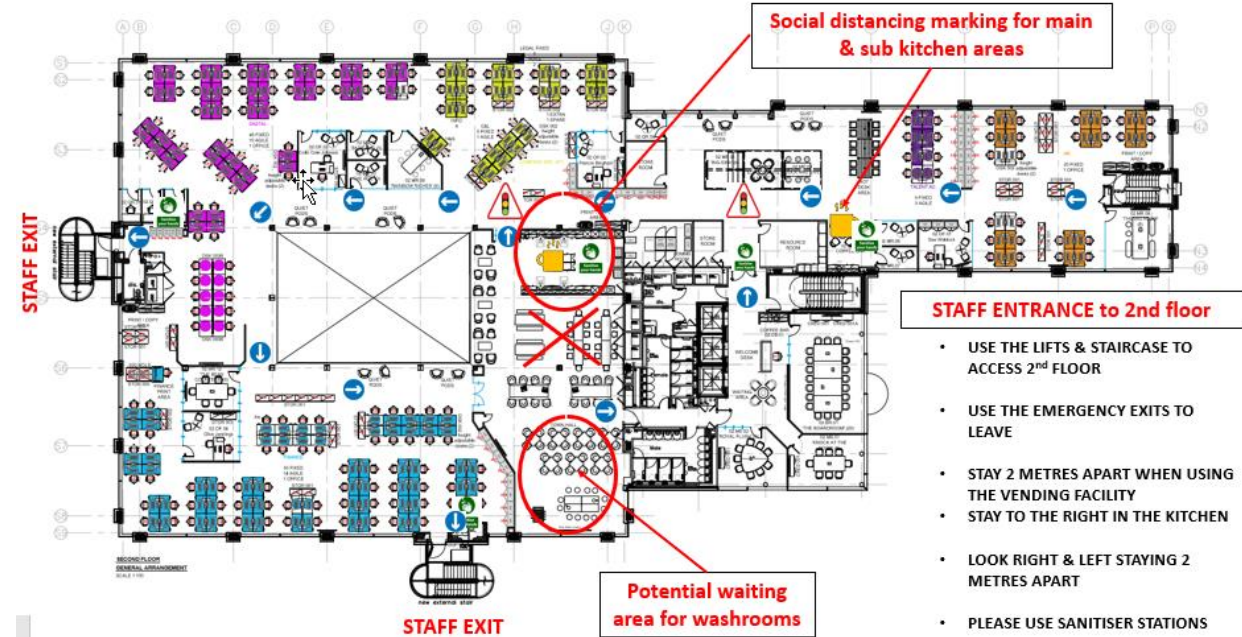
## Low

- Car parks and external areas;
- Plant rooms; and
- Bin and external areas.

# Cleaning and hygiene requirements

- All offices deep cleaned before colleagues returned.
- Introduction of an enhanced level of cleaning focusing on touch point cleaning by all colleagues.
- EN14476 viricidal disinfectant purchased for all locations to clean all touchpoints.
- Cleaning belts purchased for colleagues to enable clean as you go.
- Implement clear desk and clean as you go policy.
- Provision of a rapid response for any additional cleaning required.
- Signs and posters on display to build awareness of good handwashing technique.
- Colleagues are instructed to clean their hands after each task.
- Barrier creams installed.
- Hand sanitiser stations and dispensers allocated throughout the offices.

# Reduced capacity, screens and circulation routes required to adhere to social distancing guidelines





# Social distancing controls

- Social distancing floor and wall signage in place throughout the offices.
- Directional floor and wall signs in place throughout the offices.



# Other control measures

- All colleagues trained on Covid-19 awareness and social distancing.
- All colleagues have been issued with three washable cloth face masks; to be worn when unable to maintain social distancing guidelines.
- First aiders are **not** to give mouth to mouth resuscitation as advised by the British Red Cross & St John Ambulance.
- Kitchens have been reduced to allow for social distancing.
- Any plates, cups and cutlery used are cleaned after each use or placed directly into a dishwasher.
- Changing rooms and rest areas have been closed.
- Contract cleaners using viricidal disinfectant to clean all touch points throughout the day.

# Other control measures cont'd

- Colleagues advised to stay at home if they show signs/symptoms of Covid-19; to book a test and advise line manager.
- If anyone in their household has Covid-19 they are to stay at home and self isolate for 14 days.